



## BOARD OF COMMISSIONERS AGENDA

Thursday, September 22, 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.

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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, September 15, 2022 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from September 15, 2022.*

### V. ORDINANCE

Ordinance 4 of 2022 – An Ordinance establishing the salary of all County offices in accordance with the provisions of Act of Assembly, 1971, November 1, P.L. 495, No. 113, Section 1 as amended, 16 PA. Section 11011 ET SEQ., with the exception of the District Attorney, which is set by Act No. 1987-74

**Action:** APPROVE advertisement of Ordinance 4 of 2022.

### VI. PERSONNEL ITEMS

#### A. Correctional Facility

- i. Consider approval of a check for Educational Program Support in the amount of \$3,311.50 (\$6,623 total amount) for Danielle Fox, Mental Health Counselor,

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Correctional Facility, (p.c. #138), for satisfactory completion of summer 2022 course – Dept. 333.

- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing P. Gates), at SG-N10, effective retro to September 19, 2022, pay period 20 – Dept. 333.

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

**B. Human Resources – Employment Report**

**C. Human Services**

**i. Aging**

1. Consider approval of the personnel requisition for full-time Ombudsman/Apprise Coordinator/Aging Care Manager 2 (80), Aging, (p.c. #07, non-exempt, replacing K. Kiehl), at SG-07, effective retro to September 12, 2022, pay period 20 – Dept. 521.
2. Consider approval of the promotion/change in title for Collin Daley, (p.c. #11, non-exempt, 75 Hour), at SG-07A(01)–\$19.87/hour to Ombudsman/Apprise Coordinator/Aging Care Manager 2 (80), Aging, (p.c. #07, non-exempt, 80 Hour, replacing K. Kiehl), at SG-07A(01)–\$19.87/hour, effective September 25, 2022, pay period 21 (No change in pay rate). Salary budget impact for 2022 \$23,688 , annualized salary savings for 2023 \$2,766 - Dept. 521.
3. Consider approval of the personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #11, non-exempt, replacing C. Daley), at SG-07, effective retro to September 14, 2022, pay period 20 – Dept. 521.

**Action:** *APPROVE the Aging items 1-3.*

**ii. Children & Youth Services**

1. Consider approval of the promotion/change in title for Ena Foreman, Caseworker 1-C&YS, C&YS, (p.c. #08, non-exempt), at SG-07A(01)–\$19.87/hour to Caseworker 2-C&YS, C&YS, (p.c. #08, non-exempt), at SG-08A(01)–\$21.03/hour, effective retro to July 17, 2022, pay period 16. Salary budget impact for 2022 \$5,545, annualized salary impact for 2023 \$8,054- Dept. 511.
2. Consider approval of the appointment for Alisha M. Knisely, full-time Caseworker 2, C&YS, (p.c. #09, non-exempt, replacing M. Greene), at SG-08A(01)–\$21.03/hour, effective retro to September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$12,288, annualized salary impact for 2023 \$4,953 – Dept. 511.
3. Consider approval of the appointment for Gabrielle R. Ciulla, temporary Casework Intern, C&YS, (p.c. #36, non-exempt, replacing I. Taffera), at SG-02A(01)–\$15.00/hour, effective retro to September 19, 2022, pay period 20. Salary budget impact for 2022 \$11,056, annualized salary impact for 2023 \$29,250 – Dept. 511.

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4. Consider approval of the personnel requisition for full-time Casework Supervisor, C&YS, (p.c. #02, exempt, replacing C. Biggans), at SG-11, effective retro to September 6, 2022, pay period 19 – Dept. 511.

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

- iii. MH/ID/EL– Consider approval of the appointment for Dana M. Karichner, full-time Caseworker 2, MH/ID/EI, (p.c. #11, non-exempt, replacing T. Snyder), at SG-07A(01)--\$19.87/hour, effective September 26, 2022, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$355, annualized salary impact for 2023 \$4,251 – Dept. 561.

**Action:** *APPROVE the appointment of Dana Karichner.*

- iv. MH/ID/EI Drug & Alcohol– Consider approval of the personnel requisition for full-time TASC Coordinator, MH/ID/EI/D&A, (p.c. #07, non-exempt, replacing C. Baughman), at SG-07, effective retro to September 9, 2022, pay period 19 – Dept. 562.

**Action:** *APPROVE the personnel requisition for MH/ID/EI Drug & Alcohol.*

**D. Planning**

- i. Consider approval of the change in title/revisions to the job description for the position of Sr. Planner 1-Transportation, Planning, to Planner -Transportation, Planning, (p.c. #11), SG-10, effective September 25, 2022, pay period 21 – Dept. 151.
- ii. Consider approval of the change in title/revisions to the job description for the position of Sr. Planner 1-Housing & Community Development, Planning, to Planner –Housing & Community Development, Planning, (p.c. #12), SG-10, effective September 25, 2022, pay period 21 – Dept. 151.
- iii. Consider approval of the change in title to the position of Sr. Planner 1-AG Preservation Coordinator, Planning, to Planner – AG Preservation Coordinator, Planning, (p.c. #10), SG-10, effective September 25, 2022, pay period 21 – Dept. 151.
- iv. Consider approval of the change in title to the position of Sr. Planner 1-Community Planning Specialist, Planning, to Planner – Community Planning Specialist, Planning, (p.c. #13), SG-10, effective September 25, 2022, pay period 21 – Dept. 151.

**Action:** *APPROVE the Planning items i-iv.*

**E. Public Defender**

- i. Consider approval of the personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #08, non-exempt, replacing K. Miller), at SG-08, effective retro to September 6, 2022, pay period 19 – Dept. 132.
- ii. Consider approval of the appointment for Kelly A. Morrow, full-time Legal Secretary 2, Public Defender, (p.c. #08, non-exempt, replacing K. Miller), at SG-05A(01)--\$17.53/hour, effective October 3, 2022, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$1,671, annualized salary impact for 2023 \$5,343 – Dept. 132.

**Action:** *APPROVE the Public Defender items i-ii.*

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- F. Tax Assessment – Consider approval of the personnel requisition for full-time Sr. GIS Mapper/Clean & Green Coordinator/Deed Analyst, Tax Assessment, (p.c. #04, non-exempt, replacing C. Salvanish), at SG-08, effective retro to September 20, 2022, pay period 20 – Dept. 121.

**Action:** *APPROVE the personnel requisition for Tax Assessment.*

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Probation Officer 1, Probation, (p.c. #09, non-exempt, replacing J. Bucheit), at SG-08, effective retro to August 12, 2022, pay period 17 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time School Based Juvenile Probation Officer 2, Probation, (p.c. #18, non-exempt, replacing N. Shervinski), at SG-10, effective retro to September 15, 2022, pay period 20 – Dept. 301.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Security, Sheriff, (p.c. #18, non-exempt, replacing J. Ard) at SG-05, effective September 7, 2022, pay period 19 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #20, non-exempt, replacing D. Benaija) at SG-05, effective September 7, 2022, pay period 19 – Dept. 211.
- iii. Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #22, non-exempt, replacing J. Jones) at SG-05, effective September 8, 2022, pay period 19 – Dept. 211.
- iv. Sheriff Bryan Sampsel has approved the personnel requisition for on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #26, non-exempt, replacing R. Schall) at SG-05, effective September 8, 2022, pay period 19 – Dept. 211
- v. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Security, Sheriff, (p.c. #16, non-exempt, replacing R. Noel) at SG-05, effective September 14, 2022, pay period 20 – Dept. 211

IX. NON-PERSONNEL ITEMS

- A. Risk Management – Contract with Calm.com, Inc. to provide access to a downloadable app that provides services such as mediation, sleep guidance, and white noise sounds. The contract total is \$4,096.46 for the period of October 10, 2022 to October 10, 2023 – Dept. 112.

**Action:** *APPROVE the contract with Calm.com, Inc.*

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Human Services

- B. Children & Youth Services – Contract renewal with Child Welfare Information System (CWIS) for Data Sharing Agreement. The agreement allows for our system (CAPS) to share required data between CAPS and CWIS (the state case management system). There is no contract total for the period of October 1, 2022 to September 30, 2023 – Dept. 511.

**Action:** *APPROVE the contract renewal with Child Welfare Information System.*

X. AUTHORITIES, BOARDS, AND COMMISSION

<b>ABC</b>	<b>Name</b>	<b>Action</b>	<b>Term</b>
Agricultural Land Preservation	Diane Homan	Resignation	February 2, 2022 to August 31, 2022
Agricultural Land Preservation	Thomas Boldin	Re-Appointment	September 1, 2022 to August 31, 2024
Agricultural Land Preservation	Joseph Homan	Re-Appointment	September 1, 2022 to August 31, 2024

**Action:** *APPROVE the Re-Appointments and Resignation of the ABC Members.*

XI. COVID-19 PLANNING AND RESPONSE

COVID-19 Pandemic Universal Masking Policy

**Action:** *APPROVE revisions to the COVID-19 Pandemic Universal Masking policy.*

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT