



## BOARD OF COMMISSIONERS' MINUTES

Thursday, February 20, 2020, 10:00 A.M.

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

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### I. CALL TO ORDER

Commissioner Michael Pipe convened the Board of Commissioners' meeting at 10:07 AM on Thursday, February 20, 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 Natalie Corman, Bob Jacobs, Sheriff Bryan Sampsel, Travis Walker, and Lee Sheaffer.

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 Thursday, February 13, 2020 Board of Commissioners' meeting.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from Thursday, February 13, 2020.*

### IV. PERSONNEL ITEMS

#### A. Public Defender

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

- i. Personnel requisition for full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing L. Rupert), at SG-N16, effective February 20, 2020, pay period 5- Dept. 132.
- ii. Appointment for Julia L. Dellinger, full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing L. Rupert), at SG-N16A(01)--\$19.79/hour, effective May 24, 2020, pay period 12. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$25,748, annualized salary savings for 2021 \$14,845 - Dept. 132.

- B. Conservation District – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Conservation District Manager, Conservation District, (p.c. #01, exempt, replacing R. Sweitzer), at SG-S54, effective February 20, 2020, pay period 5– Dept. 822.
- C. Facilities Management – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Facilities Technician 1, Facilities Management, (p.c. #09, non-exempt, replacing D. Spicer), at SG-N09, effective February 20, 2020, pay period 5– Dept. 161.

V. NON-PERSONNEL ITEMS

- A. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the requisition for furniture from Nittany Office Equipment, Inc., State College. Administrator Margaret Gray requested the Board amend the motion to state that the funds will come from the capital budget. On a motion by Commisisoner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the requisition for furniture from Nittany Office Equipment, Inc., State College with funds from the capital budget.
  - i. Controller’s Office not to exceed \$ \$4,500 – Dept. 971.
  - ii. Treasurer’s Office not to exceed \$3,600 – Dept. 971.

B. BUDGET REVISION

- i. Financial Management – Director of Financial Management Tom Martin presented to the Board a budget revision to reallocate funds from excess salaries to cover additional expenses related to salaries and health insurance options. Administrator Margaret Gray noted that the total reallocation is \$139,240, which is a significant improvement in comparison to 2018 when individual departments were nearly \$100,000 over budget – Dept. 113.

TRANSFER FROM

Dept.	Acct.	Description	Amount
333	65110	Salaries	\$139,240

TRANSFER TO

Dept.	Acct.	Description	Amount
111	65110	Salaries	\$16,525
111	65210	Advertising	\$485
113	65110	Salaries	\$805
113	65213	Health Insurance	\$2,655
113	65250	Photocopy	\$785
211	65110	Salaries	\$38,880
211	65213	Health Insurance	\$11,395
256	65110	Salaries	\$500

256	66150	Utilities	\$650
351	65110	Salaries	\$800
351	65213	Health Insurance	\$585
351	68110	Equipment	\$1,325
353	66630	Insurance	\$135
821	65110	Salaries	\$375
821	65213	Health Insurance	\$280
821	66630	Insurance	\$110
822	65110	Salaries	\$3,700
822	65213	Health Insurance	\$10,050
822	66630	Insurance	\$200
880	67110	Unrestricted Grants	\$49,000
		Total	\$139,240

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the budget revision for 2019 to reallocate funds.*

- VI. REPORT ON JUDICIAL PERSONNEL ITEMS
- VII. REPORT ON ROW OFFICE PERSONNEL ITEMS
- VIII. DISCUSSION ITEMS
- IX. EXECUTIVE SESSION REPORT
- X. QUESTIONS FROM THE PRESS

Gary Sinderson asked the Board what the County plans to do with the Centre Crest facility when Centre Care moves to their new location.

- XI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:17 AM.

ATTEST:

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Margaret N. Gray  
Administrator