



BOARD OF COMMISSIONERS AGENDA

Thursday, September 7, 2023, 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. 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 24, 2023 Board of Commissioners meeting.

Action: *APPROVE the minutes from August 24, 2023.*

V. PERSONNEL ITEMS

- A. Controller - Consider approval of the revisions to the Fraud policy, effective September 7, 2023, pay period 19 – Dept. 125.

Action: *APPROVE the revisions to the Fraud policy.*

B. Correctional Facility

- i. Consider approval of the medical leave of absence for Corrections Officer, Correctional Facility, (p.c. #87), effective retro from August 30, 2023, pay period 19 to September 6, 2023, pay period 19 – Dept. 333.
- ii. Consider approval of the appointment for Samantha L. Phillips to full-time Mental Health Counselor, Correctional Facility, (p.c. #138, non-exempt), at SG-09A(01)--\$22.64/hour, effective September 25, 2023, pay period 21. Salary budget savings for 2023 \$12,223,

annualized salary savings for 2024 \$950 - Dept. 333.

- iii. Consider approval of the appointment for Matthias X. Balliet, to full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt), at SG-N10A(02)--\$21.50/hour, effective September 11, 2023, pay period 20. Salary budget savings for 2023 \$10,255, annualized salary savings for 2024 \$1,789 - Dept. 333.

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

- C. Facilities Management – Consider approval of the appointment for Tyler J. Houck, to full-time Facilities Technician 1 – CCCF, Facilities Management, (p.c. #25, non-exempt), at SG-05A(01)--\$17.88/hour, effective September 11, 2023, pay period 20. Salary budget savings for 2023 \$1,166, annualized salary savings for 2024 \$745 - Dept. 161.

Action: *APPROVE the appointment for Tyler Houck.*

- D. Human Resources - Consider approval of the promotion/change in title for Geri Sorgen from full-time Human Resources Analyst, Human Resources, (p.c. #02, non-exempt), at SG-06G(07)--\$21.47/hour to full-time Employee Benefits Analyst, Human Resources, (p.c. #03, non-exempt), at SG-07F(06)--\$22.38/hour, effective retro to August 27, 2023, pay period 19. Salary budget savings for 2023 \$1,859, annualized salary savings for 2024 \$928 - Dept. 114.

Action: *APPROVE the promotion/change in title for Geri Sorgen.*

- E. Human Services

- i. Children & Youth Services

1. Consider approval of the funding and personnel requisition for full-time Caseworker 3, C&YS, (p.c. #39, non-exempt), at SG-09A(01)--\$22.64/hour, effective September 7, 2023, pay period 19. Salary budget impact for 2023 \$930, annualized salary savings for 2024 \$891- Dept. 511.
2. Consider approval of the promotion/change in title for Briana Wheatley from full-time Caseworker 2, C&YS, (p.c. #30, non-exempt), at SG-08A(01)--\$21.45/hour to full-time Caseworker 3, C&YS, (p.c. #39, non-exempt), at SG-09A(01)--\$22.64/hour, effective September 10, 2023, pay period 20. Salary budget impact for 2023 \$930, annualized salary savings for 2024 \$891-Dept. 511.
3. Consider approval of the funding and personnel requisition for full-time Caseworker 2, C&YS, (p.c. #30, non-exempt), at SG-08A(01)--\$21.45/hour, effective September 7, 2023, pay period 19. Salary budget savings for 2023 \$758, annualized salary savings for 2024 \$838 - Dept. 511.
4. Consider approval of the promotion/change in title for Ryan Clancy from full-time Caseworker 2, C&YS, (p.c. #32, non-exempt), at SG-08B(02)--\$21.88/hour to full-time Caseworker 3, C&YS, (p.c. #54, non-exempt), at SG-09B(02)--\$23.10/hour, effective September 10, 2023, pay period 20. Salary budget impact for 2023 \$4,697, annualized salary impact for 2024 \$6 -Dept. 511.
5. Consider approval of the funding and personnel requisition for full-time Caseworker 2, C&YS, (p.c. #32, non-exempt), at SG-08A(01)--\$21.45/hour, effective September 7, 2023, pay period 19. Salary budget impact for 2023 \$1,435, annualized salary savings for 2024 \$1,690 - Dept. 511.

Action: *APPROVE the Children & Youth items 1-5.*

ii. MH/ID/EI

1. Consider approval of the promotion/change in title for Mark Batdorf from full-time Casework Supervisor-MH/ID, MH/ID/EI, (p.c. #05, exempt), at SG-11V(22)--\$37.71/hour to full-time Assistant Administrator-Service and Supports Coordination, MH/ID/EI, (p.c. #59, exempt), at SG-15P(16)--\$39.33/hour, effective September 10, 2023, pay period 20. Salary budget savings for 2023 \$3,137, annualized salary impact for 2024 \$13,358 - Dept. 561.
2. Consider approval of the funding and personnel requisition for full-time Casework Supervisor-MH/ID, MH/ID/EI, (p.c. #05, exempt), at SG-11A(01)--\$25.03/hour, effective September 7, 2023, pay period 19. Salary budget savings for 2023 \$12,023, annualized salary savings for 2024 \$29,543 - Dept. 561.
3. Consider approval of the revisions to the job description for the position of Program Specialist (MH) (75), MH/ID/EI, SG-09, effective September 7, 2023, pay period 19 - Dept. 561.
4. Consider approval of the new job description for the position of PATH (Projects for Assistance in Transition from Homelessness) Case Manager, MH/ID/EI, (p.c. #TBD, non-exempt), SG-07, effective September 7, 2023, pay period 19 - Dept. 561.

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

- F. Tax Assessment - Consider approval of the appointment for Kimberly A. Markley, to full-time R E Assessor 1, Tax Assessment, (p.c. #15, non-exempt), at SG-05A(01)--\$17.88/hour, effective September 11, 2023, pay period 20. Salary budget savings for 2023 \$6,089, annualized salary savings for 2024 \$699 - Dept. 121.

Action: *APPROVE the appointment for Kimberly Markley.*

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Housing - Satisfaction piece for Samantha J. Benz for the premise located at 117 Ghaner Drive, State College, PA 16803-1158 - Dept. 815.

Action: *APPROVE the satisfaction piece for Samantha J. Benz.*

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT