



BOARD OF COMMISSIONERS AGENDA

Thursday, September 8, 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, August 25, 2022 Board of Commissioners meeting.

Action: *APPROVE the minutes from August 25, 2022.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #51, non-exempt, replacing T. Mertz), at SG-N10, effective retro to August 29, 2022, pay period 19 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing T. Buchanan), at SG-N10, effective retro to August 29, 2022, pay period 19 – Dept. 333.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, SEPTEMBER 8, 2022

PAGE 2

- iii. Consider approval of the appointment for Sorida Brown, to full-time Corrections Officer, Correctional Facility, (p.c. #87, non-exempt, replacing J. Jones Jr.), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$11,359, annualized salary savings for 2023 \$1,739 - Dept. 333.
- iv. Consider approval of the appointment for Gunther C. Frehn, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing G. Dicken), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$16,446, annualized salary impact for 2023 \$8,778 - Dept. 333.
- v. Consider approval of the appointment for Devon N. Lynn, to full-time Corrections Officer, Correctional Facility, (p.c. #88, non-exempt, replacing G. Webb), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$29,580, annualized salary impact for 2023 \$7,322 - Dept. 333.
- vi. Consider approval of the appointment for Ross Peters, to full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing E. Spencer), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$8,755, annualized salary impact for 2023 \$8,778 - Dept. 333.
- vii. Consider approval of the appointment for Mitchell T. Andre, to full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing K. Buey), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,578, annualized salary impact for 2023 \$8,778 - Dept. 333.
- viii. Consider approval of the appointment for Courtney L. Myers, to full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt, replacing L. Wyble), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$105, annualized salary impact for 2023 \$8,778 - Dept. 333.
- ix. Consider approval of the appointment for Joshlynn P. Eckenroth, to full-time Corrections Officer, Correctional Facility, (p.c. #11, non-exempt, replacing B. Brennan), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,585, annualized salary impact for 2023 \$6,656 - Dept. 333.
- x. Consider approval of the appointment for Steven E. Smeal, to full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing T. Masorti), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$3,740, annualized salary impact for 2023 \$7,322 - Dept. 333.

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

BOARD OF COMMISSIONERS AGENDA

THURSDAY, SEPTEMBER 8, 2022

PAGE 3

B. Elections

- i. Consider approval of the appointment for Timothy A. Robinson, on-call/occasional Temporary Elections Worker, Elections, (p.c. #10, non-exempt, replacing M. Swoboda), at SG-02A(01)--\$15.00/hour, effective October 3, 2022, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$473, annualized salary impact for 2023 \$22,300 – Dept. 131.
- ii. Consider approval of the appointment for Samuel L. Goodwin, full-time Vote-By-Mail Coordinator, Elections, (p.c. #04, non-exempt, New), at SG-07A(01)--\$19.87/hour, effective September 12, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$10,432, annualized salary impact for 2023 \$38,747 – Dept. 131.

Action: *APPROVE the Elections items i-ii.*

- C. GIS – Consider approval of the revisions to the job description for the position of GIS Director/Coordinator, GIS, SG-15, effective September 8, 2022, pay period 19 – Dept. 155.

Action: *APPROVE the revisions to the job description for GIS Director/Coordinator.*

Human Services

D. Adult Services

1. Consider approval of the promotion/change in title for Rachel Rockey, Caseworker 1-Adult Services, Adult Services, (p.c. #13, non-exempt), at SG-06A(01)--\$18.69/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #13, non-exempt), at SG-07A(01)--\$19.87/hour, effective September 11, 2022, pay period 20. Salary budget impact for 2022 \$4,340, annualized salary impact for 2023 \$6,650 - Dept. 501.
2. Consider approval of the promotion/change in title for Brenda Moore, Caseworker 1-Adult Services, Adult Services, (p.c. #16, non-exempt), at SG-06A(01)--\$18.69/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #16, non-exempt), at SG-07A(01)--\$19.87/hour, effective September 25, 2022, pay period 21. Salary budget impact for 2022 \$3,599, annualized salary impact for 2023 \$7,235 - Dept. 501.

Action: *APPROVE the Adult Services items 1-2.*

- E. Children & Youth Services – Consider approval of the promotion/change in title for Briana Wheatley, Caseworker 1-C&YS, C&YS, (p.c. #30, non-exempt), at SG-07A(01)--\$19.87/hour to Caseworker 2-C&YS, C&YS, (p.c. #30, non-exempt), at SG-08A(01)--\$21.03/hour, effective September 11, 2022, pay period 20. Salary budget impact for 2022 \$5,209, annualized salary impact for 2023 \$5,791 - Dept. 511.

Action: *APPROVE the promotion/change in title for Briana Wheatley.*

BOARD OF COMMISSIONERS AGENDA

THURSDAY, SEPTEMBER 8, 2022

PAGE 4

- F. MH/ID/EI – Consider approval of the appointment for Jessica E. Walizer, full-time Caseworker 2-MHID, MH/ID/EI, (p.c. #18, non-exempt, replacing N. Henning), at SG-07A(01)–\$19.87/hour, effective September 12, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$35,781, annualized salary savings for 2023 \$11,447 – Dept. 561.

Action: *APPROVE the appointment for Jessica Walizer.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Bookkeeper/Clerk (80), Probation, (p.c. #13, non-exempt, replacing J. Knoffsinger), at SG-05, effective August 23, 2022, pay period 18 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (80), Probation, (p.c. #19, non-exempt, replacing L. Klobe), at SG-04, effective August 23, 2022, pay period 18 – Dept. 301.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff 2, Sheriff, (p.c. #05, non-exempt, replacing J. Watkins) at SG-07, effective August 26, 2022, pay period 18 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

- A. Risk Management – Contract renewal with Travelers Insurance to provide an annual Privacy/Security Policy. The contract total is \$50,000 for the period September 26, 2022 to September 26, 2023 – Dept. 191.

Action: *APPROVE the Privacy/Security Policy renewal with Travelers Insurance.*

- B. Housing – Satisfaction piece for Michael L. Kelley for the premise located at 335 E. Lamb Street Bellefonte, PA 16823 – Dept. 815.

Action: *APPROVE the satisfaction piece for Michael L. Kelley.*

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT