



BOARD OF COMMISSIONERS AGENDA

Thursday, July 28, 2022, 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, July 21, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from July 21, 2022.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of exception to policy/transfer/change in title/department for James Ard, from full-time Deputy Sheriff/Security, Sheriff, (p.c. #18, non-exempt), at SG-05A(01)-\$17.53/hour to full-time Corrections Officer, Correctional Facility, (p.c. #72, non-exempt, replacing E. Vangorder), at SG-N10A(02)-\$21.25/hour, effective August 29, 2022, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$5,052, annualized salary impact for 2023 \$9,298 - Dept. 333.

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- ii. Consider approval of the appointment for Patricia R. Gates, full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing C. Baughman), at SG-N10X(01)-\$21.00/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$23,934, annualized salary impact for 2023 \$3,266 - Dept. 333.
- iii. Consider approval of the appointment for Julia A. Burrows, full-time Corrections Officer, Correctional Facility, (p.c. #20, non-exempt, replacing P. Stagi), at SG-N10X(01)-\$21.00/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$1,927, annualized salary impact for 2023 \$3,266 - Dept. 333.
- iv. Consider approval of the appointment for Kahsim Buey, full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing C. Ream), at SG-N10X(01)-\$21.00/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$1,428, annualized salary impact for 2023 \$9,298 - Dept. 333.
- v. Consider approval of the appointment for Lucrezia D. Eckrote, full-time Corrections Officer, Correctional Facility, (p.c. #94, non-exempt, replacing D. Keith), at SG-N10X(01)-\$21.00/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$3,540, annualized salary impact for 2023 \$9,298 - Dept. 333.
- vi. Consider approval of the appointment for Courtney M. Young, full-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing D. Orwig), at SG-N10X(01)-\$21.00/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$3,361, annualized salary impact for 2023 \$9,298 - Dept. 333.
- vii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing T. Masorti), at SG-N10, effective retro to July 20, 2022, pay period 16 – Dept. 333.

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

- B. Emergency Communications 911 – Consider approval of the personnel requisition for full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #09, non-exempt, replacing M. Maynard), at SG-08, effective retro to July 18, 2022, pay period 16 – Dept. 354.

Action: *APPROVE the personnel requisition for Emergency Communications 911.*

C. Human Resources

- i. Consider approval of the change in title for the following positions based on **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.
 1. Office Supervisor 2 MHID, MH/ID/EI to Office Supervisor 1 MHIDEI, MH/ID/EI, (p.c. #31, exempt) – Dept. 561.

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2. Executive Secretary/CJP, Criminal Justice Planning to Administrative Assistant, Criminal Justice Planning, (p.c. #03, non-exempt) – Dept. 306.
3. Secretary 2 (75), Facilities Management, (p.c. #11, non-exempt), to Administrative Assistant, Facilities Management, (p.c. #04, non-exempt) – Dept. 161.

Action: *APPROVE the change in title for the positions 1-3 based on the Archer Compensation and Classification Study.*

- ii. Consider approval of the new job description for the position of Office Supervisor 1 MHIDEI, MHIDEI, based on **Archer Compensation and Classification Study** - Dept. 561.

Action: *APPROVE the creation of the new job description for MHIDEI based on the Archer Compensation and Classification Study.*

D. Human Services

- i. Adult Services– Consider approval of the leave of absence for Brenda Moore, Caseworker 1-Adult Services, Adult Services, (p.c. #16), effective retro from June 27, 2022, pay period 14 to July 24, 2022, pay period 16 – Dept. 501.

Action: *APPROVE the medical leave for Brenda Moore.*

ii. Aging

1. Consider approval of the appointment for Collin A. Daley, full-time Aging Care Manager 2, Aging, (p.c. #11, non-exempt, replacing A. Reese), at SG-07A(01)--\$19.87/hour, effective August 22, 2022, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$980, annualized salary impact for 2023 \$4,251 - Dept. 521.
2. Consider approval of the appointment for Ashlee R. Brookens, full-time Aging Care Manager 2, Aging, (p.c. #24, non-exempt, replacing K. Kiehl II), at SG-07A(01)--\$19.87/hour, effective August 15, 2022, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$1,665, annualized salary savings for 2023 \$2,906 - Dept. 521.

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

- E. Public Defender – Consider approval of the personnel requisition for full-time Assistant Public Defender, Public Defender, (p.c. #12, non-exempt, replacing J. Dellinger), at SG-14, effective retro to July 22, 2022, pay period 16 – Dept. 132.

Action: *APPROVE the personnel requisition for Public Defender.*

F. ITS

- i. Consider approval of the adjustment of the accrual start date for Chad Joyce, Chief Information and Records Officer, ITS, by 4 years, 1 month, and 17 days, for prior service with the County– Dept. 142.

Action: *APPROVE the adjustment in accrual start date for Chad Joyce.*

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- ii. Consider approval of the revisions to the Electronic Communication policy, effective July 28, 2022, pay period 16 – Dept. 142.

Action: *APPROVE the revisions to the Electronic Communication policy.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (80), Probation, (p.c. #16, non-exempt, replacing T. Olivieri), at SG-04, effective July 11, 2022, pay period 15 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Specialty Court Probation Officer 2, Probation/Drug Court, (p.c. #25, non-exempt, replacing C. Glasgow), at SG-10, effective July 12, 2022, pay period 15 – Dept. 304.

VII. NON-PERSONNEL ITEMS

VIII. EXECUTIVE SESSION REPORT

IX. QUESTIONS FROM THE PRESS

X. ADJOURNMENT