



BOARD OF COMMISSIONERS' AGENDA

Thursday, January 23, 2020, 10:00 A.M.

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

I. CALL TO ORDER

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Commissioners. For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. MEETING MINUTES

Minutes from the Thursday, January 9, 2019 Board of Commissioners' meeting.

Action: *APPROVE the meeting minutes from Thursday, January 9, 2019.*

IV. PERSONNEL ITEMS

A. Human Services

i. Aging

1. Consider approval of a check for Educational Program Support in the amount of \$998.17 (\$1,996.34 total amount) for Sheera Sprout, Aging Care Manager 2, Aging, (p.c. #09), for satisfactory completion of winter 2019/2020 courses – Dept. 521.
2. Consider approval of the revisions to the job description for the position of Aging Care Manager 2, Aging, SG-N12, effective January 23, 2020, pay period 3 – Dept. 521.
3. Consider approval of the change in title for the position of Aging Care Manager 2 (80), Aging, to Ombudsman/Apprise Coordinator-Aging Care Manager 2, Aging, (p.c. #07, non-exempt), SG-N12, effective February 2, 2020, pay period 4 (Currently occupied by E. Weeden) – Dept. 521.
4. Consider approval of the new job description for the position of Ombudsman/Apprise Coordinator-Aging Care Manager 2, Aging, SG-N12, effective February 2, 2020, pay period 4 – Dept. 521.

ii. Children and Youth

1. Consider approval of the appointment for Emily C. Diaz, full-time Caseworker 1, C&YS, (p.c. #51, non-exempt, new with 2020 budget), at SG-N11A(01)--\$15.59/hour, effective January 27, 2020, pay period 3. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5965, annualized salary savings for 2021 \$3,042 - Dept. 511.
2. Consider approval of the promotion/change in title for Megan Cluck from full-time Caseworker 3, C&YS, (p.c. #12, non-exempt), at SG-N15D(04)--\$20.04/hour to full-time Casework Supervisor-C&YS, C&YS, (p.c. #53, exempt, new with 2020 budget), at SG-S54A(01)--\$48,443.20/annum (\$23.29/hour), effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$5,590, annualized salary savings for 2021 \$0 - Dept. 511.
3. Consider approval of the personnel requisition for full-time Caseworker 3, C&YS, (p.c. #12, non-exempt, replacing M. Cluck), at SG-N15, effective January 23, 2020, pay period 3- Dept. 511.

iii. MH/ID - Consider approval of the personnel requisition for full-time ID Program Specialist 1, MH/ID, (p.c. #61, non-exempt, new with 2020 budget), at SG-S51, effective January 23, 2020, pay period 3- Dept. 561.

iv. Transportation - Consider approval of the promotion/change in hours for Bernard Trawinski from full-time 80% Vehicle Operator, Transportation, (p.c. #21, non-exempt) to full-time Vehicle Operator, Transportation, (p.c. #22, non-exempt, replacing D. Harter), effective February 2, 2020, pay period 4. (No change in pay rate) Salary budget savings for 2020 \$4,121, annualized salary savings for 2021 \$3,588 - Dept. 531.

B. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. 18, non-exempt, replacing M. Beck), at SG-N10, effective January 23, 2020, pay period 3- Dept. 333.
- ii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing N. Gilbert), at SG-N10, effective January 23, 2020, pay period 3- Dept. 333.
- iii. Consider approval of the promotion for Jessica Snyder from part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing G. Corl), at SG-N10B(03)--\$16.77/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$3,526, annualized salary increase for 2021 \$770 - Dept. 333.

- iv. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt, replacing J. Snyder), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.
- v. Consider approval of the promotion for Scott Sayers from part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt), at SG-N10A(01)–\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing B. Wainwright), at SG-N10A(02)–\$16.46/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$3,265, annualized salary savings for 2021 \$1,414 – Dept. 333.
- vi. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing S. Sayers), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.
- vii. Consider approval of the promotion for Gregory Bradshaw from part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt), at SG-N10A(01)–\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing T. Powell), at SG-N10A(02)–\$16.46/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$4,094, annualized salary savings for 2021 \$2,059 – Dept. 333.
- viii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing G. Bradshaw), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.
- ix. Consider approval of the promotion for Thomas Hunter from part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt), at SG-N10A(01)–\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing R. Taylor), at SG-N10A(02)–\$16.46/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$4,871, annualized salary savings for 2021 \$4,514 – Dept. 333.
- x. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. 101, non-exempt, replacing T. Hunter), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.
- xi. Consider approval of the promotion for Cody Folk from part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt), at SG-N10A(01)–\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #18, non-exempt, replacing M. Beck), at SG-N10A(02)–\$16.46/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$6,098, annualized salary savings for 2021 \$4,306 – Dept. 333.
- xii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing C. Folk), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.

- xiii. Consider approval of the appointment for Brennan C. Torrey, part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing H. Hockenberry), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$ 5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xiv. Consider approval of the appointment for Eric M. Young, part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing A. Long), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xv. Consider approval of the appointment for Devin A. Bowersox, part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing B. Diehl), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xvi. Consider approval of the appointment for Adam J. Kline, part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing B. Houck), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,900, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xvii. Consider approval of the appointment for Ryan P. Bickle, part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt, replacing J. Corman), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xviii. Consider approval of the appointment for Bryce S. Bennett, part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing N. Gilbert), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$4,399, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xix. Consider approval of the appointment for Lyza G. Spyker, part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing H. Spicer), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.

- xx. Consider approval of the appointment for Alicia J. Ehrenzeller, part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing J. Yedlosky), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
 - xxi. Consider approval of the appointment for Ashley N. Butts, part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing S. Sayers), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,240, annualized salary savings for 2021 \$2,677 - Dept. 333.
 - xxii. Consider approval of the appointment for James P. Donovan, part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing C. Folk), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$4,861, annualized salary savings for 2021 \$2,677 - Dept. 333.
 - xxiii. Consider approval of the appointment for Blair E. Sweeley, part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing G. Bradshaw), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,726, annualized salary savings for 2021 \$2,677 - Dept. 333.
 - xxiv. Consider approval of the appointment for Julia A. Huffman, part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing T. Hunter), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,907, annualized salary savings for 2021 \$2,677 - Dept. 333.
- C. Coroner – Coroner Scott Sayers has approved the personnel requisition for on-call/occasional Deputy Coroner, Coroner, (p.c. #07, non-exempt, new with 2020 budget), at SG-N10, effective January 23, 2020, pay period 3 – Dept. 212.
 - D. Probation – Consider approval of the revisions to the job description for the position of Correctional Parole Officer-PO 2, Probation, SG-N15, effective January 23, 2020, pay period 3 – Dept. 301.
 - E. Human Resources – Employment Report

V. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Domestic Relations –

i. President Judge Pamela Ruest has approved the personnel requisition for full-time Assistant Director of Domestic Relations, Domestic Relations, (p.c. #02, non-exempt, replacing D. Gampe), at SG-S53, effective January 14, 2020, pay period 2 – Dept. 281.

ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Hearing Officer, Domestic Relations, (p.c. #03, non-exempt, replacing S. Smeltz), at SG-N16, effective January 14, 2020, pay period 2 – Dept. 281.

B. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #30, non-exempt, replacing F. Waweru), at SG-N16, effective January 14, 2020, pay period 2 – Dept. 271.

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

VII. CONTRACTS

A. Capital Projects

i. Contract with Penoco, Inc. to provide asbestos removal as part of the Courthouse renovations project. The contract rate is \$500 per day for mobilization, \$12 per LF for fiberglass insulation removal, and \$81 per fitting for pipe fitting/elbow removal, \$7.10 per SF of floor tile with carpet overlay, \$2.85 per SF of associated floor tile mastic, and \$7.50 per SF of linoleum/sheet vinyl – Dept. 971.

ii. Contract with Penoco, Inc. to provide asbestos removal as identified on the second and third floor of the Courthouse. This includes removal of floor tiles, mastic and carpeting on 3,070 square feet of floor area. The total proposal is \$38,900 – Dept. 971.

Action: *APPROVE the contracts with Penoco, Inc.*

VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION REPORT

X. ADJOURNMENT