



BOARD OF COMMISSIONERS' MINUTES

Thursday, May 21, 2020, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:06 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Controller Jason Moser, Executive Office Supervisor Natalie Smith, Director of Financial Management Tom Martin, and Director of Human Resources Kristen Simkins.

County personnel present included Dave Crowley, Christopher Schell, and Faith Ryan.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, May 14, 2020 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 14, 2020.

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

- i. Tax Assessment - Consider approval of the reinstatement of Nathaniel Schoch, Real Estate Assessor 2, from fulltime furlough to regular full-time status effective May 24, 2020, pay period 12 - Dept. 121

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel request from Tax Assessment.

V. PERSONNEL ITEM

- A. Adult Services – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve of the personnel requisition for full-time Housing Program Specialist, Adult Services, (p.c. #03, non-exempt, replacing B. Barndt), at SG-S51, effective retro to May 19, 2020, pay period 11– Dept. 501.

B. Correctional Facility

Warden Christopher Schell explained that in order to limit overtime, he is requesting approval to fill vacant positions. Commissioner Higgins requested that the Warden explain the turnover during the past couple of months. He explained that there was a promotion within, several employees who moved to State Corrections and a few who have decided to follow a different career path.

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

- i. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing B. Torrey), at SG-N10, effective retro to May 11, 2020, pay period 11– Dept. 333.
- ii. Authorization to fill the currently vacant positions of four (4) Full-Time and four (4) Part-Time Corrections Officers, effective May 21, 2020, pay period 11 – Dept. 333.

- C. Public Defender – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #14, non-exempt, replacing M. Bennetti), at SG-N08, effective retro to May 18, 2020, pay period 11– Dept. 132

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary, (p.c. #25, non-exempt, replacing K. Smith), at SG-N08, effective May 14, 2020, pay period 11 – Dept. 223.

B. Treasurer

- i. Treasurer Colleen Kennedy has approved the personnel requisition for full-time Second Deputy Treasurer, Treasurer, (p.c. #04, non-exempt, replacing M. Houser), at SG-N10, effective May 14, 2020, pay period 11 – Dept. 124.
- ii. Treasurer Colleen Kennedy has approved the personnel requisition for full-time Deputy Treasurer, Treasurer, (p.c. #02, non-exempt, replacing W. Hockenberry), at SG-S46, effective May 5, 2020, pay period 10 (Revised) – Dept. 124.

VIII. NON-PERSONNEL ITEMS

A. Elections

It was the consensus of the Board to consider items i-ii on Tuesday, May 28.

- i. Application and Agreement with the Commonwealth of Pennsylvania Department of State for CARES Act Grant Funds to be expended from March 28, 2020 until December 31, 2020 – Dept. 131.

BOARD OF COMMISSIONERS' MINUTES

THURSDAY, MAY 21, 2020

PAGE 3

- ii. Application and Agreement with the Commonwealth of Pennsylvania Department of State for HAVA Act Grant Funds to be expended from December 21, 2019 until December 31, 2022 – Dept. 131.

IX. DISCUSSION ITEMS

X. EXECUTIVE SESSION REPORT

XI. PUBLIC MEETING SCHEDULE

Thursday, May 21, 2020

Board of Commissioners/Salary Board – 10:00 AM – Virtual

Tuesday, May 26, 2020

Board of Commissioners– 10:00 AM – Room 146WB

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:15 AM.

ATTEST:

Margaret N. Gray
Administrator