



## BOARD OF COMMISSIONERS AGENDA

Thursday, February 9, 2023, 10:00 A.M.

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

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

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### 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, January 26, 2023 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from January 26, 2023.*

### V. PERSONNEL ITEMS

#### A. Conservation District

- i. Consider approval of the revisions to the job description for the position of Resource Conservation Intern, Conservation District, SG-02, effective February 9, 2023, pay period 4 – Dept. 822.
- ii. Consider approval of the funding and personnel requisition for temporary full-time Resource Conservation Intern, Conservation District, (p.c. #15, non-exempt, replacing M. Kownurko), at SG-02, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$1,249 - Dept. 822.

**Action:** *APPROVE the Conservation District items i-ii.*

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**B. Correctional Facility**

- i. Central Booking - Consider approval of the revisions to the description for the position of Central Booking Lieutenant, Central Booking, SG-11, effective February 12, 2023, pay period 5 – Dept. 334.
- ii. Consider approval of the appointment for James H. Foltz Jr., to full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing D. Berenbrok), at SG-N10X(01)–\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$35,700, annualized salary impact for 2024 \$44,200 - Dept. 333.
- iii. Consider approval of the appointment for Blandon L. Hawkins, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing G. Frehn), at SG-N10X(01)–\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$9,221, annualized salary savings for 2024 \$2,309 - Dept. 333.
- iv. Consider approval of the appointment for Cody K. Eick, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing T. Mertz), at SG-N10X(01)–\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$35,700, annualized salary impact for 2024 \$44,200 - Dept. 333.
- v. Consider approval of the appointment for Hunter A. Phillips, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing P. Soccio), at SG-N10X(01)–\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$35,700, annualized salary impact for 2024 \$44,200 - Dept. 333.
- vi. Consider approval of the appointment for Kahsim N. Buey, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing J. Bucheit), at SG-N10X(01)–\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$35,700, annualized salary impact for 2024 \$44,200 - Dept. 333.

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

**C. Emergency Communications 911**

- i. Consider approval of the new job description for the position of Emergency Communications Department Clerk 2 (80), Emergency Communications 911, SG-03, effective February 9, 2023, pay period 4 – Dept. 354.
- ii. Consider approval of the personnel requisition for full-time Emergency Communications Department Clerk 2 (80), Emergency Communications 911, (p.c. #31, non-exempt, new with 2023 budget), at SG-03, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$4,439, annualized salary savings for 2024 \$645 - Dept. 354.

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

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- D. Human Resources - Consider approval of the adjustment of one-step for employees identified as requiring date of hire and performance evaluation date reconciliation, effective retro to January 1, 2023, pay period 2. Estimated salary budget impact for 2023 \$8,836.52 – Dept. 114.

**Action:** *APPROVE the Human Resources request.*

E. Human Services

- i. Aging – Consider approval of the request for Educational Program Support for Dawn Ellero-Goss, Aging Care Manager 2, Aging, (p.c. #09), to attend courses through Michigan State University towards her Graduate Degree in Law Enforcement Intelligence and Analysis and be reimbursed 50% of the tuition in the estimated amount of \$5,017.75 (\$10,035.50 total estimated amount) for summer 2023, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 521.

**Action:** *APPROVE the request for Educational Program Support for Dawn Ellero-Goss.*

ii. Children & Youth Services

1. Consider approval of the voluntary demotion/change in title for Nicole Williams, from full-time Casework Supervisor-C&YS, C&YS, (p.c. #04, exempt, 80 hour), at SG-11D(04)--\$26.56/hour to full-time Caseworker 3 80%, C&YS, (p.c. #47, non-exempt, 60 Hour, replacing M. Greene), at SG-09I(09)--\$26.53, effective February 12, 2023, pay period 5. Salary budget savings 2023 \$10,019, annualized salary savings for 2024 \$3,652 - Dept. 511.
2. Consider approval of the funding and personnel requisition for the position of full-time Casework Supervisor-C&YS, C&YS, (p.c. #04, exempt, replacing N. Williams), at SG-11A(01)--\$25.03/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$4,987, annualized salary impact for 2024 \$4,289 – Dept. 511.
3. Consider approval of the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #56, non-exempt, new), at SG-07A(01)--\$20.27/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$7,699, annualized salary impact for 2024 \$3,139 – Dept. 511.
4. Consider approval of the funding and personnel requisition for the position of on-call/occasional Senior Advisor, C&YS, (p.c. #55, non-exempt, new), at SG-11A(01)--\$25.03/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$5,974 – Dept. 511.
5. Consider approval of the appointment for Vicki Keith, on-call/occasional Senior Advisor, C&YS, (p.c. #55, non-exempt, new), at SG-11A(01)--\$25.03/hour, effective February 12, 2023, pay period 5 through September 30, 2023, pay period 21. Ms. Keith will return at SG-11P(16)--\$33.04/hour. Salary budget savings for 2023 \$24,496 – Dept. 511.

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**Action:** *APPROVE the C&YS items 1-5.*

- F. GIS - Consider approval of the appointment for Megan I. Lee, full-time GIS Field Technician, GIS, (p.c. #03, non-exempt, new with 2023 budget), at SG-07A(01)–\$20.27/hour, effective April 3, 2023, pay period 8. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$11,412, annualized salary savings for 2024 \$770 - Dept. 155.

**Action:** *APPROVE the appointment for Megan Lee.*

VI. JUDICIAL PERSONNEL ITEMS

A. Court Administration

- i. Consider approval of the funding and personnel requisition for the position of full-time Court Reporter, Court Administration, (p.c. #07, non-exempt, replacing P. Grey), at SG-10A(01)–\$23.85/hour, effective February 9, 2023, pay period 4. Salary budget impact for 2023 \$16,694, annualized salary impact for 2024 \$23,849 – Dept. 271.
- ii. Consider approval of the funding and personnel requisition for the position of full-time Judicial Secretary, Court Administration, (p.c. #10, non-exempt, replacing W. Andrews), at SG-07A(01)–\$20.27/hour, effective February 9, 2023, pay period 4. Salary budget impact for 2023 \$33,446, annualized salary impact for 2024 \$39,527 – Dept. 271.

**Action:** *APPROVE the Court Administration items i-ii.*

- B. MDJ Centre Hall 49-3-04 – Consider approval of the funding and personnel requisition for the position of full-time Magisterial District Court Secretary, MDJ-Koehle, (p.c. #16, non-exempt, replacing D. Bitner), at SG-05A(01)–\$17.88/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$20,305, annualized salary savings for 2024 \$14,941 – Dept. 256.

**Action:** *APPROVE the funding and personnel requisition for Magisterial District Court Secretary PC #16.*

C. Probation

- i. Consider approval of the funding and personnel requisition for the position of full-time Probation Officer 1, Probation, (p.c. #11, non-exempt, replacing C. Miller), at SG-08A(01)–\$21.45/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$13,510, annualized salary savings for 2024 \$ 11,022 – Dept. 301.
- ii. Consider approval of the funding and personnel requisition for the position of full-time School Based Juvenile Probation Officer 2, Probation, (p.c. #18, non-exempt, replacing N. Shervinskie), at SG-10A(01)–\$23.85/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$8,080, annualized salary savings for 2024 \$925 – Dept. 301.

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

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

IX. EXECUTIVE SESSION REPORT

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X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT