



BOARD OF COMMISSIONERS MINUTES

Thursday, April 6, 2023, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:04 AM by Chair of the Board Mark Higgins.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Commissioner Steven Dershem, Administrator John Franek Jr., Solicitor Betsy Dupuis, and Executive Office Supervisor Erin Good.

County personnel included Human Resources Director Kristen Simkins, Geri Sorgen, Human Services Administrator Julia Sprinkle, Cathy Arbogast, Ryan Smeltzer, Kendra Miknis, Leah Raker, Interim Warden Glenn Irwin, Ray Stolinas, Controller Jason Moser, Dave Lomison.

Guests present included Mark Lipak and Greg Stewart

Representatives from the news media included Gary Sinderson

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 23, 2023 Board of Commissioners meeting.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from March 23, 2023.

V. PROCLAMATION

Proclamation 11 of 2023 – Mark Lipak joined the Board in proclaiming April 2023 as Pennsylvania 811 Safe Digging Month in Centre County.

Mark Lipak with Pennsylvania One Call stated that they are an organization that communicates with facility owners when digging will take place. Their job is to make sure the community is safe and that there aren't any damages to the those who are working in or around those facilities. He stated they would need three business days to call 811 before an individual or company starts the digging.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to adopt Proclamation 11 of 2023 proclaiming April 2023 as Pennsylvania 811 Safe Digging Month.

VI. PERSONNEL ITEMS

A. Correctional Facility

Interim Warden Glenn Irwin asked the Board to approve the following items:

- i. Approve the appointment for Vaughn R. Kanagy to temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), at SG-N10X(01)–\$21.25/hour, effective April 17, 2023, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$29,750, annualized salary impact for 2024 \$44,200 - Dept. 333.
- ii. Approve the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), at SG-N10X(01)–\$21.25/hour, effective April 6, 2023, pay period 8. Salary budget impact for 2023 \$30,600, annualized salary impact for 2024 \$44,200 - Dept. 333.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Correctional Facility items i-ii.

B. Human Resources

Human Resources Director Kristen Simkins asked the Board to approve the following items:

- i. Approve the funding and personnel requisition on-call/occasional Office Floater, Human Resources, (p.c. #16, non-exempt), at SG-02A(01)–\$15.30/hour, effective April 6, 2023, pay period 8. Salary budget impact for 2023 \$593, annualized salary impact for 2024 \$5,079 - Dept. 114.
- ii. Approve the revisions to the Paid Absence Time policy, effective April 9, 2023, pay period 9 – Dept. 114.

Kristen stated the changes to the paid absence time policy are the bereavement schedule now includes first cousins which is in compliance with that of the federal government, court leave is changed to jury duty, the use of authorized leave time and when it should be used, the accrual rates were adjusted for employees who work less than 37.5 hour work week, sick time may be used for mental or physical illness and new employees will now be able to use vacation time following 90 days of employment instead of six months.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Human Resources items i-ii.

C. Human Services

i. C&YS

Leah Raker asked the Board to approve the following items:

1. Approve the appointment for Nicholas J. Keith, to full-time Caseworker 1, C&YS, (p.c. #37, non-exempt), at SG-07A(01)--\$20.27/hour, effective retro to April 3, 2023, pay period 8. Salary budget savings for 2023 \$8,073, annualized salary savings for 2024 \$7,582 - Dept. 511.
2. Approve the appointment for Katelynne J. Tischler, to full-time Caseworker 1, C&YS, (p.c. #06, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 5, 2023, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$11,380, annualized salary savings for 2024 \$5,512 - Dept. 511.
3. Approve the funding and personnel requisition full-time Caseworker 2-C&YS, C&YS, (p.c. #08, non-exempt), at SG-08A(01)--\$21.45/hour, effective April 6, 2023, pay period 8. Salary budget savings for 2023 \$1,439, annualized salary impact for 2024 \$1,516 - Dept. 511.
4. Approve the funding and personnel requisition full-time Caseworker 2-C&YS, C&YS, (p.c. #15, non-exempt), at SG-08A(01)--\$21.45/hour, effective April 6, 2023, pay period 8. Salary budget savings for 2023 \$13,708, annualized salary savings for 2024 \$838 - Dept. 511.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the C&YS items 1-4.*

ii. MH/ID/EI

Cathy Arbogast asked the Board to approve the following items:

1. Approve the promotion/change in title for Helen Defilippis from full-time Program Specialist MH, MH/ID/EI, (p.c. #49, non-exempt, 75 Hour), at SG-09F(06)--\$25.00/hour to Casework Manager 1, MH/ID/EI, (p.c. #43, exempt, 80 Hour), at SG-15A(01)--\$29.80/hour, effective April 9, 2023, pay period 9. Salary budget savings for 2023 \$20,321, annualized salary savings for 2024 \$1,249 - Dept. 561.
2. Approve the appointment for Rebecca L. Baughman, to full-time Caseworker 2-EI, MH/ID/EI, (p.c. #45, non-exempt), at SG-07A(01)--\$20.27/hour, effective April 24, 2023, pay period 10. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$18,956, annualized salary impact for 2024 \$11,193 - Dept. 561.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the MH/ID/EI items 1-2.*

iii. MH/ID/EI-D&A

1. Approve the promotion/change in title for Karlene Shugars from full-time Casework Supervisor-D&A, MH/ID/EI-D&A, (p.c. #10, exempt), at SG-11F(06)--\$27.09/hour to County Drug & Alcohol Administrator 1, MH/ID/EI-D&A, (p.c. #01, exempt), at SG-15A(01)--\$29.80/hour, effective April 9, 2023, pay period 9. Salary budget savings for 2023 \$47,718, annualized salary savings for 2024 \$28,646 - Dept. 562.

2. Approve the funding and personnel requisition full-time Casework Supervisor-D&A, MH/ID/EI-D&A, (p.c. #10, exempt), at SG-11A(01)--\$25.03/hour, effective April 6, 2023, pay period 8. Salary budget savings for 2023 \$22,580, annualized salary savings for 2024 \$6,561- Dept. 562.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the MH/ID/EI-D&A items 1-2.

VII. JUDICIAL PERSONNEL ITEMS

Probation – Ryan Smeltzer asked the Board to approve the funding and personnel requisition for the position of full-time Department Clerk 3 (80), Probation, (p.c. #16, non-exempt), at SG-04A(01)--\$16.69/hour, effective April 6, 2023, pay period 8. Salary budget savings for 2023 \$3,359, annualized salary savings for 2024 \$688 – Dept. 301.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the requisition for Department Clerk 3 (80) P.C. #16.

VIII. ROW OFFICE PERSONNEL ITEMS

IX. NON-PERSONNEL ITEMS

- A. Risk Management – Julia Sprinkle asked the Board to approve a contract with Dorothy Wolfe-Smith to provide cleaning services for the Madisonburg Senior Center. The contract is not to exceed \$5,654.36 for the period of April 15, 2023 to June 30, 2026 – Dept 112.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the contract with Dorothy Wolfe-Smith to next week's Consent Agenda.

B. Housing

Ray Stolinas asked the Board to approve the following items:

- i. Approve the Amendment #2 for the contract extension for the Northeast and Bucks Company T/A, Mullin & Lonergan Associates, Inc. for the development of the Solutions-Based Affordable Housing Study with the Centre County American Rescue Plan Agreement. The contract total is unchanged at \$71,330 and will be extended from March 31, 2023 to May 31, 2023 – Dept. 815.
- ii. Satisfaction piece for Linda J. Smith (Copland) for the premise located at 2003 Mary Ellen Lane, State College, PA 16803 – Dept. 815.
- iii. Satisfaction piece for Jason E. Mitchell for the premise located at 1176 Moose Run Road, Bellefonte, PA 16823 – Dept. 815.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Housing items i-iii.

X. CONSENT AGENDA

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

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XIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:35 AM.

ATTEST:

John Franek Jr.
Administrator