



BOARD OF COMMISSIONERS' MINUTES

Thursday, June 27, 2019, 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 called to order at 10:22 AM on June 27, 2019 by Commissioner Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins; Administrator, Margaret Gray; Deputy Administrator, Bob Jacobs; Controller Chuck Witmer; Executive Assistant, Natalie (Bird) Smith; Director of Human Resources, Kristen Simkins; Human Resource Analyst, Geri Sorgen.

County personnel present included Christine Millinder, Deb Immel, Linda Marshall, Julia Sprinkle, Dave Lomison, Travis Walker, Hank Fifield.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, June 13, 2019 Board of Commissioners' meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the meeting minutes from June 13, 2019.

IV. ACTION ON NON PERSONNEL ITEM(S)

Housing – Linda Marshall presented a mortgage satisfaction piece for Thomas S. Walk and Kylene N. Walk for the premises located at 899 Beaver Road, Julian – Dept. 815.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the mortgage satisfaction piece for Thomas S. Walk and Kylene N. Walk.

V. ACTION ON PERSONNEL ITEM(S)

A. Transportation

Commissioner Pipe asked Director Dave Lomison if he has received any updates from PennDOT regarding the requested rate increase. Dave said he

has not heard officially, but he thinks it will be approved. The increase would not go into effect until August 1. The department currently has four vacancies, 25 drivers, and one employee on medical leave. Dave added that the benefit of on-call/occasional operators is that he is not required to provide the hours of a full time employee.

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve Transportation items i-iv.

- i. Consider approval of the appointment for William K. Doran, full-time Vehicle Operator, Transportation, (p.c. #24, non-exempt, replacing J. Shufelt), at SG-N04A(01)--\$11.20/hour, effective July 8, 2019, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,132, annualized salary savings for 2020 \$8,717 – Dept. 531.
- ii. Consider approval of the appointment for Vernon S. Wallace, full-time Vehicle Operator 80%, Transportation, (p.c. #20, non-exempt, replacing R. Hamilton), at SG-N04A(01)--\$11.20/hour, effective July 8, 2019, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$2,734, annualized salary savings for 2020 \$655 – Dept. 531.
- iii. Consider approval of the appointment for Todd T. Desmond, on-call/occasional Vehicle Operator, Transportation, (p.c. #17, non-exempt, replacing J. Holter), at SG-N04A(01)--\$11.20/hour, effective July 8, 2019, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget increase for 2019 \$2,036, annualized salary savings for 2020 \$211 – Dept. 531.
- iv. Consider approval of the appointment for Bernard J. Trawinski, on-call/occasional Vehicle Operator, Transportation, (p.c. #39, non-exempt, replacing M. Wasliko), at SG-N04A(01)--\$11.20/hour, effective July 8, 2019, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget increase for 2019 \$1,918, annualized salary savings for 2020 \$410 – Dept. 531.

B. Correctional Facility

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

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing J. Simler), at SG-N10, effective June 27, 2019, pay period 14 – Dept. 333

- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing M. Dulay), at SG-N10, effective June 27, 2019, pay period 14 – Dept. 333
- iii. Consider approval of the personnel requisition for full-time Lieutenant, Correctional Facility, (p.c. #36, non-exempt, replacing J. Gonzalez-Mendez), at SG-S54, effective retro to June 24, 2019, pay period 14 – Dept. 333

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve items C through E.

- C. Records Management – Consider approval of the personal leave for Paige Fyock, Receiving Clerk, Records Management, (p.c. #03), effective retro from June 25, 2019, pay period 14 to July 26, 2019, pay period 16 – Dept. 143.
- D. Emergency Communications – Consider approval of the personnel requisition for full-time Addressing Specialist, Emergency Communications 911, (p.c. #29, non-exempt, replacing M. Moyer), at SG-N10, effective June 27, 2019, pay period 14 – Dept. 354.
- E. Children and Youth - Consider approval of the promotion/change in title for Chelsea Emel from full-time Caseworker 1, C&YS, (p.c. #06, non-exempt), at SG-N11B(02)--\$15.90/hour to full-time Caseworker 2, C&YS, (p.c. #06, non-exempt), at SG-N13A(01)--\$17.15/hour, effective retro to June 23, 2019, pay period 14. Salary budget savings for 2019 \$4,597, annualized salary increase for 2020 \$2,438. Julia Sprinkle explained the difference between a Caseworker 1 and a Caseworker 2 is one year of experience, Ms. Emel has completed one year with the County and it is typical to move her to the next level – Dept. 511.
- F. Commissioners

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

- i. Consider approval of the change in title for the position of Office Supervisor Commissioners, Commissioners, (p.c. #07, exempt) to Executive Office Supervisor, Commissioners, effective June 27, 2019, pay period 14 – Dept. 111.
- ii. Consider approval of the revisions to the job description for the position of Executive Office Supervisor, Commissioners, SG-S54, effective June 27, 2019, pay period 14 – Dept. 111.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

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VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

District Attorney – District Attorney Bernie Cantorna has approved the personnel requisition for full-time Department Clerk 2 (75), District Attorney, (p.c. #27, non-exempt, replacing E. Read), at SG-N06, effective June 13, 2019, pay period 13 – Dept. 221.

VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION

There were no executive sessions to report.

X. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to adjourn the meeting at 10:34 AM.

ATTEST:

Margaret N. Gray
Administrator