



BOARD OF COMMISSIONERS' MINUTES

Thursday, July 11, 2019, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:35 AM on July 11, 2019 by Commissioner Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem; Administrator, Margaret Gray; Deputy Administrator, Bob Jacobs; Controller Chuck Witmer; Executive Office Supervisor, Natalie Smith; Director of Human Resources, Kristen Simkins; Human Resource Analyst, Geri Sorgen.

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, June 27, 2019 Board of Commissioners' meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from June 27, 2019. Commissioner Dershem abstained from the vote.

IV. ACTION ON NON PERSONNEL ITEM(S)

- A. Capital Projects – Deputy Administrator Bob Jacobs presented the FirstEnergy Application for electric service under the West Penn Power Company's Net Energy Metering Rider. This agreement allows Centre County to connect the proposed solar array to the FirstEnergy/West Penn Power System. The County is still responsible for electric bills. If the County generates more power than it uses, a credit will be provide; if it uses more power than generated, the County is responsible for the difference. If there is a credit at the end of the period from May to May, a check will be issued to the County. The agreement was reviewed by Solicitor Betsy Dupuis, after it is approved it will be submitted to West Penn Power for review of the application and power generation. Bob responded to questions for Commissioner Dershem, the agreement will not have an impact on the Penn State negotiated purchase agreement and if there is output it will be credited at the same rate. Commissioner Dershem asked if the rate is fixed or if it will be indexed. Commissioner Pipe asked that Bob look into that as the rate is important. It

was the consensus of the Board to add this item to the Board of Commissioners' meeting agenda for Tuesday, July 16 – Dept. 971.

- B. Correctional Facility – Margaret Gray reported that the Board of Commissioners approved an agreement with Nuctech Us, Inc. on June 11, 2019 for the purchase of a body inspection system to be installed at the Correctional Facility. Today she asked the Board to clarify the funding sources for this purchase and proposed \$15,000 offered by the District Attorney's Office from drug forfeiture fund, \$10,000 from a PCoRP safety grant, and \$60,000 offered by Warden Schell from the Commissary Fund which has a balance of approximately \$200,000. Commissioner Pipe said there was concern from the prison society that this may not be the best use of the Commissary Fund. He proposed matching the District Attorney's contribution of \$15,000 and utilizing \$45,000 from the Commissary Fund. Controller Chuck Witmer reported that there is a healthy balance in the fund with Central Booking. There is a law that applies about the use of fees collected, but believes they could use about \$5,000 from the fund. Commissioner Pipe recommended matching the District Attorney's \$15,000 contribution with what is allowed from Central Booking, about \$5,000, and the remaining funds, about \$10,000 from the General Fund. The total required funding is \$95,000 and is broken down as follows: \$45,000 Commissary Fund, \$20,000 PCoRP grant funding, \$15,000 Drug Forfeiture Fund, what is allowed from Central Booking, about \$5,000, and the remaining funds, about \$10,000 from the General Fund – Dept. 333.

Action: On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve the funding sources for the CCCF body scanner.

- C. Human Services

Aging – Director of Human Services Natalie Corman presented an application to receive additional Corporation for National Community Services (CNCS) grant funding. This is a Federal grant application in the amount of \$7,500 for the Retired Senior Volunteer Program (RSVP) Big Brother/Big Sister Program during the period of April 1, 2019 through March 31, 2020 – Dept. 521.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve submission of the CNCS grant application.

V. ACTION ON PERSONNEL ITEM(S)

On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve Consent Agenda items A-E.

- A. Emergency Communications 911 – Consider approval of the appointment for Dalton M. Derugen, on-call/occasional Public Safety Telecommunicator, Emergency Communications 911, (p.c. #22, non-exempt, replacing K. Schmoeller), at SG-N09E(05)--\$15.35/hour, effective July 15, 2019, pay period 15. Salary budget savings for 2019 \$3,852, annualized salary impact for 2020 \$0 – Dept. 354.
- B. Human Services
 - i. Children and Youth – Consider approval of the personnel requisition for full-time Caseworker 1, C&YS, (p.c. #37, non-exempt, replacing R. Lyons), at SG-N11, effective July 11, 2019, pay period 15 – Dept. 511.
 - ii. MH/ID/EI
 - 1. Consider approval of the appointment for Kristi B. Torres, full-time Caseworker 2, MH/ID, (p.c. #12, non-exempt, replacing W. Strayer), at SG-N12A(01)--\$16.36/hour, effective August 5, 2019, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$7,008, annualized salary savings for 2020 \$11,876 – Dept. 561.
 - 2. Consider approval of the appointment for Laura M. Snyder, full-time Caseworker 2, MH/ID, (p.c. #11, non-exempt, replacing J. Carper), at SG-N12A(01)--\$16.36/hour, effective July 29, 2019, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$9,611, annualized salary savings for 2020 \$1,970 – Dept. 561.
 - 3. Consider approval of the new job description for the position of Assistant Administrator-Behavioral Health Case Management Services, MH/ID, SG-S55, effective July 11, 2019, pay period 15 – Dept. 561.
 - iii. Drug & Alcohol
 - 1. Consider approval of the change in title for the position of Department Clerk 3 (75), Drug & Alcohol, (p.c. #08, non-exempt) to Department Clerk 3 (DA), Drug & Alcohol, effective July 21, 2019, pay period 16 – Dept. 562.
 - 2. Consider approval of the new job description for the position of Department Clerk 3 (DA), Drug & Alcohol, SG-N08, effective July 21, 2019, pay period 16 – Dept. 562.

3. Consider approval of the personnel requisition for full-time Department Clerk 3 (DA), Drug & Alcohol, (p.c. #08, non-exempt, replacing P. Beightol), at SG-N08, effective July 11, 2019, pay period 15 – Dept. 562.

C. Probation

- i. Consider approval of the new job description for the position of Office Supervisor-Probation, Probation, SG-S45, effective July 11, 2019, pay period 15 – Dept. 301.
- ii. Consider approval of the change in title for the position of Adult Probation Supervisor (PO2), Probation (p.c. #03, exempt) to Adult Probation Supervisor, Probation, effective July 11, 2019, pay period 15. Currently occupied by J. Toner – Dept. 301.
- iii. Consider approval of the change in title for the position of Juvenile Probation Supervisor (PO2), Probation (p.c. #02, exempt) to Juvenile Probation Supervisor, Probation, effective July 11, 2019, pay period 15. Currently occupied by T. Trude – Dept. 301.
- iv. Consider approval of the revisions to the job description for the position of Adult Probation Supervisor, Probation, SG-S54, effective July 11, 2019, pay period 15 – Dept. 301.
- v. Consider approval of the revisions to the job description for the position of Juvenile Probation Supervisor, Probation, SG-S54, effective July 11, 2019, pay period 15 – Dept. 301.
- vi. Consider approval of the revisions to the job description for the position of Court Program Supervisor, Probation, SG-S54, effective July 11, 2019, pay period 15 – Dept. 301.
- vii. Consider approval of the revisions to the job description for the position of Intensive Domestic Violence Probation Officer (PO2), Probation, SG-N15, effective July 11, 2019, pay period 15 – Dept. 301.
- viii. Consider approval of the revisions to the job description for the position of School Based Juvenile Probation Officer (PO2), Probation, SG-N15, effective July 11, 2019, pay period 15 – Dept. 301.
- ix. Consider approval of the revisions to the job description for the position of DUI Coordinator (PO2), Probation, SG-N15, effective July 11, 2019, pay period 15 – Dept. 301.
- x. Consider approval of the revisions to the job description for the position of Intensive Adult Probation Officer (PO2), Probation, SG-N15, effective July 11, 2019, pay period 15 – Dept. 301.

- xi. Consider approval of the revisions to the job description for the position of Specialty Court Coordinator, Probation, SG-N17, effective July 11, 2019, pay period 15 – Dept. 301.
- xii. Consider approval of the revisions to the job description for the position of Specialty Court Probation Officer (PO2), Probation, SG-N15, effective July 11, 2019, pay period 15 – Dept. 301.
- xiii. Consider approval of the revisions to the job description for the position of Community/Corrections Specialist (PO1), Probation, SG-N13, effective July 11, 2019, pay period 15 – Dept. 301.
- xiv. Consider approval of the revisions to the job description for the position of Probation Officer 1, Probation, SG-N13, effective July 11, 2019, pay period 15 – Dept. 301.
- xv. Consider approval of the revisions to the job description for the position of Bookkeeper/Clerk (75), Probation, SG-N07, effective July 11, 2019, pay period 15 – Dept. 301.

