



## BOARD OF COMMISSIONERS AGENDA

Thursday, April 8, 2021, 10:00 A.M.

Virtual – BlueJeans

To join the meeting please visit: [www.centrecountypa.gov/virtual](http://www.centrecountypa.gov/virtual).

[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. MEETING MINUTES

Minutes from the Thursday, March 25, 2021 Board of Commissioners Meeting.

**Action:** *APPROVE the minutes from March 25, 2021.*

IV. COVID-19 PLANNING AND RESPONSE

V. PERSONNEL ITEMS

A. Children & Youth Services - Consider approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #37, non-exempt, replacing C. Black), at SG-N13A(01), effective retro to April 1, 2021, pay period 8– Dept. 511.

B. Correctional Facility

i. Consider approval of the personnel requisition full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing N. Anzalone), at SG-N08, effective retro to March 23, 2021, pay period 7 – Dept. 333.

ii. Consider approval of the reinstatement for Ashley Clark to full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing N. Anzalone), at SG-N08A(01)--\$13.52/hour, effective May 3, 2021, pay period 10. Salary budget impact for 2021 \$1,082, annualized salary savings for 2022 \$6,391– Dept. 333.

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- iii. Consider approval of the appointment for Blaine R. Davis, part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing M. Brooks), at SG-N10A(01)--\$14.70/hour, effective April 12, 2021, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$4,228, annualized salary savings for 2022 \$5,003 - Dept. 333.
- iv. Consider approval of the personnel requisition part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing J. Cowher), at SG-N10, effective retro to March 23, 2021, pay period 7 - Dept. 333.
- v. Consider approval of the new job description for the position of Mental Health Counselor, Correctional Facility, SG-N12, effective April 8, 2021, pay period 8 - Dept. 333.
- vi. Consider approval of the personnel requisition full-time Mental Health Counselor, Correctional Facility, (p.c. #138, non-exempt, new with 2020 budget), at SG-N12, effective April 8, 2021, pay period 8 - Dept. 333.

**C. Elections**

- i. Consider approval of the personnel requisitions for Temporary Election Worker, Elections, (p.c. #31-42, non-exempt, new), at SG-N02U(21), effective April 8, 2021, pay period 8- Dept. 131.
- ii. Consider approval of the new job description for the position of Temporary Election Worker, Elections, SG-N02, effective April 8, 2021, pay period 8 - Dept. 131.
- iii. Consider approval of the appointment for Wendy Azzara, Temporary Election Worker, Elections, (p.c. #31, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- iv. Consider approval of the appointment for Saralee Bresler, Temporary Election Worker, Elections, (p.c. #32, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- v. Consider approval of the appointment for Laura Brown, Temporary Election Worker, Elections, (p.c. #33, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- vi. Consider approval of the appointment for Gina Buckley, Temporary Election Worker, Elections, (p.c. #34, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- vii. Consider approval of the appointment for Victoria Fong, Temporary Election Worker, Elections, (p.c. #35, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- viii. Consider approval of the appointment for Elizabeth Haushalter, Temporary Election Worker, Elections, (p.c. #36, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.

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- ix. Consider approval of the appointment for Alexandra Pershanina, Temporary Election Worker, Elections, (p.c. #37, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- x. Consider approval of the appointment for Marion Sheridan, Temporary Election Worker, Elections, (p.c. #38, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- xi. Consider approval of the appointment for Margaret Swoboda, Temporary Election Worker, Elections, (p.c. #39, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.

**D. Emergency Communications 911**

- i. Consider approval of the appointment for Lucas A. Morningstar, full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #14, non-exempt, replacing J. Davey), at SG-N09E(05)--\$15.35/hour, effective May 3, 2021, pay period 10. Salary budget savings for 2021 \$11,052, annualized salary savings for 2022 \$6,082 - Dept. 354.
- ii. Consider approval of the personnel requisition on-call/occasional Public Safety Telecommunicator, Emergency Communications 911, (p.c. #41, non-exempt, new), at SG-N09, effective April 8, 2021, pay period 8 - Dept. 354.
- iii. Consider approval of the change in status for Jessica Zimmerman from full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #33, non-exempt) to on-call/occasional Public Safety Telecommunicator, Emergency Communications 911, (p.c. #41, non-exempt, new), effective April 8, 2021, pay period 8 (No change in pay rate). Salary budget savings for 2021 \$16,245, annualized salary savings for 2022 \$23,238 - Dept. 354.
- iv. Consider approval of the personnel requisition full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #33, non-exempt, replacing J. Zimmerman), at SG-N09, effective April 8, 2021, pay period 8 - Dept. 354.

**E. Public Defender**

- i. Consider approval of the personnel requisition for full-time Paralegal 2, Public Defender, (p.c. #13, non-exempt, replacing S. Corl), at SG-N10A(01), effective retro to March 29, 2021, pay period 8- Dept. 132.
- ii. Consider approval of the personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #08, non-exempt, replacing A. Bowes), at SG-N08A(01), effective retro to April 5, 2021, pay period 8- Dept. 132.

**VI. REPORT ON JUDICIAL PERSONNEL ITEMS**

**VII. REPORT ON ROW OFFICE PERSONNEL ITEMS**

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A. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time First Deputy Prothonotary, Prothonotary, (p.c. #15, non-exempt, replacing J. Conklin), at SG-S46A(01), effective April 5, 2021, pay period 8 – Dept. 223.

B. Sheriff

i. Sheriff Bryan Sampsel has approved the personnel requisition for on-call/occasional Security Officer, Sheriff, (p.c. #29, non-exempt, replacing S. Glunt), at SG-N08, effective April 5, 2021, pay period 8 – Dept. 211.

ii. Sheriff Bryan Sampsel has approved the personnel requisition for part-time Security Officer 40%, Sheriff, (p.c. #13, non-exempt, replacing L. Spayd), at SG-N08, effective April 6, 2021, pay period 8 – Dept. 211.

**VIII. NON-PERSONNEL ITEMS**

Elections - Agreement with Pitney Bowes for the purchase of a Relay3500 Folder/Inserter including years 2-5 of equipment maintenance. The purchase price for the Relay3500 is \$12,008.46. Equipment maintenance cost is free for the first year, then \$1,122.00 per year for year 2 through year 5. Equipment maintenance includes replacement parts and labor. Agreement totals \$16,496.46 and will be paid for 100% by grant funds through the Center for Tech and Civic Life grant – Dept. 131.

**Action:** *APPROVE the agreement with Pitney Bowes.*

**IX. DISCUSSION ITEMS**

**X. EXECUTIVE SESSION REPORT**

**XI. QUESTIONS FROM THE PRESS**

**XII. ADJOURNMENT**