



BOARD OF COMMISSIONERS' MINUTES

Thursday, August 15, 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 10:04 AM on August 15, 2019 by Commissioner Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Deputy Administrator Bob Jacobs, Director of Financial Management Tom Martin, Controller Chuck Witmer, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, and Human Resource Analyst Geri Sorgen.

County personnel present included Dale Neff, Norm Spackman, Travis Walker, Julia Sprinkle, Mike Bloom, Linda Marshall, Kendra Miknis, Bryan Sampsel, and Brian Querry.

Guests present included Dan Rhoades.

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, August 1, 2019 Board of Commissioners' meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Board of Commissioners' meeting minutes from August 1, 2019.

IV. ANNOUNCEMENT

Dan Rhoades, Commander of the Pine Grove Mills VFW Post 5825 joined the Board with Brian Querry of Veterans Affairs. Dan expressed concern about resources and outreach to veterans. He wants veterans to know that help is out there and the VFW is there for those in need. Commissioner Dershem said the HOPE Initiative will be hosting a wellness fair this winter and that may be an opportunity to get the word out to the community. He also suggested preparing a booklet of resources, a website, or Facebook page where information is easily accessible. Dan also discussed upgrades to the monument and inquired about potential grants. Commissioner Pipe said the County has seen an increase in the number of Veterans that contact the Veterans Affairs Office and Penn State University has also started to invest more into their outreach office. Brian Querry announced an event that will be held on September 28 at the Bald Eagle Valley United Methodist Church and in May of 2020 a Veterans Expo is planned to be held at the Grange Fair Grounds. Dan likes the idea of having a booklet of resources that he can

provide to those he comes in contact with. Commissioner Pipe asked Brian Query if that was something his office could work to prepare.

Dan also inquired about funding for cemetery maintenance and why the County only provides \$2 for grave maintenance. Brian explained that there are close to 11,000 veterans interred in Centre County. He said the allocation is outlined in the County Code and some other Counties do provide more. Commissioner Pipe said the Board will begin budget discussions in September and October and can consider these items at that time.

V. ACTION ON NON PERSONNEL ITEM(S)

- A. Facilities Management - Contract with Jamie Praskovich to perform cleaning services at Magisterial District Office 49-3-04. The contract total is \$4,970 for the period of August 15, 2019 through December 31, 2020 – Dept. 161.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Jamie Praskovich.

- B. Planning – Mike Bloom reviewed submission of Payment Request #3 to the Department of Community and Economic Development (DCED) for disbursement of funds from the Development Keystone Communities Grant in the amount of \$9,063 for costs associated with the roof replacement at the Mountaintop Activity Center in Snow Shoe. The total grant is \$100,000 for the period of June 20, 2018 through June 30, 2020 – Dept. 151.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve submission of the revised Payment Request to DCED.

- C. Housing – Linda Marshall introduced a mortgage satisfaction piece for Torey B. Lucas for the premises located at 205 Walter Street, Milesburg– Dept. 815.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the mortgage satisfaction piece for Torey B. Lucas.

VI. ACTION ON PERSONNEL ITEMS

- A. Emergency Communications 911

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

- i. Consider approval of the personnel requisition for on-call/occasional Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, new), at SG-N09, effective August 15, 2019, pay period 17 – Dept. 354.
- ii. Consider approval of the appointment for Brian R. Jorgenson, on-call/occasional Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, new), at SG-N09E(06)–\$15.35/hour, effective August 19, 2019, pay period 18. Salary budget increase for 2019 \$2,390, annualized salary increase for 2020 \$6,904 - Dept. 354.

- iii. Consider approval of the new job description for the position of Training Supervisor, Emergency Communications 911, SG-S45, effective August 15, 2019, pay period 17 – Dept. 354.
- iv. Consider approval of the personnel requisition for full-time Training Supervisor, Emergency Communications 911, (p.c. #37, non-exempt, new), at SG-S45, effective August 15, 2019, pay period 17 – Dept. 354.
- v. Consider approval of the change in title and revisions to the job description for the position of Administrative Addressing Technician, Emergency Communications 911, to Addressing and Communications Generalist, Emergency Communications 911, (p.c. #30, non-exempt), SG-N08, effective August 15, 2019, pay period 17 – Dept. 354.
- vi. Consider approval of the personnel requisition for full-time Addressing and Communications Generalist, Emergency Communications 911, (p.c. #30, non-exempt, replacing B. Berenty), at SG-N08, effective August 15, 2019, pay period 17 – Dept. 354.

B. Correctional Facility

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

- i. Consider approval of the personnel requisition for full-time Kitchen Supervisor, Correctional Facility, (p.c. #73, non-exempt, replacing A. Shawley), at SG-N08, effective retro to July 31, 2019, pay period 16 – Dept. 333.
- ii. Consider approval of the promotion for Carl Gemmati III from full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt), at SG-N10F(07)--\$18.09/hour to full-time Lieutenant, Correctional Facility, (p.c. #36, exempt, replacing J. Gonzalez), at SG-S54A(01)--\$23.29/hour (\$48,443.20/annum), effective August 18, 2019, pay period 18. Salary budget savings for 2019 \$5,668, annualized salary savings for 2020 \$8,258 – Dept. 333.
- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing C. Gemmati III), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- iv. Consider approval of the change in status/position number for Tiffany Shotzberger from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing J. Simler), effective retro to June 19, 2019, pay period 13. (No change in pay rate) Salary budget impact for 2019 \$1,429, annualized salary savings for 2020 \$5,886 – Dept. 333.
- v. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing T. Shotzberger), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.

- vi. Consider approval of the promotion for Jason Young from part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt), at SG-N10A(01)--\$14.70/hour, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing T. Shotzberger), at SG-N10A(02)--\$16.37/hour, effective August 18, 2019, pay period 18. Salary budget increase for 2019 \$13,386, annualized salary increase for 2020 \$34,050 – Dept. 333.
- vii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing J. Young), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- viii. Consider approval of the promotion for Hunter Hockenberry from part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt), at SG-N10B(02)--\$16.13/hour to full-time Corrections Officer, Correctional Facility, (p.c. #51, non-exempt, replacing D. Bryan), at SG-N10B(03)--\$16.69/hour, effective August 18, 2019, pay period 18. Salary budget increase for 2019 \$10, annualized salary savings for 2020 \$3,619 – Dept. 333.
- ix. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing H. Hockenberry), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- x. Consider approval of the promotion for Garrett Corl from part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt), at SG-N10A(01)--\$14.70/hour to full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing M. Dulay), at SG-N10A(02)--\$16.37/hour, effective August 18, 2019, pay period 18. Salary budget savings for 2019 \$4,152, annualized salary savings for 2020 \$1,414 – Dept. 333.
- xi. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing G. Corl), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- xii. Consider approval of the promotion for Brice Beals from part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt), at SG-N10A(01)--\$14.70/hour to full-time Corrections Officer, Correctional Facility, (p.c. #41, non-exempt, replacing J. Fye), at SG-N10A(02)--\$16.37/hour, effective August 18, 2019, pay period 18. Salary budget increase for 2019 \$2,613, annualized salary savings for 2020 \$1,414 – Dept. 333.
- xiii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. 109, non-exempt, replacing B. Beals), at SG-N10, effective August 15, 2019, pay period 17– Dept. 333.
- xiv. Consider approval of the appointment for Kurtis G. Brungard, part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing T. Shotzberger), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$8,764, annualized salary savings for 2020 \$2,677 - Dept. 333.

- xv. Consider approval of the appointment for Cassandra Steele, part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing H. Hockenberry), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,197, annualized salary savings for 2020 \$2,677 - Dept. 333.
- xvi. Consider approval of the appointment for Allen D. Long, part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing G. Corl), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,117, no impact for 2020 - Dept. 333.
- xvii. Consider approval of the appointment for Noah J. Gilbert, part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing B. Beals), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,829, annualized salary savings for 2020 \$2,677 - Dept. 333.
- xviii. Consider approval of the appointment for Gregory A. Bradshaw, part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing J. Young), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$7,178, annualized salary savings for 2020 \$8,258 - Dept. 333.
- xix. Consider approval of the appointment for Thomas D. Hunter III, part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing B. Wainwright), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$6,878, annualized salary savings for 2020 \$2,677 - Dept. 333.

C. Children and Youth Services

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

- i. Consider approval of the appointment for Alyssa D. Rote, full-time Caseworker 1, C&YS, (p.c. #37, non-exempt, replacing R. Lyons), at SG-N11A(01)--\$15.59/hour, effective August 19, 2019, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$3,988, annualized salary savings for 2020 \$605 - Dept. 511.
- ii. Consider approval of the appointment for Marissa R. Tobias, full-time Caseworker 1, C&YS, (p.c. #24, non-exempt, replacing M. Buchy), at SG-N11A(01)--\$15.59/hour, effective September 3, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$8,003, annualized salary savings for 2020 \$5,090 - Dept. 511.

D. Sheriff

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

- i. Consider approval of the revisions to the job description for the position of Deputy Sheriff 2 (Airport Security), Sheriff, SG-N11, effective August 15, 2019, pay period 17 – Dept. 211.
- ii. Consider approval of the revisions to the job description for the position of Deputy Sheriff-Sergeant, Sheriff, SG-N13, effective August 15, 2019, pay period 17 – Dept. 211.

E. Human Services

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

i. Drug & Alcohol

1. Consider approval of the appointment for Julie L. Sebolt, full-time Department Clerk 3 (DA), Drug & Alcohol, (p.c. #08, non-exempt, replacing P. Beightol), at SG-N08A(01)--\$13.52/hour, effective September 3, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$4,453, annualized salary savings for 2020 \$3,335 – Dept. 562.
2. Consider approval of the personnel requisition for full-time D&A Case Management Specialist, Drug & Alcohol, (p.c. #11, non-exempt, replacing K. Murphy), at SG-N12, effective retro to August 1, 2019, pay period 16 – Dept. 562.

ii. MH/ID

1. Consider approval of the change in title for the position of Department Clerk 3 (75), MH/ID, to Department Clerk 3 (Mental Health), MH/ID, (p.c. #34, non-exempt), SG-N08, effective August 18, 2019, pay period 18 (Currently occupied by J. Wasson) – Dept. 561.
2. Consider approval of the new job description for the position of Department Clerk 3 (Mental Health), MH/ID, SG-N08, effective August 18, 2019, pay period 18 – Dept. 561.

F. Facilities Management – Consider approval of the Extension #4 for the leave of absence for Peter Stania Jr., Custodial Worker 2, Facilities Management, (p.c. #17), effective retro from August 6, 2019 to August 11, 2019, pay period 17. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the extension for Peter Stania Jr. – Dept. 161.

G. Human Resources – Director Kristen Simkins asked that the employment report be presented at the next meeting.

BOARD OF COMMISSIONERS' MINUTES

THURSDAY, AUGUST 15, 2019

PAGE 7

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

IX. DISCUSSION ITEMS

Court Administrator Kendra Miknis discussed with the Board the need for requisition of a Court Reporter. There will be two reporters absent beginning around the start of February, one is retiring after 41 years and another is expecting twins. She requested that the position be posted now so it can be filled in December to allow adequate time for training with each judge. Director of Human Resources Kristen Simkins explained that the requisition would be the duplication of a position, which requires the Board to give authorization to hire someone before the position is vacant. It was the consensus of the Board to add this item to the next meeting agenda.

X. EXECUTIVE SESSION

XI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:38 AM.

ATTEST

Robert B. Jacobs
Deputy Administrator