



## BOARD OF COMMISSIONERS MINUTES

Thursday, September 22, 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 10:20 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 Staff Assistant Lisa Long.

County personnel present included Deputy Administrator Natalie Corman, Director of Human Resources Kristen Simkins, Geri Sorgen, Dave Crowley, Travis Walker, Mark Kellerman, Sheriff Bryan Sampsel, Krista Davis, Ray Stolinias, and Recorder of Deeds Joe Davidson.

Representatives from the media included Halie Klines.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. ADDITIONS TO THE AGENDA

There were no additions to agenda.

### IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, September 15, 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 15, 2022.*

### V. ORDINANCE

Ordinance 4 of 2022 – An Ordinance establishing the salary of all County offices in accordance with the provisions of Act of Assembly, 1971, November 1, P.L. 495, No. 113, Section 1 as amended, 16 PA. Section 11011 ET SEQ., with the exception of the District Attorney, which is set by Act No. 1987-74

Administrator John Franek Jr. stated that the salary adjustment for Elected Officials and ROW Officers would be a 3% annual increase starting in 2024 for the next 4 years. There will be a base salary increase of \$2,000 for the Elected Officials and ROW Officers as well. The Prothonotary and the Register of Wills also hold the position of Clerk of Court and Clerk of the Orphans' Court, respectively, are termed multiple officeholders and therefore in

accordance with 1985, December 13, P.L. 328, No. 87 Section 2, shall receive the highest salary fixed for any one of the offices which he/she holds, plus an additional amount of two thousand dollars (\$2,000) per annum.

Commissioner Higgins asked if the rate of inflation was less than 3% than the raise would be the rate of inflation. It is stated in the Ordinance that the rate of salaries will be increased based on the lesser of the percentage of increase of the Consumer Price Index.

Commissioner Dershem confirmed that the Archer Study did not include any salary increases for row officers.

Joe Davidson asked if the new rate was a \$2,000 one-time payment including the 3% increase, as well as how the rates were decided upon.

Commissioner Pipe stated the salaries were based upon surrounding 4<sup>th</sup> class counties as well as the public comments that were received during the public hearing. Commissioner Pipe wanted it noted that even though the Board is the one to vote on the salary increases it is not a guarantee that any of the elected officials will still hold their title.

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve advertisement of Ordinance 4 of 2022.*

VI. PERSONNEL ITEMS

A. Correctional Facility

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

- i. Approve a check for Educational Program Support in the amount of \$3,311.50 (\$6,623 total amount) for Danielle Fox, Mental Health Counselor, Correctional Facility, (p.c. #138), for satisfactory completion of summer 2022 course – Dept. 333.
- ii. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing P. Gates), at SG-N10, effective retro to September 19, 2022, pay period 20 – 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.*

B. Human Resources – Employment Report

Kristen received the unemployment rates for August which we were down 1.03%. There were 21 new hires and 6 terms in August. Since the beginning of the year they have received 1,024 applications. Total applications received before the Archer Study were 721 and have had 303 applications since.

Commissioner Pipe asked if they could see how many positions were open as well in the next employment report.

C. Human Services

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

- i. Aging
  1. Approve the personnel requisition for full-time Ombudsman/Apprise Coordinator/Aging Care Manager 2 (80), Aging, (p.c. #07, non-exempt, replacing

K. Kiehl), at SG-07, effective retro to September 12, 2022, pay period 20 – Dept. 521.

2. Approve the promotion/change in title for Collin Daley, (p.c. #11, non-exempt, 75 Hour), at SG-07A(01)–\$19.87/hour to Ombudsman/Apprise Coordinator/Aging Care Manager 2 (80), Aging, (p.c. #07, non-exempt, 80 Hour, replacing K. Kiehl), at SG-07A(01)–\$19.87/hour, effective September 25, 2022, pay period 21 (No change in pay rate). Salary budget impact for 2022 \$23,688, annualized salary savings for 2023 \$2,766 - Dept. 521.
3. Approve the personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #11, non-exempt, replacing C. Daley), at SG-07, effective retro to September 14, 2022, pay period 20 – Dept. 521.

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Aging items 1-3.*

ii. Children & Youth Services

1. Approve the promotion/change in title for Ena Foreman, Caseworker 1-C&YS, C&YS, (p.c. #08, non-exempt), at SG-07A(01)–\$19.87/hour to Caseworker 2-C&YS, C&YS, (p.c. #08, non-exempt), at SG-08A(01)–\$21.03/hour, effective retro to July 17, 2022, pay period 16. Salary budget impact for 2022 \$5,545, annualized salary impact for 2023 \$8,054- Dept. 511.
2. Approve the appointment for Alisha M. Knisely, full-time Caseworker 2, C&YS, (p.c. #09, non-exempt, replacing M. Greene), at SG-08A(01)–\$21.03/hour, effective retro to September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$12,288, annualized salary impact for 2023 \$4,953 – Dept. 511.
3. Approve the appointment for Gabrielle R. Ciulla, temporary Casework Intern, C&YS, (p.c. #36, non-exempt, replacing I. Taffera), at SG-02A(01)–\$15.00/hour, effective retro to September 19, 2022, pay period 20. Salary budget impact for 2022 \$11,056, annualized salary impact for 2023 \$29,250 – Dept. 511.
4. Approve the personnel requisition for full-time Casework Supervisor, C&YS, (p.c. #02, exempt, replacing C. Biggans), at SG-11, effective retro to September 6, 2022, pay period 19 – Dept. 511.

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the C&YS items 1-4.*

- iii. MH/ID/EI– Approve the appointment for Dana M. Karichner, full-time Caseworker 2, MH/ID/EI, (p.c. #11, non-exempt, replacing T. Snyder), at SG-07A(01)–\$19.87/hour, effective September 26, 2022, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$355, annualized salary impact for 2023 \$4,251 – Dept. 561.

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment of Dana*

*Karichner.*

- iv. MH/ID/EI Drug & Alcohol – Approve the personnel requisition for full-time TASC Coordinator, MH/ID/EI/D&A, (p.c. #07, non-exempt, replacing C. Baughman), at SG-07, effective retro to September 9, 2022, pay period 19 – Dept. 562.

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

D. Planning

Ray Stolinask asked the Board to approve the following:

- i. Approve the change in title/revisions to the job description for the position of Sr. Planner 1-Transportation, Planning, to Planner -Transportation, Planning, (p.c. #11), SG-10, effective September 25, 2022, pay period 21 – Dept. 151.
- ii. Approve the change in title/revisions to the job description for the position of Sr. Planner 1-Housing & Community Development, Planning, to Planner –Housing & Community Development, Planning, (p.c. #12), SG-10, effective September 25, 2022, pay period 21 – Dept. 151.
- iii. Approve the change in title to the position of Sr. Planner 1-AG Preservation Coordinator, Planning, to Planner – AG Preservation Coordinator, Planning, (p.c. #10), SG-10, effective September 25, 2022, pay period 21 – Dept. 151.
- iv. Approve the change in title to the position of Sr. Planner 1-Community Planning Specialist, Planning, to Planner – Community Planning Specialist, Planning, (p.c. #13), SG-10, effective September 25, 2022, pay period 21 – Dept. 151.

Kristen Simkins stated that they are hoping with the elimination of the Sr. title that it will recruit more potential candidates.

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

E. Public Defender

Dave Crowley asked the Board to approve the following:

- i. Approve the personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #08, non-exempt, replacing K. Miller), at SG-08, effective retro to September 6, 2022, pay period 19 – Dept. 132.
- ii. Approve the appointment for Kelly A. Morrow, full-time Legal Secretary 2, Public Defender, (p.c. #08, non-exempt, replacing K. Miller), at SG-05A(01)–\$17.53/hour, effective October 3, 2022, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$1,671, annualized salary impact for 2023 \$5,343 – Dept. 132.

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

- F. Tax Assessment – Approve the personnel requisition for full-time Sr. GIS Mapper/Clean & Green Coordinator/Deed Analyst, Tax Assessment, (p.c. #04, non-exempt, replacing C.

Salvanish), at SG-08, effective retro to September 20, 2022, pay period 20 – Dept. 121.

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

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Probation Officer 1, Probation, (p.c. #09, non-exempt, replacing J. Bucheit), at SG-08, effective retro to August 12, 2022, pay period 17 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time School Based Juvenile Probation Officer 2, Probation, (p.c. #18, non-exempt, replacing N. Shervinski), at SG-10, effective retro to September 15, 2022, pay period 20 – Dept. 301.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Security, Sheriff, (p.c. #18, non-exempt, replacing J. Ard) at SG-05, effective September 7, 2022, pay period 19 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #20, non-exempt, replacing D. Benaija) at SG-05, effective September 7, 2022, pay period 19 – Dept. 211.
- iii. Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #22, non-exempt, replacing J. Jones) at SG-05, effective September 8, 2022, pay period 19 – Dept. 211.
- iv. Sheriff Bryan Sampsel has approved the personnel requisition for on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #26, non-exempt, replacing R. Schall) at SG-05, effective September 8, 2022, pay period 19 – Dept. 211
- v. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Security, Sheriff, (p.c. #16, non-exempt, replacing R. Noel) at SG-05, effective September 14, 2022, pay period 20 – Dept. 211

IX. NON-PERSONNEL ITEMS

- A. Risk Management – Krista Davis asked the Board to approve the contract with Calm.com, Inc. to provide access to a downloadable app that provides services such as mediation, sleep guidance, and white noise sounds. The contract total is \$4,096.46 for the period of October 10, 2022 to October 10, 2023 – Dept. 112.

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Calm.com, Inc.*

Human Services

- B. Children & Youth Services – Deputy Administrator Natalie Corman asked the Board to

approve the contract renewal with Child Welfare Information System (CWIS) for Data Sharing Agreement. The agreement allows for our system (CAPS) to share required data between CAPS and CWIS (the state case management system). There is no contract total for the period of October 1, 2022 to September 30, 2023 – Dept. 511.

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the contract renewal with Child Welfare Information System.*

X. AUTHORITIES, BOARDS, AND COMMISSION

ABC	Name	Action	Term
Agricultural Land Preservation	Diane Homan	Resignation	February 2, 2022 to August 31, 2022
Agricultural Land Preservation	Thomas Boldin	Re-Appointment	September 1, 2022 to August 31, 2024
Agricultural Land Preservation	Joseph Homan	Re-Appointment	September 1, 2022 to August 31, 2024

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to amend the term dates of August 31, 2024 to August 31, 2025.*

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Re-Appointments and Resignation of the ABC Members.*

XI. COVID-19 PLANNING AND RESPONSE

COVID-19 Pandemic Universal Masking Policy

Kristen Simkins stated the revisions to the COVID-19 Pandemic Universal Masking Policy included changing the wording from “required” to “highly recommend” regarding mask wearing by employees as well as the public who enter the building.

*Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the COVID-19 Pandemic Universal Masking policy.*

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

Halie Klines from the press asked if the 3% increase in salaries was the same as previous years and if the one-time adjustment for ROW officers was to try to get them up to the same level as the Commissioners.

Commissioner Pipe stated that in previous years it was a 1.5 % increase or CPI whatever was lower. The one-time adjustment was to help close that gap so there wasn’t such big difference

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between salaries.

Commissioner Higgins stated that over time the gap gets bigger and this was them trying to close the gap.

Commissioner Dershem stated that some counties differentiate the ROW offices and Centre County has always strived not to.

XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:48 AM.

ATTEST:

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John Franek Jr.  
Administrator