



BOARD OF COMMISSIONERS AGENDA

Thursday, February 10, 2022, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, 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, January 13, 20, 27, 2022 Board of Commissioners meetings.

Action: *APPROVE the minutes from January 13, 2022, January 20, 2022, and January 27, 2022.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the request for Educational Program Support for Danielle Fox, Mental Health Counselor, Correctional Facility, (p.c. #138), to attend a course through The Chicago School of Professional Psychology towards her degree in Clinical Mental Health Counseling and be reimbursed 50% of the tuition in the amount of \$2,225.50 (\$4,451 total amount) for spring 2022, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 333.

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- ii. Consider approval of the personnel requisition for full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing S. Shay), at SG-N08, effective retro to January 31, 2022, pay period 4 – Dept. 333.
- iii. Consider approval of the personnel requisition for full-time Kitchen Supervisor, Correctional Facility, (p.c. #81, non-exempt, replacing H. Eckley), at SG-N08, effective retro to February 7, 2022, pay period 4 – Dept. 333.
- iv. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing J. Williams), at SG-N10, effective retro to January 31, 2022, pay period 4 – Dept. 333.
- v. Consider approval of the extension to the recruitment incentive proposal for Corrections Officers at the Centre County Correctional Facility retro from December 1, 2021, pay period 26 through June 30, 2022, pay period 14 – Dept. 120.
- vi. All employees on the payroll as of February 18, 2022 to receive a one-time hazard pay lump sum payment of \$800, to be paid no later than March 4, 2022 – Dept. 120.

Action: *APPROVE Correctional Facility items i-vi.*

- B. Emergency Communications 911 – Consider approval of the personnel requisition for full-time 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt, replacing P. Redman), at SG-N09, effective retro to January 31, 2022, pay period 4 – Dept. 354.

Action: *APPROVE the personnel requisition for Emergency Communications 911.*

- C. Facilities Management – Consider approval of the personnel requisition for full-time Custodial Worker 1, Facilities Management, (p.c. #28, non-exempt, replacing K. Sellers), at SG-N02, effective retro to December 16, 2021, pay period 26 – Dept. 161.

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

- D. Human Services

- i. Adult Services

- 1. Consider approval of the change in title for the position of Caseworker 2-Adult Services to Case Manager 2-Adult Services, Adult Services, (p.c. #05, non-exempt), at SG-N12, effective February 10, 2022, pay period 4 – Dept. 501.
- 2. Consider approval of the new job description for the position of Case Manager 2-Adult Services, Adult Services, SG-N12, effective February 10, 2022, pay period 4 – Dept. 501.
- 3. Consider approval of the revisions to the job description for the position of Caseworker 2-Adult Services, SG-N12, effective February 10, 2022, pay period 4 – Dept. 501.

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4. Consider approval of the personnel requisition for full-time Case Manager 2-Adult Services, Adult Services, (p.c. #05, non-exempt, replacing N. DeStreel), at SG-N12, effective February 10, 2022, pay period 4 – Dept. 501.

Action: *APPROVE the Adult Services items 1-4.*

- ii. Children & Youth Services – Consider approval of the appointment for Ciara D. Musser, full-time Department Clerk 3 (75)-C&YS, C&YS, (p.c. #20, non-exempt, replacing D. Fanning), at SG-N08A(01)–\$14.79/hour, effective February 14, 2022, pay period 5. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$9,156, annualized salary savings for 2023 \$8,600 - Dept. 511.

Action: *APPROVE the appointment for Ciara D. Musser.*

- iii. MH/ID/EI-D&A– Consider approval of the personnel requisition for full-time D&A Case Management Specialist, MH/ID/EI-D&A, (p.c. #12, non-exempt, replacing K. Holliday), at SG-N12, effective retro to February 7, 2022, pay period 4 – Dept. 562.

Action: *APPROVE the personnel requisition for MH/ID/EI-D&A.*

iv. Office of Aging

1. Consider approval of the promotion/change in title/department for Paige Redman, from full-time 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt, 80 Hour), at SG-N09K(11)–\$20.64/hour to full-time Aging Care Manager 2, Office of Aging, (p.c. #28, non-exempt, 75 Hour, replacing C. Kresge), at SG-N12A(01)–\$17.69/hour, effective February 21, 2022, pay period 5. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,634 - Dept. 521.
2. Consider approval of the revisions to the job description for the position of Assistant Director/Aging Care Management Supervisor 1, Office of Aging, SG-S55, effective February 10, 2022, pay period 4 – Dept. 521.
3. Consider approval of the personnel requisition for full-time Assistant Director/Aging Care Management Supervisor 1, Office of Aging, (p.c. #03, exempt, replacing Q. Burchfield), at SG-S55, effective February 10, 2022, pay period 4 – Dept. 521.

Action: *APPROVE the Office of Aging items 1-3.*

v. Transportation

1. Consider approval of the personnel requisition for full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt, replacing H. Rossman), at SG-N05, effective February 8, 2022, pay period 4 – Dept. 531.

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2. Consider approval of the promotion/change in title for Susan Watson, from full-time Vehicle Operator, Transportation, (p.c. #14, non-exempt), at SG-N04M(13)--\$15.49/hour to full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt, replacing H. Rossman), at SG-N05K(11)--\$15.56/hour, effective February 13, 2022, pay period 5. Salary impact for 2022 \$13, annualized salary impact for 2023 \$2,165 - Dept. 531.
3. Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #14, non-exempt, replacing S. Watson), at SG-N04, effective February 8, 2022, pay period 4 - Dept. 531.

Action: *APPROVE the Transportation items 1-3.*

E. Public Defender

- i. Consider approval of the personnel requisition for full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing J. Dellinger), at SG-N16, effective retro to February 4, 2022, pay period 4 - Dept. 132.
- ii. Consider approval of the appointment for Rebecca H. Bain, full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing J. Dellinger), at SG-N16A(01)--\$21.19/hour, effective February 28, 2022, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$11,969, annualized salary savings for 2023 \$8,273 - Dept. 132.
- iii. Consider approval of the personnel requisition for full-time Office Supervisor 2-Public Defender, Public Defender, (p.c. #06, exempt, replacing S. Crowley), at SG-S54, effective retro to February 2, 2022, pay period 4 - Dept. 132.
- iv. Consider approval of the promotion/change in title for Ashley Bowes, from full-time Paralegal 2, Public Defender, (p.c. #13, non-exempt, 75 Hour), at SG-N10G(07)--\$18.09/hour to full-time Office Supervisor 2-Public Defender, Public Defender, (p.c. #06, exempt, 80 Hour, replacing S. Crowley), at SG-S54A(01)--\$24.76/hour (\$51,500.80/annum), effective April 24, 2022, pay period 10. Salary budget savings for 2022 \$8,877, annualized salary savings for 2023 \$7,301 - Dept. 132.
- v. Consider approval of the personnel requisition for full-time Paralegal 2, Public Defender, (p.c. #13, non-exempt, replacing A. Bowes), at SG-N10, effective retro to February 4, 2022, pay period 4 - Dept. 132.

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

- F. Human Resources** - Consider approval of the extension to the Employee Referral Incentive Program retro from January 1, 2022, pay period 1 through June 30, 2022, pay period 14.

Action: *APPROVE extension of the Employee Referral Incentive Program.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

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Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt, replacing R. Kirsch), at SG-N08, effective January 31, 2022, pay period 4 – Dept. 271.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

District Attorney – District Attorney Bernie Cantorna has approved the personnel requisition for full-time Paralegal 1, District Attorney, (p.c. #12, non-exempt, replacing E. Read) at SG-N08, effective February 3, 2022, pay period 4 – Dept. 221.

VIII. NON-PERSONNEL ITEMS

- A. Housing – Satisfaction piece for Deanne R. Dugan also known as Deanna R. Witherite for the premises located at 127 West Main Street Rebersburg– Dept. 815.

Action: *APPROVE the satisfaction piece for Deanna R. Dugan also known as Deanna R. Witherite.*

- B. Commissioners – Letter of Engagement with Eckert Seamans to provide bond counsel in connection with a contemplated upcoming new money and refunding bond issuance of General Obligation Bonds / Notes. The fixed legal fee, which will be paid through the bond issuance, is \$27,000, plus \$1,200 for out of pocket expenses, not including costs for legal advertising or DCED filing fees – Dept. 111.

Action: *APPROVE the letter of engagement with Eckert Seamans.*

IX. COVID-19 PLANNING AND RESPONSE

COVID-19 Vaccine and Testing Policy

Action: *Consider revisions to the COVID-19 Vaccine and Testing policy.*

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT