



## BOARD OF COMMISSIONERS AGENDA

Thursday, August 25, 2022, 10:00 A.M.

Willowbank Office Building  
420 Holmes Street, Room 146  
Belleville, PA 16823

[Register](#) online to receive a notification when meeting agendas are posted.

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### 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, August 11, 2022 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from August 11, 2022.*

### V. PERSONNEL ITEMS

#### A. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing D. Watkins), at SG-N10, effective retro to August 16, 2022, pay period 18 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing S. Rodriguez), at SG-N10, effective retro to August 23, 2022, pay period 18 – Dept. 333.

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

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**B. Conservation District**

- i. Consider approval of extension #6 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from August 1, 2022, pay period 17 to (estimated) August 31, 2022, pay period 19 – Dept. 822.
- ii. Consider approval of extension #7 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from September 1, 2022, pay period 19 to (estimated) September 31, 2022, pay period 21 – Dept. 822.

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

- C. Elections** – Consider approval of the personnel requisition for Temporary Elections Worker, Elections, (p.c. #10, non-exempt, replacing M. Swoboda), at SG-02, effective retro to August 11, 2022, pay period 17 – Dept. 131.

**Action:** *APPROVE the personnel requisition for Elections.*

**D. Human Resources**

- i. Consider approval of the revisions to the Mandated/On-Call Payment policy, effective retro to August 14, 2022, pay period 18 – Dept. 114.
- ii. Consider approval of the appointment for Kristy K. Catalano, on-call/occasional Office Floater, Human Resources, (p.c. #12, non-exempt, replacing K. Lowry), at SG-02A(01)–\$15.00/hour, effective August 29, 2022, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$5,909, annualized salary impact for 2023 \$3,436 – Dept. 114.

**Action:** *APPROVE the Human Resources items i-ii.*

- iii. Employment Report

**E. Human Services**

**i. Adult Services**

1. Consider approval of the promotion/change in title for Dorothy VanDyke, Caseworker 1-Adult Services, Adult Services, (p.c. #15, non-exempt), at SG-06A(01)–\$18.69/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #15, non-exempt), at SG-07A(01)–\$19.87/hour, effective August 28, 2022, pay period 19. Salary budget impact for 2022 \$3,827, annualized salary impact for 2023 \$7,235 - Dept. 501.
2. Consider approval of the promotion/change in title for Nicole Flick, Caseworker 1-Adult Services, Adult Services, (p.c. #14, non-exempt), at SG-06A(01)–\$18.69/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #14, non-exempt), at SG-07A(01)–\$19.87/hour, effective September 11, 2022, pay period 20. Salary budget impact for 2022 \$5,208, annualized salary impact for 2023 \$7,235 - Dept. 501.

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

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ii. MH/ID/EI

1. Consider approval of the appointment for Ethan D. Schwartz, full-time Department Clerk 3(MH), MH/ID/EI, (p.c. #34, non-exempt, replacing J. Wasson), at SG-04A(01)--\$16.36/hour, effective September 12, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$7,842, annualized salary savings for 2023 \$332 – Dept. 561.
2. Consider approval of the appointment for Ashlyn P. Ventris, full-time Caseworker 2-MHID, MH/ID/EI, (p.c. #40, non-exempt, replacing P. Duffie), at SG-07A(01)--\$19.87/hour, effective September 12, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$18,028, annualized salary impact for 2023 \$6,650 – Dept. 561.

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

iii. Transportation

1. Consider approval of the appointment for Jason D. Walker, full-time Vehicle Operator, Transportation, (p.c. #08, non-exempt, replacing W. Askey), at SG-03A(01)--\$15.50/hour, effective September 6, 2022, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$5,455, annualized salary impact for 2023 \$1,658 – Dept. 531.
2. Consider approval of the appointment for Samantha M. Gribble, full-time Vehicle Operator, Transportation, (p.c. #06, non-exempt, replacing D. Campbell), at SG-03A(01)--\$15.50/hour, effective September 6, 2022, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$3,459, annualized salary impact for 2023 \$6,006 – Dept. 531.

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

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Court Administration– President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt, replacing L. Moore), at SG-04, effective August 19, 2022, pay period 18 – Dept. 271.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

District Attorney – District Attorney Bernie Cantorna has approved the personnel requisition for full-time Deputy District Attorney-Trial Division, District Attorney, (p.c. #05, exempt, replacing M. Smith) at SG-20, effective August 22, 2022, pay period 18 – Dept. 221.

VIII. LETTER OF SUPPORT

Letter of support for the re-naming of Pennsylvania Unnamed Tributary 23069 to Sleepy Creek.

**Action:** *APPROVE the letter of support.*

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IX. COVID-19 PLANNING AND RESPONSE

COVID-19 Leave Directive

**Action:** *Consider the revisions to the COVID-19 Leave Directive.*

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT