



BOARD OF COMMISSIONERS MINUTES

Thursday, October 21, 2021, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:09 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen, and Controller Jason Moser.

County personnel present included Recorder of Deeds Joseph Davidson, Sheriff Bryan Sampsel, Jim Coslo, and Travis Walker.

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

Minutes from the Thursday, October 7, 2021 Board of Commissioners Meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from October 7, 2021.*

V. COVID-19 PLANNING AND RESPONSE

VI. PERSONNEL ITEMS

A. Correctional Facility

- i. Extension to the recruitment incentive proposal for Corrections Officers at the Centre County Correctional Facility through November 30, 2021, pay period 25 – Dept. 333.

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Director of Human Resources Kristen Simkins reported that the incentive was originally approved in June 2021, retro to January and is set to expire on October 31, 2021. The program has paid out approximately \$17,750, and four employees have reached the six-month mark with ten more almost at there. The Correctional Facility feels this program has helped with recruitment and retainment.

- ii. Revisions to the job description for the position of Lieutenant, Correctional Facility, SG-S54, effective October 21, 2021, pay period 22 – Dept. 333.

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

B. Human Services

Aging

1. Change in title/status for Carol Kresge from full-time Community Health Nurse 1, Aging, (p.c. #28, non-exempt), at SG-N15Q(17)--\$26.43/hour to on-call/occasional Senior Advisor, Aging, (p.c. #32, non-exempt, new), at SG-N15Q(17)--\$26.43/hour, effective November 1, 2021 pay period 23 – Dept. 521.
2. Personnel requisition for part-time Senior Center Manager 1 (P/T), Aging, (p.c. #18, non-exempt, replacing L. Shope), at SG-S43, effective retro to October 12, 2021, pay period 22 – Dept. 521.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Aging items 1-2.*

- C. Conservation District – Manager Jim Coslo requested the Board consider approval of the personnel requisition for full-time Resource Conservation Coordinator 2, Conservation District, (p.c. #09, non-exempt, replacing M. Phillipe), at SG-N13, effective retro to October 14, 2021, pay period 22 – Dept. 822.

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

- D. Emergency Communications 911 – Personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #09, non-exempt, replacing C. McMonagle), at SG-N09, effective retro to October 12, 2021, pay period 22 – Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Emergency Communications 911.*

E. Sheriff

Sheriff Bryan Sampsel requested the Board's approval for the following items:

- i. Revisions to the job description for the position of Security Officer, Sheriff, (p.c. #28), SG-N08, effective October 21, 2021, pay period 22 – Dept. 211.

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- ii. New job description for the position of Deputy Sheriff- Security, Sheriff, SG-N08, effective October 21, 2021, pay period 22 – Dept. 211.
- iii. Change in title for the positions of Security Officer, Sheriff, to Deputy Sheriff- Security, Sheriff, (p.c. #13,15,16,17,18,20,22,23,25,26,29,30,31,32, 39,40, non-exempt), at SG-N08, effective October 24, 2021, pay period 23 – Dept. 211.

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

F. Tax Claim

Deputy Administrator John Franek, Jr. requested the Board consider approval for the following items:

- i. New job description for the position of Director - Tax Claim and Collections, Tax Claim, SG-S54, effective October 21, 2021, pay period 22 – Dept. 123.
- ii. Personnel requisition for full-time Director - Tax Claim and Collections, Tax Claim, (p.c. #01, exempt, new), at SG-S54, effective October 21, 2021, pay period 22 – Dept. 123.

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

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Recorder of Deeds – Recorder of Deeds Joseph Davidson has approved the personnel requisition for full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #05, non-exempt, replacing G. Beck), at SG-N10A(01), effective October 21, 2021, pay period 22 – Dept. 133.
- B. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff-Security, Sheriff, (p.c. #39, non-exempt, replacing Z. Mothersbaugh), at SG-N08A(01), effective October 12, 2021, pay period 22 – Dept. 211.

IX. NON-PERSONNEL ITEMS

A. Housing

- i. First Time Home Buyer Mortgage Modification for Megan (Glenn) Harding and Alex Harding for the premise located at 140 Trout Road, State College – Dept. 815.
- ii. First Time Home Buyer Mortgage Modification for Kody Orndorf for the premise located at 126 East Aaron Square, Aaronsburg – Dept. 815.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the First Time Home Buyer Mortgage Modifications.*

X. DISCUSSION ITEMS

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- XI. EXECUTIVE SESSION REPORT
- XII. QUESTIONS FROM THE PRESS
- XIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:17 AM.

ATTEST:

Margaret N. Gray
Administrator