



BOARD OF COMMISSIONERS AGENDA

Thursday, June 2, 2022, 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, May 19, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from May 19, 2022.*

V. PERSONNEL ITEMS

A. Commissioners

- i. Consider approval of the new job description for the position of Advisor, Commissioners, S54, effective retro to May 22, 2022, pay period 12 – Dept. 111.
- ii. Consider approval of the personnel requisition for on-call/occasional Advisor, Commissioners, (p.c. #16, non-exempt, new), at SG-S54, effective retro to May 22, 2022, pay period 12 – Dept. 111.

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

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- B. Conservation District – Consider approval of extension #4 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from June 1, 2022, pay period 12 to (estimated) June 30, 2022, pay period 14 – Dept. 822.

Action: *APPROVE the leave of absence for Daina Beckstrand.*

C. Correctional Facility

- i. Consider approval of the appointment for Shakeema L. Simmons, full-time Kitchen Supervisor, Correctional Facility, (p.c. #81, non-exempt, replacing G. Port), at SG-N13A(01)--\$18.49/hour, effective June 13, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,380, annualized salary impact for 2023 \$2,808 - Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #47, non-exempt, replacing C. Quigley), at SG-N10, effective retro to May 24, 2022, pay period 12 – Dept. 333.
- iii. Consider approval of the medical leave of absence for John Mohler, Corrections Officer, Correctional Facility, (p.c. #61), effective retro from May 24, 2022, pay period 12 to June 2, 2022, pay period 12 – Dept. 333.

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

- D. District Attorney – Consider approval of the revisions to the job description for the position of Assistant District Attorney, District Attorney, S54, effective June 2, 2022, pay period 12 – Dept. 221.

Action: *APPROVE the revisions to the job description for Assistant District Attorney.*

E. Emergency Communications 911

- i. Consider approval of the appointment for Paul D. Styer, full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #12, non-exempt, replacing D. Roettger), at SG-N09E(05)--\$20.66/hour, effective June 6, 2022, pay period 13. Salary budget savings for 2022 \$15,673, annualized salary impact for 2023 \$4,161 - Dept. 354.
- ii. Consider approval of the promotion for Abigail Dale, on-call/occasional 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt) to full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #14, non-exempt, replacing L. Morningstar), effective June 27, 2022, pay period 14 (No change in pay rate). Salary budget savings for 2022 \$17,326, annualized salary impact for 2023 \$4,161 - Dept. 354.

Action: *APPROVE the Emergency Communications 911 items i-ii.*

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F. Human Services

i. Children & Youth Services

1. Consider approval of the appointment for Tanessa R. Laird, full-time Department Clerk 3 (75) C&YS, Children & Youth Services, (p.c. #50, non-exempt, replacing P. Donahay), at SG-N08A(01)--\$14.79/hour, effective June 6, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$1,946, annualized salary savings for 2023 \$1,131 - Dept. 511.
2. Consider approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #13, non-exempt, replacing A. Commerer), at SG-N13, effective retro to May 26, 2022, pay period 12 - Dept. 511.
3. Consider approval of the personnel requisition for full-time Caseworker 3, C&YS, (p.c. #47, non-exempt, replacing M. Greene), at SG-N15, effective retro to May 26, 2022, pay period 12 - Dept. 511.

Action: *APPROVE the C&YS items 1-3.*

- ii. MH/ID/EI-Drug & Alcohol - Consider approval of the personnel requisition for full-time D&A Case Management Specialist, MH/ID/EI-Drug & Alcohol, (p.c. #04, non-exempt, replacing K. Harter), at SG-N12, effective retro to May 27, 2022, pay period 12 - Dept. 562.

Action: *APPROVE the personnel requisition for MH/ID/EI-Drug & Alcohol.*

- iii. Transportation - Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #06, non-exempt, replacing D. Campbell), at SG-N04, effective retro to May 25, 2022, pay period 12 - Dept. 531.

Action: *APPROVE the personnel requisition for Transportation.*

- G. Public Defender - Consider approval of the promotion/change in title for Rebecca Bain, from full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, 75 hour), at SG-N16A(01)--\$21.19/hour to full-time Assistant Public Defender, Public Defender, (p.c. #15, exempt, 80 Hour), at SG-S54A(01)--\$24.76/hour, effective June 5, 2022, pay period 13. Salary budget savings for 2022 \$6,647, annualized salary savings for 2023 \$978 - Dept. 132.

Action: *APPROVE the promotion/change in title for Rebecca Bain.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Court Administration

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Administrative Assistant, Court Administration, (p.c. #11, non-exempt, replacing C. Evans), at SG-N11, effective May 31, 2022, pay period 12 - Dept. 271.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Criminal Court Coordinator, Court Administration, (p.c. #31, non-exempt, replacing J. Davy), at SG-N10, effective May 31, 2022, pay period 12 - Dept. 271.

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iii. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt, replacing S. Smitchko), at SG-N08, effective May 31, 2022, pay period 12 – Dept. 271.

B. MDJ State College II 49-3-05 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Lachman, (p.c. #08, non-exempt, replacing A. Kolonina), at SG-N08, effective May 23, 2022, pay period 12 – Dept. 257.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. District Attorney – District Attorney Bernie Cantorna has approved the personnel requisition for full-time Assistant District Attorney, District Attorney, (p.c. #06, exempt, replacing J. Bower) at SG-S54, effective May 27, 2022, pay period 12 – Dept. 221.

B. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff-Security, Sheriff, (p.c. #13, non-exempt, replacing L. Sharer), at SG-N08, effective May 23, 2022, pay period 12 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

Planning and Community Development – Consider approval of the proposed Subaward Guidelines and Cooperation Agreement for future projects with Countywide Action Plan (CAP). The County anticipates receiving funds from the Pennsylvania Department of Environmental Protection (PADEP) for the installation of water quality improvements that consist of best management practices (BMPs) that treat stormwater runoff from agricultural and urban sources and/or restore unstable stream systems – Dept. 151.

Action: *APPROVE the proposed Subaward Guidelines and Cooperation Agreement for future projects with Countywide Action Plan (CAP).*

IX. CONSENT AGENDA

X. EXECUTIVE SESSION REPORT

XI. CHECK RUN

Check run in the amount of \$ June 1, 2022.

Action: *APPROVE the check run dated June 1, 2022.*

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT