



BOARD OF COMMISSIONERS AGENDA

Thursday, June 30, 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 16, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from June 16, 2022.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the request for Educational Program Support for Danielle Fox, Mental Health Counselor, Correctional Facility, (p.c. #138), to attend a course through The Chicago School of Professional Psychology towards her degree in Clinical Mental Health Counseling and be reimbursed 50% of the tuition in the amount of \$3,387.50 (\$6,775.13 total amount) for summer 2022, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 333.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, JUNE 30, 2022

PAGE 2

- ii. Consider approval of the appointment for Brianna J. Knaub, full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing S. Shay), at SG-N13A(01)–\$18.49/hour, effective July 11, 2022, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$10,722, annualized salary impact for 2023 \$9,776 - Dept. 333.
- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing C. Baughman), at SG-N10, effective retro to June 17, 2022, pay period 13 – Dept. 333.
- iv. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing E. Spencer), at SG-N10, effective retro to June 21, 2022, pay period 14 – Dept. 333.
- v. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #87, non-exempt, replacing J. Jones), at SG-N10, effective retro to June 24, 2022, pay period 14 – Dept. 333.
- vi. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #88, non-exempt, replacing G. Webb), at SG-N10, effective retro to June 24, 2022, pay period 14 – Dept. 333.

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

- B. Court Administration– Consider approval of the new job description for the position of on-call/occasional Senior Court Consultant, Court Administration, (p.c. #08, non-exempt), N19, effective June 30, 2022, pay period 14 – Dept. 271.

Action: *APPROVE the new job description for Senior Court Consultant.*

- C. Emergency Communications 911

- i. Consider approval of the personnel requisition for on-call/occasional 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, replacing A. Dale), at SG-N09, effective retro to June 17, 2022, pay period 13 – Dept. 354.
- ii. Consider approval of the personnel requisition for full-time 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt, replacing S. Arnold), at SG-N09, effective retro to June 16, 2022, pay period 13 – Dept. 354.

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

- D. Human Resources– Consider approval of the revisions to the Travel Expenses policy, effective July 3, 2022, pay period 15 – Dept. 114.

Action: *APPROVE the revisions to the Travel Expenses policy.*

BOARD OF COMMISSIONERS AGENDA

THURSDAY, JUNE 30, 2022

PAGE 3

E. Human Services

- i. Adult Services – Consider approval of the promotion/change in title for Crystal Gettig, Caseworker 1-Adult Services, Adult Services, (p.c. #11, non-exempt), at SG-N10A(01)–\$16.16/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #11, non-exempt), at SG-N12A(01)–\$17.69/hour, effective July 3, 2022, pay period 15. Salary budget impact for 2022 \$3,478, annualized salary impact for 2023 \$2,984 - Dept. 501.

Action: *APPROVE the promotion/change in title for Crystal Gettig.*

- ii. Transportation – Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #32, non-exempt, replacing M. Wasilko), at SG-N04, effective retro to June 23, 2022, pay period 14 – Dept. 531.

Action: *APPROVE the personnel requisition for Transportation.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Court Administration

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Judicial Secretary, Court Administration, (p.c. #09, non-exempt, replacing S. Knisely), at SG-N11, effective June 21, 2022, pay period 14 – Dept. 271.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Judicial Secretary, Court Administration, (p.c. #10, non-exempt, replacing W. Andrews), at SG-N11, effective June 21, 2022, pay period 14 – Dept. 271.
- iii. President Judge Pamela Ruest has approved the personnel requisition for full-time Criminal Court Coordinator, Court Administration, (p.c. #12, non-exempt, replacing J. Parsons), at SG-N10, effective June 21, 2022, pay period 14 – Dept. 271.
- iv. President Judge Pamela Ruest has approved the personnel requisition for on-call/occasional Senior Court Consultant, Court Administration, (p.c. #08, non-exempt, new), at SG-N19, effective June 30, 2022, pay period 14 – Dept. 271.
- v. President Judge Pamela Ruest has approved the personnel requisition for full-time Judicial Secretary, Court Administration, (p.c. #09, non-exempt, replacing S. Knisely), at SG-N11, effective June 21, 2022, pay period 14 – Dept. 271.

- B. MDJ Bellefonte 49-3-02 – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Supervisor 2, MDJ-Gillette-Walker, (p.c. #13, non-exempt, replacing B. Watson), at SG-S45, effective June 21, 2022, pay period 14 – Dept. 253.

C. Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Secretary 2 (80), Probation, (p.c. #14, non-exempt, replacing J. Ault), at SG-N07, effective June 22, 2022, pay period 14 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2 (80), Probation, (p.c. #29, non-exempt, replacing M. Cain), at SG-N06, effective June 22, 2022, pay period 14 – Dept. 301.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, JUNE 30, 2022

PAGE 4

VII. NON-PERSONNEL ITEMS

Criminal Justice Planning

- i. Consider approval of Karri Hull, Criminal Justice Planning Director to submit a continuation grant application to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the 2020 Byrne Justice Assistance Grant (JAG) Funding for up to \$63,273.30 for the period of October 1, 2022 to September 30, 2023. These continuation funds will be utilized for the salary and benefits of the Mental Health Specialist at the Centre County Correctional Facility – Dept. 306.
- ii. Contract renewal with Tracy Small as an independent contractor in the capacity of the Crisis Intervention Team (CIT) Coordinator. The contract total is \$34,324 funded as follows: State \$13,940 and Local contribution \$20,384 for the period of July 1, 2022 to June 30, 2023 – Dept. 306.

Action: *APPROVE the Criminal Justice Planning items i-ii.*

VIII. CONSENT AGENDA

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT