



## BOARD OF COMMISSIONERS MINUTES

Thursday, June 2, 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 10:13 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Pipe, Commissioner Steven Dershem, Administrator John Franek Jr., Director of Human Resources Kristen Simkins, Controller Jason Moser, Human Resource Analyst Geri Sorgen and Executive Office Supervisor Erin Good.

County personnel present included Dave Lomison, Norm Spackman, Scott Sayers, Joni MacIntyre and Travis Walker.

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 to the agenda.

### IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, May 19, 2022 Board of Commissioners meeting.

*Action: On a motion by Commissioner Pipe, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from May 19, 2022.*

### V. PERSONNEL ITEMS

#### A. Commissioners

Administrator John Franek Jr. asked the Board to approve the following items:

- i. The new job description for the position of Advisor, Commissioners, S54, effective retro to May 22, 2022, pay period 12 – Dept. 111.
- ii. The personnel requisition for on-call/occasional Advisor, Commissioners, (p.c. #16, non-exempt, new), at SG-S54, effective retro to May 22, 2022, pay period 12 – Dept. 111.

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

- B. Conservation District – Extension #4 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from June 1, 2022, pay period 12 to (estimated) June 30, 2022, pay period 14 – Dept. 822.

*Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the leave of absence for Daina Beckstrand.*

C. Correctional Facility

- i. The appointment for Shakeema L. Simmons, full-time Kitchen Supervisor, Correctional Facility, (p.c. #81, non-exempt, replacing G. Port), at SG-N13A(01)--\$18.49/hour, effective June 13, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,380, annualized salary impact for 2023 \$2,808 - Dept. 333.
- ii. The personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #47, non-exempt, replacing C. Quigley), at SG-N10, effective retro to May 24, 2022, pay period 12 – Dept. 333.
- iii. The medical leave of absence for John Mohler, Corrections Officer, Correctional Facility, (p.c. #61), effective retro from May 24, 2022, pay period 12 to June 2, 2022, pay period 12 – Dept. 333.

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

- D. District Attorney – The revisions to the job description for the position of Assistant District Attorney, District Attorney, S54, effective June 2, 2022, pay period 12 – Dept. 221.

*Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the revisions to the job description for Assistant District Attorney.*

E. Emergency Communications 911

Norm Spackman asked the Board to approve the following items:

- i. The appointment for Paul D. Styer, full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #12, non-exempt, replacing D. Roettger), at SG-N09E(05)--\$20.66/hour, effective June 6, 2022, pay period 13. Salary budget savings for 2022 \$15,673, annualized salary impact for 2023 \$4,161 - Dept. 354.
- ii. The promotion for Abigail Dale, on-call/occasional 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt) to full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #14, non-exempt, replacing L. Morningstar), effective June 27, 2022, pay period 14 (No change in pay rate). Salary budget savings for 2022 \$17,326, annualized salary impact for 2023 \$4,161 - Dept. 354.

*Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the Emergency Communications 911 items i-ii.*

F. Human Services

i. Children & Youth Services

Director of Human resources Kristen Simkins asked the Board to approve the following C&YS items:

1. The appointment for Tanessa R. Laird, full-time Department Clerk 3 (75 C&YS, Children & Youth Services, (p.c. #50, non-exempt, replacing P. Donahay), at SG-N08A(01)–\$14.79/hour, effective June 6, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$1,946, annualized salary savings for 2023 \$1,131 - Dept. 511.
2. The personnel requisition for full-time Caseworker 2, C&YS, (p.c. #13, non-exempt, replacing A. Commerer), at SG-N13, effective retro to May 26, 2022, pay period 12 – Dept. 511.
3. The personnel requisition for full-time Caseworker 3, C&YS, (p.c. #47, non-exempt, replacing M. Greene), at SG-N15, effective retro to May 26, 2022, pay period 12 – Dept. 511.

*Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the C&YS items 1-3.*

- ii. MH/ID/EI-Drug & Alcohol – The personnel requisition for full-time D&A Case Management Specialist, MH/ID/EI-Drug & Alcohol, (p.c. #04, non-exempt, replacing K. Harter), at SG-N12, effective retro to May 27, 2022, pay period 12 – Dept. 562.

*Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for MH/ID/EI-Drug & Alcohol.*

- iii. Transportation – Dave Lomison asked the Board to consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #06, non-exempt, replacing D. Campbell), at SG-N04, effective retro to May 25, 2022, pay period 12 – Dept. 531.

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

- G. Public Defender – The promotion/change in title for Rebecca Bain, from full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, 75 hour), at SG-N16A(01)–\$21.19/hour to full-time Assistant Public Defender, Public Defender, (p.c. #15, exempt, 80 Hour), at SG-S54A(01)–\$24.76/hour, effective June 5, 2022, pay period 13. Salary budget savings for 2022 \$6,647, annualized salary savings for 2023 \$978 - Dept. 132.

*Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the promotion/change in title for Rebecca Bain.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Court Administration

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Administrative Assistant, Court Administration, (p.c. #11, non-exempt, replacing C. Evans), at SG-N11, effective May 31, 2022, pay period 12 – Dept. 271.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Criminal Court Coordinator, Court Administration, (p.c. #31, non-exempt, replacing J. Davy), at SG-N10, effective May 31, 2022, pay period 12 – Dept. 271.
- iii. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt, replacing S. Smitchko), at SG-N08, effective May 31, 2022, pay period 12 – Dept. 271.

- B. MDJ State College II 49-3-05 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Lachman, (p.c. #08, non-exempt, replacing A. Kolonina), at SG-N08, effective May 23, 2022, pay period 12 – Dept. 257.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. District Attorney – District Attorney Bernie Cantorna has approved the personnel requisition for full-time Assistant District Attorney, District Attorney, (p.c. #06, exempt, replacing J. Bower) at SG-S54, effective May 27, 2022, pay period 12 – Dept. 221.
- B. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff-Security, Sheriff, (p.c. #13, non-exempt, replacing L. Sharer), at SG-N08, effective May 23, 2022, pay period 12 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

Planning and Community Development – Erin Letavic with HRG, Inc. asked the Board to consider approval of the proposed Subaward Guidelines and Cooperation Agreement for future projects with Countywide Action Plan (CAP). The County anticipates receiving funds from the Pennsylvania Department of Environmental Protection (PADEP) for the installation of water quality improvements that consist of best management practices (BMPs) that treat stormwater runoff from agricultural and urban sources and/or restore unstable stream systems – Dept. 151.

*Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the proposed Subaward Guidelines and Cooperation Agreement for future projects with Countywide Action Plan (CAP).*

IX. CONSENT AGENDA

X. EXECUTIVE SESSION REPORT

XI. CHECK RUN

Check run in the amount of \$75,139.93 June 1, 2022.

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*Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the check run dated June 1, 2022.*

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to move into Executive Session at 10:31 AM.

ATTEST:

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John Franek Jr.  
Administrator