



BOARD OF COMMISSIONERS AGENDA

Thursday, June 8, 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 Thursday, May 18, 2023 Board of Commissioners meeting.

Action: *APPROVE the minutes from May 18, 2023.*

V. PROCLAMATION

Proclamation 30 of 2023 – Proclaiming June 5-9, 2023 as Child Welfare Professionals Appreciation Week in Centre County.

Action: *ADOPT Proclamation 30 of 2023 proclaiming June 5-9, 2023 as Child Welfare Professionals Appreciation Week in Centre County.*

VI. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the medical leave of absence for Corrections Officer, Correctional Facility, (p.c. #38), effective from May 22, 2023 to June 1, 2023, pay period 12 – Dept. 333.

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- ii. Consider approval of the funding and personnel requisition for full-time Deputy Warden of Operations, Correctional Facility, (p.c. #01, exempt), at SG-17A(01)--\$32.19/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$7,028, annualized salary savings for 2024 \$13,071 - Dept. 333.
- iii. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt), at SG-N10X(01)--\$21.25/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$9,794, annualized salary savings for 2024 \$2,309 - Dept. 333.
- iv. Consider approval of the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt), at SG-N10X(01)--\$21.25/hour, effective June 8, 2023, pay period 13. Salary budget impact for 2023 \$33,573, annualized salary impact for 2024 \$41,438 - Dept. 333.

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

B. Human Resources

- i. Consider approval of the suspension of the COVID-19 Leave Directive, effective June 8, 2023, pay period 13 – Dept. 114.
- ii. Consider approval of the revisions to the Calculation of Compensation policy, effective June 8, 2023, pay period 13 – Dept. 114.
- iii. Consider approval to sunset the Payroll Deductions policy, effective June 8, 2023, pay period 13 – Dept. 114.
- iv. Consider approval of the Exterior Facility Use policy, effective June 8, 2023, pay period 13 – Dept. 114.

Action: *APPROVE the Human Resources items i-iv.*

C. Human Services

i. Aging

1. Consider approval of the appointment for Angela E. Capparelle, to full-time Aging Care Manager 2, Aging, (p.c. #11, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 12, 2023, pay period 13. Salary budget savings for 2023 \$6,443, annualized salary savings for 2024 \$785 - Dept. 521.
2. Consider approval of the appointment for Nicole M. Eckley, to full-time Aging Care Manager 2, Aging, (p.c. #28, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 12, 2023, pay period 13. Salary budget savings for 2023 \$5,929, annualized salary savings for 2024 \$785 - Dept. 521.
3. Consider approval of the appointment for Madisen M. Querns, to full-time Aging Care Manager 2, Aging, (p.c. #09, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 12, 2023, pay period 13. Salary budget savings for 2023 \$2,821, annualized salary savings for 2024 \$785 - Dept. 521.

Action: *APPROVE the Aging items 1-3.*

ii. Children & Youth Services

1. Consider approval of the promotion/change in title for Hannah McIntyre from full-time Caseworker 1, C&YS, (p.c. #33, non-exempt), at SG-07A(01)--\$20.27/hour to Caseworker 2, C&YS, (p.c. #33, non-exempt), at SG-08A(01)--\$21.45/hour, effective June 18, 2023, pay period 14. Salary budget impact for 2023 \$2,069, annualized salary impact for 2024 \$1,516 - Dept. 511.
2. Consider approval of the promotion/change in title for Theresa Hencinski from full-time Caseworker 1, C&YS, (p.c. #52, non-exempt), at SG-07A(01)--\$20.27/hour to Caseworker 2, C&YS, (p.c. #52, non-exempt), at SG-08A(01)--\$21.45/hour, effective June 18, 2023, pay period 14. Salary budget savings for 2023 \$1,259, annualized salary impact for 2024 \$1,516 - Dept. 511.
3. Consider approval of the promotion/change in title for Isabella Taffera from full-time Caseworker 1, C&YS, (p.c. #24, non-exempt), at SG-07A(01)--\$20.27/hour to Caseworker 2, C&YS, (p.c. #24, non-exempt), at SG-08A(01)--\$21.45/hour, effective June 18, 2023, pay period 14. Salary budget impact for 2023 \$226, annualized salary impact for 2024 \$1,516 - Dept. 511.
4. Consider approval of the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #13, non-exempt), at SG-08A(01)--\$21.45/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$12,052, annualized salary impact for 2024 \$1,516 - Dept. 511.
5. Consider approval of the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #45, non-exempt), at SG-08A(01)--\$21.45/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$1,482, annualized salary savings for 2024 \$838 - Dept. 511.
6. Consider approval of the funding and personnel requisition for the position of temporary Casework Intern, C&YS, (p.c. #36, non-exempt), at SG-02A(01)--\$15.30/hour, effective retro to May 22, 2023, pay period 12. Salary budget savings for 2023 \$13,104 - Dept. 511.
7. Consider approval of the appointment for Taylor M. Kinley, to temporary Casework Intern, C&YS, (p.c. #36, non-exempt), at SG-02A(01)--\$15.30/hour, effective retro to May 22, 2023, pay period 12 - Dept. 511.

Action: *APPROVE the C&YS items 1-7.*

- iii. MH/ID/EI - Consider approval of the funding and personnel requisition for the position of full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt), at SG-04A(01)--\$16.69/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$5,176, annualized salary savings for 2024 \$645 - Dept. 561.

Action: *APPROVE the funding and personnel requisition for Department Clerk 3 (MH) p.c. #34.*

- iv. MH/ID/EI-D&A - Consider approval of the medical leave of absence for TASC Coordinator/DUI Court, MH/ID/EI-D&A, (p.c. #27), effective from (estimated) July 16, 2023, pay period 16 to (estimated) August 27, 2023, pay period 19 - Dept. 562.

Action: *APPROVE the medical leave for TASC Coordinator/DUI Court p.c. #27.*

v. Transportation

1. Consider approval of the appointment for Karen M. Lucas, to full-time Vehicle Operator, Transportation, (p.c. #36, non-exempt), at SG-03A(01)--\$15.81/hour, effective June 12, 2023, pay period 13. Salary budget savings for 2023 \$8,770, annualized salary savings for 2024 \$8,590 - Dept. 531.
2. Consider approval of the lateral transfer/change in title for Teresa Weyant from full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt), at SG-03G(07)--\$17.80/hour to full-time Vehicle Operator, Transportation, (p.c. #42, non-exempt), at SG-03G(07)--\$17.80/hour (no change in pay rate), effective June 18, 2023, pay period 14. Salary budget impact for 2023 \$17,355, annualized salary impact for 2024 \$34,710 - Dept. 531.
3. Consider approval of the funding and personnel requisition for the position of full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt), at SG-03A(01)--\$15.81/hour, effective June 8, 2023, pay period 13. Salary budget impact for 2023 \$1,015, annualized salary savings for 2024 \$1,246 - Dept. 531.

Action: *APPROVE the Transportation items 1-3.*

D. Public Defender

- i. Consider approval for all Assistant Public Defender positions to transition from Law Clerk to Assistant Public Defender once admitted to the PA Bar Association - Dept. 132.
- ii. Consider approval of the new description for the position of Law Clerk-Public Defender, Public Defender, SG-10, effective June 8, 2023, pay period 13 - Dept. 132.
- iii. Consider approval of the revisions to the description for the position of First Assistant Public Defender, Public Defender, SG-20, effective June 18, 2023, pay period 14 - Dept. 132.

Action: *APPROVE the Public Defender items i-iii.*

VII. JUDICIAL PERSONNEL ITEMS

VIII. ROW OFFICE PERSONNEL ITEMS

- A. Prothonotary - Consider approval of the funding and personnel requisition for the position of full-time Prothonotary Clerk, Prothonotary, (p.c. #24, non-exempt), at SG-04A(01)--\$16.69/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$2,550, annualized salary savings for 2024 \$645 - Dept. 223.

Action: *APPROVE the funding and personnel requisition for Prothonotary Clerk p.c. #24.*

B. Sheriff

- i. Consider approval of the funding and personnel requisition for the position of full-time Deputy Sheriff/Security, Sheriff, (p.c. #25, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$5,373, annualized salary savings for 2024 \$8,319 - Dept. 211.

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- ii. Consider approval of the funding and personnel requisition for the position of on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #29, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$3,868, annualized salary savings for 2024 \$149 – Dept. 211.

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

IX. NON-PERSONNEL ITEMS

- A. Housing – Satisfaction piece for Denise Peck for the premise located at 2032 Mary Ellen Lane, State College, PA 16803 – Dept. 815.

Action: *APPROVE the satisfaction piece for Denise Peck.*

X. CONSENT AGENDA

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT