



BOARD OF COMMISSIONERS AGENDA

Thursday, June 16, 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, June 2, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from June 2, 2022.*

V. PERSONNEL ITEMS

- A. Commissioners – Acknowledge the appointment of Natalie Corman to Deputy County Administrator, Commissioners, (p.c. #13, exempt, replacing J. Franek), effective June 27, 2022, pay period 14 – Dept. 111.

Action: *APPROVE the appointment of Natalie Corman.*

B. Human Resources

- i. Consider approval of the personnel requisition for on-call/occasional Office Floater, (p.c. #12, non-exempt, replacing K. Lowry), at SG-N02P(16), effective retro to June 7, 2022, pay period 13 – Dept. 114.

Action: *APPROVE the personnel requisition for Human Resources.*

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C. Correctional Facility

- i. Consider approval of the appointment for Benjamin G. Burnisky, to full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Keegan), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,696, annualized salary impact for 2023 \$8,778 - Dept. 333.
- ii. Consider approval of the appointment for Joselyn R. Fontanella, to full-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing T. Vonada), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$11,350, annualized salary impact for 2023 \$8,778 - Dept. 333.
- iii. Consider approval of the appointment for Kyle D. Bodle, to full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing G. Krause), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$9,770, annualized salary impact for 2023 \$8,778 - Dept. 333.
- iv. Consider approval of the appointment for Brittney M. Brennan, to full-time Corrections Officer, Correctional Facility, (p.c. #11, non-exempt, replacing J. Young), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$11,732, annualized salary impact for 2023 \$6,656 - Dept. 333.
- v. Consider approval of the appointment for Terra L. Wesley, to full-time Corrections Officer, Correctional Facility, (p.c. #103, non-exempt, replacing J. Rockey), at SG-N10A(02)--\$21.25/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$245, annualized salary impact for 2023 \$1,976 - Dept. 333.
- vi. Consider approval of the appointment for Vincenzo G. Albegiani, to full-time Corrections Officer, Correctional Facility, (p.c. #54, non-exempt, replacing W. Warner), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,919, annualized salary savings for 2023 \$3,328 - Dept. 333.

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

- D. Facilities Management** – Consider approval of the personnel requisition for full-time Custodial Worker 1, Facilities Management, (p.c. #17, non-exempt, replacing K. Renaud), at SG-N02, effective retro to June 8, 2022, pay period 13 – Dept. 161.

Action: *APPROVE the personnel requisition for Facilities Management.*

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E. Human Services

i. Aging

1. Consider approval of the change in title/position for Kevin Kiehl, full-time Aging Care Manager 2, Aging, (p.c. #24, non-exempt, 75 Hour), to full-time Ombudsman/Apprise Coord. Aging Care Manager 2 (80), Aging, (p.c. #07, non-exempt, 80 Hour, replacing D. Gregg), effective June 19, 2022, pay period 14 (No change in pay rate). Salary budget savings for 2022 \$858 - Dept. 521.
2. Consider approval of the personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #24, non-exempt, replacing K. Kiehl), at SG-N12, effective retro to June 2, 2022, pay period 12 – Dept. 521.
3. Consider approval of the personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #11, non-exempt, replacing A. Reese), at SG-N12, effective retro to May 31, 2022, pay period 12 – Dept. 521.

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

- ii. Children & Youth Services – Consider approval of the appointment for Mackenzie N. Williams, full-time Caseworker 1, C&YS, (p.c. #13, non-exempt, replacing A. Commerer), at SG-N11A(01)–\$16.90/hour, effective July 5, 2022, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$20,846, annualized salary savings for 2023 \$3,101 - Dept. 511.

Action: *APPROVE the appointment for Mackenzie Williams.*

iii. MH/ID/EI

1. Consider approval of the appointment for Ashley R. Eaton, full-time Caseworker 1, MH/ID/EI, (p.c. #25, non-exempt, replacing J. Rockey), at SG-N10A(01)–\$16.16/hour, effective July 11, 2022, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$13,248, annualized salary savings for 2023 \$3,627 - Dept. 561.
2. Consider approval of the personnel requisition for full-time Human Services Administrator, MH/ID/EI, (p.c. #03, exempt, replacing N. Corman), at SG-S61, effective retro to June 14, 2022, pay period 13 – Dept. 561.
3. Consider approval of the personnel requisition for full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt, replacing J. Wasson), at SG-N08, effective retro to June 8, 2022, pay period 13 – Dept. 561.

Action: *APPROVE the MH/ID/EI items 1-3.*

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4. MH/ID/EI-Drug & Alcohol – Consider approval of the promotion/change in title/department for Christopher Baughman from full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, 80 Hour), at SG-N10E(05)--\$23.25/hour to full-time TASC Coordinator, MH/ID/EI-Drug & Alcohol, (p.c. #07, non-exempt, 75 Hour, replacing P. Sheckler), at SG-N12E(05)--\$19.08/hour, effective July 3, 2022, pay period 15 – Dept. 562.

Action: *APPROVE the promotion/change in title/department for Christopher Baughman.*

iv. Transportation

1. Consider approval of the appointment for Josef F. Kerschner, full-time Vehicle Operator, Transportation, (p.c. #14, non-exempt, replacing S. Watson), at SG-N04A(01)--\$12.42/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,057, annualized salary savings for 2023 \$839 - Dept. 531.
2. Consider approval of the appointment for Scott A. Gettig, full-time Vehicle Operator 80%, Transportation, (p.c. #32, non-exempt, replacing M. Wasilko), at SG-N04A(01)--\$12.42/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$15,916, annualized salary savings for 2023 \$6,228 - Dept. 531.
3. Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #08, non-exempt, replacing W. Askey), at SG-N04, effective retro to June 13, 2022, pay period 13 – Dept. 531.

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

F. Public Defender

- i. Consider approval of the personnel requisition for full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing R. Bain), at SG-N16, effective retro to June 12, 2022, pay period 13 – Dept. 132.
- ii. Consider approval of the appointment for Kimberly M. Lennox, full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing R. Bain), at SG-N16A(01)--\$21.19/hour, effective August 22, 2022, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$19,839, annualized salary savings for 2023 \$6,228 - Dept. 132.

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

- G. Tax Collection – Consider approval of the lateral transfer/change in title/department for Jennifer Wasson, from full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt), to full-time Department Clerk 3 (75), Tax Collection, (p.c. #05, non-exempt, replacing L. Repasky), effective June 19, 2022, pay period 14 (No change in pay rate). Salary budget savings for 2022 \$9,171 - Dept. 122.

Action: *APPROVE the lateral transfer/change in title/department for Jennifer Wasson.*

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VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Court Reporter, Court Administration, (p.c. #TBD, non-exempt), at SG-N18, effective June 14, 2022, pay period 13 – Dept. 271.
- B. Domestic Relations – President Judge Pamela Ruest has approved the personnel requisition for full-time Enforcement Officer, Domestic Relations, (p.c. #15, non-exempt, replacing G. Danneker), at SG-N12, effective June 8, 2022, pay period 13 – Dept. 281.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. BUDGET REVISION

Human Services

Adult Services – Consider approval of transfer of funds in the amount of \$108,679.52 from the General Fund to Adult Services, which includes \$74,760.72 in funds previously transferred from Adult Services to the General Fund and \$33,918.80 for unrecognized revenue for 2021 – Dept. 501.

Action: *APPROVE the transfer of funds from the General Fund to Adult Services.*

IX. NON-PERSONNEL ITEMS

Risk Management – Contract addendum with Catapult Health LLC to provide onsite and virtual checkup home kits for employee biometric screenings effective June 16, 2022 for services beginning on September 20, 2022 – Dept. 112.

Action: *Approve the addendum to Catapult Health LLC contract for 2022 participation in biometric screenings.*

X. CONSENT AGENDA

XI. DISCUSSION ITEMS

Travel Expenses Policy – proposal for change to mileage reimbursement rate.

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT