



BOARD OF COMMISSIONERS AGENDA

Thursday, January 12, 2023, 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

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. ADDITIONS TO THE AGENDA

In accordance with ACT 65 of 2021, no discussion or action will be allowed for any item not included on the published agenda unless the item is one of an emergency nature or is *de minimus* in scope and does not require funding authorization and/or a contract or agreement. A majority vote of the Board is required to add an item to the agenda. All provisions of Act 65 regarding requirements for updating a published agenda after the meeting are in effect.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, December 29, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from December 29, 2022.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Warden, Correctional Facility, (p.c. #33, exempt, replacing C. Schell), at SG-20, effective January 12, 2023, pay period 2 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing A. Medford), at SG-N10, effective January 12, 2023, pay period 2 – Dept. 333.

Action: *APPROVE the Correctional Facility items i-ii.*

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B. Domestic Relations

- i. Consider approval of the revisions to the job description/change in title for the position of Fiscal Technician-DRS to Fiscal Officer-DRS, DRS, SG-07, effective retro to July 3, 2022, pay period 15 – Dept. 281.
- ii. Consider approval of the revisions to the job description for the position of Office Manager-DRS, DRS, SG-08, effective retro to July 3, 2022, pay period 15 – Dept. 281.
- iii. Consider approval of the revisions to the job description for the position of Intake Officer, DRS, SG-06, effective retro to July 3, 2022, pay period 15 – Dept. 281.
- iv. Consider approval of the revisions to the job description for the position of Delinquency Officer/Clerk, DRS, SG-05, effective retro to July 3, 2022, pay period 15 – Dept. 281.

Action: *APPROVE the Domestic Relations items i-iv.*

C. Emergency Communications 911

- i. Consider approval of the revisions to the job description for the position of Emergency Communications Shift Supervisor, Emerg. Communications 911, SG-10, effective January 12, 2023, pay period 2 – Dept. 354.
- ii. Consider approval of the new job description for the position of Emergency Communications Shift Supervisor Scheduler, Emerg. Communications 911, SG-11, effective retro to January 1, 2023, pay period 2 – Dept. 354.

Action: *APPROVE the Emergency Communications 911 items i-ii.*

- D. Facilities Management** – Consider approval of the appointment for Trevor G. Chandler, full-time Facilities Technician 1-CCCF, Facilities Management, (p.c. #26, non-exempt, replacing L. Verbeck), at SG-05A(01)–\$17.88/hour, effective January 17, 2023, pay period 3. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$6,382, annualized salary savings for 2024 \$5,528 – Dept. 161.

Action: *APPROVE the appointment for Trevor Chandler.*

E. GIS

- i. Consider approval of the new job description for the position of GIS Field Technician, GIS, SG-07, effective January 12, 2023, pay period 2 – Dept. 155.
- ii. Consider approval of the personnel requisition for full-time GIS Field Technician, GIS, (p.c. #03, non-exempt, new with 2023 budget), at SG-07, effective January 12, 2023, pay period 2 – Dept. 155.

Action: *APPROVE the GIS items i-ii.*

F. Human Services

i. Aging

1. Consider approval of the new job description for the position of Senior Center Manager Assistant, Aging, SG-04, effective January 12, 2023, pay period 2 – Dept. 521.

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2. Consider approval of the personnel requisition for full-time Senior Center Manager Assistant 80%, Aging, (p.c. #33, non-exempt, new with 2023 budget), at SG-04, effective January 12, 2023, pay period 2 – Dept. 521.

Action: *APPROVE the Aging items 1-2.*

- ii. Children & Youth Services - Consider approval of the appointment for Kylie M. Snare, full-time Fiscal Technician, C&YS, (p.c. #49, non-exempt, replacing M. Cowher), at SG-05A(01)--\$17.88/hour, effective January 17, 2023, pay period 3. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$2,663, annualized salary impact for 2024 \$20 - Dept. 511.

Action: *APPROVE the appointment for Kylie Snare.*

- iii. MH/ID/EI- Consider approval of the promotion/change in title for Mayra Pollo, Caseworker 1-MH/ID, MH/ID/EI, (p.c. #27, non-exempt), at SG-06A(01)--\$19.06/hour to Caseworker 2-MH/ID, MH/ID/EI, (p.c. #27, non-exempt), at SG-07A(01)--\$20.27/hour, effective January 29, 2023, pay period 4. Salary budget impact for 2023 \$1,618, annualized salary impact for 2024 \$1,609 - Dept. 561.

Action: *APPROVE the promotion/change in title for Mayra Pollo.*

- iv. MH/ID/EI-Drug & Alcohol - Consider approval of the revisions to the job description for the position of County Drug and Alcohol Administrator 1, MH/ID/EI-D&A, SG-15, effective January 12, 2023, pay period 2 – Dept. 521.

Action: *APPROVE the job description for County Drug and Alcohol Administrator 1.*

v. Transportation

1. Consider approval of the lateral transfer/change in title for Teresa Weyant from full-time Vehicle Operator, Transportation, (p.c. #16, non-exempt), at SG-03G(07)--\$17.80/hour to full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt, replacing S. Watson), at SG-03G(07)--\$17.80/hour, effective January 15, 2023, pay period 3. Salary budget impact for 2023 \$1,291, annualized salary impact for 2024 \$2,635 – Dept. 531.
2. Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #16, non-exempt, replacing T. Weyant), at SG-03, effective January 12, 2023, pay period 2 – Dept. 531.

Action: *APPROVE the Transportation items 1-2.*

G. Public Defender

- i. Consider approval of the personnel requisition for full-time Assistant Public Defender, Public Defender, (p.c. #12, exempt, replacing K. Lennox), at SG-14, effective January 12, 2023, pay period 2 – Dept. 132.
- ii. Consider approval of the personnel requisition for full-time Investigator, Public Defender, (p.c. #11, non-exempt, replacing C. Tomblin), at SG-07, effective January 12, 2023, pay period 2 – Dept. 132.

Action: *APPROVE the Public Defender items i-ii.*

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H. Risk Management

- i. Consider approval of the new job description for the position of Custodial Supervisor, Risk Management, SG-07, effective retro to January 1, 2023, pay period 2 – Dept. 112.
- ii. Consider approval of the personnel requisition for full-time Custodial Supervisor, Risk Management, (p.c. #05, non-exempt, new with 2023 budget), at SG-07, effective retro to January 1, 2023, pay period 2 – Dept. 112.

Action: *APPROVE the Risk Management items i-ii.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. CHECK RUN

Check run in the amount of \$ dated January 11, 2023.

Action: *APPROVE the check run dated January 11, 2023.*

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT