



## BOARD OF COMMISSIONERS AGENDA

Thursday, September 23, 2021, 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.

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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. 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

Minutes from the Thursday, August 26 and September 9, 2021 Board of Commissioners meetings.

**Action:** *APPROVE the minutes from August 26 and September 9, 2021.*

V. COVID-19 PLANNING AND RESPONSE

COVID-19 Leave Directive

**Action:** *Consider revisions to the COVID-19 Leave Directive.*

VI. PERSONNEL ITEMS

- A. Domestic Relations – Consider approval of the revisions/change in title to the job description for Delinquency Officer/Clerk (PT), Domestic Relations to Delinquency Officer/Clerk, Domestic Relations, (p.c. #13, non-exempt) at SG-N08, effective retro to September 12, 2021, pay period 20 – Dept. 281.

**Action:** *APPROVE the revisions to the Delinquency Officer/Clerk job description.*

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**B. Human Services**

Children & Youth Services – Consider approval of the personnel requisition for full-time Caseworker 3, C&YS, (p.c. #35, non-exempt, replacing M. Zimmerman) at SG-N15, effective retro to September 14, 2021, pay period 20 – Dept. 511.

**Action:** *APPROVE the personnel requisition for Children & Youth Services.*

**C. Correctional Facility**

- i. Consider approval of the revisions to the job description for the position of Lieutenant, Correctional Facility, SG-S54, effective September 23, 2021, pay period 20 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing C. McCloskey), at SG-N10, effective retro to September 10, 2021, pay period 19 – Dept. 333.
- iii. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing M. Swope), at SG-N10, effective retro to September 10, 2021, pay period 19 – Dept. 333.
- iv. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing B. Lose), at SG-N10, effective retro to September 7, 2021, pay period 19 – Dept. 333.
- v. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing M. Balliet), at SG-N10, effective retro to September 20, 2021, pay period 20 – Dept. 333.
- vi. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing C. Eyster), at SG-N10, effective retro to September 20, 2021, pay period 20 – Dept. 333.
- vii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #93, non-exempt, replacing C. Quigley), at SG-N10, effective retro to September 20, 2021, pay period 20 – Dept. 333.
- viii. Consider approval of the promotion/change in title for Vanessa Billet, from full-time Corrections Officer, Correctional Facility, (p.c. #94, non-exempt), at SG-N10J(10)-\$24.29/hour to full-time Reentry Specialist, Correctional Facility, (p.c. #76, non-exempt, replacing L. Brown), at SG-N12D(04)-\$22.72/hour effective September 26, 2021, pay period 21. Salary budget savings for 2021 \$12,679, annualized salary savings for 2022 \$8,590 – Dept. 333.
- ix. Consider approval of the promotion for Matthias Balliet, from part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt), to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing M. Swope), at SG-N10A(01)-\$20.00/hour effective September 26, 2021, pay period 21. Salary budget savings for 2021 \$22,082, annualized salary impact for 2022 \$6,718 – Dept. 333.

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- x. Consider approval of the promotion for Caleb Eyster, from part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing C. McCloskey), at SG-N10A(01)–\$20.00/hour effective September 26, 2021, pay period 21. Salary budget impact for 2021 \$726, annualized salary impact for 2022 \$6,718 - Dept. 333.
- xi. Consider approval of the promotion for Charlene Quigley, from part-time Corrections Officer, Correctional Facility, (p.c. #93, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #47, non-exempt, replacing J. Yedloskey), at SG-N10A(01)-\$20.00/hour effective September 26, 2021, pay period 21. Salary budget impact for 2021 \$2,824, annualized salary impact for 2022 \$5,304 - Dept. 333.
- xii. Consider approval of the appointment for Caleb M. Belinda, temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing C. Reams), at SG-N10A(01)–\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$22,082, annualized salary impact for 2022 \$6,719 - Dept. 333.
- xiii. Consider approval of the appointment for Shannon M. Shay, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing J. Decker), at SG-N10A(01)–\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$20,000, annualized salary impact for 2022 \$41,600 - Dept. 333.

**Action:** *APPROVE Correctional Facility personnel items i-xiii.*

**D. Elections and Voter Registration**

- i. Consider approval of the personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #08, non-exempt, replacing J. Kline) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- ii. Consider approval of the personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #09, non-exempt, replacing E. Smalley) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- iii. Consider approval of the personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #10, non-exempt, replacing K. Asbury) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- iv. Consider approval of the personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #11, non-exempt, replacing G. Buckley) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- v. Consider approval of the personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #12, non-exempt, replacing K. Green) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.

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- vi. Consider approval of the personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #13, non-exempt, replacing E. Haushalter) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- vii. Consider approval of the appointment for Laura S. Brown, temporary part-time Election Worker, Elections and Voter Registration, (p.c. #08, non-exempt, replacing J. Kline), at SG-N02A(01)–\$10.38/hour, effective September 29, 2021, pay period 21. Salary budget savings for 2021 \$7,341 - Dept. 131.
- viii. Consider approval of the appointment for Mary S. Sargo, temporary part-time Election Worker, Elections and Voter Registration, (p.c. #09, non-exempt, replacing E. Smalley), at SG-N02A(01)–\$10.38/hour, effective September 27, 2021, pay period 21. Salary budget savings for 2021 \$2,989 - Dept. 131.
- ix. Consider approval of the appointment for Margaret M. Swoboda, temporary part-time Election Worker, Elections and Voter Registration, (p.c. #10, non-exempt, replacing K. Asbury), at SG-N02A(01)–\$10.38/hour, effective September 27, 2021, pay period 21. Salary budget savings for 2021 \$2,989 - Dept. 131.

**Action:** *APPROVE Elections personnel items i-ix.*

- E. Emergency Communications 911 – Consider approval of the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #12, non-exempt, replacing D. Roettger) at SG-N09, effective retro to September 10, 2021, pay period 19 – Dept. 354.

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

- F. Facilities Management – Consider approval of the personnel requisition for full-time Facilities Technician 1, Facilities Management, (p.c. #20, non-exempt, replacing J. Bonawitz) at SG-N09, effective retro to September 14, 2021, pay period 20 – Dept. 161.

**Action:** *APPROVE the personnel requisition for Facilities Management.*

**VII. REPORT ON JUDICIAL PERSONNEL ITEMS**

- A. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Community Corrections Specialist PO1, Probation, (p.c. #23, non-exempt, replacing R. Day), at SG-N13A(01), effective September 14, 2021, pay period 20 – Dept. 301.
- B. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Court Reporter, Court Administration, (p.c. #28, non-exempt, replacing E. Fitzgerald), at SG-N14A(01), effective September 17, 2021, pay period 20 – Dept. 271.

**VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS**

- A. Coroner – Coroner Scott Sayers has approved the personnel requisition for on-call/occasional Deputy Coroner, Coroner, (p.c. #03, non-exempt, replacing S. Rawson), at SG-N10A(01), effective September 7, 2021, pay period 19 – Dept. 212.
- B. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary (p.c. #25, non-exempt, replacing M. Evoke), at SG-N08A(01), effective September 7, 2021, pay period 19 – Dept. 223.

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- C. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for part-time Security Officer 60%, Sheriff (p.c. #20, non-exempt, replacing J. Carles), at SG-N08A(01), effective September 15, 2021, pay period 20 – Dept. 211.

IX. NON-PERSONNEL ITEMS

Housing – Satisfaction piece for Jeffrey Hodgson, Jr. for the premises located at 2524 Buchenhorst Road, State College – Dept. 815.

**Action:** *APPROVE the satisfaction pieces for Jeffrey Hodgson, Jr.*

X. AMERICAN RESCUE PLAN ACT (ARPA)

Centre County Commissioners Small Business Grant

**Action:** *APPROVE the Centre County Commissioners Small Business Grant application and appeals deadlines.*

XI. LETTER OF SUPPORT

Letter of Support for the Snow Shoe Rails to Trails Association’s application for a Department of Conservation and Natural Resources Grant.

**Action:** *APPROVE the letter of support for the Snow Shoe Rails to Trails Association.*

XII. DISCUSSION ITEMS

XIII. C-NET REQUESTS

XIV. EXECUTIVE SESSION REPORT

XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT