



BOARD OF COMMISSIONERS MINUTES

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

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:12 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., Faith Ryan, Norm Spackman, Mark Kellerman, Travis Walker, Dave Crowley, Dave Lomison, and Human Service Administrator Natalie Corman.

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

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, January 13, 20, 27, 2022 Board of Commissioners meetings.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from January 13, 2022, January 20, 2022, and January 27, 2022.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. 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. 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. 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. 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. Director of Human Resources Kristen Simkins asked the Board to 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. Commissioner Pipe asked that Human Resources bring back a list of positions across the County that may benefit from this incentive – 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. In recognition of the fact that Corrections Officers work very closely with individuals living in a congregate facility who have been exposed to the virus, Administrator Margaret Gray asked the Board to consider this payment – Dept. 120.

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

- B. Emergency Communications 911 – 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: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Emergency Communications 911.*

- C. Facilities Management – 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: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Facilities Management.*

- D. Human Services

- i. Adult Services – Director Faith Ryan asked the Board to consider the following:

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1. 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. This is requested to differentiate between Caseworkers who are working on the ERAP program and Case Managers – Dept. 501.
2. 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. Revisions to the job description for the position of Caseworker 2-Adult Services, SG-N12, effective February 10, 2022, pay period 4 – Dept. 501.
4. 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: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Adult Services items 1-4.*

- ii. Children & Youth Services – 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: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Ciara D. Musser.*

- iii. MH/ID/EI-D&A– 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: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for MH/ID/EI-D&A.*

iv. Office of Aging

1. 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. 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.

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3. 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: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Office of Aging items 1-3.*

v. Transportation

Director Dave Lomison asked the Board to consider the following:

1. 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.
2. 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. 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: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Transportation items 1-3.*

E. Public Defender

Chief Public Defender Dave Crowley asked the Board to consider the following:

- i. 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. 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. 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.

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- iv. 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. 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: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Public Defender items i-v.*

- F. Human Resources – Director Kristen Simkins asked the Board to 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. The program was implemented in 2021 and proved successful – Dept. 114.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve extension of the Employee Referral Incentive Program.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

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 Deanna R. Dugan also known as Deanna R. Witherite for the premises located at 127 West Main Street Rebersburg– Dept. 815.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to 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.

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***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of engagement with Eckert Seamans.*

IX. COVID-19 PLANNING AND RESPONSE

COVID-19 Vaccine and Testing Policy

Administrator Margaret Gray presented revisions to the COVID-19 Vaccine and Testing Policy. The title of the policy will be changed to the COVID-19 Policy to clarify that vaccinations are not being mandated. Other wording changes will be made for further clarification.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve revisions to the COVID-19 Vaccine and Testing policy.*

X. EXECUTIVE SESSION REPORT

The Board will meet in executive session following this meeting.

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session at 10:36 AM. The Board returned at 10:49 AM then on a motion made by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to adjourn the meeting at 10:50 AM.

ATTEST:

Margaret N. Gray
Administrator