



BOARD OF COMMISSIONERS AGENDA

Thursday, March 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 10:03 AM by Chair of the Board Michael Pipe.

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

County personnel present included Joni MacIntyre, Deputy Administrator John Franek Jr., Jim Coslo, Anne Messner, Travis Walker, Julia Sprinkle, Abby Ranio, Jeff Wharran, Bryan Sampsel, Kendra Miknis, Chad Joyce and Tanya Hofford.

Guests present included Carolyn Hatley and Ted Onufrak.

Representatives from the news media included Gary Sinderson.

C-Net staff were present.

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, March 10, 2022 Board of Commissioners meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the Board of Commissioners meeting from Thursday, March 10, 2022.*

V. PROCLAMATION

Proclamation 5 of 2022 – Recognizing the 20th Anniversary of the Centre County Pennsylvania Senior Environmental Corps.

Carolyn Hatley Vice-President of CCPaSEC joined the Board and spoke about the organization. In 1991 the Federal government joined along with American Association of Retired Persons to create EASI.- Environ alliance for Senior Involvement. They needed to

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increase volunteers, and recently retired people have the motivation, time and talent to work with the EASI program. Pennsylvania was the first state to implement this and they developed 17 chapters across the Commonwealth.

Last year, CCPaSEC volunteered a total of 2200 hours. In 2007 the funding for the federal program ended and they became a program under Clearwater Conservancy. CCPaSEC has 20 years' worth of data and has been used by the National Geographic Society and was requested to be inputted into the alliance of the aquatic Resource in the Chesapeake Bay Data Explorer. Pennsylvania has 86,000 miles of rivers and streams, second only to Alaska.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 5 of 2022.*

VI. AMERICAN RESCUE PLAN ACT (ARPA)

Administrator Margaret Gray asked the Board to consider approval of an allocation in the amount of \$24,000 to the Centre County Recycling and Refuse Authority for COVID related expenses. Executive Director, Ted Onufrak thanked the Board talked about the upcoming event on April 29th and 30th for the Household Hazardous Waste Initiative – Dept. 120.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the allocation to the Centre County Recycling and Refuse Authority.*

VII. PERSONNEL ITEMS

A. Human Resources

Director Kristen Simkins asked the Board to consider the following:

- i. Expand the Employee Referral Incentive Program to all non-supervisory vacancies within the County, effective March 24, 2022, pay period 7 through July 30, 2022 pay period 16 -Dept. 114.
- ii. Recruitment Incentive Program to include all positions within the County, effective March 24, 2022, pay period 7 through July 30, 2022 pay period 16 – 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 and the Employee Recruitment Incentive Program.*

- B. Human Services- Human Service Administrator Natalie Corman asked the Board to approve the proposed one step increase for designated Human Services case working employees in MH/ID/EI, Drug and Alcohol, Children and Youth Services, and Office of Aging effective March 27, 2022, pay period 8. Dept. 303, 304, 511, 521, 561, 562.

Commissioner Pipe asked which line items can be reduced to offset costs. Natalie explained that some of these services bring in funding. Our Human Services Block Grant funding, both current and retained will be able to offset some of the costs.

Commissioner Pipe feels that it is smart to get ahead of the curve to recruit and retain employees. Many counties in the State are experiencing shortages and Commissioner Higgins noted that this was one of the main topics at the County Commissioners

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Association of Pennsylvania Conference. Commissioner Dershem commended Director Julia Sprinkle and Human Service Administrator Natalie Corman for the great job that their departments do.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the proposed one step increase for designated Human Services case working employees in MH/ID/EI, DA, CYS and Aging.*

- C. Commissioners- Administrator Margaret Gray asked the Board to approve a one-time payment of \$500 not to include Correctional Facility employees or elected officials who are employed at the County as of April 8, 2022, pay period 8. Each and every one of the County staff members are important to the function of County Government and services provided to our community - Dept. 120.

Commissioner Higgins expressed appreciation for County employees and the difficult year. Commissioner Dershem echoed his comments and recognized the increase in cost of living and the importance of each staff member.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the one-time payment to all non-Correctional Facility employees.*

- D. Conservation District

Director Jim Coslo asked the Board to consider:

- i. Promotion/change in title/department for Sherry Boone, from full-time Department Clerk 2 (80), Probation, (p.c. #15, non-exempt), at SG-N06C(03)--\$14.04/hour to full-time Department Clerk 3 (80), Conservation District, (p.c. #10, non-exempt, replacing J. Smite Rote), at SG-N08A(01)--\$14.79/hour, effective April 4, 2022, pay period 8. Salary budget savings for 2022 \$3,580, annualized salary savings for 2023 \$1,789 - Dept. 822.
- ii. Personnel requisition for full-time Nutrient Management Technician, Conservation District, (p.c. #06, non-exempt, replacing A. Ulsh), at SG-N12, effective retro to March 16, 2022, pay period 7 - 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.*

- E. Correctional Facility - Consider approval of the personnel requisition for full-time Lieutenant, Correctional Facility, (p.c. #03, non-exempt, replacing T. Corl), at SG-S54, effective retro to March 14, 2022, pay period 7 - Dept. 333.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for the Correctional Facility.*

- F. Human Services

- i. Children & Youth Services

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Director Julia Sprinkle thanked the Board for the actions they approved today. She asked the Board to consider the following items:

1. Approval of the appointment for Harley R. Nelen, full-time Caseworker 1-C&YS, C&YS, (p.c. #41, non-exempt, replacing S. Haldeman), at SG-N11A(01)-\$16.90/hour, effective March 28, 2022, pay period 8. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,844, annualized salary savings for 2023 \$10,472 - Dept. 511.
2. Approval of the personnel requisition for temporary Casework Intern, C&YS, (p.c. #36, non-exempt, replacing E. Giombetti), at SG-N06, effective March 22, 2022, pay period 7 – Dept. 511.
3. Approval of the appointment for Isabelle R. Taffera, temporary full-time Casework Intern, C&YS, (p.c. #36, non-exempt, replacing E. Giombetti), at SG-N06A(01)--\$13.55/hour, effective March 28, 2022, pay period 8. Salary budget impact for 2022 \$1,099 - Dept. 511.
4. Approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #51, non-exempt, replacing C. Smith), at SG-N13, effective retro to March 15, 2022, pay period 7 – Dept. 511.
5. Approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #33, non-exempt, replacing K. Brown), at SG-N13, effective retro to March 15, 2022, pay period 7 – Dept. 511.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve C&YS items 1-5.*

VIII. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2 (80), Probation, (p.c. #19, non-exempt, replacing A. Wright), at SG-N06, effective March 14, 2022, pay period 7 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2 (80), Probation, (p.c. #15, non-exempt, replacing S. Boone), at SG-N06, effective March 21, 2022, pay period 7 – Dept. 301.

IX. REPORT ON ROW OFFICE PERSONNEL ITEMS

X. NON-PERSONNEL ITEMS

A. Court Administration

Court Administrator Kendra Miknis presented the following items:

- i. PA Rule of Judicial Administration 701(a) and Act 37 of 2007 Senior Judge Chambers and Support Staff: Application for Senior Judge Reimbursable Costs application to the Administrative Office of Pennsylvania Courts (AOPC) for reimbursable costs incurred in calendar year 2021. Reimbursements requested are for staff support \$6,060 and facilities \$210 which totals \$6,270 in 2021 – Dept. 271.

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- ii. Court Interpreter Services Grant application to the Administrative Office of Pennsylvania Courts (AOPC) for language access reimbursable costs incurred in calendar year 2021. Reimbursements requested are for courtroom interpreters \$23,984.81 and telephone interpreting services \$787.80 which totals \$24,772.61 in 2021 – Dept. 271.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the submission of the reimbursement applications to the AOPC.*

- B. Emergency Management – Director Jeff Wharran asked the Board to consider submission of the Hazardous Material Response (HMRF) application for assistance to the Pennsylvania Emergency Management Agency (PEMA) for the period of July 1, 2022 through June 30, 2023 – Dept. 352.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the HMRF Assessment to next week's Consent Agenda.*

- C. Housing – Satisfaction piece for Brian R. Catherman and Wendy S. Catherman for the premises located at 949 Steele Hollow Road, Julian – Dept. 815.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Brian R. Catherman and Wendy S. Catherman.*

- D. Information Technology Services – Chief Information and Records Officer Chad Joyce asked the Board to approve a contract with Mission Critical Partners (MCP) to provide a period of time for the transfer of knowledge from the existing IT vendor. The contract amount is not to exceed \$120,000 for the period of March 24, 2022 through June 30, 2022 – Dept. 142.

Commissioner Dershem reminded employees to remain vigilant regarding the IT system and current world events.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Mission Critical Partners.*

- E. Controller

Controller Jason Moser asked the Board to consider the following:

- i. Letter of Engagement with Baker Tilly US, LLP for the audit year 2021. The contract total is \$79,500 for the period of January 1, 2022 through December 31, 2022 – Dept. 125.
- ii. Contract extension of the agreement with Korn Ferry to provide actuarial services. The contract rate is \$2,393 per month and \$1.85 per statement for pension benefit statements. The contract total is \$28,716 for the period of January 1, 2022 through December 31, 2022 – Dept. 125.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Controller items i-ii to next week's*

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Consent Agenda.

F. Letter of Support

- i. A Letter of support for organizations providing Quick Response Service in Centre County who were excluded from Act 10 grant funding. The letter will be sent to Governor Wolf and State Legislators representing Centre County and advocating for the aforementioned organizations to be included.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of support for organizations providing Quick Response Service in Centre County who were excluded from Act 10 grant funding.*

XI. CONSENT AGENDA

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve this week's Consent Agenda.*

A. Prothonotary

- i. Master Agreement with Teleosoft, Inc. to consolidate all existing license, software, support and maintenance agreements into one Master Agreement. This agreement remains in force until terminated with 90 days written notice. Pricing and services may be contracted via addenda to this Master Agreement – Dept. 223.
- ii. Addendum A – Prothonotary to the Master Agreement with Teleosoft, Inc. for CountySuite Civil Court software. The County shall pay a one-time fee of \$249,000 with maintenance services for the applications and configuration provided for a fee of \$29,954 per year – Dept. 223.

- B. Public Defender** – Contract renewal with Thomson Reuters to provide West Law Proflex. The contract total is \$91,391.76 for the period of April 1, 2022 through April 1, 2025 – Dept. 132.

XII. LIQUID FUELS – FEE FOR LOCAL USE

Anne Messner asked the Board to approve a change of scope for the 2022 County Liquid Fuels award to Patton Township in the amount of \$47,000. The project scope has changed with the number of pipe lengths reduced from eight to three. There is no change in cost – Dept. 411.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the change of scope for Patton Township's 2022 Liquid Fuels project.*

XIII. CHECK RUN

Check run in the amount of \$937,631.27 dated March 18, 2022.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated March 18, 2022.*

XIV. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

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XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session at 10:57 AM.

ATTEST:

Margaret N. Gray

Administrator