



BOARD OF COMMISSIONERS AGENDA

Thursday, August 26, 2021, 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.

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, August 12, 2021 Board of Commissioners Meeting.

Action: *APPROVE the minutes from August 12, 2021.*

IV. COVID-19 PLANNING AND RESPONSE

V. PERSONNEL ITEMS

- A. Human Resources – Consider approval of the appointment for Richard T. Thomas, on-call Office Floater, Human Resources, (p.c. #15, non-exempt, replacing S. Mulley), at SG-N02A(01)--\$10.38/hour, effective September 7, 2021, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$6,256, annualized salary impact for 2022 \$284 - Dept. 114.

Action: *APPROVE the appointment for Richard T. Thomas.*

B. Emergency Communications 911

- i. Consider approval of the revisions to the job description and change in title for the position of Administrative Assistant, Emergency Communications 911, to 911 Administrative/Fiscal Assistant effective August 26, 2021, pay period 18 – Dept. 354.
- ii. Consider approval of the personnel requisition for full-time 911 Administrative/Fiscal Assistant, Emergency Communications 911, (p.c. #35, non-exempt, replacing S. Confer) at SG-N11, effective August 26, 2021, pay period 18 – Dept 354.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, AUGUST 26, 2021

PAGE 2

- iii. Consider approval of the personnel requisition for on-call Senior Advisor, Emergency Communications 911, (p.c. #TBD, non-exempt, new) at SG-N11, effective December 4, 2021, pay period 25 – Dept. 354.
- iv. Consider approval of the appointment for Sandy Confer, temporary on-call Senior Advisor Emergency Communications 911, (p.c. #TBD, non-exempt, new) at SG-N11M(13)--\$25.17/hour, effective December 4, 2021 pay period 25. Salary budget impact for 2021 \$604, annualized salary impact for 2022 \$7,853 – Dept. 354.

Action: *APPROVE Emergency Communications 911 items i-iv.*

C. Correctional Facility

- i. Consider approval of the revisions to the job description for the position of Reentry Specialist, Correctional Facility, SG-N12, effective August 26, 2021, pay period 18 – Dept. 333.
- ii. Consider approval of the promotion for James M. Decker, from part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt), to temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing E. Hill), at SG-N10A(01)--\$20.00/hour effective August 29, 2021, pay period 19. Salary budget impact for 2021 \$21,600, annualized salary impact for 2022 \$41,600 - Dept. 333.
- iii. Consider approval of the promotion for Mackenzie J. Swope, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing S. Sayers) at SG-N10A(01)--\$20.00/hour effective August 29, 2021, pay period 19. Salary budget impact for 2021 \$184, annualized salary impact for 2022 \$6,718 - Dept. 333.
- iv. Consider approval of the promotion for Stive Padilla, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing A. Kline) at SG-N10A (01)--\$20.00/hour retro to August 1, 2021, pay period 17. Salary budget impact for 2021 \$3,384, annualized salary impact for 2022 \$6,718 - Dept. 333.
- v. Consider approval of the appointment for Charlene E. Quigley, part-time Corrections Officer, Correctional Facility, (p.c. #93, non-exempt, replacing H. McCoy), at SG-N10A(01)--\$20.00/hour, effective August 30, 2021, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$1,656, annualized salary impact for 2022 \$9,922 - Dept. 333.
- vi. Consider approval of the appointment for Caleb T. Eyster, part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing D. Lyons), at SG-N10A(01)--\$20.00/hour, effective August 30, 2021, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$1,656, annualized salary impact for 2022 \$9,922 - Dept. 333.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, AUGUST 26, 2021

PAGE 3

- vii. Consider approval of the appointment for Matthias Balliet, part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing J. Decker), at SG-N10A(01)–\$20.00/hour, effective August 30, 2021, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$461, annualized salary impact for 2022 \$9,922 - Dept. 333.
- viii. Consider approval of the appointment for Brooklynn Lose, part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing S. Meeker), at SG-N10A(01)–\$20.00/hour, effective August 30, 2021, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$1,656, annualized salary impact for 2022 \$9,922 - Dept. 333.

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

D. Human Services

- i. MH/ID/EI – Consider approval of the appointment for Kayla T. O’Leary, full-time Caseworker 2, MH/ID/EI, (p.c. #42, non-exempt, replacing K. Heberle), at SG-N12A(01)–\$16.69/hour, effective August 30, 2021, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$1,029, annualized salary impact for 2022 \$644 - Dept. 561.

Action: *APPROVE the appointment for Kayla T. O’Leary.*

- ii. Transportation – Consider approval of the appointment for Debra L. Craig, full-time Vehicle Operator, Transportation, (p.c. #28 non-exempt, replacing J. Holter), at SG-N04A(01)–\$11.42/hour, effective September 13, 2021, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$16,664, annualized salary savings for 2022 \$390 - Dept. 531.

Action: *APPROVE the appointment for Debra L. Craig.*

- iii. Adult Services – Consider approval of the appointment for Brenda E. Moore, full-time Caseworker 1, Adult Services, (p.c. #16, non-exempt, new), at SG-N10A(01)–\$15.16/hour, effective September 7, 2021, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$9,096, annualized salary impact for 2022 \$29,562 - Dept. 501.

Action: *APPROVE the appointment for Brenda E. Moore.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Risk Management/Operations - Privacy/Security Policy renewal with Travelers Insurance in the amount of \$32,897 for the period of September 26, 2021 to September 26, 2022 – Dept. 191.

Action: *APPROVE the Privacy/Security Policy renewal with Travelers Insurance.*

BOARD OF COMMISSIONERS AGENDA

THURSDAY, AUGUST 26, 2021

PAGE 4

B. Transportation – Acquisition of four vehicles for the County Business Fleet, each being replacement vehicles. The purchase of these vehicles will be provided under the In-Kind Services Agreement with Penn State in the total all-inclusive amount of \$57,777.50 – Dept. 532.

i. 2015 Ford Fusion Green with 64,432 miles all-inclusive amount of \$13,805 – Dept. 532.

ii. 2015 Ford Fusion Silver with 58,887 miles all-inclusive amount of \$9,322.50 – Dept. 532.

iii. 2015 Ford Fusion Silver with 38,870 miles all-inclusive amount of \$9,322.50 – Dept. 532.

iv. 2015 Ford Fusion Silver with 74,538 miles all-inclusive amount of \$14,272.50 – Dept. 532.

Action: *APPROVE the acquisition from Penn State.*

- IX. DISCUSSION ITEMS
- X. C-NET REQUESTS
- XI. EXECUTIVE SESSION REPORT
- XII. QUESTIONS FROM THE PRESS
- XIII. ADJOURNMENT