



BOARD OF COMMISSIONERS AGENDA

Thursday, August 12, 2021, 10:00 A.M.

[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, July 15, 2021 Board of Commissioners Meeting.

Action: *APPROVE the minutes from July 15, 2021.*

IV. COVID-19 PLANNING AND RESPONSE

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing J. Donovan), at SG-N10, effective retro to August 2, 2021, pay period 17 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing S. Sayers), at SG-N10, effective retro to August 5, 2021, pay period 17 – Dept. 333.
- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing S. Hudson), at SG-N10, effective retro to August 2, 2021, pay period 17 – Dept. 333.
- iv. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #110, non-exempt, replacing M. Shawver), at SG-N10, effective retro to July 23, 2021, pay period 16 – Dept. 333.
- v. Consider approval of the personnel requisition for full-time Reentry Specialist, Correctional Facility, (p.c. #76, non-exempt, replacing L. Brown), at SG-N12, effective retro to July 26, 2021, pay period 16 – Dept. 333.

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- vi. Consider approval of the promotion for Winter Gresh, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #66, non-exempt, replacing J. Couteret) at SG-N10A(01)-\$20.00/hour effective retro to August 8, 2021, pay period 17. Salary budget savings for 2021 \$7,282, annualized salary impact for 2022 \$6,718 – Dept. 333.
- vii. Consider approval of the promotion for Brayden Powell, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #110, non-exempt, replacing M. Shawver) at SG-N10A(01)-\$20.00/hour effective retro to August 8, 2021, pay period 17. Salary budget impact for 2021 \$540, annualized salary impact for 2022 \$1,477 – Dept. 333.
- viii. Consider approval of the appointment for Calen J. McCloskey, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing S. Padilla), at SG-N10A(01)-\$20.00/hour, effective retro to August 8, 2021, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$20,800, annualized salary impact for 2022 \$41,600 – Dept. 333.
- ix. Consider approval of the promotion for Calen McCloskey, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing J. Donovan) at SG-N10A(01)-\$20.00/hour effective August 15, 2021, pay period 18. Salary budget impact for 2021 \$726, annualized salary impact for 2022 \$6,718 – Dept. 333.
- x. Consider approval of the appointment for Christopher Ream, temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing W. Gresh), at SG-N10A(01)-\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$19,200, annualized salary impact for 2022 \$41,600 – Dept. 333.
- xi. Consider approval of the appointment for Jeffery Rhoades, full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing S. Hudson), at SG-N10A(01)-\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$16,750, annualized salary impact for 2022 \$6,718 – Dept. 333.
- xii. Consider approval of the appointment for Elliott E. Hill, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing C. McCloskey), at SG-N10A(01)-\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$4,038, annualized salary impact for 2022 \$14,082 – Dept. 333.

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- xiii. Consider approval of the appointment for James M. Decker, part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing C. McCoskey), at SG-N10A(01)-\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$14,400, annualized salary impact for 2022\$41,600 – Dept. 333.
- xiv. Consider approval of the appointment for Mackenzie Swope, temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing B. Powell), at SG-N10A(01)-\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$18,400, annualized salary impact for 2022 \$6,718 – Dept. 333.

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

- B. Emergency Communications 911 – Consider approval of the appointment for Talon Hoover, full-time Telecommunicator-911, Emergency Communications, (p.c. #33, non-exempt, replacing J. Zimmerman), at SG-N09E (05)-\$20.66/hour, effective August 20, 2021, pay period 18. Salary budget savings for 2021 \$5,328, annualized salary savings for 2022 \$874 - Dept. 354.

Action: *APPROVE the appointment for Talon Hoover.*

- C. Human Services

- i. Adult Services

- 1. Consider approval of the appointment for Nicole R. Flick, full-time Caseworker 1, Adult Services, (p.c. #14, non-exempt, new), at SG-N10A(01)-\$15.16/hour, effective August 30, 2021, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$6,822, annualized salary impact for 2022 \$29,562. This will be funded through the Emergency Rental Assistance Program - Dept. 501.
 - 2. Consider approval of the appointment for Dorothy VanDyke, full-time Caseworker 1, Adult Services, (p.c. #15, non-exempt, new), at SG-N10A(01)-\$15.16/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$9,096, annualized salary impact for 2022 \$29,562. This will be funded through the Emergency Rental Assistance Program - Dept. 501.

Action: *APPROVE Adult Services items 1-2.*

- ii. Children & Youth Services - Consider approval of the personnel requisition for full-time Caseworker 1/2 – CYS, Children and Youth (p.c. #30, non-exempt, replacing L. Delgado), at SG-N11/13A(01), effective retro to August 9, 2021, pay period 17 – Dept. 511.

Action: *APPROVE the personnel requisition for Children & Youth Services.*

- iii. Drug and Alcohol - Consider approval of a check for Educational Program Support in the amount of \$723.65 (\$1,447.29 total amount) for Faith Wennick, Drug & Alcohol Care Management Specialist, Drug and Alcohol, (p.c. #02), for satisfactory completion of summer 2021 courses – Dept. 562.

Action: *APPROVE the check for Educational Program Support for Faith Wennick.*

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iv. MH/ID/EI

1. Consider approval of the transfer for Devon Etters, full-time Caseworker 2 – MH/ID, MH/ID/EI-D&A, (p.c. #11, non-exempt), at SG-N12I (09)-\$19.55/hour, to full-time Caseworker 2 – MH/ID, MH/ID/EI-D&A (p.c. #10, non-exempt) at SG-N12I (09)-\$19.55/hour, effective September 13, 2021, pay period 20. Salary budget savings for 2021 \$21,638, annualized salary impact for 2022 \$6,221 - Dept. 561.
2. Consider approval of the personnel requisition for full-time Caseworker 2 – MH/ID, MH/ID/EI-D&A, (p.c. #11, non-exempt, replacing D. Etters), at SG-N12A, effective retro to August 5, 2021, pay period 17 – Dept. 561.
3. Consider approval of the appointment for Jalee L. Rockey, full-time Caseworker 2, MH/ID/EI, (p.c. #25, non-exempt, replacing C. Gabriel), at SG-N12A(01)-\$16.69/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$2,504, annualized salary impact for 2022 \$0 - Dept. 561.
4. Consider approval of the personnel requisition for full-time Caseworker 1/2 – MH/ID, MH/ID/EI-D&A, (p.c. #42, non-exempt, replacing K. Heberle), at SG-N10/12A(01), effective retro to July 26, 2021, pay period 16 – Dept. 561.

Action: *APPROVE MH/ID/EI items 1-4.*

D. Risk Management/Operations

- i. Consider approval of the job description for the position of Front Desk Administrative Assistant, Risk Management/Operations, (p.c. #TBD, non-exempt, new), at SG-N10A(01)-\$15.16, effective August 12, 2021, pay period 17 - Dept. 120.
- ii. Consider approval of the requisition for full-time Front Desk Administrative Assistant, Risk Management/Operations, (p.c. #TBD, non-exempt, new), at SG-N10A(01)-\$15.16, effective August 12, 2021, pay period 17 - Dept. 120.

Action: *APPROVE Risk Management/Operations items i-ii.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Prothonotary

- i. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Records Coordinator, Prothonotary (p.c. #22, non-exempt, replacing E. Shearer), at SG-N10A(01), effective August 4, 2021, pay period 17 – Dept 223.
- ii. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary (p.c. #22, non-exempt, replacing E. Shearer), at SG-N10A(01), effective August 4, 2021, pay period 17 – Dept 223.

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B. Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for On-Call Deputy Sheriff, Sheriff (p.c. # 29, non-exempt, replacing T. Hoover), at SG-N08A(01), effective July 30, 2021, pay period 16 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Department Clerk 3 (75), Sheriff (p.c. #48, non-exempt, replacing A. Yecina), at SG-N08A(01), effective July 23, 2021, pay period 16 – Dept. 211.
- iii. Sheriff Bryan Sampsel has approved the transfer for the transfer for Andreanna Lucas, full-time Deputy Sheriff/Airport Security 2, Sheriff (p.c. #34, non-exempt), at SG-N11B (02)-\$16.22/hour, to On-Call Security Officer, Sheriff (p.c. #29, non-exempt) at SG-N08I (09)-\$16.17/hour, effective August 19, 2021, pay period 18. Salary budget impact for 2021 \$5,098, annualized salary impact for 2022 \$753 – Dept 211.

VIII. NON-PERSONNEL ITEMS

- A. Planning & Community Development – Funding Agreement with the United States Department of Agriculture’s (USDA) Natural Resource Conservation Service (NRCS) for the American Farmland Trust Soil Health Stewards Program Grant. The award total is \$10,000 effective September 8, 2021 – Dept. 845.

Action: *APPROVE the Funding agreement with the USDA.*

- B. Prothonotary – Consider approval for Administrator Margaret Gray to approve up to \$10,000 for records and storage maintenance – Dept. 223.

Action: *APPROVE the allocation of up to \$10,000 for records and storage maintenance.*

IX. POLICIES

Work from Home Policy – Provides guidance to eligible full-time and part-time, exempt and non-exempt employees to allow for the successful performance of job duties from a remote location – Dept. 111.

Action: *Add the Work from Home Policy to the Tuesday, August 17, 2021 Consent Agenda.*

X. DISCUSSION ITEMS

XI. C-NET REQUESTS

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT