



BOARD OF COMMISSIONERS AGENDA

Thursday, March 16, 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.

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, March 2, 2023 Board of Commissioners meeting.

Action: *APPROVE the minutes from March 2, 2023.*

V. PERSONNEL ITEMS

- A. Correctional Facility - Consider approval of the medical leave of absence for Kitchen Supervisor, Correctional Facility, (p.c. #122), effective from April 26, 2023, pay period 10 to (estimated) June 6, 2023, pay period 13 - Dept. 333.

Action: *APPROVE the medical leave of absence for Kitchen Supervisor PC #122.*

B. Elections & Voter Registration

- i. Consider approval of the appointment for Joseph R. Torrell, to Temporary Elections Worker, Elections, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective March 27, 2023, pay period 8. Salary budget savings for 2023 \$6,788, annualized salary savings for 2024 \$469 - Dept. 131.

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- ii. Consider approval of the promotion/change in title/department for Sharon Johnson, from on-call/occasional Office Floater, Human Resources, (p.c. #16, non-exempt), at SG-02A(01)--\$15.30/hour to part-time Vote-By-Mail Coordinator, Elections, (p.c. #04, non-exempt), at SG-07A(01)--\$20.27/hour, effective April 9, 2023, pay period 9. Salary budget savings 2023 \$12,947, annualized salary savings for 2024 \$785 - Dept. 131.

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

C. Emergency Communications 911

- i. Consider approval of the funding and personnel requisition for the position of full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt), at SG-08A(01)--\$21.45/hour, effective March 16, 2023, pay period 7. Salary budget savings for 2023 \$4,826, annualized salary savings for 2024 \$894 - Dept. 354.
- ii. Consider approval of the appointment for Jayton K. Green-Heverly, to full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #19, non-exempt), at SG-08A(01)--\$21.45/hour, effective March 27, 2023, pay period 8. Salary budget savings for 2023 \$12,906, annualized salary savings for 2024 \$894 - Dept. 354.
- iii. Consider approval of the appointment for Keara J. Tice, to full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #33, non-exempt), at SG-08A(01)--\$21.45/hour, effective March 27, 2023, pay period 8. Salary budget savings for 2023 \$12,906, annualized salary savings for 2024 \$894 - Dept. 354.

Action: *APPROVE the Emergency Communication 911 items i-iii.*

D. Human Services

- i. Aging - Consider approval of the appointment for Sheri K. Neale-Gummo, to full-time Aging Care Manager 2, Aging, (p.c. #29, non-exempt), at SG-07A(01)--\$20.27/hour, effective April 10, 2023, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$17,674, annualized salary savings for 2024 \$5,512 - Dept. 521.

Action: *APPROVE the appointment for Sheri Neale-Gummo.*

- ii. Children & Youth Services - Consider approval of the appointment for Brook M. Kepler, to full-time Caseworker 1, C&YS, (p.c. #56, non-exempt), at SG-07A(01)--\$20.27/hour, effective March 20, 2023, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$10,667, annualized salary savings for 2024 \$785 - Dept. 511.

Action: *APPROVE the appointment for Brook Kepler.*

- iii. Transportation - Consider approval of the funding and personnel requisition for the position of full-time Vehicle Operator, Transportation, (p.c. #42, non-exempt), at SG-03A(01)--\$15.81/hour, effective March 16, 2023, pay period 7. Salary budget savings for 2023 \$8,324, annualized salary savings for 2024 \$617 - Dept. 531.

Action: *APPROVE the funding and personnel requisition for Vehicle Operator P.C.*

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#42.

VI. JUDICIAL PERSONNEL ITEMS

- A. Probation - Consider approval of the funding and personnel requisition for the position of full-time Probation Officer 1, Probation, (p.c. #09, non-exempt), at SG-08A(01)--\$21.45/hour, effective March 16, 2023, pay period 7. Salary budget impact for 2023 \$31,371, annualized salary impact for 2024 \$41,828 – Dept. 301.

Action: *APPROVE the requisition for Probation Officer 1 P.C. #09.*

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Court Administration – Consider approval of the Court Interpreter Services Grant for the language access reimbursement costs incurred in 2022 for the use of Courtroom interpreters. The total to be reimbursed by the Administrative Office of Pennsylvania Courts (AOPC) is \$40,821.47 – Dept 271.

Action: *APPROVE the reimbursement incurred in 2022 for the language access reimbursement costs by the AOPC.*

IX. CONSENT AGENDA

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT