



BOARD OF COMMISSIONERS' MINUTES

Thursday, February 13, 2020, 10:00 A.M.

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

I. CALL TO ORDER

Commissioner Michael Pipe convened the Board of Commissioners' meeting at 10:12 AM on Thursday, February 13, 2020.

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

County personnel present included Bob Jacobs, Prothonotary Jeremy Breon, Travis Walker, and Sheriff Bryan Sampsel.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Tuesday, February 4, 2020 Board of Commissioners' meeting.

Action: On a motion by Commissioner Mark Higgins, seconded by Commissioner Steven Dershem the Board voted to approve the meeting minutes from Tuesday, February 4, 2020. Commissioner Pipe abstained from the vote.

IV. PERSONNEL ITEMS

A. Human Services

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Human Services items i-iii with the exception of iii. MH/ID 1.

i. Aging

1. Personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #31, non-exempt, new with 2020 budget), at SG-N12, effective April 1, 2020, pay period 8- Dept. 521.

ii. Children & Youth Services

1. Appointment for Dylan J. Burns, full-time Caseworker 1, C&YS, (p.c. #45, non-exempt, replacing M. Benedict), at SG-N11A(01)--\$15.59/hour, effective February 24, 2020, pay period 5. Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2020 \$8,799, annualized salary savings for 2021 \$8,504 - Dept. 511.
2. Personnel requisition for full-time Caseworker 2, C&YS, (p.c. #33, non-exempt, replacing R. Walsh), at SG-N13, effective February 13, 2020, pay period 4- Dept. 511.

iii. MH/ID

1. On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to table the appointment for Cady M. Wieck, full-time Caseworker 2, MH/ID, (p.c. #15, non-exempt, replacing N. Smith), at SG-N12A(01)--\$16.36/hour, effective March 9, 2020, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2020 \$4,714, annualized salary savings for 2021 \$1,287 - Dept. 561.
 2. Voluntary demotion/transfer for Rebecca Mckinley-Walsh from full-time Caseworker 3, C&YS, (p.c. #33, non-exempt), at SG-N15K(11)--\$23.02/hour to full-time Caseworker 2, MH/ID, (p.c. #14, non-exempt, replacing T. Capozzi), at SG-N12R(18)--\$22.91/hour, effective March 2, 2020, pay period 6. Salary budget impact for 2020 \$4,171, annualized salary impact for 2020 \$11,486 - Dept. 561.
- B. Court Administration - On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the new job description for the position of Law Clerk (2 Year Term), Court Administration, (p.c. #30), SG-N16, effective February 13, 2020, pay period 4 - Dept. 271.
- C. Conservation District - On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the revisions to the job description for the position of Conservation District Manager, Conservation District, (p.c. #01), SG-S54, effective February 13, 2020, pay period 4. The Board discussed the process for hiring a new conservation district manager. Administrator Margaret Gray explained that the Board will approve the requisition and the County will post the position. Applications will be received and screened by Human Resources and then all applications will be provided to the Conservation District Board of Directors for their evaluation and interviews. Commissioner Pipe expects that the Board of Directors will then come to the Board of Commissioners to discuss salary. He stated that as Commissioner Dershem is a member of the Board of Directors he will be comfortable with his recommendation when the position comes before the Board of Commissioners - Dept. 822.

D. Correctional Facility

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

- i. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing J. Huffman), at SG-N10, effective February 13, 2020, pay period 4- Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Lieutenant, Correctional Facility, (p.c. #03, exempt, replacing K. Keiser), at SG-S54, effective February 13, 2020, pay period 4- Dept. 333.

V. 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. #04, non-exempt, replacing B. Mason), at SG-N16, effective February 6, 2020, pay period 4 – Dept. 271.
- B. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Court Program Coordinator/Supervisor, Probation, (p.c. #07, exempt, replacing R. Millward), at SG-S54, effective February 6, 2020, pay period 4 – Dept. 301.

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Sheriff

- i. Sheriff Bryan Sampsel has approved the promotion for Paul Winkelblech, from part-time Security Officer 40%, Sheriff, (p.c. #23, non-exempt) to full-time Security Officer, Sheriff, (p.c. #17, non-exempt, replacing P. Winkelblech), effective February 16, 2020, pay period 5. (No change in pay rate) Salary savings for 2020 \$5,516 - Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for part-time Security Officer 40%, Sheriff, (p.c. #23, non-exempt, replacing P. Winkelblech), at SG-N08, effective February 4, 2020, pay period 4 – Dept. 211.

- B. Controller – Controller Jason Moser has approved the personnel requisition for full-time Deputy Controller, Controller, (p.c. #02, exempt, replacing H. Fifield), at SG-S54, effective February 4, 2020, pay period 4 – Dept. 125.

VII. DISCUSSION ITEMS

Controller Jason Moser discussed the changes to the County Code under the Omnibus Amendments- Act of Oct. 24, 2018, P.L. 931, No. 154. Section 1622 related to Salary Board creation was modified significantly with the Controller or Treasurer being the Secretary of the Board. Commissioner Pipe suggested that the Controller attest to the minutes approved from each meeting. This will be added to the next Salary Board agenda for action.

Section 1622. Salary Boards Created.--There is hereby created in each county a salary board, which shall consist of the three individual members of the board of county commissioners and the county controller in counties where there is a controller, or the county treasurer in counties where there is no controller. The [chairman] chairperson of the board of county commissioners shall be [chairman] chairperson of the salary board and the county controller or county treasurer, as the case may be, shall be secretary of the board. The board shall meet and organize on the first Monday of January of each year.

VIII. EXECUTIVE SESSION REPORT

Administrator Margaret Gray reported that the Board met in Executive Session on Tuesday, February 11 from 11:00 AM - 11:44 AM for legal and personnel matters.

IX. QUESTIONS FROM THE PRESS

Gary Sinderson asked if the Board has heard Governor Wolf's announcement on the creation of a Juvenile Justice Task Force.

X. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:25 AM.

ATTEST:

Margaret N. Gray
Administrator