



BOARD OF COMMISSIONERS' AGENDA

Thursday, July 2, 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 25, 2020 Board of Commissioners' Meeting.

Action: *APPROVE the minutes from June 25, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. Declaration of Disaster Emergency

B. Personnel

- i. Sheriff – Consider the authorization to fill the currently vacated and furloughed position of on-call Security Officer, (p.c. #31), effective July 2, 2020, pay period 14 – 211.

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

C. County Relief Block Grant

- i. Proposal from Zelenkofske Axelrod LLC to provide technical assistance and advice in relation to the policies, procedures, accountability and monitoring of the expenditures of the CARES Act funding from March 1, 2020 through December 30, 2020 on a periodic basis at the request of the Board of Commissioners – Dept. 111.

ii. CRBG Discussion

BOARD OF COMMISSIONERS' AGENDA

THURSDAY, JULY 2, 2020

PAGE 2

- D. Minutes from the Board of Commissioners Work Sessions held on June 11, June 15, and June 16, 2020 to discuss the COVID-19 County Relief Block Grant Application.

Action: *APPROVE the Work Session minutes for the meetings held on June 11, June 15, and June 16, 2020.*

V. PERSONNEL ITEMS

- A. Public Defender – Consider approval of the appointment for Brooke L. Sebolt, full-time Legal Secretary 2, Public Defender, (p.c. #14, non-exempt, replacing M. Bennetti), at SG-N08A(01)--\$13.52/hour, effective July 6, 2020, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$8,588, annualized salary savings for 2021 \$3,939 - Dept. 132.
- B. Correctional Facility
- i. Consider approval of the promotion for Blair Sweeley from part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt, replacing B. Lukens), at SG-N10A(02)--\$16.46/hour, effective July 6, 2020, pay period 15. Salary savings for 2020 \$4,405, annualized salary savings for 2021 \$1,414 – Dept. 333.
 - ii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing B. Sweeley), at SG-N10, effective retro to June 23, 2020, pay period 14– Dept. 333.
- C. Children & Youth Services – Consider approval of the leave of absence for Renee Shevchik, Department Clerk 3 (75) – C&YS, C&YS, (p.c. #44), effective July 22, 2020, pay period 16 to (estimated) August 17, 2020, pay period 18.
- D. Adult Services – Consider approval of the leave of absence Debra Homan, Assistant Director Adult Services, Adult Services, (p.c. #02), effective July 21 2020, pay period 16 to (estimated) August 17, 2020, pay period 18.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Probation Officer 1, Probation, (p.c. #09, non-exempt, replacing T. Donovan), at SG-N13, effective retro to June 22, 2020, pay period 14.
- B. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #25, non-exempt, replacing D. Savko), at SG-N16, effective retro to June 25, 2020, pay period 14.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

BOARD OF COMMISSIONERS' AGENDA

THURSDAY, JULY 2, 2020

PAGE 3

VIII. NON-PERSONNEL ITEMS

- A. Planning - Assignment of Cooperation Agreement between Navitus, LLC and Centre 1ST for securing a line of credit, which is a contingency of the Redevelopment Assistance Capital Program (RACP). This agreement is given to secure (1) payment of the indebtedness and (2) performance of any and all obligations of Navitus, LLC under the promissory note, this assignment, and the related documents – Dept. 151.

Action: *APPROVE the Cooperation Agreement.*

- B. Risk Management – Privacy and Security insurance coverage policy through Travelers Indemnity Company. The total premium is \$16,766 for the period of July 26, 2020 through July 26, 2021 – Dept. 142.

Action: *Add the privacy and security insurance coverage policy through Travelers Indemnity Group to next week's Consent Agenda.*

IX. POLICIES

Equal Opportunity Employment

X. DISCUSSION ITEMS

XI. EXECUTIVE SESSION REPORT

XII. PUBLIC MEETING SCHEDULE

Thursday, July 2, 2020

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

BOC Work Session – 1:00 PM - Virtual

Tuesday, July 7, 2020

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

Board of Elections – 11:00 AM Room 146WB

BOC Work Session – 1:00 PM – Room 146WB

Thursday, July 9, 2020

Prison Board of Inspectors – 8:00 AM – Virtual

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

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT