



## BOARD OF COMMISSIONERS MINUTES

Thursday, May 19, 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 Board of Commissioners 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 John Franek Jr., Director of Human Resources Kristen Simkins, Controller Jason Moser, Human Resource Analyst Geri Sorgen and Staff Assistant Erin Good.

County Personnel present included Sheriff Bryan Sampsel, Joni MacIntyre, Ryan Smeltzer, Human Services Administrator Natalie Corman, Leah Raker and Travis Walker.

Representatives from the news media included Gary Sinderson.

### 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, May 5, 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 May 5, 2022.*

### V. PERSONNEL ITEMS

- A. Human Resources – Human Resources Director Kristen Simkins asked the Board for approval to designate John J. Franek Jr., County Administrator/Chief Clerk, as the Board of Commissioner’s designee for second level grievances from SEIU 668– Dept. 111.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the designation for second level grievances.*

#### B. Correctional Facility

- i. Consider approval of the appointment for Crystal D. Miller, full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing S. Shay), at SG-N13A(01)–\$18.49/hour, effective June 13, 2022, pay period 13. Conditional upon

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satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$10,021, annualized salary impact for 2023 \$8,258 - Dept. 333.

- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing C. Reams), at SG-N10, effective retro to May 5, 2022, pay period 10 – Dept. 333.
- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #20, non-exempt, replacing P. Stagi), at SG-N10, effective retro to May 16, 2022, pay period 11 – Dept. 333.
- iv. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #94, non-exempt, replacing D. Keith), at SG-N10, effective retro to May 16, 2022, pay period 11 – Dept. 333.
- v. Consider approval of a check for Educational Program Support in the amount of \$2,225.50 (\$4,451 total amount) for Danielle Fox, Mental Health Counselor, Correctional Facility, (p.c. #138), for satisfactory completion of spring 2022 course – Dept. 333.
- vi. Consider approval of the addition of Juneteenth to the Holiday schedule for Corrections Officers, pending approval by SEIU PSSU Local 668 of side letter of Agreement – 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. Financial Management – Joni MacIntyre Chief Financial Officer asked the Board for approval of the adjustment of the accrual start date for Lisa Kerns, Procurement Contract Analyst, Financial Management, by 3 years, 1 month, and 4 days, for prior service with the County– Dept. 113.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the adjustment in accrual start date for Lisa Kerns.*

D. Human Services

i. Aging

1. Human Services Administrator Natalie Corman asked the Board for the following items: Acknowledge the separation of Dana Gregg, Ombudsman/Apprise Coordinator-Aging Care Manger 2 (80), Aging, (p.c. #07, non-exempt), effective May 13, 2022, pay period 11. Director Quentin Burchfield requests that Ms. Gregg’s sick accruals be paid out – Dept. 521.
2. Consider approval of the personnel requisition for full-time Ombudsman/Apprise Coordinator-Aging Care Manger 2 (80), Aging, (p.c. #07, non-exempt, replacing D. Gregg), at SG-N12, effective retro to May 9, 2022, pay period 11 – Dept. 521.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Office of Aging items 1-2.*

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ii. Children & Youth Services

Leah Raker asked the Board to approve the following items:

1. Consider approval of the promotion/change in title for Marissa Greene, from full-time Caseworker 2, C&YS, (p.c. #09, non-exempt), at SG-N13B(02)--\$18.84/hour to full-time Caseworker 3, C&YS, (p.c. #47, non-exempt, replacing L. Lynch), at SG-N15A(01)--\$20.27/hour, effective May 22, 2022, pay period 12. Salary budget savings for 2022 \$10,718, annualized salary savings for 2023 \$4,700 - Dept. 511.
2. Consider approval of the promotion/change in title for Kaylyn Nero, from full-time Caseworker 2, C&YS, (p.c. #26, non-exempt), at SG-N13C(03)--\$19.20/hour to full-time Caseworker 3, C&YS, (p.c. #27, non-exempt, replacing R. Cain), at SG-N15A(01)--\$20.27/hour, effective May 22, 2022, pay period 12. Salary budget savings for 2022 \$27,010, annualized salary savings for 2023 \$12,948 - Dept. 511.
3. Consider approval of the promotion/change in title for Letasha Tedrow, from full-time Caseworker 2, C&YS, (p.c. #10, non-exempt), at SG-N13E(05)--\$19.92/hour to full-time Caseworker 3, C&YS, (p.c. #54, non-exempt, new), at SG-N15B(02)--\$20.66/hour, effective May 22, 2022, pay period 12. Salary budget impact for 2022 \$22,804, annualized salary impact for 2023 \$39,527 - Dept. 511.
4. Consider approval of the personnel requisition for full-time Department Clerk 3 (75), C&YS, (p.c. #50, non-exempt, replacing P. Donahay), at SG-N08, effective retro to May 3, 2022, pay period 10 - Dept. 511.
5. Consider approval of the personnel requisition for full-time Fiscal Technician, C&YS, (p.c. #49, non-exempt, replacing M. Cowher), at SG-N11, effective retro to May 10, 2022, pay period 11 - Dept. 511.
6. Consider approval of the personnel requisition for full-time Caseworker 1, C&YS, (p.c. #37, non-exempt, replacing J. Yi), at SG-N11, effective retro to May 10, 2022, pay period 11 - Dept. 511.
7. Consider approval of the personnel requisition for full-time Caseworker 1, C&YS, (p.c. #09, non-exempt, replacing M. Greene), at SG-N11, effective retro to May 10, 2022, pay period 11 - Dept. 511.
8. Consider approval of the personnel requisition for full-time Caseworker 1, C&YS, (p.c. #26, non-exempt, replacing K. Nero), at SG-N11, effective retro to May 10, 2022, pay period 11 - Dept. 511.
9. Consider approval of the personnel requisition for full-time Caseworker 1, C&YS, (p.c. #10, non-exempt, replacing L. Tedrow), at SG-N11, effective retro to May 10, 2022, pay period 11 - Dept. 511.
10. Consider approval of the personnel requisition for on-call/occasional Senior Advisor, C&YS, (p.c. #55, non-exempt, new), at SG-N11, effective May 23, 2022, pay period 12 - Dept. 511.

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**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the C&YS 1-10.*

- iii. MH/ID/EI – Human Services Administrator Natalie Corman asked the Board for approval of the appointment for Nicholas W. Henning, full-time Caseworker 1, MH/ID/EI, (p.c. #18, non-exempt, replacing T. Hess), at SG-N10A(01)--\$16.16/hour, effective May 31, 2022, pay period 12. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$27,258, annualized salary savings for 2023 \$18,681 - Dept. 561.

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

**E. Public Defender**

Human Resource Director Kristen Simkins asked the Board for approval of the following:

- i. Acknowledge the separation of Justin Carpenter, Assistant Public Defender, Public Defender, (p.c. #04, exempt), effective May 27, 2022, pay period 12. Chief Public Defender David Crowley requests that Mr. Carpenter's sick accruals be paid out – Dept. 132.
- ii. Consider approval of the personnel requisition for full-time Assistant Public Defender, Public Defender, (p.c. #04, exempt, replacing J. Carpenter), at SG-S54, effective retro to May 16, 2022, pay period 11 – Dept. 132.

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

**VI. REPORT ON JUDICIAL PERSONNEL ITEMS**

Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Correctional Parole Officer-PO2, Probation, (p.c. #06, non-exempt, replacing A. Delker), at SG-N15, effective May 10, 2022, pay period 11 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Probation Officer 1, Probation, (p.c. #25, non-exempt, replacing D. Shaw), at SG-N13, effective May 17, 2022, pay period 11 – Dept. 301.

**VII. REPORT ON ROW OFFICE PERSONNEL ITEMS**

Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for full-time Department Clerk 3 (75), Sheriff, (p.c. #47, non-exempt, replacing R. Schenck), at SG-N08, effective May 11, 2022, pay period 11 – Dept. 211.

**VIII. NON-PERSONNEL ITEMS**

- A. Commissioners – Consider approval of Commissioner Mark Higgins to serve as Centre County Representative or proxy for voting during the 2022 Annual Contributors Meeting for SEDA Foundation, Inc. – Dept. 817.

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*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Representative or proxy for voting.*

**IX. AUTHORITIES, BOARDS AND COMMISSIONS**

<b>ABC</b>	<b>Name</b>	<b>Action</b>	<b>Term</b>
SEDA-COG Board of Trustees	Thaddeus Will	Re-Appointment	April 27, 2022 – April 23, 2025

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the ABC Re-Appointment.*

**X. BUDGET REVISION**

A. Financial Management – Joni MacIntyre asked the Board to approve the budget revision to reconcile assets for the 2021 audit and purchase orders for 2021-2022 – Dept. 113.

<b>TRANSFER FROM</b>				<b>TRANSFER TO</b>		
<b>Dept.</b>	<b>Acct.</b>	<b>Amount</b>	<b>Description</b>	<b>Dept.</b>	<b>Acct.</b>	<b>Amount</b>
281	59901	\$24,254.49	Department True Ups	129	99911	\$24,254.49
501	59901	\$74,760.72	Department True Ups	129	99912	\$74,760.72
511	59901	\$179,083.00	Department True Ups	129	99913	\$179,082.93
521	59901	\$43,722.57	Department True Ups	129	99914	\$43,722.57
561	59901	\$362.75	Department True Ups	129	99915	\$362.75
562	59901	\$977.00	Department True Ups	129	99917	\$977.00
129	99901	\$51,789.20	Department True Ups	354	59901	\$51,789.20
971	99965	\$62,444.00	Department True Ups	634	59951	\$62,443.57
129	79410	\$237,000.00	Line Item True Ups	501	67301	\$425,000.00
			Line Item True Ups	501	42117	-\$425,000.00
			Line Item True Ups	113	65330	\$85,500.00
			Line Item True Ups	143	66101	\$12,500.00
			Line Item True Ups	155	65110	\$750.00
			Line Item True Ups	212	65301	\$69,000.00
			Line Item True Ups	256	65110	\$7,500.00
			Line Item True Ups	305	67301	\$55,500.00
			Line Item True Ups	821	65213	\$750.00
			Line Item True Ups	880	67110	\$21,500.00
			Line Item True Ups	212	42900	-\$7,500.00

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Line Item True Ups	212	43110	-\$8,500.00
PO Reconciliation	121	66310	\$357.38
PO Reconciliation	151	66310	\$243.80
PO Reconciliation	161	66310	\$37.90
PO Reconciliation	161	66311	\$15.30
PO Reconciliation	211	66310	\$326.49
PO Reconciliation	211	66311	\$143.96
PO Reconciliation	221	66310	\$183.98
PO Reconciliation	251	66310	\$241.45
PO Reconciliation	253	66310	\$21.43
PO Reconciliation	333	66310	\$1,177.17
PO Reconciliation	354	66310	\$48.68
PO Reconciliation	121	44801	-\$357.38
PO Reconciliation	151	44801	-\$243.80
PO Reconciliation	161	44801	-\$53.20
PO Reconciliation	211	44801	-\$470.45
PO Reconciliation	221	44801	-\$183.98
PO Reconciliation	251	44801	-\$241.45
PO Reconciliation	253	44801	-\$21.43
PO Reconciliation	333	44801	-\$1,177.17
PO Reconciliation	354	44801	-\$48.68

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Budget Revisions.*

XI. CONSENT AGENDA

XII. LETTER OF SUPPORT

Administrator John Franek Jr. asked the Board to approve a letter of support for Borough of State College and their grant request through the U.S. Department of Transportation Rural Surface Transportation Grant Program to advance the State College Next Era PSU: Pedestrian Safety and Universal Accessibility Initiative.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of support.*

XIII. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. reported an Executive Session was held on May 18 from 3:10 to 4:48 PM to discuss personnel matters.

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XIV. QUESTIONS FROM THE PRESS

XV. ADJOURNMENT

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

ATTEST:

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John Franek Jr.

Administrator