



BOARD OF COMMISSIONERS AGENDA

Thursday, October 5, 2023, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, 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, September 21, 2023, Board of Commissioners meeting.

Action: *APPROVE the minutes from September 21, 2023.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the revisions to the job description for the position of Captain, Correctional Facility, SG-12, effective October 5, 2023, pay period 21 -Dept 333.
- ii. Consider approval of the new job description for the position of Re-Entry Counselor, Correctional Facility, SG-09, effective October 8, 2023, pay period 22 -Dept 333.
- iii. Consider approval of the funding and personnel requisition for full-time Captain, Correctional Facility, (p.c. #06, exempt), at SG-12A(01)--\$26.22/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$19,053, annualized salary savings for 2024 \$14,452 -Dept 333.

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

B. Human Resources

- i. Consider approval of the revisions to the Code of Conduct policy, effective October 5, 2023, pay period 21 – Dept. 114.
- ii. Consider approval of the funding and personnel requisition for on-call/occasional Office Floater, Human Resources, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$5,560, annualized salary savings for 2024 \$275 - Dept. 114.

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

C. Human Services

- i. Aging - Consider approval of the funding and personnel requisition for full-time Aging Care Management Supervisor 1, Office of Aging, (p.c. #02, exempt), at SG-011A(01)--\$25.03/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$1,717, annualized salary savings for 2024 \$5,414 - Dept. 521.

Action: *APPROVE the funding and personnel requisition for Aging Care Management Supervisor 1 p.c. #02.*

- ii. Children and Youth Services - Consider approval of the funding and personnel requisition for full-time Caseworker 2, Children and Youth Services, (p.c. #45, non-exempt), at SG-08A(01)--\$21.45/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$12,218, annualized salary savings for 2024 \$838 - Dept 511.

Action: *APPROVE the funding and personnel requisition for Children and Youth Services Caseworker 2 p.c. #45.*

iii. MH/ID/EI

1. Consider approval of the funding and personnel requisition for full-time Program Specialist-MH, MH/ID/EI, (p.c. #49, non-exempt), at SG-09A(01)--\$22.64/hour, effective October 5, 2023, pay period 21. Salary budget impact for 2023 \$2,336, annualized salary savings for 2024 \$5,577 -Dept 561.
2. Consider approval of the funding and personal requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #18, non-exempt), at SG-07A(01)--\$20.27/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$932, annualized salary savings for 2024 \$785 -Dept 561.

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

iv. Drug & Alcohol

1. Consider approval of extension #1 for the medical leave of absence for D&A Specialist, D&A, (p.c. #11) effective retro from August 22, 2023, pay period 18 to September 19, 2023, pay period 20.
2. Consider approval of extension #2 for the medical leave of absence for D&A Specialist, D&A, (p.c. #11) effective retro from September 20, 2023, pay period 20 to October 18, 2023, pay period 22.

Action: *APPROVE the medical leave of absence for items 1-2.*

v. Transportation

1. Consider approval of the appointment for Samantha A. Prisk, to Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt), at SG-03A(01)--\$15.81/hour, effective October 9, 2023, pay period 22. Salary budget savings for 2023 \$7,091, annualized salary savings for 2024 \$1,246 - Dept. 531.

Action: *APPROVE the appointment of Samantha Prisk.*

- D. Planning & Community Development – Consider approval of the funding and personnel requisition for full-time Planner-Agricultural Land Preservation Coordinator, Planning & Community Development, (p.c. #10, non-exempt), at SG-10A(01)--\$23.85/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$3,218, annualized salary savings for 2024 \$2,832 - Dept. 151.

Action: *APPROVE the funding and personnel requisition for Planner-Agricultural Land Preservation Coordinator p.c. #10*

- E. Public Defender - Consider approval of the promotion/change in title for Elizabeth P. Vanier from full-time Law Clerk, Public Defender, (p.c. #15, non-exempt), at SG-10A(01)--\$23.85/hour to full-time Assistant Public Defender, Public Defender, (p.c. #15, exempt), at SG-14(01)--\$28.61/hour, effective retro September 24, 2023, pay period 21. Salary budget impact for 2023 \$8,303, annualized salary impact for 2024 \$15,478 -Dept. 132.

Action: *APPROVE the promotion/change in title for Elizabeth P. Vanier.*

VI. JUDICIAL PERSONNEL ITEMS

- A. MDJ Bellefonte 49-3-02 – Consider approval of the retroactive payments based on performance evaluations for eligible MDJ Bellefonte staff.

Action: *APPROVE the retroactive payments for eligible MDJ Bellefonte staff.*

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

IX. LIQUID FUELS – FEE FOR LOCAL USE

- i. Consider approval of a liquid fuels check in the amount of \$13,437.50 to Rush Township for paving of Shemrow & East Street project – Dept. 411.

Action: *APPROVE the liquid fuels check in the amount of \$13,437.50 to Rush Township.*

X. DISCUSSION ITEMS – UPDATES

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT