



BOARD OF COMMISSIONERS AGENDA

Thursday, July 14, 2022, 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.

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, June 30, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from June 30, 2022.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the appointment for Charlene E. Quigley, full-time Corrections Officer, Correctional Facility, (p.c. #47, non-exempt, replacing C. Quigley), at SG-N10A(02)-\$21.25/hour, effective July 18, 2022, pay period 16. Warden Christopher Schell is requesting that Ms. Quigley be reinstated at non-probationary status. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$13,652, annualized salary impact for 2023 \$9,298 - Dept. 333.

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- ii. Consider approval of the appointment for Jeremy F. Cruz, full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Keegan), at SG-N10X(01)-\$21.00/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$10,293, annualized salary impact for 2023 \$8,778- Dept. 333.
- iii. Consider approval of the appointment for Nicholas G. Bradley, full-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing C. Bickel), at SG-N10X(01)-\$21.00/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$8,890, annualized salary impact for 2023 \$8,778 - Dept. 333.
- iv. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt, replacing L. Wyble), at SG-N10, effective retro to July 6, 2022, pay period 15 – Dept. 333.
- v. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing G. Dicken), at SG-N10, effective retro to June 28, 2022, pay period 14 – Dept. 333
- vi. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #11, non-exempt, replacing B. Brennan), at SG-N10, effective retro to July 8, 2022, pay period 15 – Dept. 333.

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

B. Emergency Communications 911

- i. Consider approval of the appointment for Randi J. Smeal, full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #14, non-exempt, replacing L. Morningstar), at SG-N09E(05)-\$20.66/hour, effective July 25, 2022, pay period 16. Salary budget savings for 2022 \$19,806, annualized salary impact for 2023 \$4,160. - Dept. 354.
- ii. Consider approval of the appointment for Sarah M. Hartley, full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt, replacing S. Arnold), at SG-N09E(05)-\$20.66/hour, effective July 25, 2022, pay period 16. Salary budget savings for 2022 \$ 7,394, annualized salary impact for 2023 \$42- Dept. 354.

Action: *APPROVE the Emergency Communications items i-ii.*

C. Human Services

- i. Children & Youth Services – Consider approval of the leave of absence for Erin Keen, Caseworker 2, Children & Youth Services, (p.c. #14), effective retro from June 7, 2022, pay period 13 to June 10, 2022, pay period 13 – Dept. 511.

Action: *APPROVE the medical leave for Erin Keen.*

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ii. MH/ID/EI

1. Consider approval of the personnel requisition for full-time Caseworker 1, MH/ID/EI, (p.c. #18, non-exempt, replacing N. Henning), at SG-N10, effective retro to July 7, 2022, pay period 15 – Dept. 561.
2. Consider approval of the appointment for Ashleigh L. Davis, full-time Caseworker 2, MH/ID/EI, (p.c. #09, non-exempt, replacing M. Acuna), at SG-N12A(01)–\$17.69/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$26,142, annualized salary savings for 2023 \$5,577. - Dept. 561.

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

- D. Human Resources – Consider approval of the revisions to the Travel Expenses policy, effective retro to July 3, 2022, pay period 15 – Dept. 114.

Action: *APPROVE the revisions to the Travel Expenses policy.*

- E. ITS – Consider approval of the adjustment of the accrual start date for Chad Joyce, Chief Information and Records Officer, ITS, by 5 years, 6 months, and 43 days, for prior service with the County– Dept. 142.

Action: *APPROVE the adjustment in accrual start date for Chad Joyce.*

- F. Conservation District – Consider approval of extension #5 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from July 1, 2022, pay period 14 to (estimated) August 1, 2022, pay period 17 – Dept. 822.

Action: *APPROVE the leave of absence for Daina Beckstrand.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary, (p.c. #25, non-exempt, replacing K. Hughes), at SG-N08, effective July 6, 2022, pay period 15 – Dept. 223.

VIII. NON-PERSONNEL ITEMS

Commissioners – 2023 Holiday Schedule – Centre County Government Offices – Dept. 111.

Action: *ADOPT the 2023 Holiday Schedule – Centre County Government Offices.*

IX. CONSENT AGENDA

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT