



## BOARD OF COMMISSIONERS AGENDA

Thursday, January 6, 2022, 10:00 A.M.

Willowbank Office Building  
420 Holmes Street, Room 146  
Bellefonte, PA 16823

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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, December 30, 2021 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from December 30, 2021.*

V. PERSONNEL ITEMS

A. Elections & Voter Registration

- i. Consider approval of the new job description for the position of Vote-By-Mail Coordinator, Elections & Voter Registration, SG-N14, effective January 6, 2022, pay period 2 – Dept. 131.
- ii. Consider approval of the personnel requisition for full-time Vote-By-Mail Coordinator, Elections & Voter Registration, (p.c. #04, non-exempt, new with 2022 budget), at SG-N14, effective January 6, 2022, pay period 2 – Dept. 131.

**Action:** *APPROVE the Elections & Voter Registration items i-ii.*

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- B. Public Defender – Consider approval of the personnel requisition for full-time Investigator, Public Defender, (p.c. #11, non-exempt, replacing K. Hull-Schwab), at SG-N10, effective December 30, 2021, pay period 1 – Dept. 132.

**Action:** *APPROVE the personnel requisition for the Public Defender.*

- C. Conservation District – Consider the medical leave of absence for Brandi Marks, Fiscal Technician (80), Conservation District, (p.c. #05), effective retro from January 4, 2022, pay period 2 to (estimated) January 31, 2022, pay period 4 – Dept. 822.

**Action:** *Consider the medical leave of absence for Brandi Marks.*

- D. Commissioners - Consider approval of the personnel requisition for full-time County Administrator, Commissioners, (p.c. #04, exempt, replacing M. Gray), at SG-S68, effective January 6 2022, pay period 2 – Dept. 111.

**Action:** *APPROVE the personnel requisition for the Commissioners' Office.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

Human Resources - Contract with GovHR USA, LLC to conduct a recruitment and selection process for the County Administrator position opening. The contract total is not to exceed \$22,000 – Dept. 114.

**Action:** *APPROVE the contract with GovHR USA, LLC.*

IX. COVID-19 PLANNING AND RESPONSE

COVID-19 Vaccine and Testing Policy

**Action:** *Discuss the COVID-19 Vaccine and Testing policy.*

X. DISCUSSION ITEMS – UPDATES

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT