



## BOARD OF COMMISSIONERS AGENDA

Thursday, November 17, 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, November 10, 2022 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from November 10, 2022.*

V. PERSONNEL ITEMS

A. Human Resources

- i. Consider approval of the revisions to the Compensation and Classification Administration policy, effective November 17, 2022, pay period 24 – Dept. 114.

**Action:** *APPROVE the revisions to the Compensation and Classification Administration policy.*

- ii. Employment Report

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**B. Human Services**

- i. Aging - Consider approval of the appointment for Kaitrin W. Rodgers, full-time Aging Care Manager 2, Aging, (p.c. #11, non-exempt, replacing C. Daley), at SG-07A(01)--\$19.87/hour, effective November 28, 2022, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$2,679, annualized salary impact for 2023 \$4,251 - Dept. 521.

**Action:** *APPROVE the appointment for Kaitrin Rodgers.*

- ii. Transportation - Consider approval of the appointment for Kelly S. Dyke, on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt, replacing J. Holter), at SG-03A(01)--\$15.50/hour, effective November 28, 2022, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$850, annualized salary impact for 2023 \$14,725- Dept. 531.

**Action:** *APPROVE the appointment for Kelly Dyke.*

- C. Planning - Consider approval of the promotion/change in title/department for Xochi Confer from full-time Payroll & Pension Coordinator, Controllers, (p.c. #06, non-exempt), at SG-06F(06)--\$20.64/hour to full-time Planner-Transportation, Planning, (p.c. #11, non-exempt, replacing A. Messner), at SG-10A(01)--\$23.38/hour, effective December 12, 2022, pay period 26. Per policy Ms. Confer is approved at SG-10F(06)--\$25.81/hour for prior relevant experience. Salary budget savings for 2022 \$10,702, annualized salary savings for 2023 \$10,101- Dept. 151.

**Action:** *APPROVE the promotion/change in title/department for Xochi Confer.*

**VI. REPORT ON ROW OFFICE PERSONNEL ITEMS**

**Sheriff**

- i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Airport Security 2, Sheriff, (p.c. #34, non-exempt, replacing J. Carles), at SG-N07, effective November 8, 2022, pay period 24 - Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Security, Sheriff, (p.c. #40, non-exempt, replacing J. Phillips), at SG-N05, effective November 8, 2022, pay period 24 - Dept. 211.
- iii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Airport Security 2, Sheriff, (p.c. #37, non-exempt, replacing E. Walters), at SG-N07, effective November 8, 2022, pay period 24 - Dept. 211.
- iv. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Security, Sheriff, (p.c. #39, non-exempt, replacing G. Rigg), at SG-N05, effective November 8, 2022, pay period 24 - Dept. 211.

**VII. CHECK RUN**

Check run in the amount of \$ dated November 16, 2022.

**Action:** *APPROVE the check run dated November 16, 2022.*

**VIII. EXECUTIVE SESSION REPORT**

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IX. QUESTIONS FROM THE PRESS

X. ADJOURNMENT