



BOARD OF COMMISSIONERS AGENDA

Thursday, November 3, 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, October 20, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from October 20, 2022.*

V. RECOGNITION

Shelly Smeltz, Assistant Director of Centre County Domestic Relations received the 2022 Mary Kunkel Award of Excellence, which recognizes Domestic Relations staff members throughout the state who have demonstrated a commitment to the Pennsylvania Child Support Program beyond the scope of their normal duties.

Action: *RECOGNIZE Shelly Smeltz for receiving the 2022 Mary Kunkel Award of Excellence.*

VI. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the medical leave of absence for Christopher Fye, Corrections Officer, Correctional Facility, (p.c. #14), effective retro from October 3, 2022, pay

BOARD OF COMMISSIONERS AGENDA

THURSDAY, NOVEMBER 3, 2022

PAGE 2

period 21 to (estimated) November 13, 2022, pay period 24 – Dept. 333.

- ii. Consider approval of the appointment for Eric R. Hutchison, full-time Corrections Officer, Correctional Facility, (p.c. #88, non-exempt, replacing D. Lynn), 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 \$26,798, annualized salary impact for 2023 \$7,322 – Dept. 333.
- iii. Consider approval of the appointment for Ian S. Klinger, full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing T. Buchanan), 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 \$9,276, annualized salary impact for 2023 \$8,778 – Dept. 333.
- iv. Consider approval of the appointment for Kara M. Kyler, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing P. Soccio), 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 \$22,576, annualized salary impact for 2023 \$8,778 – Dept. 333.
- v. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing J. Bucheit), at SG-N10, effective retro to October 26, 2022, pay period 23 – Dept. 333.

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

- B. Emergency Services - Consider approval of the appointment for Michaela R. Bressler, full-time Administrative Assistant EMA, Emergency Services, (p.c. #04, non-exempt, replacing A. Ranio), at SG-05A(01)--\$17.53/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$16,075, annualized salary savings for 2023 \$1,872 - Dept. 351.

Action: *APPROVE the appointment for Michaela Bressler.*

C. Human Services

- i. Aging - Consider approval of the personnel requisition for full-time Community Health Nurse 1, Aging, (p.c. #29, non-exempt, replacing Y. Lawrence), at SG-09, effective October 21, 2022, pay period 22 – Dept. 521.

Action: *APPROVE the personnel requisition for Aging.*

- ii. MH/ID/EI - Consider approval of the appointment for Morgan R. (Peters) Gheen, full-time TASC Coordinator/DUI Court, MH/ID/EI-D&A (DUI Court), (p.c. #27, non-exempt, replacing E. Shaw), at SG-07A(01)--\$19.87/hour, effective November 28, 2022, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,335, annualized salary impact for 2023 \$3,608 - Dept. 303.

Action: *APPROVE the appointment for Morgan (Peters) Gheen.*

BOARD OF COMMISSIONERS AGENDA

THURSDAY, NOVEMBER 3, 2022

PAGE 3

iii. Transportation

1. Consider approval of the appointment for Hailey M. Shady, full-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt, replacing H. Rossman), at SG-02A(01)--\$15.00/hour, effective November 14, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$4,803, annualized salary impact for 2023 \$4,602 - Dept. 531.
2. Consider approval of the personnel requisition for on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt, replacing J. Holter), at SG-04, effective November 3, 2022, pay period 23 - Dept. 531.

Action: *APPROVE the Transportation items 1-2.*

- iv. Children and Youth Services - Consider approval of the promotion for Leah Raker from full-time Assistant Administrator 1, CYS (p.c. #25, exempt), at SG-18F (06) - \$36.78/hour, to full-time Administrator 3, CYS (p.c. #01, exempt), at SG20B (02) - \$38.74/hour effective November 6, 2022, pay period 24. Salary budget savings for 2022 \$3,885, annualized salary impact for 2023 \$2,621 - Dept. 511.

Action: *APPROVE the promotion of Leah Raker.*

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Register of Wills - Register of Wills Christine Millinder has approved the personnel requisition for full-time First Deputy Clerk of Orphans Court, Register of Wills, (p.c. #05, non-exempt, replacing T. Day) at SG-07, effective October 25, 2022, pay period 23 - Dept. 224.

VIII. NON-PERSONNEL ITEMS

Human Services

A. Children & Youth Services

- i. Contract Renewal with Redman's Kidz Konnection, Inc. to provide daycare services for dependent youth. The contract total is \$12,000 funded as follows: State \$9,600 and County Match \$ 2,400 for the period of July 1, 2022 to June 30, 2023 - Dept 511.
- ii. Contract Renewal with Your First Page Learning & Development Center to provide daycare services to dependent youth. The contract total is \$5,000 funded as follows: State \$4,000 and County Match \$1,000 for the period of July 1, 2022 to June 30, 2023 - Dept 511.
- iii. Contract Renewal with MidStep Centers for Child Development P.C. d/b/a A Mindful Village to provide forensic and psychiatric evaluations for dependent children. The contract total is \$2,000 funded as follows: State \$1,600 and County Match \$400 for the period of July 1, 2022 to June 30, 2023 - Dept 511.
- iv. Contract Renewal with Children's Advocacy Center to provide forensic interview services and case reviews for dependent children. The contract total is \$24,000 funded as follows: State \$19,200 and County Match \$4,800 for the period of July 1, 2022 to June 30, 2023 - Dept 511.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, NOVEMBER 3, 2022

PAGE 4

- v. Contract Renewal with Pentz Run Youth Services, Inc. to provide foster care services for dependent and delinquent youth. The contract total is \$10,000 funded as follows: State \$8,000 and County Match \$2,000 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- vi. Contract Renewal with Adelphoi Village, Inc. to provide foster care placement for dependent and delinquent youth. The contract total is \$390,000 funded as follows: State \$312,000 and County Match \$78,000 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- vii. Contract Renewal with Children’s Center for Treatment & Education, Inc. to provide foster care placement for dependent and delinquent youth. The contract total is \$20,000 funded as follows: State \$12,000 and County Match \$8,000 for the period of July 1, 2022 to June 30, 2023 – Dept 511.

***Action:** Add Children and Youth Services items i-vii to next week’s Consent Agenda.*

- B. Information Technology Services – Contract renewal with Trebron Security, LLC to provide sophos email security, end point protection, and managed threat detection and response service. The contract total is \$85,674 for the period November 13, 2022 to November 12, 2025 – Dept 142.

***Action:** Add the contract with Trebron Security, LLC to next week’s Consent Agenda.*

- IX. EXECUTIVE SESSION REPORT
- X. QUESTIONS FROM THE PRESS
- XI. ADJOURNMENT