



BOARD OF COMMISSIONERS MINUTES

Thursday, October 20, 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 10:02 AM by Chair of the Board Michael Pipe.

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

County personnel present included Human Resources Administrator Kristen Simkins, Geri Sorgen, Lee Sheaffer, Lora Rupert, Jim Coslo, Mark Kellerman, Julia Sprinkle, Leah Raker, Kendra Miknis, Ray Stolinis

Guests present included Krista Wilkinson, Alison Smith, Haley Smith and Lauren Smith.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, October 6, 2022 Board of Commissioners meeting.

Action: On a motion by Commissioner Higgins seconded by Commissioner Pipe, the Board voted unanimously to approve the minutes from October 6, 2022.

V. PROCLAMATION

Proclamation 37 of 2022 – Krista Wilkinson, Alison Smith, Haley Smith and Lauren Smith joined the Board in proclaiming October 2022 as Down Syndrome Awareness Month in Centre County.

The Centre Region Down Syndrome Society serves nearly 100 families in the Centre Region. They supports a wide number of activities such as, yes 21, the For Good Performance Group, enrichment funds, collaboration with the YMCA, and a baseball team.

Action: On a motion by Haley Smith seconded by Commissioner Higgins, the Board voted unanimously to adopt Proclamation 37 of 2022.

VI. PERSONNEL ITEMS

A. Correctional Facility

Kristen Simkins asked the Board to approve the following items:

- i. Approve the appointment for Keya M. Keiser, full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing K. Bodle), at SG-N10A(02)--\$21.25/hour, effective October 24, 2022, pay period 23. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$16,181, annualized salary impact for 2023 \$9,298 – Dept. 333.
- ii. Approve the appointment for Devin T. May, full-time Corrections Officer, Correctional Facility, (p.c. #09, non-exempt, replacing R. Good), at SG-N10A(02)--\$21.25/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$20,479, annualized salary impact for 2023 \$6,406 – Dept. 333.
- iii. Approve the appointment for Bobbie JoAnn Griggs, full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing S. Rodriguez), at SG-N10X(01)--\$21.00/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,172, annualized salary impact for 2023 \$9,298 – Dept. 333.
- iv. Approve the appointment for Andrew B. Bennett, full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing D. Watkins), at SG-N10X(01)--\$21.00/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,339, annualized salary impact for 2023 \$4,888 – Dept. 333.
- v. Approve the appointment for Danielle A. Berenbrok, full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing P. Gates), at SG-N10X(01)--\$21.00/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$29,735, annualized salary impact for 2023 \$3,266 – Dept. 333.
- vi. Approve the appointment for John A. Smerbeck, full-time Corrections Officer, Correctional Facility, (p.c. #51, non-exempt, replacing T. Mertz), at SG-N10X(01)--\$21.00/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$14,581, annualized salary impact for 2023 \$8,778 – Dept. 333.
- vii. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #88, non-exempt, replacing D. Lynn), at SG-N10, effective retro to October 17, 2022, pay period 22 – Dept. 333.

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

- B. Conservation District – Jim Coslo asked the Board to approve the extension #8 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from October 1, 2022, pay period 21 to (estimated) October 31, 2022, pay period 23 – Dept. 822.

Action: On a motion by Commissioner Higgins seconded by Commissioner Pipe, the Board voted unanimously to approve the medical leave extension for Daina Beckstrand.

- C. Facilities Management – Lee Shaeffer asked the Board to approve the appointment for Richard E. Tressler, full-time Custodial Worker, Facilities Management, (p.c. #17, non-exempt, replacing K. Renaud), at SG-02A(01)--\$15.00/hour, effective October 24, 2022, pay period 23. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,611, annualized salary impact for 2023 \$5,762 – Dept. 161.

Action: On a motion by Commissioner Higgins seconded by Commissioner Pipe, the Board voted unanimously to approve the appointment for Richard Tressler.

D. Human Resources

- i. Kristen Simkins asked the Board to approve the revisions to the Leave of Absence policy, effective October 20, 2022, pay period 22 – Dept. 114.

Action: On a motion by Commissioner Higgins seconded by Commissioner Pipe, the Board voted unanimously to approve the Leave of Absence policy.

- ii. Employment Report (tabled)

E. Human Services

i. Children & Youth Services

Leah Raker asked the Board to approve the following items:

1. Approve the promotion/change in title for Michelle Miller from full-time Caseworker 2-C&YS, C&YS, (p.c. #07, non-exempt), at SG-08E(05)--\$22.76/hour to full-time Casework Supervisor-C&YS, C&YS, (p.c. #02, exempt, replacing C. Biggans), at SG-11A(01)--\$24.54/hour, effective October 23, 2022, pay period 23. Salary budget savings for 2022 \$284, annualized salary savings for 2023 \$14,914 - Dept. 511
2. Approve the personnel requisition for full-time Caseworker 2-C&YS, C&YS, (p.c. #07, non-exempt, replacing M. Miller), at SG-08, effective October 17, 2022, pay period 22 – Dept. 511.

Action: On a motion by Commissioner Higgins seconded by Commissioner Pipe, the Board voted unanimously to approve the Children & Youth Services items 1-2.

ii. Transportation

Julia Sprinkle asked the Board to approve the following items:

1. Approve the appointment for Jay A. Frazier, full-time Vehicle Operator, Transportation, (p.c. #08, non-exempt, replacing W. Askey), at SG-03A(01)--\$15.50/hour, effective November 14, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$357, annualized salary impact for 2023 \$1,658 – Dept. 531.

2. Approve the personnel requisition for full-time Department Clerk 3 (75), Transportation, (p.c. #38, non-exempt, replacing J. Haines), at SG-04, effective retro to October 7, 2022, pay period 21 – Dept. 531.
3. Approve the promotion/change in title for Heather Rossman, from full-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt), at SG-02A(01)--\$15.00/hour to full-time Department Clerk 3 (75), Transportation, (p.c. #38, non-exempt, replacing J. Haines), at SG-04A(01)--\$16.36/hour, effective October 23, 2022, pay period 23. Salary budget impact for 2022 \$986, annualized salary savings for 2023 \$4,836 - Dept. 531.
4. Approve the personnel requisition for full-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt, replacing H. Rossman), at SG-02, effective retro to October 14, 2022, pay period 22 – Dept. 531.

Action: On a motion by Commissioner Higgins seconded by Commissioner Pipe, the Board voted unanimously to approve the Transportation items 1-4.

F. Public Defender

Lora Rupert asked the Board to approve the following items:

- i. Approve the promotion/change in title for Kimberly Lennox, from full-time Law Clerk, Public Defender, (p.c. #15, non-exempt), at SG-10A(01)--\$23.38/hour to full-Assistant Public Defender, Public Defender, (p.c. #12, exempt, replacing J. Dellinger), at SG-14A(01)--\$28.05/hour, effective retro to October 9, 2022, pay period 22. Salary budget impact for 2022 \$3,784, annualized salary impact for 2023 \$5,866 - Dept. 132.
- ii. Approve the personnel requisition for full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing K. Lennox), at SG-10, effective retro to October 13, 2022, pay period 22 – Dept. 132.
- iii. Approve the appointment for Elizabeth P. Vanier, full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing K. Lennox), at SG-10A(01)--\$23.38/hour, effective November 7, 2022, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$6,448, annualized salary impact for 2023 \$4,425 - Dept. 132.

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

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

Court Administration

- i. President Judge Pamela Ruest has approved the personnel requisition for on-call/occasional Tipstaff, Court Administration, (p.c. #14, non-exempt, replacing E. Prestia), at SG-02, effective retro to October 17, 2022, pay period 22 – Dept. 271.
- ii. President Judge Pamela Ruest has approved the personnel requisition for on-call/occasional Tipstaff, Court Administration, (p.c. #15, non-exempt, replacing S. Thompson), at SG-02, effective retro to October 17, 2022, pay period 22 – Dept. 271.

- iii. President Judge Pamela Ruest has approved the personnel requisition for on-call/occasional Tipstaff, Court Administration, (p.c. #22, non-exempt, replacing G. Rogers), at SG-02, effective retro to October 17, 2022, pay period 22 – Dept. 271.
- iv. President Judge Pamela Ruest has approved the personnel requisition for full-time Court Reporter, Court Administration, (p.c. #07, non-exempt, replacing P. Grey), at SG-10, effective October 20, 2022, pay period 22 – Dept. 271.

VIII. NON-PERSONNEL ITEMS

Ray Stolinas asked the Board to approve the letter of support for the Moshannon Valley Emergency Medical Services (MVEMS) to request a six-month extension period for the submission of the full application and business plan to the Pennsylvania Office of the Budget.

Action: On a motion by Commissioner Higgins seconded by Commissioner Pipe, the Board voted unanimously to approve the Letter of Support for Moshannon Valley Emergency Medical Services.

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to adjourn the meeting at 10:21 AM.

ATTEST:

John Franek Jr.
Administrator