



BOARD OF COMMISSIONERS' AGENDA

Thursday, April 4, 2019, 10:00 A.M.

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

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.

I. MEETING MINUTES

Minutes from the Thursday, March 21, 2019 Board of Commissioners' meeting.

Action: *APPROVE the Board of Commissioners' meeting minutes from March 21, 2019.*

II. ACTION ON PERSONNEL ITEM(S)

A. Emergency Communications (911)

- i. Consider approval of the appointment for Brittany M Wise, full-time Public Safety Telecommunicator, (p.c. #15, non-exempt, replacing L. Williamson), at SG-N09E(05)--\$15.35/hour, effective April 15, 2019, pay period 9. Salary budget savings for 2019 \$11,758, annualized salary savings for 2020 \$1,934 - Dept. 354.
- ii. Consider approval of the appointment for Dustin Auman, on-call Public Safety Telecommunicator, (p.c. #23, non-exempt, replacing D. Auman), at SG-N09M(13)--\$17.97/hour, effective April 22, 2019, pay period 9. Salary budget savings for 2019 \$2,644, no salary impact for 2020 - Dept. 354.

B. Transportation

- i. Consider retroactive approval of the personnel requisition for full-time Staff Assistant, Transportation, (p.c. # 31, non-exempt, replacing S. McCloskey), at SG-N08A(01), effective March 28, 2019 - Dept. 531.

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- ii. Consider retroactive approval of the promotion for Kathryn Boeckel, from part-time Department Clerk 1, Transportation, (p.c. #29, non-exempt), at SG-N04C(03)--\$11.62/hour to full-time Staff Assistant, Transportation, (p.c. #31, non-exempt, replacing S. McCloskey), at SG-N08A(01)--\$13.52/hour, effective March 31, 2019, pay period 8. Salary budget savings for 2019 \$12,500, annualized salary savings for 2020 \$7,079 – Dept. 531.
- iii. Consider approval of the personnel requisition for part-time Department Clerk 1, Transportation, (p.c. # 31, non-exempt, replacing K Boeckel), at SG-N04A(01), effective April 4, 2019 – Dept. 531.
- iv. Consider approval of the personnel requisition for full-time Fiscal Assistant Transportation, (p.c. # 33, non-exempt, replacing S. Desio), at SG-N08A(01), effective April 4, 2019 – Dept. 561.

C. MH/ID/EI - D&A

- i. Consider approval of the revisions to the job description for the position of Early Intervention Coordinator, MH/ID/EI, SG-S55, effective April 4, 2019, pay period 8 – Dept. 561.
- ii. Consider approval of the personnel requisition for full time Case Worker 2, MH/ID/EI, (p.c. # 25, non-exempt, replacing A. Helsel), at SG-N12, effective April 4, 2019 – Dept. 561.

D. Correctional Facility

- i. Consider approval of the promotion for Sam Yeager, part-time Corrections Officer, Correctional Facility, (p.c. #32), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional facility, (p.c. #12, non-exempt, replacing T. McClenahan), at SG-N10B(02)--\$16.69/hour, effective April 14, 2019, pay period 9. Salary budget increase for 2019 \$919, annualized salary savings for 2020 \$2,912 – Dept. 333
- ii. Consider approval of the personnel requisition for part-time Corrections Officers, Correctional Facility, (p.c. #32, non-exempt, replacing S. Yeager), at SG-N10, effective April 4, 2019, pay period 8 – Dept. 333
- iii. Consider approval of the appointment for Jason Young, part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing S. Yeager), at SG-N10A(01)--\$14.70/hour, effective April 15, 2019, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,040, annualized salary savings for 2020 \$3,126 – Dept. 333

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- iv. Consider approval of the personnel requisition for full-time Corrections Officers, Correctional Facility, (p.c. #12, non-exempt, replacing T. McClenahan), at SG-N10, effective April 4, 2019, pay period 8 – Dept. 333
- v. Consider approval of the appointment for Bryan Diehl, part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing K. Ainsworth), at SG-N10A(01)--\$14.70/hour, effective April 15, 2019, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$6,740, annualized salary savings for 2020 \$2,6776– Dept. 333
- vi. Consider approval of the appointment for James Yedlosky, part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing K. Witmer), at SG-N10A(01)--\$14.70/hour, effective April 15, 2019, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,951, annualized salary savings for 2020 \$2,677 – Dept. 333
- vii. Consider approval of the appointment for Brittany Houck, part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing H. Abdul-Quddus), at SG-N10A(01)--\$14.70/hour, effective April 15, 2019, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings/increase for 2019 \$4,529, annualized salary savings/increase for 2020 \$2,677 – Dept. 333

E. Children and Youth Services

- i. Consider approval of the appointment for Erin Long, full-time Caseworker 1, Children and Youth Services, (p.c. #14, non-exempt, replacing J. Miller), at SG-N11A(01)--\$15.59/hour, effective April 8, 2019, pay period 8. Salary budget savings for 2019 \$11,811, annualized salary savings for 2020 \$3,042 – Dept. 511.
- ii. Consider approval of the personnel requisition for full time Case Worker 1, Children and Youth Services, (p.c. # 24, non-exempt, replacing J. Alley), at SG-N12, effective April 1, 2019 – Dept. 511.

F. District Attorney - Consider approval of the request for Educational Program Support for Elaina Read, Department Clerk 2, District Attorney, (p.c. #27), to attend courses towards her Paralegal Certification and be reimbursed 50% of the tuition in the amount of (estimate) \$697.50 (\$1,395 estimated total amount) for courses beginning May 6, 2019, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 221.

G. Planning- Consider approval of the extension for Susan Hannegan as temporary full-time Interim Director of Planning, Planning, (p.c. #01, non-exempt, maximum

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of 30 hours per week), at SG-S57Z(26)--\$44.13/hour, effective retro to March 31, 2019, pay period 8 through May 11, 2019, pay period 10. Salary budget savings for 2019 \$2,648 - Dept. 151.

III. ACTION ON NON-PERSONNEL ITEMS

- A. Commissioners – Authorizing Centre County to serve as the applicant, file an application to undertake the project “Wildlife Center” and receive a grant from the Department of Conservation and Natural Resources – Dept. 111.

Action: *APPROVE submission of a grant application to the Department of Conservation and Natural Resources.*

- B. Information Technology Services –Agreement with Reclamere, Inc. to transport, decommission data devices including computers, tablets, printers, copiers, servers, hard drives; and provide a certificate certifying proper disposal of equipment in accordance with the US Environmental Protection Agency and the Pennsylvania Department of Environmental Protection. The cost of this service is \$1,725 for 168 devices – Dept. 142

Action: *APPROVE the agreement with Reclamere, Inc.*

- C. Housing – Mortgage satisfaction piece for Daniel W. Smith for the premises located at 172 Arbor Bluff Drive, Pleasant Gap – Dept. 815.

Action: *APPROVE the mortgage satisfaction piece for Daniel W. Smith.*

- D. GIS – Agreement with Keystone Aerial Surveys, Inc. to provide a new aerial survey of Centre County including 25 flight lines and 1,467 digital images. The agreement total is \$28,805 – Dept. 155.

Action: *APPROVE the agreement with Keystone Aerial Surveys, Inc.*

IV. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #05 non-exempt, replacing S. Hampton), at SG-N16, effective March 29, 2019, pay period 7 – Dept. 271.
- B. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2, Probation, (p.c. #16 non-exempt, replacing A. Leach), at SG-N06, effective March 29, 2019, pay period 7 – Dept. 271.

V. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Sheriff Bryan Sampsel has approved the the promotion for Paul Winkleblech, from on-call Security Officer, Sheriff, (p.c. #29, non-exempt), at SG-N08A(01)--\$13.52/hour to part-time Security Officer, Sheriff, (p.c. #17, non-exempt, replacing T. Gordienko), at SG-N08A(01)--\$13.52/hour, effective April 14, 2019, pay period

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9. Salary budget savings for 2019 \$6,922, no salary impact for 2020 – Dept. 211.

- B. Sheriff Bryan Sampsel has approved the personnel requisition for on-call Security Officer, Sheriff, (p.c. #29, non-exempt, replacing P. Winkleblech), at SG-N08A effective April 14, 2019, pay period 9 – Dept. 211.

VI. DISCUSSION ITEMS

Weber Murphy Fox Proposal – Courthouse Renovations

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT