



## BOARD OF COMMISSIONERS AGENDA

Thursday, May 5, 2022, 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.

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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. 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, April 21, 2022 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from April 21, 2022.*

V. PROCLAMATION

- A. Proclamation 17 of 2022 – Proclaiming **May 2022** as **Asian Pacific American Heritage Month** in Centre County.

**Action:** *ADOPT Proclamation 17 of 2022.*

- B. Proclamation 18 of 2022 – Proclaiming **May 15-21, 2022** as **Emergency Medical Services Week** in Centre County.

**Action:** *ADOPT Proclamation 18 of 2022.*

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VI. PERSONNEL ITEMS

A. Commissioners

- i. Consider approval of the promotion/change in title for Erin Good from full-time Staff Assistant Commissioners, Commissioners, (p.c. #12, non-exempt), at SG-N10G(07)--\$18.09/hour to full-time Executive Office Supervisor, Commissioners, (p.c. #07, exempt, replacing N. Smith), at S54A(01)--\$51,500.80/annum, effective May 22, 2022, pay period 12. Salary budget savings for 2022 \$752, annualized salary savings for 2023 \$2,933 - Dept. 111.
- ii. Consider approval of the personnel requisition for full-time Staff Assistant Commissioners, Commissioners, (p.c. #12, non-exempt, replacing E. Good), at SG-N10, effective retro to May 3, 2022, pay period 10 - Dept. 111.
- iii. Consider approval of the personnel requisition for on-call/occasional Senior Advisor, Commissioners, (p.c. #05, non-exempt, new), at SG-S68, effective May 8, 2022, pay period 11 - Dept. 111.

**Action:** *APPROVE the Commissioners items i-iii.*

B. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing D. Orwig), at SG-N10, effective retro to April 27, 2022, pay period 10 - Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #72, non-exempt, replacing E. VanGorder), at SG-N10, effective retro to April 27, 2022, pay period 10 - Dept. 333.
- iii. Consider approval of the promotion/change in department/title for Thomas Buchanan from part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #15, non-exempt), at SG-N08B(02)--\$15.07/hour to full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing J. Kline), at SG-N10A(01)--\$17.50/hour, effective May 8, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$5,761, annualized salary impact for 2023 \$1,498 - Dept. 333.
- iv. Consider approval of the appointment for Stephanie L. Rodriguez, to full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing C. Ripple), at SG-N10A(02)--\$18.00/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$1,543, annualized salary impact for 2023 \$2,538 - Dept. 333.
- v. Consider approval of the appointment for Kyle L. Watro, to full-time Corrections Officer, Correctional Facility, (p.c. #12, non-exempt, replacing J. Yedlosky), at SG-N10A(02)--\$18.00/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$681, annualized salary impact for 2023 \$416 - Dept. 333.

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- vi. Consider approval of the appointment for Graham A. Dicken, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing J. Decker), at SG-N10X(01)–\$17.50/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$10,124, annualized salary impact for 2023 \$1,498 - Dept. 333.
- vii. Consider approval of the appointment for David Watkins IV, to full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing D. Weidel), at SG-N10X(01)–\$17.50/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,284, annualized salary savings for 2023 \$2,912 - Dept. 333.
- viii. Consider approval of the appointment for Billi B. Hoover, to full-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing C. Bickel), at SG-N10X(01)–\$17.50/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,130, annualized salary impact for 2023 \$1,498 - Dept. 333.

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

- C. Court Administration – Consider approval of the new job description for the position of Courtroom Technician, Court Administration, SG-N18, effective May 5, 2022, pay period 10 – Dept. 271.

**Action:** *APPROVE the new job description for Courtroom Technician.*

- D. Elections & Voter Registration – Consider approval of the appointment for Sharon A. Johnson, Temporary Elections Worker, Elections, (p.c. #12, non-exempt, replacing K. Asbury), at SG-N02A(01)–\$11.38/hour, effective retro to May 2, 2022, pay period 10 – Dept. 131.

**Action:** *APPROVE the retroactive appointment for Sharon Johnson.*

- E. Human Services

- i. Adult Services – Consider approval of the personnel requisition for full-time Caseworker 1-Adult Services, Adult Services, (p.c. #12, non-exempt, replacing B. Cates), at SG-N10, effective retro to April 28, 2022, pay period 10 – Dept. 501.

**Action:** *APPROVE the personnel requisition for Adult Services.*

- ii. Children & Youth Services

- 1. Consider approval of the personnel requisition for full-time Fiscal Technician, C&YS, (p.c. #43, non-exempt, replacing A. Urbanski), at SG-N11, effective retro to April 21, 2022, pay period 9 – Dept. 511.

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2. Consider approval of the appointment for Hannah R. McIntyre, full-time Caseworker 1, Children & Youth Services, (p.c. #33, non-exempt, replacing K. Brown), at SG-N11A(01)--\$16.90/hour, effective May 9, 2022, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$979, annualized salary impact for 2023 \$0 - Dept. 511.
3. Consider approval of the appointment for Theresa R. Hencinski, full-time Caseworker 1, Children & Youth Services, (p.c. #52, non-exempt, replacing M. Graham), at SG-N11A(01)--\$16.90/hour, effective June 6, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$2,400, annualized salary impact for 2023 \$0 - Dept. 511.
4. Consider approval of the promotion/change in title for Isabella R. Taffera, from temporary Casework Intern, C&YS, (p.c. #36, non-exempt), at SG-N06A(01)--\$13.55/hour to full-time Caseworker 1, C&YS, (p.c. #24, non-exempt, replacing J. Long), at SG-N11A(01)--\$16.90/hour, effective May 17, 2022, pay period 11. Salary budget savings for 2022 \$12,883, annualized salary impact for 2023 \$0 - Dept. 511.

**Action:** *APPROVE the C&YS items 1-4.*

- iii. MH/ID/EI – Consider approval of the personnel requisition for full-time Caseworker 1, MH/ID/EI, (p.c. #09, non-exempt, replacing M. Acuna), at SG-N10, effective retro to May 2, 2022, pay period 10 – Dept. 561.

**Action:** *APPROVE the personnel requisition for MH/ID/EI.*

F. Human Resources – Employment Report

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Courtroom Technician, Court Administration, (p.c. #24, non-exempt, replacing T. Bitsko), at SG-N18, effective May 5, 2022, pay period 10 – Dept. 271.
- B. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #21, non-exempt, replacing M. Hertlein), at SG-N15, effective April 28, 2022, pay period 10 – Dept. 301.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #15, non-exempt, replacing T. Buchanan), at SG-N08, effective April 26, 2022, pay period 10 – Dept. 211.

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**IX. NON-PERSONNEL ITEMS**

- A. Criminal Justice Planning – Submission of a grant application to the Pennsylvania Department of Health, Office of Drug Surveillance and Misuse Prevention (DSMP) to provide support in the development of a localized Overdose Fatality Review team (OFR). The grant total is \$10,000 for the period of May 5, 2022 to August 31, 2022 – Dept. 306.

**Action:** APPROVE Karri Hull, Criminal Justice Planning Director, to submit a grant application to the Pennsylvania Department of Health, Office of Drug Surveillance and Misuse Prevention (DSMP) to provide support in the development of a localized Overdose Fatality Review team (OFR).

- B. Human Resources – Consider approval to authorize The Pennsylvania County Health Insurance Purchasing Cooperative (PCHIPC) to distribute 50% of Centre County’s 2021 Claim Fund Surplus by check in the amount of \$211,900 – Dept. 114.

**Action:** *APPROVE Benecon to authorize The Pennsylvania County Health Insurance Purchasing Cooperative to distribute 50% of its 2021 Claim Fund Surplus.*

C. Housing

- i. Satisfaction piece for Devin Walsh and Hannah Whewell for the premises located at 1985 Fairwood Lane, State College – Dept. 815.

- ii. Satisfaction piece for Pamela L. McCloskey for the premises located at 417 7<sup>th</sup> Street, Philipsburg – Dept. 815.

**Action:** *APPROVE the Satisfaction pieces i-ii.*

X. CONSENT AGENDA

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT