



## BOARD OF COMMISSIONERS' AGENDA

Thursday, August 15, 2019, 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 Salary Board. For items not on the agenda, the Salary Board 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. MEETING MINUTES

Minutes from the Thursday, August 1, 2019 Board of Commissioners' meeting.

Action: *APPROVE the Board of Commissioners' meeting minutes from August 1, 2019.*

IV. ANNOUNCEMENT

Pine Grove Mills VFW Post 5825

V. ACTION ON NON PERSONNEL ITEM(S)

A. Facilities Management - Contract with Jamie Praskovich to perform cleaning services at Magisterial District Office 49-3-04. The contract total is \$4,970 for the period of August 15, 2019 through December 31, 2020 - Dept. 161.

Action: *APPROVE the contract with Jamie Praskovich.*

B. Planning - Submission of Payment Request #3 to the Department of Community and Economic Development (DCED) for disbursement of funds from the Development Keystone Communities Grant in the amount of \$9,063 for costs associated with the roof replacement at the Mountaintop Activity Center in Snow Shoe. The total grant is \$100,000 for the period of June 20, 2018 through June 30, 2020 - Dept. 151.

Action: *APPROVE submission of the revised Payment Request to DCED.*

C. Housing - Mortgage satisfaction piece for Torey B. Lucas for the premises located at 205 Walter Street, Milesburg- Dept. 815.

Action: *APPROVE the mortgage satisfaction piece for Torey B. Lucas.*

VI. ACTION ON PERSONNEL ITEMS

A. Emergency Communications 911

- i. Consider approval of the personnel requisition for on-call/occasional Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, new), at SG-N09, effective August 15, 2019, pay period 17 – Dept. 354.
- ii. Consider approval of the appointment for Brian R. Jorgenson, on-call/occasional Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, new), at SG-N08E(06)--\$15.35/hour, effective August 19, 2019, pay period 18. Salary budget increase for 2019 \$2,390, annualized salary increase for 2020 \$6,904 - Dept. 354.
- iii. Consider approval of the new job description for the position of Training Supervisor, Emergency Communications 911, SG-S45, effective August 15, 2019, pay period 17 – Dept. 354.
- iv. Consider approval of the personnel requisition for full-time Training Supervisor, Emergency Communications 911, (p.c. #37, non-exempt, new), at SG-S45, effective August 15, 2019, pay period 17 – Dept. 354.
- v. Consider approval of the change in title and revisions to the job description for the position of Administrative Addressing Technician, Emergency Communications 911, to Addressing and Communications Generalist, Emergency Communications 911, (p.c. #30, non-exempt), SG-N08, effective August 15, 2019, pay period 17 – Dept. 354.
- vi. Consider approval of the personnel requisition for full-time Addressing and Communications Generalist, Emergency Communications 911, (p.c. #30, non-exempt, replacing B. Berenty), at SG-N08, effective August 15, 2019, pay period 17 – Dept. 354.

B. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Kitchen Supervisor, Correctional Facility, (p.c. #73, non-exempt, replacing A. Shawley), at SG-N08, effective retro to July 31, 2019, pay period 16 – Dept. 333.
- ii. Consider approval of the promotion for Carl Gemmati III from full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt), at SG-N10F(07)--\$18.09/hour to full-time Lieutenant, Correctional Facility, (p.c. #36, exempt, replacing J. Gonzalez), at SG-S54A(01)--\$23.29/hour (\$48,443.20/annum), effective August 18, 2019, pay period 18. Salary budget savings for 2019 \$5,668, annualized salary savings for 2020 \$8,258 – Dept. 333.
- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing C. Gemmati III), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.

- iv. Consider approval of the change in status/position number for Tiffany Shotzberger from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing J. Simler), effective retro to June 19, 2019, pay period 13. (No change in pay rate) Salary budget impact for 2019 \$1,429, annualized salary savings for 2020 \$5,886 – Dept. 333.
- v. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing T. Shotzberger), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- vi. Consider approval of the promotion for Jason Young from part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt), at SG-N10A(01)--\$14.70/hour, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing T. Shotzberger), at SG-N10A(02)--\$16.37/hour, effective August 18, 2019, pay period 18. Salary budget increase for 2019 \$13,386, annualized salary increase for 2020 \$34,050 – Dept. 333.
- vii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing J. Young), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- viii. Consider approval of the promotion for Hunter Hockenberry from part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt), at SG-N10B(02)--\$16.13/hour to full-time Corrections Officer, Correctional Facility, (p.c. #51, non-exempt, replacing D. Bryan), at SG-N10B(03)--\$16.69/hour, effective August 18, 2019, pay period 18. Salary budget increase for 2019 \$10, annualized salary savings for 2020 \$3,619 – Dept. 333.
- ix. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing H. Hockenberry), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- x. Consider approval of the promotion for Garrett Corl from part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt), at SG-N10A(01)--\$14.70/hour to full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing M. Dulay), at SG-N10A(02)--\$16.37/hour, effective August 18, 2019, pay period 18. Salary budget savings for 2019 \$4,152, annualized salary savings for 2020 \$1,414 – Dept. 333.
- xi. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing G. Corl), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- xii. Consider approval of the promotion for Brice Beals from part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt), at SG-N10A(01)--\$14.70/hour to full-time Corrections Officer, Correctional Facility, (p.c. #41, non-exempt, replacing J. Fye), at SG-N10A(02)--\$16.37/hour, effective August 18, 2019, pay period 18. Salary budget increase for 2019 \$2,613, annualized salary savings for 2020 \$1,414 – Dept. 333.

- xiii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. 109, non-exempt, replacing B. Beals), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- xiv. Consider approval of the appointment for Kurtis G. Brungard, part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing T. Shotzberger), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$8,764, annualized salary savings for 2020 \$2,677 - Dept. 333.
- xv. Consider approval of the appointment for Kassandra Steele, part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing H. Hockenberry), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,197, annualized salary savings for 2020 \$2,677 - Dept. 333.
- xvi. Consider approval of the appointment for Allen D. Long, part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing G. Corl), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,117, no impact for 2020 - Dept. 333.
- xvii. Consider approval of the appointment for Noah J. Gilbert, part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing B. Beals), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,829, annualized salary savings for 2020 \$2,677 - Dept. 333.
- xviii. Consider approval of the appointment for Gregory A. Bradshaw, part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing J. Young), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$7,178, annualized salary savings for 2020 \$8,258 - Dept. 333.
- xix. Consider approval of the appointment for Thomas D. Hunter III, part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing B. Wainwright), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$6,878, annualized salary savings for 2020 \$2,677 - Dept. 333.

C. Children and Youth Services

- i. Consider approval of the appointment for Alyssa D. Rote, full-time Caseworker 1, C&YS, (p.c. #37, non-exempt, replacing R. Lyons), at SG-N11A(01)--\$15.59/hour, effective August 19, 2019, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$3,988, annualized salary savings for 2020 \$605 – Dept. 511.

- ii. Consider approval of the appointment for Marissa R. Tobias, full-time Caseworker 1, C&YS, (p.c. #24, non-exempt, replacing M. Buchy), at SG-N11A(01)–\$15.59/hour, effective September 3, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$8,003, annualized salary savings for 2020 \$5,090 – Dept. 511.

D. Sheriff

- i. Consider approval of the revisions to the job description for the position of Deputy Sheriff 2 (Airport Security), Sheriff, SG-N11, effective August 15, 2019, pay period 17 – Dept. 211.
- ii. Consider approval of the revisions to the job description for the position of Deputy Sheriff-Sergeant, Sheriff, SG-N13, effective August 15, 2019, pay period 17 – Dept. 211.

E. Human Services

i. Drug & Alcohol

- 1. Consider approval of the appointment for Julie L. Sebolt, full-time Department Clerk 3 (DA), Drug & Alcohol, (p.c. #08, non-exempt, replacing P. Beightol), at SG-N08A(01)–\$13.52/hour, effective September 3, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$4,453, annualized salary savings for 2020 \$3,335 – Dept. 562.
- 2. Consider approval of the personnel requisition for full-time D&A Case Management Specialist, Drug & Alcohol, (p.c. #11, non-exempt, replacing K. Murphy), at SG-N12, effective retro to August 1, 2019, pay period 16 – Dept. 562.

ii. MH/ID

- 1. Consider approval of the change in title for the position of Department Clerk 3 (75), MH/ID, to Department Clerk 3 (Mental Health), MH/ID, (p.c. #34, non-exempt), SG-N08, effective August 18, 2019, pay period 18 (Currently occupied by J. Wasson) – Dept. 561.
- 2. Consider approval of the new job description for the position of Department Clerk 3 (Mental Health), MH/ID, SG-N08, effective August 18, 2019, pay period 18 – Dept. 561.

- F. Facilities Management – Consider approval of the Extension #4 for the leave of absence for Peter Stania Jr., Custodial Worker 2, Facilities Management, (p.c. #17), effective retro from August 6, 2019 to August 11, 2019, pay period 17 – Dept. 161.

G. Human Resources – Employment Report

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

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IX. DISCUSSION ITEMS

Court Reporter Requisition

X. EXECUTIVE SESSION

XI. ADJOURNMENT