



BOARD OF COMMISSIONERS' AGENDA

Thursday, June 25, 2020, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

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. MEETING MINUTES

Minutes from the Thursday, June 18, 2020 Board of Commissioners' Meeting.

Action: *APPROVE the minutes from June 18, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

i. Register of Wills – Consider approval of the reinstatement of Joyce Krout, Department Clerk 1 (75), Register of Wills, from full-time furlough to regular part-time status effective June 29, 2020, pay period 14 - Dept. 224.

i. Facilities Management –

1. Consider approval of the reinstatement of Toni Davis, Secretary 2, Facilities Management, from reduced hours furlough to regular full-time status effective June 29, 2020, pay period 14 - Dept. 161.

2. Consider the authorization to fill the currently vacated and furloughed positions of Facilities Technician 1, (p.c. #25), effective June 26, 2020, pay period 14 – 161.

Action: *APPROVE personnel requests from department heads and elected officials.*

ii. Consider extension of temporary furloughs/partial reduction of hours for non-Court related offices.

B. County COVID-19 Protocols - Review

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V. PERSONNEL ITEMS

- A. Prothonotary – Consider approval of the new job description for the position of Records Coordinator (75), Prothonotary, (p.c. #22), SG-N10, effective retro to May 13, 2020, pay period 11– Dept. 223
- B. MH/ID – Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #11, non-exempt, replacing L. Snyder), at SG-N12, effective retro to June 19, 2020, pay period 13– Dept. 561.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Elections – Disposal of election equipment decertified by the Department of State – Dept. 131.

Action: APPROVE disposal of election equipment.

- B. Planning – Contract with J.C. Orr and Son, Inc. to complete the Mountaintop Activity Center Improvements Phase V Restroom Facilities project utilizing Keystone grant funds. The contract total is \$39,000 ending November 30, 2020 - Dept. 151.

Action: Add the contract with J.C. Orr and Son, Inc. to the Tuesday, June 30 Consent Agenda.

IX. POLICIES

Interior Facility Use Policy

X. DISCUSSION ITEMS

XI. EXECUTIVE SESSION REPORT

XII. PUBLIC MEETING SCHEDULE

Thursday, June 25, 2020

Prison Board of Inspectors – 8:00 AM – Virtual

Board of Commissioners/Salary Board – 10:00 AM – Virtual

Retirement Board – 11:00 AM- Virtual

Tuesday, June 30, 2020

Board of Commissioners– 10:00 AM – Room 146WB

Thursday, July 2, 2020

Board of Commissioners/Salary Board – 10:00 AM – Virtual

Tuesday, July 7, 2020

Board of Commissioners– 10:00 AM – Room 146WB

Thursday, July 9, 2020

Prison Board of Inspectors – 8:00 AM – Virtual

Board of Commissioners/Salary Board – 10:00 AM – Virtual

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XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT