



BOARD OF COMMISSIONERS MINUTES

Thursday, April 7, 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 10:13 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, Julia Sprinkle, Faith Ryan, Norm Spackman, Joni MacIntyre, Quentin Burchfield, Dave Lomison and Sheriff Bryan Sampsel.

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 24, 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 March 24, 2022.*

V. PERSONNEL ITEMS

A. Conservation District

Conservation District Manager Jim Coslo asked the Board to consider approval of the following:

- i. The personnel requisition for on-call/occasional Senior Advisor, Conservation District, (p.c. #14, non-exempt, new), at SG-N14, effective April 11, 2022, pay period 9 – Dept. 822
- ii. The appointment for Megan R. Kownurko, temporary Resource Conservation Intern,

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Conservation District, (p.c. #15, non-exempt, replacing Z. Smoyer), at SG-N06A(01)--\$13.55/hour, effective May 16, 2022, pay period 11. Salary budget savings for 2022 \$10,880 - 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. #17, non-exempt, replacing D. Keegan), at SG-N10, effective retro to March 28, 2022, pay period 8 – Dept. 333.
- ii. The personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing T. Vonada), at SG-N10, effective retro to March 25, 2022, pay period 7 – Dept. 333.
- iii. The personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing D. Weidel), at SG-N10, effective retro to March 23, 2022, pay period 7 – Dept. 333.
- iv. The personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing C. Bickel), at SG-N10, effective retro to March 24, 2022, pay period 7 – Dept. 333.
- v. The personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #103, non-exempt, replacing J. Rockey), at SG-N10, effective retro to April 1, 2022, pay period 8 – Dept. 333.
- vi. The personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #11, non-exempt, replacing J. Young), at SG-N10, effective retro to April 1, 2022, pay period 8 – Dept. 333.

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

- C. Emergency Communications 911** – Director Norm Spackman asked the Board to consider approval of the appointment for Stephanie E. Arnold, full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt, replacing P. Redman), at SG-N09E(05)--\$20.66/hour, effective April 25, 2022, pay period 10. Salary budget savings for 2022 \$4,877, annualized salary impact for 2023 \$42 - Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Stephanie Arnold.*

D. Human Services

- i. Children & Youth Services

Director Julia Sprinkle asked the Board to consider the following:

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1. The appointment for Kaitlyn D. Kahley, full-time Caseworker 1, Children & Youth Services, (p.c. #51, non-exempt, replacing C. Smith), at SG-N11A(01)-- \$16.90/hour, effective April 25, 2022, pay period 10. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$14,508, annualized salary savings for 2023 \$3,101 - Dept. 511.
2. The personnel requisition for full-time Caseworker 2, Children & Youth Services, (p.c. #52, non-exempt, replacing M. Graham), at SG-N13, effective retro to March 23, 2022, pay period 7 – Dept. 511
3. The personnel requisition for full-time Caseworker 3, Children & Youth Services, (p.c. #27, non-exempt, replacing R. Cain), at SG-N15, effective retro to April 5, 2022, pay period 8 – Dept. 511.
4. The personnel requisition for full-time Caseworker 3, Children & Youth Services, (p.c. #47, non-exempt, replacing L. Lynch), at SG-N15, effective retro to April 5, 2022, pay period 8 – Dept. 511
5. The personnel requisition for full-time Caseworker 3, Children & Youth Services, (p.c. #54, non-exempt, new), at SG-N15, effective April 7, 2022, pay period 8 – Dept. 511.
6. The leave of absence for Nicole Williams, Casework Supervisor-C&YS, Children & Youth Services, (p.c. #04), effective retro from March 29, 2022, pay period 8 to (estimated) June 30, 2022, pay period 14 – Dept. 511.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve C&YS items 1-6.*

- ii. MH/ID/EI – The approval of an amendment to the promotion/change in title for Thomas Snyder, Caseworker 1, MH/ID/EI, (p.c. #11, non-exempt), at SG-N10B(02)-- \$16.46/hour to Caseworker 2, MH/ID/EI, (p.c. #11, non-exempt), at SG-N12B(02)-- \$18.02/hour, effective April 10, 2022, pay period 9. This is due to the action taken March 24, 2022 for designated Human Service case working employees. Salary budget impact for 2022 \$2,769, annualized salary impact for 2023 \$8,294 - Dept. 561.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the amendment to the promotion/change in title for Thomas Snyder.*

- E. Human Resources – Director Kristen Simkins reported an employee complement of 577 employees. There were 13 new hires, 14 separations, and a turnover rate of 2.43% for the month of March.

Commissioner Pipe asked that Kristen provide a report for 2019 pre-pandemic and to add the percentage by individual department.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #05, non-exempt, replacing S. Hahn), at SG-N16, effective March 24, 2022, pay period 7 – Dept. 271.

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- B. MDJ State College 49-3-05 – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Supervisor 2, MDJ-Lachman, (p.c. #18, non-exempt, replacing M. Ray), at SG-S45, effective March 29, 2022, pay period 8 – Dept. 257.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Prothonotary

- i. Prothonotary Jeremy Breon has approved the personnel requisition for full-time First Deputy Prothonotary, Prothonotary, (p.c. #15, non-exempt, replacing J. Esposito), at SG-S46, effective March 29, 2022, pay period 8 – Dept. 223.
- ii. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Records Coordinator (75), Prothonotary, (p.c. #22, non-exempt, replacing J. Bletz), at SG-N10, effective April 1, 2022, pay period 8 – Dept. 223.
- iii. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary, (p.c. #18, non-exempt, replacing A. Efthimiou), at SG-N08, effective April 1, 2022, pay period 8 – Dept. 223.

B. Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Airport Security 2, Sheriff, (p.c. #37, non-exempt, replacing J. Muss), at SG-N11, effective April 5, 2022, pay period 8 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Security, Sheriff, (p.c. #30, non-exempt, replacing E. Walters), at SG-N08, effective April 5, 2022, pay period 8 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

Adult Services – Contract Addendum for the extension for the Emergency Solutions Grant – CV2 through the Department of Community & Economic Development (DCED). The contract total is \$182,691 for the period of May 11, 2022 to June 30, 2022. – Dept. 501.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Contract Addendum for the extension for the Emergency Solutions Grant – CV2 through the Department of Community & Economic Development (DCED).*

IX. EXECUTIVE SESSION REPORT

The Board of Commissioners met in Executive Session on Tuesday, April 5 from 2:30 – 2:45 PM for personnel matters. The Board will meet in executive session at the conclusion of this meeting.

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to adjourn the meeting at 10:24 AM.

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ATTEST:

Margaret N. Gray
Administrator