- D. Human Resources – Consider approval of the personnel requisition for on-call/occasional Office Floater, Human Resources, (p.c. #15, non-exempt, replacing M. Lewis), at SG-N02, effective July 11, 2019, pay period 15 – Dept. 114.
- E. DUI Court – Consider approval of the personnel requisition for full-time TASC Coordinator/DUI Court, DUI Court, (p.c. #27, non-exempt, replacing T. Bowser), at SG-N12, effective retro to June 27, 2019, pay period 14 – Dept. 303.
- F. Director of Human Resources Kristen Simkins will provide an Employment Report at the next Board of Commissioners' Meeting.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Sheriff

- i. Sheriff Bryan Sampsel has approved the change in position for Jeffery Jones, from full-time Security Officer 80%, Sheriff, (p.c. #30, non-exempt), at SG-N08B(02)--\$13.79/hour to part-time Security Officer 40%, Sheriff, (p.c. #22, non-exempt, replacing D. Clouse), effective retro to July 7, 2019, pay period 15. No change in pay rate. Salary budget savings for 2019 \$3,204, annualized salary savings for 2020 \$250 – Dept. 211.

- ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Security Officer, Sheriff, (p.c. #30, non-exempt, replacing J. Jones), at SG-N08, effective July 7, 2019, pay period 15. – Dept. 211.
- iii. Sheriff Bryan Sampsel has approved the promotion for Richard Hoover, from part-time Security Officer 40%, Sheriff, (p.c. #13, non-exempt), at SG-N08B(02)--\$13.79/hour to full-time Security Officer 80%, Sheriff, (p.c. #30, non-exempt, replacing J. Jones), effective retro to July 7, 2019, pay period 15. No change in pay rate. Salary budget increase for 2019 \$439, annualized salary increase for 2020 \$449 – Dept. 211.
- iv. Sheriff Bryan Sampsel has approved the personnel requisition for part-time Security Officer, Sheriff, (p.c. #13, non-exempt, replacing R. Hoover), at SG-N08, effective July 7, 2019, pay period 15. – Dept. 211.

VIII. DISCUSSION ITEMS

- A. Commissioner Higgins reported that Dennis Robinson, former executive director of SEDA COG, passed away last week and his wife Dee passed the following day. A joint visitation and funeral service will be held today in Lewisburg.

When SEDA COG was founded the county contribution was \$0.17 per capita, which was later raised to \$0.20 in 1991. Today, SEDA COG is operating a \$9.1 million organization on a \$138,000 local match according to Commissioner Higgins. At their last meeting, SEDA COG staff made a recommendation to the Finance Board to increase the per capita rate from \$0.20 to \$0.40 using a phased approach over a four-year period. After discussion, nine of the eleven participating counties were willing to look at an increase and two were not interested. At their next meeting, on July 24, the Board will vote on a potential increase. Through discussion, Commissioner Pipe asked that if SEDA COG would like to increase the per capita rate they arrange for a meeting with the Board to make a presentation and ask for the increase. He would like to see an overview of their budget and examples of how SEDA COG has helped Centre County. Commissioner Dershem added that there should be fairness across the Board. Centre County Government provides 20% of SEDA COG's funding, do we benefit as much as other Counties? Tom Martin reported that the 2019 County Budget includes a \$30,798 allocation to SEDA COG with an additional 20-year commitment of \$1,000 per year. For next year, that allocation would increase to approximately \$38,500 with a \$0.05 increase. Commissioner Higgins said he will request ask a presentation and request be made in person and the Board of Commissioners would consider an increase in the per capita rate.

- B. Commissioner Higgins reported that yesterday, the Central Pennsylvania Convention and Visitors Bureau approved a more transparent and simplified version of the MOU to form a working relationship with the Chamber of Business and Industry of Centre County (CBICC). With a few minor changes the MOU will be presented the CBICC for review and Commissioner Pipe said they plan to take final action at their meeting on July 18.
- C. Deputy Administrator Bob Jacobs reported that Centre County was approached by Centre Care to provide funding for repair to the boiler at Centre Crest. It is in need of a deaerator tank replacement that was quoted at approximately \$170,000. Installed at the Centre Crest facility in 1971, the boiler was later replaced in 1993 and since then it undergoes an annual inspection. To replace the boiler today would cost nearly \$450,000. Centre Care is asking that the County contribute the majority of the cost for the boiler system. Still currently manufactured with parts and accessories available it is expected that the boiler could last another 10-20 years. Reviewing sections 12 and 13 of the lease agreement, Centre Care is responsible for maintenance and repairs to the facility. Bob said Centre Care is renting a deaerator tank for approximately \$9,000 per month. Commissioner Pipe expressed concern, if the County covers the cost of this repair will more requests start to follow? It was the consensus of the Board to provide funding from the Capital Fund.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to appropriate up to \$100,000 from the Capital Fund for purchase of two deaerators for the Centre Care Facility and as per the lease agreement, no further obligations will be paid from the County toward capital resources.

IX. EXECUTIVE SESSION

There were no executive sessions to report.

X. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:19 AM.

ATTEST:

Margaret N. Gray
Administrator