



BOARD OF COMMISSIONERS MINUTES

Thursday, May 5, 2022, 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 Salary Board was convened at 10:12 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, Deputy Administrator John Franek Jr., Human Resource Analyst Geri Sorgen and Executive Office Supervisor Natalie Smith.

County Personnel present included Karri Hull, Faith Ryan, Lee Sheaffer and Norm Spackman.

Guests present included Rich Kelley, Scott Rhoat and Katherine Oh Yeaple.

II. PUBLIC COMMENT

There were no comments from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, April 21, 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 April 21, 2022.*

V. PROCLAMATION

- A. **Proclamation 17 of 2022** – Katherine Oh Yeaple joined the Board in proclaiming **May 2022** as **Asian Pacific American Heritage Month** in Centre County.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 17 of 2022.*

- B. **Proclamation 18 of 2022** – Rich Kelley and Scott Rhoat joined the Board in proclaiming **May 15-21, 2022** as **Emergency Medical Services Week** in Centre County.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 18 of 2022.*

VI. PERSONNEL ITEMS

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A. Commissioners

Administrator Margaret Gray asked the Board to consider the following items:

- i. Promotion/change in title for Erin Good from full-time Staff Assistant Commissioners, Commissioners, (p.c. #12, non-exempt), at SG-N10G(07)--\$18.09/hour to full-time Executive Office Supervisor, Commissioners, (p.c. #07, exempt, replacing N. Smith), at S54A(01)--\$51,500.80/annum, effective May 22, 2022, pay period 12. Salary budget savings for 2022 \$752, annualized salary savings for 2023 \$2,933 – Dept. 111.
- ii. Personnel requisition for full-time Staff Assistant Commissioners, Commissioners, (p.c. #12, non-exempt, replacing E. Good), at SG-N10, effective retro to May 3, 2022, pay period 10 – Dept. 111.
- iii. Personnel requisition for on-call/occasional Senior Advisor, Commissioners, (p.c. #09, non-exempt, new), at SG-S68, effective May 8, 2022, pay period 11 – Dept. 111.

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

B. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing D. Orwig), at SG-N10, effective retro to April 27, 2022, pay period 10 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #72, non-exempt, replacing E. VanGorder), at SG-N10, effective retro to April 27, 2022, pay period 10 – Dept. 333.
- iii. Consider approval of the promotion/change in department/title for Thomas Buchanan from part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #15, non-exempt), at SG-N08B(02)--\$15.07/hour to full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing J. Kline), at SG-N10A(01)--\$17.50/hour, effective May 8, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$5,761, annualized salary impact for 2023 \$1,498 - Dept. 333.
- iv. Consider approval of the appointment for Stephanie L. Rodriguez, to full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing C. Ripple), at SG-N10A(02)--\$18.00/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$1,543, annualized salary impact for 2023 \$2,538 - Dept. 333.
- v. Consider approval of the appointment for Kyle L. Watro, to full-time Corrections Officer, Correctional Facility, (p.c. #12, non-exempt, replacing J. Yedlosky), at SG-N10A(02)--\$18.00/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$681, annualized salary impact for 2023 \$416 - Dept. 333.

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- vi. Consider approval of the appointment for Graham A. Dicken, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing J. Decker), at SG-N10X(01)--\$17.50/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$10,124, annualized salary impact for 2023 \$1,498 - Dept. 333.
- vii. Consider approval of the appointment for David Watkins IV, to full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing D. Weidel), at SG-N10X(01)--\$17.50/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,284, annualized salary savings for 2023 \$2,912 - Dept. 333.
- viii. Consider approval of the appointment for Billi B. Hoover, to full-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing C. Bickel), at SG-N10X(01)--\$17.50/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,130, 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 the Correctional Facility items i-viii.*

- C. Court Administration – Consider approval of the new job description for the position of Courtroom Technician, Court Administration, SG-N18, effective May 5, 2022, pay period 10 – Dept. 271.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the new job description for Courtroom Technician.*

- D. Elections & Voter Registration – Consider approval of the appointment for Sharon A. Johnson, Temporary Elections Worker, Elections, (p.c. #12, non-exempt, replacing K. Asbury), at SG-N02A(01)--\$11.38/hour, effective retro to May 2, 2022, pay period 10 – Dept. 131.

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

- E. Human Services

- i. Adult Services – Director Faith Ryan asked the Board to consider approval of the personnel requisition for full-time Caseworker 1-Adult Services, Adult Services, (p.c. #12, non-exempt, replacing B. Cates), at SG-N10, effective retro to April 28, 2022, pay period 10 – Dept. 501.

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

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ii. Children & Youth Services

1. Consider approval of the personnel requisition for full-time Fiscal Technician, C&YS, (p.c. #43, non-exempt, replacing A. Urbanski), at SG-N11, effective retro to April 21, 2022, pay period 9 – Dept. 511.
2. Consider approval of the appointment for Hannah R. McIntyre, full-time Caseworker 1, Children & Youth Services, (p.c. #33, non-exempt, replacing K. Brown), at SG-N11A(01)--\$16.90/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$979, annualized salary impact for 2023 \$0 - Dept. 511.
3. Consider approval of the appointment for Theresa R. Hencinski, full-time Caseworker 1, Children & Youth Services, (p.c. #52, non-exempt, replacing M. Graham), at SG-N11A(01)--\$16.90/hour, effective June 6, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$2,400, annualized salary impact for 2023 \$0 - Dept. 511.
4. Consider approval of the promotion/change in title for Isabella R. Taffera, from temporary Casework Intern, C&YS, (p.c. #36, non-exempt), at SG-N06A(01)--\$13.55/hour to full-time Caseworker 1, C&YS, (p.c. #24, non-exempt, replacing J. Long), at SG-N11A(01)--\$16.90/hour, effective May 17, 2022, pay period 11. Salary budget savings for 2022 \$12,883, annualized salary impact for 2023 \$0 - Dept. 511.

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

- iii. MH/ID/EI – Consider approval of the personnel requisition for full-time Caseworker 1, MH/ID/EI, (p.c. #09, non-exempt, replacing M. Acuna), at SG-N10, effective retro to May 2, 2022, pay period 10 – 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.*

- F. Human Resources – Director Kristen Simkins reported an employee complement of 574 full time employees and 528 part time employees. There were 12 new hires, 11 separations, and a turnover rate of 2.04% 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.

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Courtroom Technician, Court Administration, (p.c. #24, non-exempt, replacing T. Bitsko), at SG-N18, effective May 5, 2022, pay period 10 – Dept. 271.

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- B. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #21, non-exempt, replacing M. Hertlein), at SG-N15, effective April 28, 2022, pay period 10 – Dept. 301.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #15, non-exempt, replacing T. Buchanan), at SG-N08, effective April 26, 2022, pay period 10 – Dept. 211.

IX. NON-PERSONNEL ITEMS

- A. Criminal Justice Planning – Director Karri Hull asked the Board to consider submission of a grant application to the Pennsylvania Department of Health, Office of Drug Surveillance and Misuse Prevention (DSMP) to provide support in the development of a localized Overdose Fatality Review team (OFR). The grant total is \$10,000 for the period of May 5, 2022 to August 31, 2022 – Dept. 306.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the authorization of Karri Hull, Criminal Justice Planning Director, to submit a grant application to the Pennsylvania Department of Health, Office of Drug Surveillance and Misuse Prevention.*

- B. Human Resources – Administrator Margaret Gray asked the Board to consider approval to authorize The Pennsylvania County Health Insurance Purchasing Cooperative (PCHIPC) to distribute 50% of Centre County’s 2021 Claim Fund Surplus by check in the amount of \$211,900 – Dept. 114.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Benecon to authorize The Pennsylvania County Health Insurance Purchasing Cooperative to distribute 50% of its 2021 Claim Fund Surplus.*

C. Housing

- i. Satisfaction piece for Devin Walsh and Hannah Whewell for the premises located at 1985 Fairwood Lane, State College – Dept. 815.
- ii. Satisfaction piece for Pamela L. McCloskey for the premises located at 417 7th Street, Philipsburg – Dept. 815.

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

X. CONSENT AGENDA

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. RECOGNITION

The Board of Commissioners recognized Administrator Margaret Gray and presented to her a gift of appreciation.

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XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:49 AM.

ATTEST:

John Franek Jr.

Administrator