



BOARD OF COMMISSIONERS AGENDA

Thursday, July 1, 2021, 10:00 A.M.

Virtual – Zoom

To join the meeting please visit: www.centrecountypa.gov/virtual

[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. MEETING MINUTES

Minutes from the Thursday, June 17, 2021 Board of Commissioners Meeting.

Action: *APPROVE the minutes from June 17, 2021.*

IV. COVID-19 PLANNING AND RESPONSE

V. PERSONNEL ITEMS

**These items do not reflect the two percent (2%) salary increase approved at the June 17, 2021 Salary Board meeting.*

A. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing C. Robson), at SG-N10A(01), effective July 1, 2021, pay period 14 – Dept. 333.
- ii. Consider approval of the appointment for Alexandra Medford, full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing Z. Hensal), at SG-N10A(01)–\$15.00/hour, effective July 12, 2021, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$374, annualized salary impact for 2022 \$3,682 - Dept. 333.

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- iii. Consider approval of the appointment for Anna Campopiano, full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing W. Garver), at SG-N10A(01)--\$15.00/hour, effective July 6, 2021, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$20,482, annualized salary savings for 2022 \$3,682 - Dept. 333.
- iv. Consider approval of the appointment for Ernest Spencer, full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing C. Robson), at SG-N10A(01)--\$15.00/hour, effective July 6, 2021, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$8,515, annualized salary savings for 2022 \$11,357 - Dept. 333.

Action: *APPROVE Correctional Facility items i-iii.*

- B. Human Resources – Consider approval of the personnel requisition for On-Call Office Floater, Human Resources, (p.c. #16, non-exempt, replacing C. Norris), at SG-N02A(01), effective July 1, 2021, pay period 14 – Dept. 114.

Action: *APPROVE the personnel requisition for On-Call Office Floater, Human Resources.*

- C. Human Services

- i. Adult Services

- 1. Consider approval of the voluntary demotion/change in title and department for Jeffrey Doebler, full-time Assistant Administrator Behavioral Health, MHID, (p.c. #60, exempt) as SG-S55C(3) --\$25.40/hour to full-time Housing Supervisor, Adult Services, (p.c. #08 non-exempt, new), at SG-S54E(5)--\$25.20/hour, effective August 9, 2021, pay period 17. Salary budget impact for 2021 \$45,593, annualized salary impact for 2022 \$49,140 - Dept. 501.
 - 2. Consider approval of the promotion in title and change in department for Caitlin Gabriel, full-time Caseworker 2, MHID (p.c. #25, non-exempt) at SG-N12B(2)--\$16.69/hour to full-time Housing Program Specialist, Adult Services, (p.c. #03 non-exempt, new), at SG-S51A(1)--\$20.15/hour, effective August 2, 2021, pay period 17. Salary budget impact for 2021 \$15,113, annualized salary impact for 2022 \$39,293 - Dept. 501.
 - 3. Consider approval of the transfer for Rebecca Spangler, full-time Program Specialist MH, MHID, (p.c. #49, non-exempt, at SG-S51D(4)--\$21.40/hour, to full-time Data and Quality Specialist, Adult Services, (p.c. #09, non-exempt, new), at SG-S51D(4)--\$21.40/hour, effective July 19, 2021, pay period 16. Salary budget impact for 2021 \$17,655, annualized salary impact for 2022 \$41,730 - Dept. 501.

Action: *APPROVE Adult Services items 1-3.*

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ii. Children & Youth Services

1. Consider approval of the appointment for Ena Foreman, full-time Caseworker 1, Children & Youth Services, (p.c. #08, non-exempt, replacing R. McCloskey), at SG-N11A(01)--\$15.59/hour, effective July 12, 2021, pay period 15. Salary budget savings for 2021 \$14,776, annualized salary savings for 2022 \$7,176 - Dept. 511.
2. Consider approval of the leave of absence for Jennifer Long, Caseworker 2, Children & Youth Services, (p.c. #24), effective July 9, 2021, pay period 15 to (estimated) July 23, 2021, pay period 16 - Dept. 511.

Action: *APPROVE Children & Youth Services items 1-2.*

iii. MH/ID/EI

1. Consider approval of the personnel requisition for full-time Program Specialist I-MH, MH/ID/EI, (p.c. #49, non-exempt, replacing R. Spangler), at SG-S51A(01), effective July 1, 2021, pay period 14 - Dept. 561.
2. Consider approval of the personnel requisition for full-time Assistant Administrator for Behavioral Health, MH/ID/EI, (p.c. #60, exempt, replacing J. Doebler), at SG-S55A(01), effective July 1, 2021, pay period 14 - Dept. 561.
3. Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #25, non-exempt, replacing C. Gebriel), at SG-N12A(01), effective July 1, 2021, pay period 14 - Dept. 561.

Action: *APPROVE the three personnel requisitions for MH/ID/EI.*

- D. Planning - Consider approval of the personnel requisition for full-time Secretary 3 (75), Planning, (p.c. #07, non-exempt, replacing J. Grove), at SG-N09A(01), effective July 1, 2021, pay period 14 - Dept. 151.

Action: *APPROVE the personnel requisition for full-time Secretary 3, Planning.*

E. Records Management

- i. Consider approval of the revision to the job description for the position of Receiving Clerk, Records Management, SG-N06, effective July 1, 2021, pay period 14 - Dept. 143.
- ii. Consider approval of the personnel requisition for full-time Receiving Clerk, Records Management, (p.c. #03, non-exempt, replacing P. Fyock), at SG-N06A(01), effective July 1, 2021, pay period 14 - Dept. 143.

Action: *APPROVE Records Management items i-ii.*

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F. Tax Assessment

- i. Consider approval of the transfer for Cristine Norris, On-Call, Office Floater, Human Resources, (p.c. # 16, non-exempt, at SG-N02U(21)--\$15.11/hour, to full-time Homestead/Farmstead Coordinator, Tax Assessment, (p.c. #10, non-exempt, replacing C. Foust), at SG-N09A(1)--\$14.18/hour, effective August 2, 2021, pay period 17. Salary budget savings for 2021 \$5,101, annualized salary savings for 2022 \$566 - Dept. 121.
- ii. Consider approval of the personnel requisition for full time, Real Estate Assessor I/II, Tax Assessment, (p.c. #TBD, non-exempt, new), at SG-N11/N14--\$15.59/\$17.15/hour, effective July 1, 2021, pay period 14 - Dept. 121.

Action: *APPROVE Tax Assessment items i-ii.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. MDJ State College 49-1-01 - President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Hahn, (p.c. #75, non-exempt, replacing R. Moyer), at SG-N08, effective June 21, 2021, pay period 14 - Dept. 251.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

Commissioners/Human Resources - Consider approval for Administrator Margaret Gray to approve up to \$10,000, which will include \$7,500 in American Rescue Plan (ARP) funds, and \$2,500 in Discretionary Funds, for the recruitment of vacant County personnel positions on career and employment search websites - Dept. 111/114.

Action: *APPROVE the allocation of up to \$10,000 for online job posting recruitment.*

IX. DISCUSSION ITEMS

X. C-NET REQUESTS

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT