



BOARD OF COMMISSIONERS AGENDA

Thursday, September 15, 2022, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, 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, September 8, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from September 8, 2022.*

V. PERSONNEL ITEMS

A. Commissioners

- i. Consider approval of the revisions to the job description for the position of Human Services Administrator, Commissioners, SG-22, effective September 25, 2022, pay period 21 – Dept. 111.
- ii. Consider approval of the new job description for the position of Communications Coordinator, Commissioners, SG-12, effective September 15, 2022, pay period 20 – Dept. 111.
- iii. Consider approval of the personnel requisition for full-time Communications Coordinator, Commissioners, (p.c. #08, exempt, new), at SG-12, effective September 15, 2022, pay period 20 – Dept. 111.

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

B. Human Services

- i. Adult Services – Consider approval of the new job description for the position of Deputy Human Services Administrator, Adult Services, (p.c. #01, exempt), effective October 9, 2022, pay period 22 - Dept. 501.

Action: *APPROVE the new job description for Deputy Human Services Administrator.*

- ii. Children & Youth Services – Consider approval of the personnel requisition for full-time Administrator 3 – C&YS, C&YS, (p.c. #01, exempt, replacing J. Sprinkle), at SG-20, effective September 15, 2022, pay period 20 – Dept. 511.

Action: *APPROVE the personnel requisition for C&YS.*

iii. MH/ID/EI

1. Consider approval of the new job description for the position of Administrator MH/ID/EI D&A, MH/ID/EI, SG-20, effective September 15, 2022, pay period 20 – Dept. 561.
2. Consider approval of the personnel requisition for full-time Administrator MH/ID/EI D&A, MH/ID/EI, (p.c. #01, exempt, replacing N. Corman), at SG-20, effective September 15, 2022, pay period 20 – Dept. 561.

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

- VI. EXECUTIVE SESSION REPORT
- VII. QUESTIONS FROM THE PRESS
- VIII. ADJOURNMENT