



BOARD OF COMMISSIONERS' MINUTES

Thursday, March 5, 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 10:15 AM on Thursday, March 5, 2020.

In attendance were Commissioner Chair Michael Pipe, 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 Kendra Miknis, Ryan Smeltzer, Prothonotary Jeremy Breon, Dave Crowley, Dave Lomison, Joyce McKinley, Ken Pendleton, and Julia Sprinkle.

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 20, 2020 Board of Commissioners' meeting.

Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the meeting minutes from Thursday, February 20, 2020.

IV. NON PERSONNEL ITEM

Commissioners – Administrator Margaret Gray provided an overview of a cost sharing agreement with Centre Region Council of Governments, College Township, Ferguson Township, Halfmoon Township, Harris Township, Patton Township, State College Borough, State College Borough Water Authority, Centre County Recycling and Refuse Authority, College Township Water Authority, Centre Area Transportation Authority, Centre County Housing Authority, Centre Hall Potter Sewer Authority, State College Area School District for energy consultant procurement. The agreement is contingent upon the approval of each of the respective Boards and Councils of the Parties, and shall remain in full force and effect for a period of 24 months after a contract is entered into with the energy consultant amount for Centre County's share not to exceed \$4,238. This does not include the kilowatt hours for the Correctional Facility nor does it bind the County to enter into an agreement following the consultants work – Dept. 111.

Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to add the cost sharing agreement to the March 17 Consent Agenda.

V. PERSONNEL ITEMS

A. Elections – Director Joyce McKinley asked the Board to consider the following items.

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

- i. Personnel requisition for full-time Department Clerk 3 (75), Elections, (p.c. #01, non-exempt, new with 2020 budget), at SG-N08, effective March 1, 2020, pay period 6– Dept. 131.
- ii. Lateral transfer/change in department/title for Lora Day, from full-time Department Clerk 3 Extension, Cooperative Extension, (p.c. #28, non-exempt) to full-time Department Clerk 3 (75), Elections, (p.c. #01, non-exempt, new with 2020 budget), at SG- N08Q(17)--\$18.55/hour, effective retro to March 1, 2020, pay period 6. No change in pay rate. Salary budget impact for 2020 \$7,246, annualized salary budget impact for 2021 \$9,809 – Dept. 131.

B. Emergency Communications 911

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

- i. Consider approval of the appointment for Jaymz K. Davy, full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #14, non-exempt, replacing R. Bell), at SG-N09E(05)--\$15.35/hour, effective March 16, 2020, pay period 7. Salary budget savings for 2020 \$7,368 - Dept. 354.
- ii. Consider approval of the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #25, non-exempt, replacing K. Cameron), at SG-N09, effective March 5, 2020, pay period 6 – Dept. 354.

C. Human Services

i. Aging - Director Ken Pendleton asked the Board to consider the following items.

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve Aging items 1-3.

1. Personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #11, non-exempt, replacing L. Zettle), at SG-N12, effective retro to February 21, 2020, pay period 5– Dept. 521.

2. Appointment for Stacy L. Ayers, full-time Aging Care Manager 2, Aging, (p.c. #05, non-exempt, replacing W. Goodyear), at SG-N12A(01)--\$16.36/hour, effective March 16, 2020, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$8,431, annualized salary savings for 2021 \$4,037 - Dept. 521.
 3. Appointment for Dana B. Keeler, full-time Aging Care Manager 2, Aging, (p.c. #25, non-exempt, replacing M. Sierhuis), at SG-N12A(01)--\$16.36/hour, effective March 16, 2020, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$7,825, annualized salary savings for 2021 \$4,758 - Dept. 521.
- ii. Children & Youth Services – Director Julia Sprinkle asked the Board to consider approval of the appointment for Sarah J. Cowder, full-time Caseworker 1, C&YS, (p.c. #33, non-exempt, replacing R. McKinley-Walsh), at SG-N11A(01)--\$15.59/hour, effective March 10, 2020, pay period 6. Salary budget savings for 2020 \$9,763, annualized salary savings for 2021 \$14,489. On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the appointment of Sarah Cowder - Dept. 511.
- iii. Transportation – Director Dave Lomison asked the Board to consider the following items.

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

1. Promotion/change in status for Douglas Johnson, on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt) to full-time Vehicle Operator 80%, Transportation, (p.c. #21, non-exempt) at SG-N04F(06)--\$12.37/hour, effective March 15, 2020, pay period 7. (No change in pay rate) Salary budget savings for 2020 \$487, annualized salary budget impact for 2021 \$1,498 - Dept. 531.
2. Personnel requisition for on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt, replacing D. Johnson), at SG-N04, effective retro to February 28, 2020, pay period 5 – Dept. 531.
3. Personnel requisition for full-time Department Clerk 3 (75), Transportation, (p.c. #41, non-exempt, new), at SG-N08, effective retro to March 1, 2020, pay period 6 – Dept. 531.

D. Correctional Facility

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve Correctional Facility items i-iii.

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing J. Snyder), at SG-N10, effective March 5, 2020, pay period 6– Dept. 333.

ii. Consider approval of the change in status/position number for Kurtis Brungard from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing J. Snyder), effective March 15, 2020, pay period 7. (No change in pay rate) Salary budget impact for 2020 \$207, annualized salary savings for 2021 \$1,414 - Dept. 333.

iii. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing K. Brungard), at SG-N10, effective March 5, 2020, pay period 6- Dept. 333.

- E. Probation – On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the new job description for the position of Deputy Chief Probation Officer, Probation, SG-S55, effective March 29, 2020, pay period 8 – Dept. 301.
- F. Commissioners – On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for full-time Staff Assistant Commissioners, Commissioners, (p.c. #12, non-exempt, replacing R. Kelly), at SG-N10, effective March 5, 2020, pay period 6- Dept. 111.
- G. Conservation District – On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for on-call/occasional Senior Advisor, Conservation District, (p.c. #14, non-exempt, new), at SG-S54Z(26), effective April 14, 2020, pay period 9- Dept. 822.
- H. Public Defender – On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #14, non-exempt, replacing S. Beck), at SG-N08, effective retro to February 24, 2020, pay period 5- Dept. 132.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Treasurer – Colleen Kennedy has approved the personnel requisition for on-call/occasional Senior Advisor, Treasurer, (p.c. #05, non-exempt), at SG-S41, effective February 18, 2020, pay period 5 – Dept. 124.

VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION REPORT

The Board of Commissioners met in executive session on Tuesday, March 3 from 11:00 to 11:30 AM for a personnel matter.

X. QUESTIONS FROM THE PRESS

- A. Gary Sinderson asked if there were any new solar projects in the works.
- B. Gary Sinderson asked for an update on this week's phone conference with the

Pennsylvania Department of Health's Secretary Dr. Rachel Lavine regarding COVID-19 (Coronavirus).

XI. ADJOURNMENT

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

ATTEST:

Margaret N. Gray
Administrator