



BOARD OF COMMISSIONERS AGENDA

Thursday, December 1, 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, November 17, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from November 17, 2022.*

V. PERSONNEL ITEMS

- A. Commissioners - Consider approval of the revisions to the Leave of Absence policy, effective December 1, 2022, pay period 25 – Dept. 111.

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

- B. Controller - Consider approval of the revisions to the job description for the position of Payroll and Pension Coordinator, Controllers, SG-06, effective December 1, 2022, pay period 25 – Dept. 125.

Action: *APPROVE the revisions to the job description for Payroll and Pension Coordinator.*

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- C. Facilities Management – Consider approval of the personnel requisition for full-time Facilities Technician 1-CCCF, Facilities Management, (p.c. #26, non-exempt, replacing L. Verbeck), at SG-09, effective retro to November 17, 2022, pay period 24 – Dept. 161.

Action: *APPROVE the personnel requisition for Facilities Management.*

D. Human Services

- i. Aging - Consider approval of the revisions to the job description for the position of Aging Care Manager 2, Aging, SG-07, effective December 1, 2022, pay period 25 – Dept. 521.

Action: *APPROVE the revisions to the job description for Aging Care Manager 2.*

ii. Children & Youth Services

1. Consider approval of the appointment for Krista Webster, full-time Caseworker 2, C&YS, (p.c. #15, non-exempt, replacing E. Sheffer), at SG-08A(01)-- \$21.03/hour, effective December 5, 2022, pay period 26. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$5,192, annualized salary impact for 2023 \$3,569 - Dept. 511.
2. Consider approval of the personnel requisition for full-time County Fiscal Operations Officer 1, C&YS, (p.c. #17, non-exempt, replacing V. Keith), at SG-11, effective retro to November 18, 2022, pay period 24 – Dept. 511.

Action: *APPROVE the C&YS items 1-2.*

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Controller – Controller Jason Moser has approved the personnel requisition for full-time Payroll and Pension Coordinator, Controllers, (p.c. #06, non-exempt, replacing X. Confer) at SG-06, effective December 1, 2022, pay period 25 – Dept. 125.
- B. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time First Deputy Prothonotary, Prothonotary, (p.c. #07, non-exempt, replacing M. Heckman) at SG-07, effective November 17, 2022, pay period 24 – Dept. 223.

VII. NON-PERSONNEL ITEMS

A. Emergency Management Agency

- i. Grant renewal for the FFY 2022 Emergency Management Performance Grant (EMPG) to provide up to 50% reimbursement for salary and benefits for EMA staff. The grant total is \$110,549 for the period of October 10, 2021 to January 1, 2023 – Dept. 351.
- ii. Grant renewal with Pennsylvania Emergency Management Agency (PEMA) and the seven other Counties in the South Mountain Regional Task Force (SCMRTF). The grant total is \$454,426 for the period of September 1, 2022 to August 31, 2025 – Dept. 351.

Action: *Add the Emergency Management Agency items i-ii to next week's Consent Agenda.*

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- B. Capital Projects – Consider approval of a contract with Watkins Security, LLC. for the installation of six additional badge readers on interior entrance doors at the Centre County Courthouse, which include the Court Administrator’s Office, three Judge’s chambers, and two doors in the Probation Office. The estimated total is \$24,095. The Administrative Office of Pennsylvania Courts (AOPC)/Office of Judicial District provided limited funding to Judicial Districts for essential security equipment for 2021-2022. The funds for the installation will be funded by Capital Projects and \$24,000 reimbursed through the AOPC Grant and \$95 from the Probation Department – Dept. 971/301.

Action: *APPROVE the contract with Watkins Security LLC.*

- C. Commissioners – Engagement letter with Larry Coploff, Esquire of Coploff, Ryan & Houser Attorneys at Law to provide conflict counsel at a rate of \$125 per hour, not to exceed 10 hours – Dept. 111.

Action: *APPROVE the engagement letter with Larry Coploff, Esquire of Coploff, Ryan & Houser Attorneys at Law.*

- D. Elections – Consider approval of an engagement letter with Babst, Calland, Clements and Zomnir, P.C. to jointly represent Centre County as well as Bedford, Carbon, Columbia, Dauphin, Fayette, Huntingdon, Indiana, Jefferson, Lawrence, Lebanon, Montour, Northumberland, Snyder, Venango and York Counties in the litigation filed in the District Court for the Western District of Pennsylvania titled Pennsylvania State Conference of the NAACP *et. al. v. Leigh M. Chapman et. al.* and docketed to Civil Action 1:22-cv-00339 and the litigation filed in the District Court for the Western District of Pennsylvania titled Bette Eakin, *et. al. v. Adams County Board of Elections, et. al.* and docketed to Civil Action 1:22-cv-00340-SPB (the “Litigation”) – Dept. 131.

Action: *APPROVE the engagement letter with Babst, Calland, Clements and Zomnir, P.C.*

VIII. EXECUTIVE SESSION REPORT

IX. QUESTIONS FROM THE PRESS

X. ADJOURNMENT