



BOARD OF COMMISSIONERS AGENDA

Thursday, March 23, 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 Board of Commissioners meeting and Work Session held on March 14, and the Board of Commissioners meeting held on March 16, 2023.

Action: *APPROVE the minutes from March 14 and 16, 2023 meetings.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the promotion for Cody Eick, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt), effective retro to March 12, 2023, pay period 7 (no change in pay rate). Salary budget savings for 2023 \$12,272, annualized salary savings for 2024 \$2,309 - Dept. 333.
- ii. Consider approval of the appointment for Ethan D. Dixon, to full-time Kitchen Supervisor, Correctional Facility, (p.c. #81, 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 impact for 2023 \$29,189, annualized salary

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impact for 2024 \$42,162 - Dept. 333.

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

- B. Elections & Voter Registration – Consider approval of the appointment for Kristina T. Konrath, to Temporary Elections Worker, Elections, (p.c. #12, non-exempt), at SG-02A(01)--\$15.30/hour, effective April 10, 2023, pay period 9. Salary budget savings for 2023 \$7,691, annualized salary savings for 2024 \$469 - Dept. 131.

Action: *APPROVE the appointment for Kristina Konrath.*

- C. Public Defender - Consider approval of the funding and personnel requisition for the position of full-time Assistant Public Defender, Public Defender, (p.c. #12, exempt), at SG-14A(01)--\$28.61/hour, effective March 23, 2023, pay period 7. Salary budget savings for 2023 \$10,897, annualized salary savings for 2024 \$7,511 – Dept. 132.

Action: *APPROVE the funding and personnel requisition for Assistant Public Defender P.C. #12.*

- D. Risk Management & Workplace Operations

- i. Consider approval of the revisions to the Vehicle Use policy, effective March 23, 2023, pay period 7 – Dept. 112.
- ii. Consider approval of the funding and personnel requisition for the position of full-time Custodial Worker, Risk Management, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective March 23, 2023, pay period 7. Salary budget impact for 2023 \$23,256, annualized salary impact for 2024 \$31,824 – Dept. 112.

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

- E. Human Services

- i. Adult Services

1. Consider approval of the revisions to the job description for the position of Assistant Director Adult Services, Adult Services, SG-14, effective March 23, 2023, pay period 7 – Dept. 501.
2. Consider approval of the funding and personnel requisition for the position of full-time Assistant Director Adult Services, Adult Services, (p.c. #04, exempt), at SG-14A(01)--\$28.61/hour, effective March 23, 2023, pay period 7. Salary budget impact for 2023 \$43,487, annualized salary impact for 2024 \$59,509 – Dept. 501.

Action: *APPROVE the Adult Services items 1-2.*

- ii. Children & Youth Services

1. Consider approval of the funding and personnel requisition for the position of full-time Department Clerk 3 (75) C&YS, C&YS, (p.c. #20, non-exempt), at SG-04A(01)--\$16.69/hour, effective March 23, 2023, pay period 7. Salary budget savings for 2023 \$2,938, annualized salary savings for 2024 \$645 – Dept. 511.

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2. Consider approval of the promotion/change in title for Chelsea Flick, Caseworker 3-C&YS, C&YS, (p.c. #06, non-exempt), at SG-09A(01)--\$22.64/hour to Casework Supervisor C&YS, C&YS, (p.c. #04, exempt), at SG-11A(01)--\$25.03/hour, effective March 26, 2023, pay period 8. Salary budget savings for 2023 \$9,308, annualized salary savings 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. #06, non-exempt), at SG-08A(01)--\$21.45/hour, effective March 26, 2023, pay period 8. Salary budget savings for 2023 \$856, annualized salary savings for 2024 \$3,2111 - Dept. 511.
4. Consider approval of the promotion/change in title for Letasha Tedrow, Caseworker 3-C&YS, C&YS, (p.c. #54, non-exempt), at SG-09A(01)--\$22.64/hour to Casework Supervisor C&YS, C&YS, (p.c. #46, exempt), at SG-11A(01)--\$25.03/hour, effective March 26, 2023, pay period 8. Salary budget savings for 2023 \$10,034, annualized salary savings for 2024 \$12,685 - Dept. 511.
5. Consider approval of the funding and personnel requisition for the position of full-time Caseworker 3, C&YS, (p.c. #54, non-exempt), at SG-09A(01)--\$22.64/hour, effective March 23, 2023, pay period 7. Salary budget impact for 2023 \$20, annualized salary savings for 2024 \$891 - Dept. 511.

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

- iii. Transportation - Consider approval of the funding and personnel requisition for the position of full-time Vehicle Operator, Transportation, (p.c. #36, non-exempt), at SG-03A(01)--\$15.81/hour, effective March 23, 2023, pay period 7. Salary budget savings for 2023 \$6,365, annualized salary savings for 2024 \$8,590 - Dept. 531.

Action: *APPROVE the funding and personnel requisition for Vehicle Operator P.C. #36.*

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Centre County Correctional Facility - Consider approval of the contract template for an Intergovernmental Housing Agreement for the rate of \$75/day per inmate for the period of January 1, 2023 to December 31, 2023 - Dept. 333.

Action: *Add the Intergovernmental Housing Agreement to next week's Consent Agenda.*

- B. Records Management - Contract with Shredding Solutions to provide secure on-site shredding of documents throughout County buildings. The estimated average monthly cost is \$995. The contract total is not to exceed \$18,000 for the period of April 1, 2023 to March 31, 2024 - Dept 143.

Action: *Add the contract with Shredding Solutions to next week's Consent Agenda.*

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- C. Information Technology Services – Contract with PDQ/SmartDeploy to provide software for inventory of hardware/software assets and to push out software/hardware patches. The contract total is \$10,500 for the period of March 28, 2023 to March 27, 2024 – Dept 142.

Action: *Add the contract with PDQ/SmartDeploy to next week's Consent Agenda.*

D. Planning and Community Development

- i. Consider approval of the Professional Services Agreement (PSA) with SEDA-COG for the administrative services of the Redevelopment Assistance Capital Program (RACP) Grant through the Commonwealth of Pennsylvania for the Moshannon Valley Emergency Medical Services (MVEMS) Ambulance Building Headquarters project. The contract total is not to exceed \$34,000 – Dept 817.
- ii. Consider approval of the Co-operation agreement with Moshannon Valley EMS for the Redevelopment Assistance Capital Program (RACP) Grant through the Commonwealth of Pennsylvania for the Moshannon Valley Emergency Medical Services (MVEMS) Ambulance Building Headquarters project. The co-operation agreement total is \$1,000,000 – Dept 817.

Action: *APPROVE the Planning and Community Development items i-ii.*

- E. Capital Projects – Consider approval of the purchase of cabinets from Nittany Office Equipment, Inc. for the Willowbank Conference Room 144. The total cost of the equipment is \$8,940.00 – Dept. 971.

Action: *APPROVE the purchase of cabinetry from Nittany Office Equipment, Inc.*

IX. **CONSENT AGENDA**

Action: *APPROVE this week's Consent Agenda.*

- A. Centre County Correctional Facility – Consider approval of a Memorandum of Understanding with the Pennsylvania State Police to investigate all Prison Rape Elimination Act (PREA) allegations. There is no fee associated with the MOU for the period of January 1, 2023 to December 31, 2023.
- B. Elections – Consider approval of the purchase of three letter openers from Advanced Machine & System Technologies, Inc. (AMASTI) for the vote-by-mail center which will cut down on the time and labor of opening envelopes by hand. The total cost with shipping and the included maintenance agreement for the year 2023 will be \$26,237. AMASTI will provide ongoing maintenance for the equipment at a rate of \$2,905 per year beginning in 2024 with increases upon review – Dept. 131.
- C. 9-1-1 Emergency Communications – Contract with MGM Mechanical to provide the installation of two Mitsubishi Hyper-Heating Mini-Split systems with two MHK2 thermostats with Kumo Cloud Wi-Fi controls at the Pine Glen Tower site. The price includes the demolition of existing Bard units, new indoor/outdoor units, line sets, slim duct covering, stands, thermostats/Wi-Fi clouds, aluminum plates to cover existing penetrations, electrical, plumbing, and labor. The contract total is \$17,275 for the period of March 1, 2023 to August 30, 2023 – Dept 354.

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- D. Information Technology Systems – Contract renewal with CDW-G, LLC. to provide Veeam Software. Veeam provides snap shot backup copies, of all servers, data, files, and Microsoft Office365 backup. The contract total is \$23,477.45 for the period of April 16, 2023 to April 15, 2024 – Dept 142.

Human Services

E. MH/ID/EI- D&A

- i. Contract renewal with Community Services Group to provide mental health services including psychiatric rehabilitation and outpatient services. The contract total is \$51,000 funded as follows: State \$48,649 and County Match \$2,351 for the period of July 1, 2022 to June 30, 2023 – Dept 561.
- ii. Consider approval of the sub-lease with Services Access & Management, Inc. (SAM) for their leased space at Summit Park from October 1, 2022 to September 30, 2024 with the ability to renew on a month-to-month basis following the expiration of this lease agreement. The rental cost is \$2,216.77 per month for the first 12 months funded as follows: State \$2,216.77 for the period of October 1, 2022 to September 30, 2024 – Dept 561.

F. Aging

- i. Contract with Clearfield Area Agency on Aging to provide nursing consultation services to Centre County Office of Aging to provide assistance to Protective Service Staff as needed. Registered Nurse Consultation Services will be provided at \$30.00 per hour not to exceed \$2,188.00 funded as follows: State \$2,188 for the period of April 1, 2023 to June 30, 2025 – Dept 521.
- ii. Contract Addendum with Centre County Youth Service Bureau involving the lease for the Bellefonte Senior Living Center to allow month-to-month leasing as of July 1, 2024 at a monthly rate of \$1,325. It will allow for flexibility with termination of the lease after July 1, 2024 with a 30-day notice, which is needed with the anticipated move of the Bellefonte Senior Center to the renovated Centre Crest Building. The original contract total is \$77,544 funded as follows: State \$77,544 for the period of July 1, 2020 to June 30, 2025 – Dept 521.

Action: *Add Aging items i-ii to the March 23, 2023 Consent Agenda.*

G. Children & Youth Services

- i. Contract with Three Rivers Adoption Council DBA TRAC Services for Families to provide foster care services for dependent/delinquent youth. The contract total is \$12,558.48 funded as follows: State \$10,046.78 and County Match \$2,511.70 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- ii. Contract renewal with Hope's Haven Residential Services, LLC to provide community residential services for children in placement. The contract total is \$273,750 funded as follows: State \$219,000 and County Match \$54,750 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- iii. Consider approval of the Act 148 2nd Quarter Fiscal Year 2022/2023 report.

-----END OF CONSENT-----

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X. AUTHORITIES, BOARDS AND COMMISSIONS

ABC	NAME	ACTION	TERM
MH/ID Advisory Board	Matthew Eckley	Resignation	April 1, 2020 – March 23, 2023

Action: *APPROVE the ABC resignation.*

XI. CHECK RUN

Check run in the amount of \$938,862.59 dated March 17, 2023.

Action: *APPROVE the check run dated March 17, 2023.*

XII. LETTER OF SUPPORT

- i. Letter of Support for the Snow Shoe Rails to Trails Association (SSRTA) in its pursuit of a Department of Conservation and Natural Resources (DCNR) Grant to construct an office/maintenance building to properly house all the equipment
- ii. Letter of support for College Township in applying for a DCNR Community Conservation Preservation Program (C2P2) Grant for the rehabilitation of the basketball and tennis courts at Spring Creek Park.

Action: *APPROVE the Letters of support i-ii.*

XIII. EXECUTIVE SESSION REPORT

XIV. QUESTIONS FROM THE PRESS

XV. ADJOURNMENT