



## BOARD OF COMMISSIONERS AGENDA

Thursday, April 6, 2023, 10:00 A.M.

Willowbank Office Building  
420 Holmes Street, Room 146  
Belleville, PA 16823

[Register](#) online to receive a notification when meeting agendas are posted.

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### I. CALL TO ORDER

### II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Commissioners. For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

### III. ADDITIONS TO THE AGENDA

In accordance with ACT 65 of 2021, no discussion or action will be allowed for any item not included on the published agenda unless the item is one of an emergency nature or is *de minimus* in scope and does not require funding authorization and/or a contract or agreement. A majority vote of the Board is required to add an item to the agenda. All provisions of Act 65 regarding requirements for updating a published agenda after the meeting are in effect.

### IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, March 23, 2023 Board of Commissioners meeting.

Action: *APPROVE the minutes from March 23, 2023.*

### V. PROCLAMATION

Proclamation 11 of 2023 – Proclaiming April 2023 as Pennsylvania 811 Safe Digging Month in Centre County.

Action: *ADOPT Proclamation 11 of 2023 proclaiming April 2023 as Pennsylvania 811 Safe Digging Month.*

### VI. PERSONNEL ITEMS

#### A. Correctional Facility

- i. Consider approval of the appointment for Vaughn R. Kanagy to temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), at SG-N10X(01)--\$21.25/hour, effective April 17, 2023, pay period 9. Conditional upon satisfactory

completion of pre-employment requirements. Salary budget impact for 2023 \$29,750, annualized salary impact for 2024 \$44,200 - Dept. 333.

- ii. Consider approval of the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), at SG-N10X(01)--\$21.25/hour, effective April 6, 2023, pay period 8. Salary budget impact for 2023 \$30,600, annualized salary impact for 2024 \$44,200 - Dept. 333.

Action: *APPROVE the Correctional Facility items i-ii.*

**B. Human Resources**

- i. Consider approval of the funding and personnel requisition on-call/occasional Office Floater, Human Resources, (p.c. #16, non-exempt), at SG-02A(01)--\$15.30/hour, effective April 6, 2023, pay period 8. Salary budget impact for 2023 \$593, annualized salary impact for 2024 \$5,079 - Dept. 114.
- ii. Consider approval of the revisions to the Paid Absence Time policy, effective April 9, 2023, pay period 9 - Dept. 114.

Action: *APPROVE the Human Resources items i-ii.*

**C. Human Services**

**i. C&YS**

1. Consider approval of the appointment for Nicholas J. Keith, to full-time Caseworker 1, C&YS, (p.c. #37, non-exempt), at SG-07A(01)--\$20.27/hour, effective retro to April 3, 2023, pay period 8. Salary budget savings for 2023 \$8,073, annualized salary savings for 2024 \$7,582 - Dept. 511.
2. Consider approval of the appointment for Katelynne J. Tischler, to full-time Caseworker 1, C&YS, (p.c. #06, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 5, 2023, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$11,380, annualized salary savings for 2024 \$5,512 - Dept. 511.
3. Consider approval of the funding and personnel requisition full-time Caseworker 2-C&YS, C&YS, (p.c. #08, non-exempt), at SG-08A(01)--\$21.45/hour, effective April 6, 2023, pay period 8. Salary budget savings for 2023 \$1,439, annualized salary impact for 2024 \$1,516 - Dept. 511.
4. Consider approval of the funding and personnel requisition full-time Caseworker 2-C&YS, C&YS, (p.c. #15, non-exempt), at SG-08A(01)--\$21.45/hour, effective April 6, 2023, pay period 8. Salary budget savings for 2023 \$13,708, annualized salary savings for 2024 \$838 - Dept. 511.

Action: *APPROVE the C&YS items 1-4.*

ii. MH/ID/EI

1. Consider approval of the promotion/change in title for Helen Defilippis from full-time Program Specialist MH, MH/ID/EI, (p.c. #49, non-exempt, 75 Hour), at SG-09F(06)--\$25.00/hour to Casework Manager 1, MH/ID/EI, (p.c. #43, exempt, 80 Hour), at SG-15A(01)--\$29.80/hour, effective April 9, 2023, pay period 9. Salary budget savings for 2023 \$20,321, annualized salary savings for 2024 \$1,249 - Dept. 561.
2. Consider approval of the appointment for Rebecca L. Baughman, to full-time Caseworker 2-EI, MH/ID/EI, (p.c. #45, non-exempt), at SG-07A(01)--\$20.27/hour, effective April 24, 2023, pay period 10. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$18,956, annualized salary impact for 2024 \$11,193 - Dept. 561.

Action: *APPROVE the MH/ID/EI items 1-2.*

iii. MH/ID/EI-D&A

1. Consider approval of the promotion/change in title for Karlene Shugars from full-time Casework Supervisor-D&A, MH/ID/EI-D&A, (p.c. #10, exempt), at SG-11F(06)--\$27.09/hour to County Drug & Alcohol Administrator 1, MH/ID/EI-D&A, (p.c. #01, exempt), at SG-15A(01)--\$29.80/hour, effective April 9, 2023, pay period 9. Salary budget savings for 2023 \$47,718, annualized salary savings for 2024 \$28,646 - Dept. 562.
2. Consider approval of the funding and personnel requisition full-time Casework Supervisor-D&A, MH/ID/EI-D&A, (p.c. #10, exempt), at SG-11A(01)--\$25.03/hour, effective April 6, 2023, pay period 8. Salary budget savings for 2023 \$22,580, annualized salary savings for 2024 \$6,561- Dept. 562.

Action: *APPROVE the MH/ID/EI-D&A items 1-2.*

VII. JUDICIAL PERSONNEL ITEMS

Probation - Consider approval of the funding and personnel requisition for the position of full-time Department Clerk 3 (80), Probation, (p.c. #16, non-exempt), at SG-04A(01)--\$16.69/hour, effective April 6, 2023, pay period 8. Salary budget savings for 2023 \$3,359, annualized salary savings for 2024 \$688 - Dept. 301.

Action: *APPROVE the requisition for Department Clerk 3 (80) P.C. #16.*

VIII. ROW OFFICE PERSONNEL ITEMS

IX. NON-PERSONNEL ITEMS

- A. Risk Management - Contract with Dorothy Wolfe-Smith to provide cleaning services for the Madisonburg Senior Center. The contract is not to exceed \$5,654.36 for the period of April 15, 2023 to June 30, 2026 - Dept 112.

Action: *Add the contract with Dorothy Wolfe-Smith to next week's Consent Agenda.*

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B. Housing

- i. Consider approval of Amendment #2 for the contract extension for the Northeast and Bucks Company T/A, Mullin & Lonergan Associates, Inc. for the development of the Solutions-Based Affordable Housing Study with the Centre County American Rescue Plan Agreement. The contract total is unchanged at \$71,330 and will be extended from March 31, 2023 to May 31, 2023 – Dept. 815.
- ii. Satisfaction piece for Linda J. Smith (Copland) for the premise located at 2003 Mary Ellen Lane, State College, PA 16803 – Dept. 815.
- iii. Satisfaction piece for Jason E. Mitchell for the premise located at 1176 Moose Run Road, Bellefonte, PA 16823 – Dept. 815.

Action: *APPROVE the Housing items i-iii.*

- X. CONSENT AGENDA
- XI. EXECUTIVE SESSION REPORT
- XII. QUESTIONS FROM THE PRESS
- XIII. ADJOURNMENT