



BOARD OF COMMISSIONERS AGENDA

Thursday, October 19, 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, October 5, 2023, Board of Commissioners meeting.

Action: *APPROVE the minutes from October 5, 2023.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt), at SG-N10X(01)--\$21.25/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$38,009, annualized salary savings for 2024 \$2,309 - Dept. 333.
- ii. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #14, non-exempt), at SG-N10X(01)--\$21.25/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$17,193, annualized salary savings for 2024 \$2,309 - Dept. 333.

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

B. Human Resources

- i. Consider approval of retro performance evaluation increases and payments in the amount of \$7,192.42 - Dept. 114.
- ii. Consider approval of the funding and personnel requisition for full-time Assistant Director Human Resources, Human Resources, (p.c. #05, exempt), at SG13-0A(01)--\$27.42/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$TBD, annualized salary savings for 2024 \$TBD - Dept. 114.

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

C. Human Services

i. MH/ID/EI

1. Consider approval of the funding and personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #23, non-exempt), at SG-07A(01)--\$20.27/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$5,274, annualized salary savings for 2024 \$12,836 - Dept. 561.
2. Consider approval of the funding and personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #26, non-exempt), at SG-07A(01)--\$20.27/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$3,010, annualized salary savings for 2024 \$4,985 - Dept. 561.
3. Consider approval of the promotion/change in title for Lori Trexler from full-time Caseworker 2, MH/ID/EI, (p.c. #23, non-exempt), at SG-07P(16)--\$26.75/hour to full-time MH Program Specialist, MH/ID/EI, (p.c. #49, non-exempt), at SG-09L(12)--\$28.05/hour, effective October 22, 2023, pay period 23. Salary budget savings for 2023 \$11,086, annualized salary impact for 2024 \$2,437 - Dept. 561.
4. Consider approval of the promotion/change in title for Chelsea Uhlig from full-time Caseworker 2, MH/ID/EI, (p.c. #26, non-exempt), at SG-07G(07)--\$22.82/hour to full-time Casework Supervisor, MH/ID/EI, (p.c. #52, exempt), at SG-11A(01)--\$25.03/hour, effective November 5, 2023, pay period 24. Salary budget savings for 2023 \$16,358, annualized salary savings for 2024 \$19,381 - Dept. 561.
5. Consider approval of the appointment for Brandi Struble, to Caseworker Supervisor, MH/ID/EI, (p.c. #05, exempt), at SG-11A(01)--\$25.03/hour, effective November 5, 2023, pay period 24. Per policy Ms. Struble is approved at SG-11F(06)--\$27.64/hour for prior relevant experience. Salary budget savings for 2023 \$11,869, annualized salary savings for 2024 \$24,114 - Dept 561.

Action: *APPROVE the MH/ID/EI items 1 through 5.*

- ii. Drug & Alcohol - Consider approval of extension #3 for the medical leave of absence for D&A Specialist, D&A, (p.c. #11) effective retro from October 19, 2023, pay period 22 to November 27, 2023, pay period 25 - Dept. 562.

Action: *APPROVE the medical leave of absence for D&A Specialist p.c. #11.*

iii. Transportation

1. Consider approval of the appointment for Jason P. Eckley, to Vehicle Operator 80%, Transportation, (p.c. #20, non-exempt), at SG-03A(01)--\$15.81/hour, effective October 23, 2023, pay period 23. Salary budget impact for 2023 \$3,794, annualized salary impact for 2024 \$24,664 - Dept 531.
2. Consider approval of the appointment for Gregory L. Dyke, to Vehicle Operator 80%, Transportation, (p.c. #39, non-exempt), at SG-03A(01)--\$15.81/hour, effective October 23, 2023, pay period 23. Salary budget impact for 2023 \$3,794, annualized salary impact for 2024 \$24,664 - Dept 531.

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

- D. District Attorney - Consider approval of the promotion/change in title for Hunter Fedora from full-time Law Clerk/Assistant District Attorney, District Attorney, (p.c. #17, non-exempt), at SG-10A(01)--\$23.85/hour to full-time Assistant District Attorney, District Attorney, (p.c. #17, exempt), at SG-14A(01)--\$28.61/hour, effective retro to October 6, 2023, pay period 21. Salary budget impact for 2023 \$17,549, annualized salary impact for 2024 \$59,509 - Dept. 221.

Action: *APPROVE the promotion/change in title for Hunter Fedora.*

VI. JUDICIAL PERSONNEL ITEMS

A. Courts

- i. Probation - Consider approval of the medical leave of absence for Juvenile Probation Officer, Probation, (p.c. #24) effective retro from October 6, 2023, pay period 21 to November 12, 2023, pay period 24 – Dept. 301.

Action: *APPROVE the medical leave of absence for Probation p.c. #24.*

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Commissioners – Consider approval of a contract with Centre County Library & Historical Museum to loan the County various artifacts to display at the Willowbank Building lobby and conference rooms. There is no cost to the County for the time period of October 19, 2023 to April 17, 2024 – Dept. 111.

Action: *APPROVE the contract with Centre County Library & Historical Museum.*

IX. DISCUSSION ITEMS – UPDATES

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT