



BOARD OF COMMISSIONERS AGENDA

Thursday, April 7, 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, March 24, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from March 24, 2022.*

V. PERSONNEL ITEMS

A. Conservation District

- i. Consider approval of the personnel requisition for on-call/occasional Senior Advisor, Conservation District, (p.c. #14, non-exempt, new), at SG-N14, effective April 11, 2022, pay period 9 – Dept. 822
- ii. Consider approval of the appointment for Megan R. Kownurko, temporary Resource Conservation Intern, Conservation District, (p.c. #15, non-exempt, replacing Z. Smoyer), at SG-N06A(01)–\$13.55/hour, effective May 16, 2022, pay period 11. Salary budget savings for 2022 \$10,880 - Dept. 822.

Action: *APPROVE the Conservation District items i-ii.*

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B. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Keegan), at SG-N10, effective retro to March 28, 2022, pay period 8 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing T. Vonada), at SG-N10, effective retro to March 25, 2022, pay period 7 – Dept. 333.
- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing D. Weidel), at SG-N10, effective retro to March 23, 2022, pay period 7 – Dept. 333.
- iv. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing C. Bickel), at SG-N10, effective retro to March 24, 2022, pay period 7 – Dept. 333.
- v. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #103, non-exempt, replacing J. Rockey), at SG-N10, effective retro to April 1, 2022, pay period 8 – Dept. 333.
- vi. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #11, non-exempt, replacing J. Young), at SG-N10, effective retro to April 1, 2022, pay period 8 – Dept. 333.

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

- C. Emergency Communications 911 – Consider approval of the appointment for Stephanie E. Arnold, full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt, replacing P. Redman), at SG-N09E(05)--\$20.66/hour, effective April 25, 2022, pay period 10. Salary budget savings for 2022 \$4,877, annualized salary impact for 2023 \$42 - Dept. 354.

Action: *APPROVE the appointment for Stephanie Arnold.*

D. Human Services

i. Children & Youth Services

1. Consider approval of the appointment for Kaitlyn D. Kahley, full-time Caseworker 1, Children & Youth Services, (p.c. #51, non-exempt, replacing C. Smith), at SG-N11A(01)--\$16.90/hour, effective April 25, 2022, pay period 10. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$14,508, annualized salary savings for 2023 \$3,101 - Dept. 511.
2. Consider approval of the personnel requisition for full-time Caseworker 2, Children & Youth Services, (p.c. #52, non-exempt, replacing M. Graham), at SG-N13, effective retro to March 23, 2022, pay period 7 – Dept. 511
3. Consider approval of the personnel requisition for full-time Caseworker 3, Children & Youth Services, (p.c. #27, non-exempt, replacing R. Cain), at SG-N15, effective retro to April 5, 2022, pay period 8 – Dept. 511.
4. Consider approval of the personnel requisition for full-time Caseworker 3, Children & Youth Services, (p.c. #47, non-exempt, replacing L. Lynch), at SG-N15, effective retro to April 5, 2022, pay period 8 – Dept. 511

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5. Consider approval of the personnel requisition for full-time Caseworker 3, Children & Youth Services, (p.c. #54, non-exempt, new), at SG-N15, effective April 7, 2022, pay period 8 – Dept. 511.
6. Consider approval of the leave of absence for Nicole Williams, Casework Supervisor-C&YS, Children & Youth Services, (p.c. #04), effective retro from March 29, 2022, pay period 8 to (estimated) June 30, 2022, pay period 14 – Dept. 511.

Action: *APPROVE C&YS items 1-6.*

- ii. MH/ID/EI – Consider approval of an amendment to the promotion/change in title for Thomas Snyder, Caseworker 1, MH/ID/EI, (p.c. #11, non-exempt), at SG-N10B(02)-- \$16.46/hour to Caseworker 2, MH/ID/EI, (p.c. #11, non-exempt), at SG-N12B(02)-- \$18.02/hour, effective April 10, 2022, pay period 9. This is due to the action taken March 24, 2022 for designated Human Service case working employees. Salary budget impact for 2022 \$2,769, annualized salary impact for 2023 \$8,294 - Dept. 561.

Action: *APPROVE the amendment to the promotion/change in title for Thomas Snyder.*

E. Human Resources – Employment Report

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #05, non-exempt, replacing S. Hahn), at SG-N16, effective March 24, 2022, pay period 7 – Dept. 271.
- B. MDJ State College 49-3-05 – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Supervisor 2, MDJ-Lachman, (p.c. #18, non-exempt, replacing M. Ray), at SG-S45, effective March 29, 2022, pay period 8 – Dept. 257.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Prothonotary

- i. Prothonotary Jeremy Breon has approved the personnel requisition for full-time First Deputy Prothonotary, Prothonotary, (p.c. #15, non-exempt, replacing J. Esposito), at SG-S46, effective March 29, 2022, pay period 8 – Dept. 223.
- ii. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Records Coordinator (75), Prothonotary, (p.c. #22, non-exempt, replacing J. Bletz), at SG-N10, effective April 1, 2022, pay period 8 – Dept. 223.
- iii. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary, (p.c. #18, non-exempt, replacing A. Efthimiou), at SG-N08, effective April 1, 2022, pay period 8 – Dept. 223.

B. Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Airport Security 2, Sheriff, (p.c. #37, non-exempt, replacing J. Muss), at SG-N11, effective April 5, 2022, pay period 8 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Security, Sheriff, (p.c. #30, non-exempt, replacing E. Walters), at SG-N08, effective April 5, 2022, pay period 8 – Dept. 211.

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VIII. NON-PERSONNEL ITEMS

- A. Aging – Contract Addendum for the extension for the Emergency Solutions Grant – CV2 through the Department of Community & Economic Development (DCED). The contract total is \$182,691 for the period of May 11, 2022 to June 30, 2022. – Dept. 501.

Action: *APPROVE the Contract Addendum for the extension for the Emergency Solutions Grant – CV2 through the Department of Community & Economic Development (DCED).*

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT