



BOARD OF COMMISSIONERS' AGENDA

Thursday, July 16, 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, July 9, 2020 Board of Commissioners' Meeting.

Action: *APPROVE the minutes from July 9, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

i. Tax Assessment

1. Consider approval of the reinstatement of Chelsey Foust, Homestead/Farmstead Coordinator, from full time furlough to full-time status effective July 19, 2020, pay period 16 - Dept. 121
2. Consider approval of the reinstatement of Kaley Ely, GIS Mapper/Clean & Green Officer, from full time furlough to full-time status effective July 19, 2020, pay period 16 - Dept. 121
3. Consider approval of the reinstatement of Jeffrey Catherman, Real Estate Assessor II, from full time furlough to full-time status effective July 19, 2020, pay period 16 - Dept. 121

ii. Correctional Facility - Consider approval of the reinstatement of Norris Webb, Counselor, from reduced hours furlough to full-time status effective July 19, 2020, pay period 16 - Dept. 333

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

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

B. County Guidance Related to Travel

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the promotion for Ashley Butts from part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing T. Nichols), at SG-N10A(02)--\$16.46/hour, effective July 19, 2020, pay period 16. Salary budget savings for 2020 \$2,153, annualized salary increase for 2021 \$2,059 - Dept. 333.
- ii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing A. Butts), at SG-N10, effective July 19, 2020, pay period 16- Dept. 333.
- iii. Consider approval of the appointment for Jordan W. Williams, part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing B. Sweeley), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$6,679, annualized salary savings for 2021 \$2,677 - Dept. 333.
- iv. Consider approval of the appointment for Colby E. Krout, part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing A. Ehrenzeller), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$11,349, annualized salary savings for 2021 \$2,677 - Dept. 333.
- v. Consider approval of the appointment for Hailey B. McCoy, part-time Corrections Officer, Correctional Facility, (p.c. #93, non-exempt, replacing E. Gettig), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$11,674, annualized salary savings for 2021 \$2,677 - Dept. 333.
- vi. Consider approval of the appointment for Kyler N. Snook, part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt, replacing G. Webb), at SG-N10A(01)--\$14.70/hour, effective TBD, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$6,107, annualized salary savings for 2021 \$2,677 - Dept. 333.

- vii. Consider approval of the appointment for Alexa R. Corman, part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing B. Torrey), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$19,082, annualized salary savings for 2021 \$2,677 - Dept. 333.
- viii. Consider approval of the appointment for Austin T. Desch, part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing A. Butts), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$4,639, annualized salary savings for 2021 \$2,677 - Dept. 333.
- ix. Consider approval of the appointment for Danielle L. Harvey, part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing J. Huffman), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$17,137, annualized salary savings for 2021 \$2,677 - Dept. 333.
- x. Consider approval of the appointment for Joseph T. Courteret, part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing K. Brungard), at SG-N10A(01)--\$14.70/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$10,718, annualized salary savings for 2021 \$2,677 - Dept. 333.

B. Facilities Management

- i. Consider approval of the personnel requisition for Custodial Worker 1, Facilities Management, (p.c. #TBD, non-exempt, New), at SG-N02, effective July 16, 2020, pay period 15– Dept. 161.
- ii. Consider approval of the personnel requisition for Custodial Worker 1, Facilities Management, (p.c. #TBD, non-exempt, New), at SG-N02, effective July 16, 2020, pay period 15– Dept. 161.

C. Human Services

- i. Children and Youth - Consider approval of the personnel requisition for Caseworker, Correctional Facility, (p.c. #13, non-exempt, replacing R. Early), at SG-N11, effective July 16, 2020, pay period 15– Dept. 511.
- ii. Drug and Alcohol – Consider approval of the leave of absence extension for Catherine Arbogast, Drug and Alcohol Administrator 1, Drug and Alcohol, (p.c. #01), effective August 19, 2020, pay period 18 to (estimated) August 27, 2020, pay period 18. – Dept. 562

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- D. Public Defender - Consider approval of the personnel requisition for First Assistant Public Defender, Correctional Facility, (p.c. #02, exempt, replacing D. Lux), at SG-S55, effective July 16, 2020, pay period 15- Dept. 132.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Commissioners - Letter of engagement with Babst Calland, Clements and Zomnir, P.C. to jointly represent the County of Centre and the counties identified on Exhibit A with respect to the litigation filed in the United States District Court for the Western District of Pennsylvania titled Donald J. Trump for President, Inc. et. al. vs. Kathy Boockvar et. al, and docketed to Civil Action 2-20-CV-966 and the litigation filed in the Commonwealth Court of Pennsylvania titled Pennsylvania Democratic Party et. al. vs. Kathy Boockvar et. al, docketed to 407 MD 2020. The hourly rates quoted in Exhibit B with the right to charge interest at a rate of 1/5% per month on any balance outstanding after thirty (30) days, there is no retainer required at this time - Dept. 111.

IX. POLICIES

X. DISCUSSION ITEMS

- A. Planning - Proposal from the SEDA Council of Governments to provide a portion of the professional and administrative services for the Federal Fiscal Year 2016, 2017, 2018, and 2019 Centre County Community Development Block Grants. The proposal includes compensation for grant administration in the amount of \$51,300, activity development in the amount of \$38,780 and activity management in the amount of \$35,420 for a total not to exceed \$125,500 - Dept. 151.
- B. Planning- Open Window for the Commonwealth's 2020-2021 Redevelopment Capital Assistance Program (RACP) - Dept. 151.
- C. Deputy Administrator Position

XI. EXECUTIVE SESSION REPORT

XII. PUBLIC MEETING SCHEDULE

Thursday, July 16, 2020

Finance Committee - 9:00 AM - Virtual

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

Retirement Board - 1:30 PM - Virtual

Tuesday, July 21, 2020

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

Thursday, July 23, 2020

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

Retirement Board - 1:30 PM - Virtual

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XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT