



## BOARD OF COMMISSIONERS AGENDA

Thursday, October 20, 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, October 6, 2022 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from October 6, 2022.*

V. PROCLAMATION

Proclamation 37 of 2022 – Proclaiming **October 2022** as **Down Syndrome Awareness Month** in Centre County.

**Action:** *ADOPT Proclamation 37 of 2022.*

VI. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the appointment for Keya M. Keiser, full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing K. Bodle), at SG-N10A(02)-- \$21.25/hour, effective October 24, 2022, pay period 23. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$16,181, annualized salary impact for 2023 \$9,298 – Dept. 333.

**BOARD OF COMMISSIONERS AGENDA**

**THURSDAY, OCTOBER 20, 2022**

**PAGE 2**

- ii. Consider approval of the appointment for Devin T. May, full-time Corrections Officer, Correctional Facility, (p.c. #09, non-exempt, replacing R. Good), at SG-N10A(02)--\$21.25/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$20,479, annualized salary impact for 2023 \$6,406 – Dept. 333.
- iii. Consider approval of the appointment for Bobbie JoAnn Griggs, full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing S. Rodriguez), at SG-N10X(01)--\$21.00/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,172, annualized salary impact for 2023 \$9,298 – Dept. 333.
- iv. Consider approval of the appointment for Andrew B. Bennett, full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing D. Watkins), at SG-N10X(01)--\$21.00/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,339, annualized salary impact for 2023 \$4,888 – Dept. 333.
- v. Consider approval of the appointment for Danielle A. Berenbrok, full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing P. Gates), at SG-N10X(01)--\$21.00/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$29,735, annualized salary impact for 2023 \$3,266 – Dept. 333.
- vi. Consider approval of the appointment for John A. Smerbeck, full-time Corrections Officer, Correctional Facility, (p.c. #51, non-exempt, replacing T. Mertz), at SG-N10X(01)--\$21.00/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$14,581, annualized salary impact for 2023 \$8,778 – Dept. 333.
- vii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #88, non-exempt, replacing D. Lynn), at SG-N10, effective retro to October 17, 2022, pay period 22 – Dept. 333.

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

- B. Conservation District – Consider approval of extension #8 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from October 1, 2022, pay period 21 to (estimated) October 31, 2022, pay period 23 – Dept. 822.

**Action:** *APPROVE the medical leave extension for Daina Beckstrand.*

- C. Facilities Management – Consider approval of the appointment for Richard E. Tressler, full-time Custodial Worker, Facilities Management, (p.c. #17, non-exempt, replacing K. Renaud), at SG-02A(01)--\$15.00/hour, effective October 24, 2022, pay period 23. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,611, annualized salary impact for 2023 \$5,762 – Dept. 161.

**Action:** *APPROVE the appointment for Richard Tressler.*

**BOARD OF COMMISSIONERS AGENDA**

**THURSDAY, OCTOBER 20, 2022**

**PAGE 3**

**D. Human Resources**

- i. Consider approval of the revisions to the Leave of Absence policy, effective October 20, 2022, pay period 22 – Dept. 114.

**Action:** *APPROVE the Leave of Absence policy.*

- ii. Employment Report

**E. Human Services**

**i. Children & Youth Services**

1. Consider approval of the promotion/change in title for Michelle Miller from full-time Caseworker 2-C&YS, C&YS, (p.c. #07, non-exempt), at SG-08E(05)--\$22.76/hour to full-time Casework Supervisor-C&YS, C&YS, (p.c. #02, exempt, replacing C. Biggans), at SG-11A(01)--\$24.54/hour, effective October 23, 2022, pay period 23. Salary budget savings for 2022 \$284, annualized salary savings for 2023 \$14,914 - Dept. 511
2. Consider approval of the personnel requisition for full-time Caseworker 2-C&YS, C&YS, (p.c. #07, non-exempt, replacing M. Miller), at SG-08, effective October 17, 2022, pay period 22 – Dept. 511.

**Action:** *APPROVE the Children & Youth Services items 1-2.*

**ii. Transportation**

1. Consider approval of the appointment for Jay A. Frazier, full-time Vehicle Operator, Transportation, (p.c. #08, non-exempt, replacing W. Askey), at SG-03A(01)--\$15.50/hour, effective November 14, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$357, annualized salary impact for 2023 \$1,658 – Dept. 531.
2. Consider approval of the personnel requisition for full-time Department Clerk 3 (75), Transportation, (p.c. #38, non-exempt, replacing J. Haines), at SG-04, effective retro to October 7, 2022, pay period 21 – Dept. 531.
3. Consider approval of the promotion/change in title for Heather Rossman, from full-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt), at SG-02A(01)--\$15.00/hour to full-time Department Clerk 3 (75), Transportation, (p.c. #38, non-exempt, replacing J. Haines), at SG-04A(01)--\$16.36/hour, effective October 23, 2022, pay period 23. Salary budget impact for 2022 \$986, annualized salary savings for 2023 \$4,836 - Dept. 531.
4. Consider approval of the personnel requisition for full-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt, replacing H. Rossman), at SG-02, effective retro to October 14, 2022, pay period 22 – Dept. 531.

**Action:** *APPROVE the Transportation items 1-4.*

**BOARD OF COMMISSIONERS AGENDA**

**THURSDAY, OCTOBER 20, 2022**

**PAGE 4**

**F. Public Defender**

- i. Consider approval of the promotion/change in title for Kimberly Lennox, from full-time Law Clerk, Public Defender, (p.c. #15, non-exempt), at SG-10A(01)--\$23.38/hour to full-Assistant Public Defender, Public Defender, (p.c. #12, exempt, replacing J. Dellinger), at SG-14A(01)--\$28.05/hour, effective retro to October 9, 2022, pay period 22. Salary budget impact for 2022 \$3,784, annualized salary impact for 2023 \$5,866 - Dept. 132.
- ii. Consider approval of the personnel requisition for full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing K. Lennox), at SG-10, effective retro to October 13, 2022, pay period 22 - Dept. 132.
- iii. Consider approval of the appointment for Elizabeth P. Vanier, full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing K. Lennox), at SG-10A(01)--\$23.38/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$6,448, annualized salary impact for 2023 \$4,425 - Dept. 132.

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

**VII. REPORT ON JUDICIAL PERSONNEL ITEMS**

**Court Administration**

- i. President Judge Pamela Ruest has approved the personnel requisition for on-call/occasional Tipstaff, Court Administration, (p.c. #14, non-exempt, replacing E. Prestia), at SG-02, effective retro to October 17, 2022, pay period 22 - Dept. 271.
- ii. President Judge Pamela Ruest has approved the personnel requisition for on-call/occasional Tipstaff, Court Administration, (p.c. #15, non-exempt, replacing S. Thompson), at SG-02, effective retro to October 17, 2022, pay period 22 - Dept. 271.
- iii. President Judge Pamela Ruest has approved the personnel requisition for on-call/occasional Tipstaff, Court Administration, (p.c. #22, non-exempt, replacing G. Rogers), at SG-02, effective retro to October 17, 2022, pay period 22 - Dept. 271.
- iv. President Judge Pamela Ruest has approved the personnel requisition for full-time Court Reporter, Court Administration, (p.c. #07, non-exempt, replacing P. Grey), at SG-10, effective October 20, 2022, pay period 22 - Dept. 271.

**VIII. NON-PERSONNEL ITEMS**

Letter of support for the Moshannon Valley Emergency Medical Services (MVEMS) to request a six-month extension period for the submission of the full application and business plan to the Pennsylvania Office of the Budget.

**Action:** *APPROVE the Letter of Support for Moshannon Valley Emergency Medical Services.*

**IX. EXECUTIVE SESSION REPORT**

**X. QUESTIONS FROM THE PRESS**

**XI. ADJOURNMENT**