



BOARD OF COMMISSIONERS MINUTES

Thursday, January 6, 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 Salary Board was convened at 10:12 AM by Chair of the Board Michael Pipe.

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

County personnel present included Deputy Administrator John Franek Jr., Erin Good, Travis Walker, Beth Lechman, Human Service Administrator Natalie Corman, Dave Lomison

Representatives from the news media included Halie Kines and Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, December 30, 2021 Board of Commissioners meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the minutes from December 30, 2021.*

V. PERSONNEL ITEMS

A. Elections & Voter Registration

Director Beth Lechman asked the Board to consider the following items:

- i. Approval of the new job description for the position of Vote-By-Mail Coordinator, Elections & Voter Registration, SG-N14, effective January 6, 2022, pay period 2 – Dept. 131.

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- ii. Approval of the personnel requisition for full-time Vote-By-Mail Coordinator, Elections & Voter Registration, (p.c. #04, non-exempt, new with 2022 budget), at SG-N14, effective January 6, 2022, pay period 2 – Dept. 131.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the Elections & Voter Registration items i-ii.*

- B. Public Defender – Consider approval of the personnel requisition for full-time Investigator, Public Defender, (p.c. #11, non-exempt, replacing K. Hull-Schwab), at SG-N10, effective December 30, 2021, pay period 1 – Dept. 132.

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

- C. Conservation District – The Board of Commissioners considered the medical leave of absence for Brandi Marks, Fiscal Technician (80), Conservation District, (p.c. #05), effective retro from January 4, 2022, pay period 2 to (estimated) January 31, 2022, pay period 4 – Dept. 822.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to deny the medical leave of absence for Brandi Marks.*

- D. Commissioners – The Board considered approval of the personnel requisition for full-time County Administrator, Commissioners, (p.c. #04, exempt, replacing M. Gray), at SG-S68, effective January 6, 2022, pay period 2 – Dept. 111.

Commissioner Pipe highlighted many of Margaret’s notable and impactful accomplishments. Commissioner Higgins echoed his comments with appreciation for all that Margaret has brought to Centre County.

Administrator Margaret Gray said it has been a privilege and honor to work with the Board of Commissioners. She is indebted to the Board for their support and confidence during her tenure.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for the Commissioners’ Office.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

Human Resources - Contract with GovHR USA, LLC to conduct a recruitment and selection process for the County Administrator position opening. The contract total is not to exceed \$22,000 – Dept. 114.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to approve the contract with GovHR USA, LLC.*

IX. COVID-19 PLANNING AND RESPONSE

COVID-19 Vaccine and Testing Policy

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Commissioner Pipe reported that the Board has had discussion with Mount Nittany, will be speaking with Penn State later today and potentially Geisinger next week. The Board will continue to consider the policy and will have additional discussion at their meeting next Thursday, January 13. In terms of this policy, he clarified that fully vaccinated would be one shot of Johnson & Johnson or two shots of Moderna or Pfizer.

Director of Human Resources Kristen Simkins noted that the County will need to determine the logistics of when and how employees would test and report their results.

***Action:** The Board discussed the COVID-19 Vaccine and Testing policy with further discussion and consideration on Thursday, January 13.*

X. DISCUSSION ITEMS – UPDATES

XI. EXECUTIVE SESSION REPORT

There were no executive sessions to report. The Board will meet in executive session for two personnel items at the conclusion of their meeting today.

XII. QUESTIONS FROM THE PRESS

Gary Sinderson

What input the Board has received from Mount Nittany?

Has there been any talk of additional testing centers?

Have there been any conversations with the University about students returning to classes next week?

Has the recent increase in cases spurred any changes at the County Prison?

XIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Pipe the Board voted unanimously to move into executive session at 10:42 AM.

The Board returned from executive session at 11:21 AM and the meeting was adjourned at 11:22 AM.

ATTEST:

Margaret N. Gray

Administrator