



## BOARD OF COMMISSIONERS' AGENDA

Thursday, October 1, 2020, 10:00 A.M.

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

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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. MEETING MINUTES

Minutes from the Thursday, September 24, 2020 Board of Commissioners' Meeting.

**Action:** *APPROVE the minutes September 24, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

- i. Transportation – Consider approval of the reinstatement of Pam Witherite, Vehicle Operator, from full time furlough to full-time status, effective October 5, 2020, pay period 21 - Dept. 531.
- ii. Approve sending a notification to furloughed employees occupying positions that are recommended to be unfunded beginning calendar year 2021.

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, new), at SG-N10, effective October 1, 2020, pay period 21 – Dept. 333.
- ii. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, new), at SG-N10, effective October 1, 2020, pay period 21 – Dept. 333.

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- iii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing D. Bowersox), at SG-N10, effective retro to September 22, 2020, pay period 20 – Dept. 333.
- iv. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing A. Butts), at SG-N10, effective retro to September 23, 2020, pay period 20 – Dept. 333.
- v. Consider approval of the change in status for Adam Kline from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), at SG-N10A(02)--\$16.46/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing A. Butts), at SG-N10B(03)--\$16.77/hour, effective October 11, 2020, pay period 22. Salary budget impact for 2020 \$5,577, annualized salary savings for 2021 \$1,414 - Dept. 333.
- vi. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing A. Kline), at SG-N10, effective retro to September 29, 2020, pay period 21 – Dept. 333.
- vii. Consider approval of the promotion for Wyatt Garver from part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt), at SG-N10A(01)--\$14.70/hour, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing A. Kline), at SG-N10A(02)--\$16.46/hour, effective October 11, 2020, pay period 22. Salary budget savings for 2020 \$7,693, annualized salary savings for 2021 \$645 - Dept. 333.
- viii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing W. Garver), at SG-N10, retro to September 29, 2020, pay period 21 – Dept. 333.
- ix. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #24, non-exempt, replacing H. Abdul-Quddus), at SG-N10, effective retro to September 28, 2020, pay period 21 – Dept. 333.
- x. Consider approval of the promotion for Bryce Bennett from part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #24, non-exempt, replacing H. Abdul-Quddus), at SG-N10B(03)--\$16.77/hour, effective October 11, 2020, pay period 22. Salary budget impact for 2020 \$2,508, annualized salary savings for 2021 \$770 - Dept. 333.
- xi. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing B. Bennett), at SG-N10, effective retro to September 29, 2020, pay period 21 – Dept. 333.

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**B. Elections**

- i. Consider approval of the new job description for the position of Elections & Voter Registration Office Intern, Elections, SG-N02, effective October 1, 2020, pay period 21 – Dept. 131.
- ii. Consider approval of the personnel requisition for temporary Elections & Voter Registration Office Intern, Elections, (p.c. #24, non-exempt, new), at SG-N02, effective October 1, 2020, pay period 21– Dept. 131.
- iii. Consider approval of the appointment for Jessica L. Lawson, temporary Elections & Voter Registration Office Intern, Elections, (p.c. #24, non-exempt, new), at SG-N02A(01)--\$10.18/hour, effective October 21, 2020, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,629 - Dept. 131.
- iv. Consider approval of the change in title to the job description for the position of Temporary Vote-By-Mail Worker, Elections, (p.c. #08-15, non-exempt) to Temporary Satellite Voting Center Worker, Elections, (p.c. #08-15, non-exempt), effective October 1, 2020, pay period 21 – Dept. 131.
- v. Consider approval of the personnel requisitions for Temporary Satellite Voting Center Worker, Elections, (p.c. #16-23, non-exempt, new), at SG-N02U(21), effective October 1, 2020, pay period 21– Dept. 131.
- vi. Consider approval of the transfer/change in title for Justine Kline from on-call/occasional Office Floater, Human Resources, (p.c. #16, non-exempt), at SG-N02A(01)--\$10.18/hour to temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #08, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,451 – Dept. 131.
- vii. Consider approval of the appointment for Elise E. Smalley, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #09, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- viii. Consider approval of the appointment for Keleigh C. Asbury, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #10, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- ix. Consider approval of the appointment for Gina M. Buckley, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #11, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.

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- x. Consider approval of the appointment for Kylie D. Green, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #12, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- xi. Consider approval of the appointment for Elizabeth G. Haushalter, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #13, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- xii. Consider approval of the appointment for Nancy R. Heeman, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #14, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- xiii. Consider approval of the appointment for Linda U. Barton, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #15, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.

C. Human Services

- i. Adult Services – Consider approval of extension #3 for the leave of absence for Debra Homan, Assistant Director Adult Services, Adult Services, (p.c. #02), effective retro from September 17, 2020, pay period 20 to (estimated) October 8, 2020, pay period 21 – Dept. 501.

ii. Transportation

- 1. Consider approval of the change in status for Jeffrey Holter from full-time Vehicle Operator, Transportation, (p.c. #28, non-exempt) to on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt, replacing D. Johnson), effective October 11, 2020, pay period 22. (No change in pay rate) Salary budget impact for 2020 \$1,951, annualized salary savings for 2021 \$724 - Dept. 531.
- 2. Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #28, non-exempt, replacing J. Holter), at SG-N04, effective October 1, 2020, pay period 21 – Dept. 531.

- D. Public Defender – Consider approval of the leave of absence for Summer Corl, Paralegal 2, Public Defender, (p.c. #13), effective retro from September 10, 2020, pay period 19 to September 23, 2020, pay period 20 – Dept. 132.

- E. Facilities Management – Consider approval of the personnel requisition for Custodial Worker 1, Facilities Management, (p.c. #28, non-exempt, replacing W. Blyth), at SG-N02, effective retro to September 23, 2020, pay period 20– Dept. 161.

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- VI. REPORT ON JUDICIAL PERSONNEL ITEMS
- VII. REPORT ON ROW OFFICE PERSONNEL ITEMS
- VIII. NON-PERSONNEL ITEMS

A. Centre for Tech and Civic Life

- i. COVID 19 Response Grant award in the amount of \$863,828.50

**Action:** *Place grant funding awarded from the Center for Tech and Civic Life in the amount of \$863,828.50 into an escrow account pending completion of related litigation.*

- ii. Amend Centre County's "Safe Voting Plan" for the Center for Tech and Civic Life as follows:

- 1. REMOVE – \$69,100.00 from "In-Person Voting at Polling Places on Election Day"
- 2. ES&S ExpressPoll Tablets, Maintenance and Data Conversion will not be available until 2021)
- 3. ADD – \$56,595.00 to "Secure Ballot Drop Boxes and related needs" (Purchase of two vehicles)
  - a. 2020 Chrysler Voyager (for Ballot Collection and Return Team)
  - b. 2020 Ford Explorer Interceptor (for Sheriff's Deputy)
- 4. ADD – \$12,505.00 to "Absentee and Mail-In Ballot Assembly and Processing Equipment
- 5. Contracted Support (Midwest Direct)

**Action:** *APPROVE the proposed amendments to Centre County's "Safe Voting Plan".*

IX. CHECK RUN

Check run in the amount of \$56,595 dated September 30, 2020.

**Action:** *APPROVE the check run dated September 30, 2020.*

- X. POLICIES
- XI. DISCUSSION ITEMS
- XII. EXECUTIVE SESSION REPORT
- XIII. QUESTIONS FROM THE PRESS
- XIV. ADJOURNMENT