



BOARD OF COMMISSIONERS AGENDA

Thursday, February 23, 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, February 9, 2023 Board of Commissioners meeting.

Action: *APPROVE the minutes from February 9, 2023.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the appointment for Ernest Spencer to full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt), at SG-N10A(02)--\$21.50/hour, effective March 13, 2023, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$34,400, annualized salary impact for 2024 \$44,720 - Dept. 333.
- ii. Consider approval of the appointment for Michael Ortiz, to full-time Corrections Officer, Correctional Facility, (p.c. #110, non-exempt), at SG-N10A(02)--\$21.50/hour, effective March 27, 2023, pay period 8. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$34,400, annualized salary impact for 2024 \$44,720 - Dept. 333.

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- iii. Consider approval of the appointment for Braiten C. Dershem, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt), 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 \$34,000, annualized salary impact for 2024 \$44,200 - Dept. 333.

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

- B. Human Resources – Consider approval of the revisions to the Hourly Rate Differentials policy, effective February 26, 2023, pay period 6 – Dept. 114.

Action: *APPROVE the revisions to the hourly Rate Differentials policy.*

- C. Human Services

- i. Aging

1. Consider approval of the appointment for Angela Catalano, full-time 80% Senior Center Manager Assistant, Aging, (p.c. #33, non-exempt), at SG-04A(01)--\$16.69/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$6,514, annualized salary savings for 2024 \$506 - Dept. 521.
2. Consider approval of the funding and personnel requisition for the position of full-time Aging Care Manager 2, Aging, (p.c. #29, non-exempt), at SG-07A(01)--\$20.27/hour, effective February 23, 2023, pay period 5. Salary budget impact for 2023 \$31,925, annualized salary impact for 2024 \$39,527 – Dept. 521.

Action: *APPROVE Aging items 1-2.*

- ii. Children & Youth Services - Consider approval of the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #37, non-exempt), at SG-08A(01)--\$21.45/hour, effective February 23, 2023, pay period 5. Salary budget savings for 2023 \$5,523, annualized salary savings for 2024 \$5,281– Dept. 511.

Action: *APPROVE the funding and personnel requisition for C&YS P.C. #37.*

- D. Financial Management - Consider approval of the appointment for Richard Killian, full-time Director-Budget & Finance, Financial Management, (p.c. #01, exempt), at SG-26A(01)--\$53.71/hour, effective March 20, 2023, pay period 7. Per policy Mr. Killian is approved at SG-26K(11)--\$65.48/hour for prior relevant experience. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$12,196, annualized salary impact for 2024 \$13,996 - Dept. 113.

Action: *APPROVE the appointment for Richard Killian.*

- E. Information Technology Services – Consider approval of the Video Surveillance and Retention policy, effective February 23, 2023, pay period 5 – Dept. 142.

Action: *APPROVE the Video Surveillance and Retention policy.*

- F. Planning & Community Development

- i. Consider approval of the revisions to the job description for the position of Planner-Community Planning Specialist, Planning, SG-10, effective February 23, 2023, pay period 5 – Dept. 151.

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- ii. Consider approval of the funding and personnel requisition for the position of full-time Planner-Community Planning Specialist, Planning, (p.c. #13, non-exempt), at SG-10A(01)--\$23.85/hour, effective February 23, 2023, pay period 5. Salary budget savings for 2023 \$1,149, annualized salary savings for 2024 \$925 – Dept. 151.

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

VI. JUDICIAL PERSONNEL ITEMS

A. Court Administration

- i. Consider approval of the new job description for the position of Judicial Supervisor, Court Administration, SG-10, effective February 26, 2023, pay period 6 – Dept. 271.
- ii. Consider approval of the new job description for the position of Court/Fiscal Coordinator, Court Administration, SG-07, effective February 26, 2023, pay period 6 – Dept. 271.

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

B. Probation

- i. Consider approval of the funding and personnel requisition for the position of full-time Probation Officer 1, Probation, (p.c. #08, non-exempt), at SG-08A(01)--\$21.45/hour, effective February 23, 2023, pay period 5. Salary budget savings for 2023 \$2,269, annualized salary savings for 2024 \$2,562 – Dept. 301.
- ii. Behavioral Court – Consider approval of the personnel requisition for the position of full-time Specialty Court Probation Officer 2, Behavioral Court, (p.c. #02, non-exempt), at SG-10A(01)--\$23.85/hour, effective February 23, 2023, pay period 5 – Dept. 307.

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

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

IX. LETTER OF SUPPORT

Letter of Support for State College Next Era PSU: Pedestrian Safety and Universal Accessibility Initiative.

Action: *APPROVE the letter of support.*

X. CONSENT AGENDA

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT