



BOARD OF COMMISSIONERS MINUTES

Thursday, August 25, 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 10:09 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Steven Dershem, Commissioner Mark Higgins, Administrator John Franek Jr., Controller Jason Moser and Executive Office Supervisor Erin Good.

County personnel present included Human Resource Analyst Geri Sorgen, Human Resource Director Kristen Simkins, Deputy Administrator Natalie Corman, Travis Walker, Mark Kellerman, Faith Ryan and Dave Lomison.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no addition to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, August 11, 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 August 11, 2022.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing D. Watkins), at SG-N10, effective retro to August 16, 2022, pay period 18 – Dept. 333.
- ii. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing S. Rodriguez), at SG-N10, effective retro to August 23, 2022, pay period 18 – Dept. 333.

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

BOARD OF COMMISSIONERS MINUTES

THURSDAY, AUGUST 25, 2022

PAGE 2

B. Conservation District

Director of Human Resources Kristen Simkins asked the Board to approve the following items:

- i. Approve the extension #6 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from August 1, 2022, pay period 17 to (estimated) August 31, 2022, pay period 19 – Dept. 822.
- ii. Approve the extension #7 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from September 1, 2022, pay period 19 to (estimated) September 31, 2022, pay period 21 – Dept. 822.

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

- C. Elections – Kristen Simkins asked the Board to approve the personnel requisition for Temporary Elections Worker, Elections, (p.c. #10, non-exempt, replacing M. Swoboda), at SG-02, effective retro to August 11, 2022, pay period 17 – Dept. 131.

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

D. Human Resources

Kristen Simkins asked the Board to approve the following items:

- i. Approve the revisions to the Mandated/On-Call Payment policy, effective retro to August 14, 2022, pay period 18 – Dept. 114.
- ii. Approve the appointment for Kristy K. Catalano, on-call/occasional Office Floater, Human Resources, (p.c. #12, non-exempt, replacing K. Lowry), at SG-02A(01)– \$15.00/hour, effective August 29, 2022, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$5,909, annualized salary impact for 2023 \$3,436 – Dept. 114.

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

iii. Employment Report

Kristen Simkins reported an employee complement of 532 full time employees, 8 part time employees, and a turnover rate at 2.11% for July of 2022, which is down from the beginning of the year. Human Resources has been receiving a lot of applications and doing a lot of hiring recently as well.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, AUGUST 25, 2022

PAGE 3

Human Services

E. Adult Services

Faith Ryan asked the Board to approve the following items:

1. Approve the promotion/change in title for Dorothy VanDyke, Caseworker 1-Adult Services, Adult Services, (p.c. #15, non-exempt), at SG-06A(01)--\$18.69/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #15, non-exempt), at SG-07A(01)--\$19.87/hour, effective August 28, 2022, pay period 19. Salary budget impact for 2022 \$3,827, annualized salary impact for 2023 \$7,235 - Dept. 501.
2. Approve the promotion/change in title for Nicole Flick, Caseworker 1-Adult Services, Adult Services, (p.c. #14, non-exempt), at SG-06A(01)--\$18.69/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #14, non-exempt), at SG-07A(01)--\$19.87/hour, effective September 11, 2022, pay period 20. Salary budget impact for 2022 \$5,208, annualized salary impact for 2023 \$7,235 - Dept. 501.

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

F. MH/ID/EI

Deputy Administrator Natalie Corman asked the Board to approve the following items:

1. Approve the appointment for Ethan D. Schwartz, full-time Department Clerk 3(MH), MH/ID/EI, (p.c. #34, non-exempt, replacing J. Wasson), at SG-04A(01)--\$16.36/hour, effective September 12, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$7,842, annualized salary savings for 2023 \$332 - Dept. 561.
2. Approve the appointment for Ashlyn P. Ventris, full-time Caseworker 2-MHID, MH/ID/EI, (p.c. #40, non-exempt, replacing P. Duffie), at SG-07A(01)--\$19.87/hour, effective September 12, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$18,028, annualized salary impact for 2023 \$6,650 - Dept. 561.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the MH/ID/EI items 1-2.*

G. Transportation

Dave Lomison asked the Board to approve the following items:

1. Approve the appointment for Jason D. Walker, full-time Vehicle Operator, Transportation, (p.c. #08, non-exempt, replacing W. Askey), at SG-03A(01)--\$15.50/hour, effective September 6, 2022, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$5,455, annualized salary impact for 2023 \$1,658 - Dept. 531.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, AUGUST 25, 2022

PAGE 4

2. Approve the appointment for Samantha M. Gribble, full-time Vehicle Operator, Transportation, (p.c. #06, non-exempt, replacing D. Campbell), at SG-03A(01)-- \$15.50/hour, effective September 6, 2022, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$3,459, annualized salary impact for 2023 \$6,006 – Dept. 531.

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

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt, replacing L. Moore), at SG-04, effective August 19, 2022, pay period 18 – Dept. 271.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

District Attorney – District Attorney Bernie Cantorna has approved the personnel requisition for full-time Deputy District Attorney-Trial Division, District Attorney, (p.c. #05, exempt, replacing M. Smith) at SG-20, effective August 22, 2022, pay period 18 – Dept. 221.

VIII. LETTER OF SUPPORT

Letter of support for the re-naming of Pennsylvania Unnamed Tributary 23069 to Sleepy Creek.

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

IX. COVID-19 PLANNING AND RESPONSE

COVID-19 Leave Directive

Kristen Simkins stated the CDC recently updated the COVID-19 quarantine isolation guidelines and the policy is now updated to reflect what the CDC now has in place.

Commissioner Pipe asked if there are future recommendations by the CDC, would the policy just be able to automatically reflect those changes and then they can adopt those retroactively.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the COVID-19 Leave Directive.*

X. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. reported there was an Executive Session held on August 23rd from 1:05 PM to 1:18 PM to discuss a legal matter.

XI. QUESTIONS FROM THE PRESS

BOARD OF COMMISSIONERS MINUTES

THURSDAY, AUGUST 25, 2022

PAGE 5

XII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:23 AM.

ATTEST:

John Franek Jr.

Administrator