



BOARD OF COMMISSIONERS AGENDA

Thursday, January 13, 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

The public meeting of the Board of Commissioners was convened at 10:03 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Director of Human Resources Kristen Simkins, Controller Jason Moser, Human Resource Analyst Geri Sorgen, and Executive Office Supervisor Natalie Smith.

County personnel present included Deputy Administrator John Franek Jr., Travis Walker, Beth Lechman, Human Service Administrator Natalie Corman, Dave Lomison, Ray Stolinas, Chad Joyce, Jim Coslo and Sheriff Bryan Sampsel.

Representatives from the news media included Halie Kines and Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

I. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, January 6, 2022 Board of Commissioners meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from January 6, 2022.*

II. PERSONNEL ITEMS

A. Correctional Facility

- i. Personnel requisition for full-time Lieutenant, Correctional Facility, (p.c. #03, exempt, replacing T. Nichols), at SG-S54, effective retro to January 6, 2022, pay period 2 – Dept. 333.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JANUARY 13, 2022

PAGE 2

- ii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #20, non-exempt, replacing S. Posey), at SG-N10, effective retro to January 10, 2022, pay period 2 – Dept. 333.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Correctional Facility items i-ii.*

- B. Emergency Communications 911 – Director Norm Spackman asked the Board to consider a change in title for the positions of Public Safety Telecommunicator to 911 Dispatcher – Public Safety Telecommunicator, Emergency Communications 911, (p.c. #08-28,33,34,36&41, non-exempt), at SG-N09, effective January 13, 2022, pay period 2 – Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the change in title for 911 Dispatcher – Public Safety Telecommunicator positions.*

- C. Human Services

Human Service Administrator Natalie Corman asked the Board to approve the following items:

- i. Children & Youth Services – Personnel requisition for full-time Department Clerk 3 (75) - C&YS, Children & Youth Services, (p.c. #20, non-exempt, replacing D. Fanning), at SG-N08, effective retro to January 10, 2022, pay period 2 – Dept. 511.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Children & Youth Services.*

- ii. MH/ID/EI–Appointment for Mayra L.M. Pollo, full-time Caseworker 1, MH/ID/EI, (p.c. #27, non-exempt, replacing L. Park), at SG-N10A(01)--\$16.16/hour, effective January 18, 2022, pay period 3. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,619, annualized salary savings for 2023 \$2,983 - Dept. 561.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Mayra Pollo.*

- D. Public Defender – Personnel requisition for full-time Assistant Public Defender, Public Defender, (p.c. #12, exempt, replacing E. Ramos), at SG-S54, effective retro to January 5, 2022, pay period 2 – Dept. 132.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Public Defender.*

III. REPORT ON JUDICIAL PERSONNEL ITEMS

IV. REPORT ON ROW OFFICE PERSONNEL ITEMS

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JANUARY 13, 2022

PAGE 3

A. Coroner

- i. Coroner Scott Sayers has approved the personnel requisition for on-call/occasional Deputy Coroner, Coroner, (p.c. #08, non-exempt, new with 2022 budget), at SG-N10A(01), effective January 6, 2022, pay period 2 – Dept. 212.
- ii. Coroner Scott Sayers has approved the personnel requisition for on-call/occasional Deputy Coroner, Coroner, (p.c. #09, non-exempt, new with 2022 budget), at SG-N10A(01), effective January 6, 2022, pay period 2 – Dept. 212.

V. NON-PERSONNEL ITEMS

- A. Housing – Satisfaction piece for Wayne McGonigal and Daria Harter for the premise located at 150 Oak Drive, Karthaus – Dept. 815.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Wayne McGonigal and Daria Harter.*

- B. Probation & Parole – Subgrant Award Notification from the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Centre County Probation and Parole Grant in Aid. The total award amount is \$99,500 for the period of July 1, 2021 through June 30, 2022 – Dept. 301.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Subgrant Award Notification from the PCCD.*

VI. COVID-19 PLANNING AND RESPONSE

Administrator Margaret Gray introduced the following items.

A. COVID-19 Leave Directive

Revisions to the policy will make the definition of fully vaccinated consistent with the CDC.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve revisions to the COVID-19 Leave Directive.*

B. COVID-19 Pandemic Universal Masking Policy

Revisions would specify the type of mask that an employee should wear, either N-95 or surgical masks. Commissioner Pipe suggested that KN-95 should be included as well. Margaret said this will be brought back for adoption and to establish an effective date.

Action: *Discuss the COVID-19 Pandemic Universal Masking policy.*

C. COVID-19 Vaccination and Testing Policy

Director of Human Resources Kristen Simkins reviewed the draft policy and frequently asked questions document. She outlined testing requirements and the definition of fully vaccinated. Employees who provide a copy of their vaccination card would be exempt

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JANUARY 13, 2022

PAGE 4

from testing, also those who have tested positive will be exempt for a period of 90 days. Commissioner Pipe proposed an effective date of January 31, 2021.

Commissioner Dershem is not in support of this policy, medically speaking it has minimum result and significant expense. Vaccinated individuals can still contract and transmit the virus.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board 2-1 to approve the COVID-19 Vaccination and Testing policy with Commissioner Dershem opposed.*

- D. Purchase of rapid antigen test kits at a cost not to exceed \$30,200 from The Pennsylvania State University - Dept. 120.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board 2-1 to approve the purchase from The Pennsylvania State University with Commissioner Dershem opposed.*

- VII. DISCUSSION ITEMS – UPDATES
- VIII. EXECUTIVE SESSION REPORT
- IX. QUESTIONS FROM THE PRESS
- X. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Pipe the Board voted unanimously to adjourn the meeting at 10:30 AM.

ATTEST:

Margaret N. Gray
Administrator