



BOARD OF COMMISSIONERS' AGENDA

Thursday, December 5, 2019, 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, November 14, 2019 Board of Commissioners' meeting.

Action: *APPROVE the meeting minutes from Thursday, November 14, 2019.*

IV. ACTION ON PERSONNEL ITEMS

A. HUMAN SERVICES

i. Aging – Consider approval of the request for Educational Program Support for Sheera Sprout, Aging Care Manager 2, Aging, (p.c. #09), to attend online courses through Edinboro University of Pennsylvania towards her Masters in Social Work. Tuition for Winter 2019/2020 is \$1,996.34 with 50% reimbursement at \$998.17, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 521.

ii. Children and Youth Services

1. Consider approval of the personnel requisition for temporary Casework Intern, C&YS, (p.c. #36, non-exempt, replacing C. Greene), at SG-N06, effective December 5, 2019, pay period 25 – Dept. 511.
2. Consider approval of the appointment for Elena T. Giombetti, temporary Casework Intern, C&YS, (p.c. #36, non-exempt, replacing C. Greene), at SG-N06A(01)--\$12.30/hour, effective January 13, 2020, pay period 2. Salary savings for 2020 \$1,384 - Dept. 511.

3. Consider approval of the promotion/change in title for Tammi Eddy from full-time Caseworker 3, C&YS, (p.c. #08, non-exempt, 75 Hour), at SG-N15E(05)--\$20.43/hour to full-time Casework Supervisor, C&YS, (p.c. #34, exempt, 80 Hour, replacing C. Rockey), at SG-S54A(01)--\$48,443.20/annum (\$23.29/hour), effective December 9, 2019, pay period 26. Salary savings for 2019 \$972, annualized salary savings for 2020 \$8,257 - Dept. 511.
 4. Consider approval of the personnel requisition for full-time Caseworker 3, C&YS, (p.c. #08, non-exempt, replacing T. Eddy), at SG-N15, effective December 5, 2019, pay period 25 - Dept. 511.
 5. Consider approval of the promotion/change in title for Devon Etters from full-time Caseworker 2, C&YS, (p.c. #13, non-exempt), at SG-N13C(03)--\$17.84/hour to full-time Caseworker 3, C&YS, (p.c. #08, non-exempt, replacing T. Eddy), at SG-N15A(01)--\$18.89/hour, effective December 9, 2019, pay period 26. Salary budget increase for 2019 \$4,162, annualized salary savings for 2020 \$3,003 - Dept. 511.
 6. Consider approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #13, non-exempt, replacing D. Etters), at SG-N13, effective December 5, 2019, pay period 25 - Dept. 511.
- iii. MH/ID - Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #14, non-exempt, replacing T. Capozzi), at SG-N12, effective December 5, 2019, pay period 25 - Dept. 561.
- B. Emergency Communications - Consider approval of the appointment for Daniel W. DeSoto, full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #19, non-exempt, replacing C. Horn), at SG-N09E(05)--\$15.35/hour, effective December 30, 2019, pay period 1. Salary savings for 2020 \$5,377 - Dept. 354.
- C. Planning
- i. Consider approval of the change in title for the position of Senior Planner 1, Planning, (p.c. #12, non-exempt), to Senior Planner 1-Housing & Community Development, Planning, effective December 8, 2019, pay period 26 - Dept. 151.
 - ii. Consider approval of the new job description for the position of Senior Planner 1-Housing & Community Development, Planning, SG-N16, effective December 8, 2019, pay period 26 - Dept. 151.
- D. Correctional Facility
- i. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing B. Diehl), at SG-N10, effective December 5, 2019, pay period 25 - Dept. 333.
 - ii. Consider approval of the personnel requisition for full-time Kitchen Supervisor, Correctional Facility, (p.c. #73, non-exempt, replacing R. Beatty), at SG-N08, effective December 5, 2019, pay period 25 - Dept. 333.
- E. Human Resources - Employment Report

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V. REPORT ON JUDICIAL PERSONNEL ITEMS

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

Controller Charles Witmer has approved the personnel requisition for full-time Accounting Clerk 3, Controllers, (p.c. #04, non-exempt, replacing T. Hockenberry), at SG-N09, effective November 14, 2019, pay period 24.

VII. ACTION ON NON-PERSONNEL ITEMS

Consent to proceed with the sale of property from the repository of unsold properties of Centre County for a bid of \$1,000, Parcel No. 13-003-024-,0000 – Spring Township – Dept. 111.

Action: APPROVE sale of the above listed property from the Repository of Unsold Properties.

VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION REPORT

X. ADJOURNMENT