



## BOARD OF COMMISSIONERS MINUTES

Thursday, February 24, 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 10:10 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., Jim Coslo, Don Gampe, Travis Walker, Dave Lomison, Julia Sprinkle and Quentin Burchfield.

### 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, February 10, 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 February 10, 2022.*

### V. PERSONNEL ITEMS

#### A. Conservation District

Director Jim Coslo asked the Board to consider the following items:

- i. The promotion/change in title for Julee Smith Rote, from full-time Department Clerk 3 (80), Conservation District, (p.c. #10, non-exempt), at SG-N08F(06)--\$16.22/hour to full-time Fiscal Technician (80), Conservation District, (p.c. #05, non-exempt, replacing B. Marks), at SG-N11A(01)--\$16.90/hour, effective February 27, 2022, pay period 6. Salary budget impact for 2022 \$1,158, annualized salary savings for 2023 \$3,411- Dept. 822.

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- ii. The personnel requisition for full-time Department Clerk 3 (80), Conservation District, (p.c. #10, non-exempt, replacing J. Smith Rote), at SG-N08, effective retro to February 22, 2022, pay period 5 – Dept. 822.

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

**B. Correctional Facility**

- i. The personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing C. Miller), at SG-N10, effective retro to February 10, 2022, pay period 4 – Dept. 333.
- ii. The personnel requisition for full-time Lieutenant, Correctional Facility, (p.c. #63, exempt, replacing T. Allen), at SG-S54, effective retro to February 10, 2022, pay period 4 – Dept. 333.
- iii. The appointment for Tyler R. Masorti, to full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing J. Williams), at SG-N10X(01)--\$17.50/hour, effective March 14, 2022, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$9,758, annualized salary impact for 2023 \$42 - Dept. 333.
- iv. The appointment for Travis L. Vonada, to full-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing C. Eyster), at SG-N10X(01)--\$17.50/hour, effective March 14, 2022, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,132, annualized salary impact for 2023 \$1,498 - Dept. 333.
- v. The appointment for Samuel J. McCloy, to full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing C. Miller), at SG-N10X(01)--\$17.50/hour, effective March 14, 2022, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$8,302, annualized salary impact for 2023 \$1,498 - Dept. 333.

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

- C. Human Resources –The Board considered expansion the Employee Referral Incentive Program to other departments within the County, effective February 24, 2022, pay period 5. Director Kristen Simkins has met with Human Service Administrator Natalie Corman and Department Heads to discuss inclusion of non-supervisory Human Services positions. If an employee refers someone for employment, and that individual remains employed for six months, the referring employee would receive a \$500 incentive payment – Dept. 114.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the expansion to the Employee Referral Incentive Program to include non-supervisory Human Service positions.*

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**D. Human Services**

- i. Aging – The personnel requisition for full-time Aging Care Management Supervisor 1, Office of Aging, (p.c. #02, exempt, replacing B. Lose), at SG-S54, effective retro to February 18, 2022, pay period 5 – Dept. 521.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Aging Care Management Supervisor.*

- ii. MH/ID/EI – The personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #03, non-exempt, replacing T. Hess), at SG-N12, effective retro to February 15, 2022, pay period 5 – Dept. 561.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for MH/ID/EI.*

- iii. Drug and Alcohol – The voluntary demotion/change in title/department for Laurie Lynch, from full-time Caseworker 3, C&YS, (p.c. #47, non-exempt), at SG-N15G(07)–\$22.68/hour to full-time D&A Case Management Specialist, MH/ID/EI-D&A, (p.c. #11, non-exempt, replacing E. Shaw), at SG-N12N(14)–\$22.59/hour, effective March 13, 2022, pay period 7. Salary budget impact for 2022 \$4,391, annualized salary impact for 2023 \$11,848 - Dept. 562.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the voluntary demotion/change in title/department for Laurie Lynch.*

**E. Public Defender**

- i. The personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #08, non-exempt, replacing B. Spennati), at SG-N08, effective retro to February 14, 2022, pay period 5 – Dept. 132.
- ii. The appointment for Sarah R. Markley, full-time Legal Secretary 2, Public Defender, (p.c. #09, non-exempt, replacing C. Tomblin), at SG-N08A(01)–\$14.79/hour, effective February 28, 2022, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$533 - Dept. 132.

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

**VI. REPORT ON JUDICIAL PERSONNEL ITEMS**

**MDJ Bellefonte 49-3-02**

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Bellefonte, (p.c. #12, non-exempt, replacing K. Weight), at SG-N08, effective February 9, 2022, pay period 4 – Dept. 253.

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- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Bellefonte, (p.c. #10, non-exempt, replacing S. Heckman), at SG-N08, effective February 14, 2022, pay period 5 – Dept. 253.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

Letter in support of Central Pennsylvania Institute of Science and Technology's application for funding through the FY 2021 American Rescue Plan Act Economic Adjustment Assistance Program under the Assistance to Coal Communities.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of support for CPI.*

IX. COVID-19 PLANNING AND RESPONSE

Commissioner Dershem asked the Board to consider a timeline to end the masking and testing requirements for County employees. Commissioner Pipe and Commissioner Higgins suggested waiting for updated guidance from the CDC.

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to adjourn the meeting at 10:18 AM.

ATTEST:

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Margaret N. Gray  
Administrator