



## BOARD OF COMMISSIONERS AGENDA

Thursday, August 10, 2023, 10:00 A.M.

Willowbank Office Building  
420 Holmes Street, Room 146  
Bellefonte, 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, July 27, 2023 Board of Commissioners meeting.

Action: *APPROVE the minutes from July 27, 2023.*

### V. PROCLAMATION

Proclamation 33 of 2023 – Proclaiming August 6-12, 2023 as Farmers Market Week in Centre County.

Action: *ADOPT Proclamation 33 of 2023 proclaiming August 6-12, 2023 as Farmers Market Week in Centre County.*

### VI. RESOLUTION

Resolution 13 of 2023 – A Resolution authorizing the filing of a proposal for funds with the Department of Community and Economic Development for the Emergency Solutions Grant Program.

Action: *ADOPT Resolution 13 of 2023.*

VII. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the promotion/change in title for Danielle Minarchick from full-time Drug & Alcohol Therapist, Correctional Facility, (p.c. #77, non-exempt), at SG-09O(15)--\$29.42/hour to full-time Deputy Warden of Administration, Correctional Facility, (p.c. #48, exempt), at SG-17A(01)--\$32.19/hour, effective August 13, 2023, pay period 18. Salary budget savings for 2023 \$49,171, annualized salary savings for 2024 \$8,411 - Dept. 333.
- ii. Consider approval of the funding and personnel requisition for full-time Drug & Alcohol Therapist, Correctional Facility, (p.c. #77, non-exempt), at SG-09A(01)--\$22.64/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$5,754, annualized salary savings for 2024 \$14,346 - Dept. 333.
- iii. Consider approval of the appointment for Joshua W. Peterson to full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt), at SG-N10X(01)--\$21.25/hour, effective August 28, 2023, pay period 19. Salary budget savings for 2023 \$9,131, annualized salary savings for 2024 \$2,309 - Dept. 333.
- iv. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #25, non-exempt), at SG-N10X(01)--\$21.25/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$1,957, annualized salary savings for 2024 \$6,094 - Dept. 333.
- v. Consider approval of the appointment for Aaron R. Henry to full-time Corrections Officer, Correctional Facility, (p.c. #25, non-exempt), at SG-N10X(01)--\$21.25/hour, effective August 28, 2023, pay period 19. Salary budget savings for 2023 \$1,957, annualized salary impact for 2024 \$6,094 - Dept. 333.
- vi. Consider approval of the funding and personnel requisition for full-time Administrative Lieutenant, Correctional Facility, (p.c. #06, exempt), at SG-11A(01)--\$25.03/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$17,326, annualized salary savings for 2024 \$16,927 - Dept. 333.

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

B. Emergency Communications 911

- i. Consider approval of the funding and personnel requisition for full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #20, non-exempt), at SG-08A(01)--\$21.45/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$13,225, annualized salary savings for 2024 \$1,802 - Dept. 354.
- ii. Consider approval of the funding and personnel requisition for full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #19, non-exempt), at SG-08A(01)--\$21.45/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$19,567, annualized salary savings for 2024 \$894 - Dept. 354.

Action: *APPROVE the Emergency Communications 911 items i-ii.*

- C. Facilities Management – Consider approval of the funding and personnel requisition for full-time Facilities Technician 1 – CCCF, Facilities Management, (p.c. #25, non-exempt), at SG-05A(01)--\$17.88/hour, effective August 10, 2023, pay period 17. Salary budget impact for 2023 \$499, annualized salary savings for 2024 \$745 - Dept. 161.

Action: *APPROVE the funding and personnel requisition for Facilities Management.*

- D. Human Resources - Consider approval of the funding and personnel requisition for full-time Employee Benefits Analyst, Human Resources, (p.c. #03, non-exempt), at SG-07A(01)--\$20.27/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$4,273, annualized salary savings for 2024 \$5,317 - Dept. 114.

Action: *APPROVE the funding and personnel requisition for Human Resources.*

E. Human Services

- i. Children & Youth Services - Consider approval of the appointment for Cassandra E. Clark, to full-time Caseworker 1, C&YS, (p.c. #56, non-exempt), at SG-07A(01)--\$20.27/hour, effective August 21, 2023, pay period 18. Salary budget savings for 2023 \$19,913, annualized salary savings for 2024 \$786 - Dept. 511.

Action: *APPROVE the appointment for Cassandra Clark.*

ii. MH/ID/EI

1. Consider approval of the appointment for Carolyn R. Bradshaw, to full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt), at SG-04A(01)--\$16.69/hour, effective August 14, 2023, pay period 18. Salary budget savings for 2023 \$9,557, annualized salary savings for 2024 \$646 - Dept. 561.

Action: *APPROVE the appointment for Carolyn Bradshaw.*

iii. MH/ID/EI-D&A

1. Consider approval of the appointment for Eyad Y. Ghoname, to full-time Drug & Alcohol Case Management Specialist Trainee, MH/ID/EI-D&A, (p.c. #12, non-exempt), at SG-06A(01)--\$19.06/hour, effective August 21, 2023, pay period 18. Salary budget savings for 2023 \$6,674, annualized salary savings for 2024 \$3,145 - Dept. 562.
2. Consider approval of the appointment for Amanda M. Silakov, to full-time Drug & Alcohol Case Management Specialist Trainee, MH/ID/EI-D&A, (p.c. #03, non-exempt), at SG-06A(01)--\$19.06/hour, effective August 21, 2023, pay period 18. Salary budget savings for 2023 \$20,845, annualized salary savings for 2024 \$20,430 - Dept. 562.

Action: *APPROVE the MH/ID/EI-D&A items 1-2.*

iv. Transportation

1. Consider approval of the funding and personnel requisition for full-time Vehicle Operator 80%, Transportation, (p.c. #20, non-exempt), at SG-03A(01)--\$15.81/hour, effective August 10, 2023, pay period 17. Salary budget impact for 2023 \$8,537, annualized salary impact for 2024 \$24,664 - Dept. 531.

2. Consider approval of the funding and personnel requisition for full-time Vehicle Operator 80%, Transportation, (p.c. #39, non-exempt), at SG-03A(01)-- \$15.81/hour, effective August 10, 2023, pay period 17. Salary budget impact for 2023 \$ 8,537, annualized salary impact for 2024 \$24,664 - Dept. 531.

Action: *APPROVE the Transportation items 1-2.*

VIII. JUDICIAL PERSONNEL ITEMS

IX. ROW OFFICE PERSONNEL ITEMS

A. District Attorney

- i. Consider approval for all Assistant District Attorney positions to transition from Law Clerk-District Attorney to Assistant District Attorney once admitted to the PA Bar Association – Dept. 221.
- ii. Consider approval of the new job description for the position of Law Clerk-District Attorney, District Attorney, SG-10, effective August 10, 2023, pay period 17 – Dept. 221.

Action: *APPROVE the District Attorney items i-ii.*

X. NON-PERSONNEL ITEMS

Human Services

A. Adult Services

- i. Consider approval of the grant submission for the FY23 Emergency Solutions Grant (ESG) through the Department of Community and Economic Development in the amount of \$361,650.71 to be used during the time period of July 1, 2024 to June 30, 2025 – Dept. 501.

Action: *APPROVE the grant submission for the FY23 Emergency Solutions Grant (ESG) through DCED.*

- ii. Consider approval of the grant submission for the FY23 for the continuation of the Centre County Rapid Re-Housing Program through the Department of Housing & Urban Development (HUD). The grant amount total is \$385,415.00 to be used during the time period of October 1, 2024 to September 30, 2025 – Dept. 501.

Action: *APPROVE the grant submission for the FY23 for the continuation of the Centre County Rapid Re-Housing Program through the Department of Housing & Urban Development (HUD).*

- iii. Consider approval of the conditional award letter from the Pennsylvania Housing Finance Agency (PHFA) for Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) grant funds to support the Housing Navigation Program through the Office of Adult Services. The total grant funds awarded is \$30,000 – Dept. 501.

Action: *Add the conditional award letter from the Pennsylvania Housing Finance Agency for PHARE to next week's Consent agenda.*

- B. Domestic Relations – Contract renewal with TransUnion Risk & Alternative Data Solutions, Inc to provide an online investigation services search tool to assist in locating absent parents. The contract is \$100/month for 300 transactions funded as follows: Federal \$66.00 and County \$34.00 for the time period of May 1, 2023 to April 30, 2024 – Dept. 281.

*Action: Add the contract with TransUnion Risk & Alternative Data Solutions, Inc to next week's Consent Agenda.*

- C. Planning and Community Development – Consider approval of a Memorandum of Understanding (MOU) for the “Final Plan – Subdivision & Replot of Lands of Troy S. Dinges & Lori S. Dinges – Record Book 2182, Page 179, Lot 2 – PB: 87, PG: 37 & First Thereof of Record Book 2007, Page 310 into Lot 2R, Lot 3 and Replotted Tax Parcel 22-4-14 and Retracement Survey of the Second Thereof of Record Book 2007, Page 310.” CCPCDO File No. 41-23. This proposal, located in Penns and Haines Townships, represents a Final Plan submission showing the subdivision of two (2) lots, one replotted lot, and one tract survey along with corresponding infrastructure consisting of 118.55 acres. This subdivision is located at the terminus of the public road segment of Grouse Road (T-839) and is bisected by Pine Creek Road (State Route 2018) – Dept 151.

*Action: Add the MOU for the “Final Plan – Subdivision & Replot of Lands of Troy S. Dinges & Lori S. Dinges to next week's Consent Agenda.*

XI. CONSENT AGENDA

- A. Planning and Community Development – Memorandum of Understanding (MOU) for the “Final Plan – Paul K. & Lydia E. Fisher Subdivision of Tax Parcel 15-011-,96B into Lots 4, 5, 6.”; CCPCDO File No. 98-23. This proposal, located in Miles Township, represents a Final Plan submission showing the subdivision of three (3) lots with corresponding infrastructure consisting of 77.29 acres. This subdivision is located along the southern right-of-way of Brush Valley Road (State Route 0192), approximately ½ of a mile east of Rebersburg and is accessed by Beiler Drive (Private) – Dept 151.
- B. 9-1-1 Emergency Communications – Memorandum of Understanding (MOU) with Centre Helps to provide over the phone counseling to callers for the 988 Crisis and Suicide Prevention Lifeline. The 988 organization has requested Centre Helps to have an MOU with Centre County 9-1-1 since their call center is in Centre County. The document defines the responsibilities for Centre Help's staff when a person calls in with a crisis. The document also defines the non-threatening circumstances which Centre County 9-1-1 dispatchers can transfer the call to Centre Helps and how 9-1-1 will deal with Wireless Exigent requests from Centre Helps. There is no cost to the County and unless the MOU is terminated by a 60 days' notice of a mutual written agreement of the Parties, it shall not expire – Dept 354.

Human Services

- C. Transportation – Consider approval of the Medical Assistance Transportation Program Participation Grant Agreement for FY 23/24 to provide transportation for those individuals who qualify under the said program. This agreement will be for the trips provided from July 1, 2023 thru June 30, 2024. The projected grant amount is \$968,934 and this will be finalized upon the completion of the State Budget for the period of July 1, 2023 to June 30, 2024 – Dept 561.

- D. MH/ID EI- D&A – Contract renewal with Steve Wicks, Esquire to provide services including legal consultation, attendance at mental health commitment hearings as needed, review of commitment hearing appeals and firearm appeals, and consultation for client requests to obtain records. The contract total is \$10,000 funded as follows: State \$9,539 and County Match \$461 for the period of July 1, 2023 to June 30, 2024 – Dept 561.

-----END OF CONSENT-----

- XII. CHECK RUN  
Check run in the amount of \$586,662.71 dated August 4, 2023.  
Action: *APPROVE the check run dated August 4, 2023.*
- XIII. ADMINISTRATOR’S REPORT
- XIV. REPORTS – ANNOUNCEMENTS  
A. Voter Registration Report  
B. Announcements
- XV. EXECUTIVE SESSION REPORT
- XVI. PUBLIC MEETING SCHEDULE  
Tuesday, August 15, 2023  
Board of Commissioners – 10 AM – Willowbank 146  
Work Session – 11 AM – Willowbank 146  
Tuesday, August 22, 2023  
Board of Commissioners – 10 AM – Willowbank 146  
Thursday, August 24, 2023  
Board of Commissioners – 10 AM – Willowbank 146  
Salary Board – 10 AM – Willowbank 146
- XVII. QUESTIONS FROM THE PRESS
- XVIII. ADJOURNMENT