



## BOARD OF COMMISSIONERS AGENDA

Thursday, June 15, 2023, 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, June 8, 2023 Board of Commissioners and Salary Board meetings.

Action: *APPROVE the minutes from June 8, 2023.*

### V. PERSONNEL ITEMS

- A. Conservation District – Consider approval of the appointment for Ivie M. Foster, to full-time Watershed Specialist, Conservation District, (p.c. #11, non-exempt), at SG-07A(01)– \$20.27/hour, effective June 26, 2023, pay period 14. Salary budget savings for 2023 \$5,742, annualized salary savings for 2024 \$3,478 - Dept. 822.

Action: *APPROVE the appointment for Ivie Foster.*

#### B. Correctional Facility

- i. Acknowledge the appointment of Glenn Irwin to Warden, Correctional Facility, (p.c. #33, exempt), effective June 18, 2023, pay period 14 - Dept. 333.

- ii. Consider approval of the temporary assignment for Michael Woods from Administrative Lieutenant, Correctional Facility, (p.c. #06, exempt), at SG-11P(16)--\$33.04/hour to Interim Deputy Warden of Operations, Correctional Facility, (p.c. #01, exempt), at SG-17E(05)--\$34.84/hour, effective June 18, 2023, pay period 14. Salary budget savings for 2023 \$10,308, annualized salary savings for 2024 \$7,559 - Dept. 333.
- iii. Consider approval of the promotion/change in status for Vaughn Kanagy from temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), at SG-N10A(02)--\$21.50/hour to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt), at SG-N10A(02)--\$21.50/hour, effective June 18, 2023, pay period 14. Salary budget savings for 2023 \$9,534 - Dept. 333.
- iv. Consider approval of the funding and personnel requisition for full-time Deputy Warden of Administration, Correctional Facility, (p.c. #48, exempt), at SG-17A(01)--\$32.19/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$38,870, annualized salary savings for 2024 \$8,411 - Dept. 333.
- v. Consider approval of the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), at SG-N10X(01)--\$21.25/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$13,476 - Dept. 333.
- vi. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt), at SG-N10X(01)--\$21.25/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$3,121, annualized salary savings for 2024 \$2,309 - Dept. 333.
- vii. Consider approval of the funding and personnel requisition for full-time Mental Health Counselor, Correctional Facility, (p.c. #138, non-exempt), at SG-09A(01)--\$22.64/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$4,561, annualized salary savings for 2024 \$950 - Dept. 333.

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

- C. Human Resources - Consider approval of the Exterior Facility & Grounds Use policy, effective June 15, 2023, pay period 13 - Dept. 114.

Action: *APPROVE the Exterior Facilities & Grounds Use policy.*

D. Human Services

- i. Children & Youth Services - Consider approval of the funding and personnel requisition for full-time Caseworker 2, C&YS, (p.c. #14, non-exempt), at SG-08A(01)--\$21.45/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$7,347, annualized salary savings for 2024 \$1,690 - Dept. 511.

Action: *APPROVE the personnel requisition for Caseworker 2 p.c. #14.*

- ii. MH/ID/EI - Consider approval of the promotion/change in title for Margaret Hawbaker from full-time Caseworker 1, MH/ID/EI, (p.c. #12, non-exempt), at SG-06A(01)--\$19.06/hour to Caseworker 2, MH/ID/EI, (p.c. #12, non-exempt), at SG-07A(01)--\$20.27/hour, effective July 2, 2023, pay period 15. Salary budget savings for 2023 \$2,143, annualized salary impact for 2024 \$1,609 - Dept. 561.

Action: *APPROVE the promotion/change in title for Margaret Hawbaker.*

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

A. Sheriff

- i. Consider approval of the funding and personnel requisition for the position of full-time Deputy Sheriff/Security, Sheriff, (p.c. #40, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 15, 2023, pay period 13. Salary budget impact for 2023 \$1,283, annualized salary savings for 2024 \$745 – Dept. 211.
- ii. Consider approval of the funding and personnel requisition for the position of on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #32, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 15, 2023, pay period 13. Salary budget impact for 2023 \$7,438, annualized salary impact for 2024 \$14,876 – Dept. 211.

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

VIII. NON-PERSONNEL ITEMS

- A. Conservation District – Consider approval of the Countywide Action Plan (CAP) Implementation Project alteration and budget category shift by removing the Ridenour Farm In-stream restoration project and adding the Harding Farm project instead. The budget amount remains the same at \$289,876.00 and all funds will be moved into the construction category – Dept. 822.

Action: *APPROVE the submission of the Countywide Action Plan (CAP) Implementation Project alteration and budget request form to the Pennsylvania Department of Environmental Protection.*

IX. DISCUSSION ITEMS – UPDATES

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT