



## BOARD OF COMMISSIONERS MINUTES

Thursday, May 11, 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 10:01 AM by Chair of the Board Mark Higgins.

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

County personnel present included Human Services Administrator Julia Sprinkle, Geri Sorgen, Leah Raker, Dave Lomison, Jim Coslo, Interim Warden Glenn Irwin, District Attorney Bernie Cantorna, Sheriff Bryan Sampsel, Human Resource Director Kristen Simkins, Cathy Arbogast, Mark Kellerman, and Ray Stolinas.

Guests present included Kurt Kissinger, Cecil Houseknecht, Sharon Rovansak, Hyeseon Kim, and Danielle Stemple,

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, April 20, 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 April 20, 2023.*

### V. PROCLAMATIONS

Proclamation 22 of 2023 – Kurt Kissinger joined the Board in proclaiming May 8-12, 2023 as "Mount Nittany Health Week" in Centre County.

Kurt stated Mt Nittany Health has provided care to the Centre County for over 120 years. It employs over 2,400 employees and 225 providers, which makes Mount Nittany Health the second largest employer in Centre County. The new outpatient center in Patton Township will open in next Spring as well as a new 10-story patient tower addition on the Mount Nittany campus in which construction should be starting in a few weeks.

The Commissioners thanked Mt Nittany Health for reinvesting in our community and everything they do and offer to Centre County residents.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to adopt Proclamation 22 of 2023 proclaiming May 8-12, 2023 as "Mount Nittany Health Week" in Centre County.*

Proclamation 23 of 2023 – Cecil Houseknecht, Sharon Rovansak, and Hyeseon Kim joined the Board in proclaiming May 2023 as “Asian Pacific American Heritage Month” in Centre County.

Cecil thanked the Board in recognizing the importance of the Proclamation and the impact that it has on the community.

Sharon stated her father came to the United States from Japan and made a living as a farmer. She stated the Proclamation makes her feel seen, heard and proud as well as feel a presence in Centre County.

The Board thanked everyone for being here today and all echoed that it is always special to celebrate one’s heritage.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to adopt Proclamation 23 of 2023 proclaiming May 2023 as “Asian Pacific American Heritage Month in Centre County.*

VI. PERSONNEL ITEMS

A. Conservation District

Jim Coslo asked the Board to approve the following items:

- i. Approve the medical leave of absence for Administrative Assistant, Conservation District, (p.c. #10), effective from April 27, 2023, pay period 10 to May 7, 2023, pay period 11 – Dept. 822.
- ii. Approve the appointment for Megan R. Kownurko, to temporary Resource Conservation Intern, Conservation District, (p.c. #15, non-exempt), at SG-02B(02)–\$15.48/hour, effective May 15, 2023, pay period 11. Salary budget savings for 2023 \$3,542 – Dept. 822.

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

B. Correctional Facility

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

- i. Approve the medical leave of absence for Corrections Officer, Correctional Facility, (p.c. #86), effective from (estimated) June 8, 2023, pay period 13 to (estimated) July 19, 2023, pay period 16 – Dept. 333.
- ii. Approve the appointment for Amy D. Lucas, to full-time Kitchen Supervisor, Correctional Facility, (p.c. #81, non-exempt), at SG-07A(01)–\$20.27/hour, effective May

15, 2023, pay period 11. Salary budget impact for 2023 \$25,946, annualized salary impact for 2024 \$42,162 - 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.*

C. Human Resources

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

- i. Grant paid absence time accruals, at rates set in the revised Paid Absence Time policy, for Paul Mackes and Kelly Stocks, effective retro to April 9, 2023, pay period 9 - Dept. 114.
- ii. Approve the revisions to the Paid Absence Time policy, effective May 11, 2023, pay period 11 – Dept. 114. Kristen stated the changes would clarify full time versus part time on some areas on the policy.
- iii. Approve the revisions to the Merit Hire policy, effective May 11, 2023, pay period 11 – Dept. 114. One of the main additions to the merit hire policy is the ability to review background checks prior to adding it to an agenda for approval.

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

D. Human Services

i. Children & Youth Services

Leah Raker asked the Board to approve the following items:

1. Approve the funding and personnel requisition for the position of full-time Caseworker 3, C&YS, (p.c. #12, non-exempt), at SG-09A(01)–\$22.64/hour, effective May 11, 2023, pay period 11. Salary budget savings for 2023 \$2,830, annualized salary savings for 2024 \$1,784 – Dept. 511.
2. Approve the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #56, non-exempt), at SG-08A(01)–\$21.45/hour, effective May 11, 2023, pay period 11. Salary budget impact for 2023 \$31,294, annualized salary impact for 2024 \$41,828 – Dept. 511.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisitions for C&YS.*

- ii. MH/ID/EI-D&A – Cathy Arbogast asked the Board to approve the promotion/change in title for Kevin Fulcomer from full-time D&A Case Management Specialist, MH/ID/EI-D&A, (p.c. #03, non-exempt), at SG-07V(22)–\$28.39/hour to Casework Supervisor-D&A, MH/ID/EI-D&A, (p.c. #10, exempt), at SG-11J(10)–\$30.04/hour, effective May 21, 2023, pay period 12. Salary budget savings for 2023 \$1,120, annualized salary impact for 2024 \$3,860 - Dept. 562.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the promotion for Kevin Fulcomer.*

- iii. Transportation – Dave Lomison asked the Board to approve the appointment for Diane M. Gribble, to on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt), at SG-03A(01)--\$15.81/hour, effective May 12, 2023, pay period 11. Salary budget savings for 2023 \$6,077, annualized salary savings for 2024 \$300 - Dept. 531

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Diane Gribble.*

- E. Tax Assessment – Mark Kellerman asked the Board to approve the funding and personnel requisition for the position of full-time Homestead/Farmstead Coordinator/Field Data Collector, Tax Assessment, (p.c. #10, non-exempt), at SG-04A(01)--\$16.69/hour, effective May 11, 2023, pay period 11. Salary budget savings for 2023 \$1,749, annualized salary savings for 2024 \$645 – Dept. 121.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Homestead/Farmstead Coordinator/Field Data Collector.*

VII. JUDICIAL PERSONNEL ITEMS

- A. Probation – Kristen Simkins asked the Board to approve the medical leave of absence for Department Clerk 3 (80), Probation, (p.c. #16), effective from April 7, 2023, pay period 8 to April 16, 2023, pay period 9 – Dept. 301.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the medical leave for Department Clerk 3 (80) p.c. #16.*

VIII. ROW OFFICE PERSONNEL ITEMS

- A. Sheriff – Sheriff Bryan Sampsel asked the Board to approve the funding and personnel requisition for the position of full-time Deputy Sheriff/Security, Sheriff, (p.c. #39, non-exempt), at SG-05A(01)--\$17.88/hour, effective May 11, 2023, pay period 11. Salary budget savings for 2023 \$15,049, annualized salary savings for 2024 \$745 – Dept. 211.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Deputy Sheriff/Security p.c. #39.*

IX. NON-PERSONNEL ITEMS

- A. Planning & Community Development – Ray Stolinas asked the Board to approve IDIS Online Access Request form to authorize Tammy Richard-Moyer of SEDA Council of Governments (SEDA COG) to access IDIS funds relative to Centre County's Community Development Block Grant (CDBG) Entitlement Program – Dept. 151.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the IDIS Online Access Request form.*

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Human Services

- B. Transportation – Dave Lomison asked the Board to approve and accept the Medical Assistance Transportation Program (MATP) allocation for the fiscal year 2021-2022 in the amount of \$763,017– Dept. 531.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the MATP allocation for the FY 21-22.*

- X. CONSENT AGENDA  
XI. EXECUTIVE SESSION REPORT  
XII. QUESTIONS FROM THE PRESS  
XIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:36 AM.

ATTEST:

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John Franek Jr.  
Administrator