



BOARD OF COMMISSIONERS MINUTES

Thursday, June 30, 2022, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Belleville, PA 16823

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:08 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Pipe, Commissioner Dershem, Commissioner Higgins (Zoom), Administrator John Franek Jr., Human Resource Analyst Geri Sorgen and Executive Office Supervisor Erin Good.

County personnel present included Controller Jason Moser, Karri Hull, Deputy Administrator Natalie Corman, Faith Ryan, Travis Walker, Warden Chris Schell, Dave Lomison, Kendra Miknis, Jayme Narehood and Ryan Smeltzer.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, June 16, 2022 Board of Commissioners meeting.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from June 16, 2022.*

V. PERSONNEL ITEMS

A. Correctional Facility

Warden Chris Schell asked the Board to approve the following items:

- i. Approve the request for Educational Program Support for Danielle Fox, Mental Health Counselor, Correctional Facility, (p.c. #138), to attend a course through The Chicago School of Professional Psychology towards her degree in Clinical Mental Health Counseling and be reimbursed 50% of the tuition in the amount of \$3,311.50 (\$6,775.13 total amount) for summer 2022, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 333.

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- ii. Approve the appointment for Brianna J. Knaub, full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing S. Shay), at SG-N13A(01)– \$18.49/hour, effective July 11, 2022, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$10,722, annualized salary impact for 2023 \$9,776 - Dept. 333.
- iii. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing C. Baughman), at SG-N10, effective retro to June 17, 2022, pay period 13 – Dept. 333.
- iv. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing E. Spencer), at SG-N10, effective retro to June 21, 2022, pay period 14 – Dept. 333.
- v. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #87, non-exempt, replacing J. Jones), at SG-N10, effective retro to June 24, 2022, pay period 14 – Dept. 333.
- vi. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #88, non-exempt, replacing G. Webb), at SG-N10, effective retro to June 24, 2022, pay period 14 – Dept. 333.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Correctional Facility items i-vi.*

- B. Court Administration – Kendra Miknis asked the Board to approve the new job description for the position of on-call/occasional Senior Court Consultant, Court Administration, (p.c. #08, non-exempt), N19, effective June 30, 2022, pay period 14 – Dept. 271.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the new job description for Senior Court Consultant.*

- C. Emergency Communications 911

Administrator John Franek Jr. asked the Board to approve the following items:

- i. Approve the personnel requisition for on-call/occasional 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, replacing A. Dale), at SG-N09, effective retro to June 17, 2022, pay period 13 – Dept. 354.
- ii. Approve the personnel requisition for full-time 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt, replacing S. Arnold), at SG-N09, effective retro to June 16, 2022, pay period 13 – Dept. 354.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Emergency Communications items i-ii.*

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- D. Human Resources – Geri Sorgen asked the Board to approve the revisions to the Travel Expenses policy, effective July 3, 2022, pay period 15 – Dept. 114.

The revision would apply to the personnel vehicle section of the policy and Geri asked the Board to approve the rate set by the IRS, so in the future if the rate were to increase or decrease the rate would automatically adjust as well.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the Travel Expenses policy.*

- E. Human Services

- i. Adult Services – Faith Ryan asked the Board to approve the promotion/change in title for Crystal Gettig, Caseworker 1-Adult Services, Adult Services, (p.c. #11, non-exempt), at SG-N10A(01)–\$16.16/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #11, non-exempt), at SG-N12A(01)–\$17.69/hour, effective July 3, 2022, pay period 15. Salary budget impact for 2022 \$3,478, annualized salary impact for 2023 \$2,984 - Dept. 501.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the promotion/change in title for Crystal Gettig.*

- ii. Transportation – Dave Lomison asked the Board to approve the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #32, non-exempt, replacing M. Wasilko), at SG-N04, effective retro to June 23, 2022, pay period 14 – Dept. 531.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Transportation.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Court Administration

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Judicial Secretary, Court Administration, (p.c. #09, non-exempt, replacing S. Knisely), at SG-N11, effective June 21, 2022, pay period 14 – Dept. 271.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Judicial Secretary, Court Administration, (p.c. #10, non-exempt, replacing W. Andrews), at SG-N11, effective June 21, 2022, pay period 14 – Dept. 271.
- iii. President Judge Pamela Ruest has approved the personnel requisition for full-time Criminal Court Coordinator, Court Administration, (p.c. #12, non-exempt, replacing J. Parsons), at SG-N10, effective June 21, 2022, pay period 14 – Dept. 271.
- iv. President Judge Pamela Ruest has approved the personnel requisition for on-call/occasional Senior Court Consultant, Court Administration, (p.c. #08, non-exempt, new), at SG-N19, effective June 30, 2022, pay period 14 – Dept. 271.

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B. MDJ Bellefonte 49-3-02 – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Supervisor 2, MDJ-Gillette-Walker, (p.c. #13, non-exempt, replacing B. Watson), at SG-S45, effective June 21, 2022, pay period 14 – Dept. 253.

C. Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Secretary 2 (80), Probation, (p.c. #14, non-exempt, replacing J. Ault), at SG-N07, effective June 22, 2022, pay period 14 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2 (80), Probation, (p.c. #29, non-exempt, replacing M. Cain), at SG-N06, effective June 22, 2022, pay period 14 – Dept. 301.

VII. NON-PERSONNEL ITEMS

Criminal Justice Planning

Karri Hull asked the Board to approve the following items:

- i. Approve Karri Hull, Criminal Justice Planning Director to submit a continuation grant application to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the 2020 Bryne Justice Assistance Grant (JAG) Funding for up to \$63,273.30 for the period of October 1, 2022 to September 30, 2023. These continuation funds will be utilized for the salary and benefits of the Mental Health Specialist at the Centre County Correctional Facility – Dept. 306.
- ii. Contract renewal with Tracy Small as an independent contractor in the capacity of the Crisis Intervention Team (CIT) Coordinator. The contract total is \$34,324 funded as follows: State \$13,940 and Local contribution \$20,384 for the period of July 1, 2022 to June 30, 2023 – Dept. 306.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Criminal Justice Planning items i-ii.*

VIII. CONSENT AGENDA

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:18 AM.

ATTEST:

John Franek Jr.

Administrator