



## BOARD OF COMMISSIONERS MINUTES

Thursday, September 15, 2022, 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:19 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 (Zoom) and Executive Office Supervisor Erin Good.

County personnel present included Faith Ryan, Deputy Administrator Natalie Corman, Director of Human Resources Kristen Simkins (Zoom), Geri Sorgen, Dave Lomison, Travis Walker, Recorder of Deeds Joe Davidson and Julia Sprinkle.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

### IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, September 8, 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 September 8, 2022.*

### V. PERSONNEL ITEMS

#### A. Commissioners

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

- i. Approve the revisions to the job description for the position of Human Services Administrator, Commissioners, SG-22, effective September 25, 2022, pay period 21 – Dept. 111.
- ii. Approve the new job description for the position of Communications Coordinator, Commissioners, SG-12, effective September 15, 2022, pay period 20 – Dept. 111.
- iii. Approve the personnel requisition for full-time Communications Coordinator, Commissioners, (p.c. #08, exempt, new), at SG-12, effective September 15, 2022, pay period 20 – Dept. 111.

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

B. Human Services

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

- i. Adult Services – Approve the new job description for the position of Deputy Human Services Administrator, Adult Services, (p.c. #01, exempt), effective October 9, 2022, pay period 22 - Dept. 501.

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the new job description for Deputy Human Services Administrator.*

- ii. Children & Youth Services – Approve the personnel requisition for full-time Administrator 3 – C&YS, C&YS, (p.c. #01, exempt, replacing J. Sprinkle), at SG-20, effective September 15, 2022, pay period 20 – Dept. 511.

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

iii. MH/ID/EI

1. Approve the new job description for the position of Administrator MH/ID/EI D&A, MH/ID/EI, SG-20, effective September 15, 2022, pay period 20 – Dept. 561.
2. Approve the personnel requisition for full-time Administrator MH/ID/EI D&A, MH/ID/EI, (p.c. #01, exempt, replacing N. Corman), at SG-20, effective September 15, 2022, pay period 20 – 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.*

- VI. EXECUTIVE SESSION REPORT  
VII. QUESTIONS FROM THE PRESS  
VIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:22 AM.

ATTEST:

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John Franek Jr.  
Administrator