



BOARD OF COMMISSIONERS' MINUTES

Thursday, January 7, 2021, 10:00 A.M.

Zoom - www.centrecountypa.gov/virtual

I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:02 AM by Chair of the Board Michael Pipe.

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

County Personnel present included Director of Financial Management Tom Martin, Laura Shadle and Jillian Savage.

Guests present included Peyton Kennedy.

Representatives from the news media included WJAC and Marley Parish.

II. PUBLIC COMMENT

The Board provided individual comment on the incidents that took place yesterday at the U.S. Capitol Building.

III. MEETING MINUTES

Minutes from the Thursday, December 31, 2020 Board of Commissioners' Meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from December 31, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

Administrator Margaret Gray reported that the COVID-19 Testing Site is operational at the Nittany Mall for an additional four weeks in January. Testing is available on Tuesdays through Saturdays through the second week of January. The walk-in site is open for testing from 10:00 AM – 7:00 PM.

The Nittany Mall is unable to accommodate the testing site for the last two weeks of January and Margaret is working with AMI to find an alternate location.

V. NON-PERSONNEL ITEMS

Financial Management – Administrator Margaret Gray introduced a proposal from Susquehanna Account and Consulting Solutions, Inc. (SACS) to provide non-attest accounting and consulting services. The contract rate is \$275 per hour for shareholder/director, \$195 per hour for senior managing consultant, \$175 per hour for senior consultant and \$125 per hour for consultant. The contract total is not to

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exceed \$20,000. SACS will provide assistance with the transition following the separation of Director of Financial Management Tom Martin. Interviews to fill the vacancy have been scheduled for the coming weeks – Dept. 113.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the proposal from Susquehanna Accounting and Consulting Solutions, Inc.*

VI. PERSONNEL ITEMS

A. Correctional Facility

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-vii for the Correctional Facility.

- i. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing K. Brungard), at SG-N10, effective retro to December 29, 2020, pay period 1 – Dept. 333.
- ii. Promotion for Morgan Brooks from part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #107, non-exempt, replacing B. Beals), at SG-N10X(01)--\$15.00/hour, effective retro to January 3, 2021, pay period 2. Salary budget savings for 2021 \$8,543, annualized salary savings for 2022 \$7,342 - Dept. 333.
- iii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing M. Brooks), at SG-N10, effective retro to December 30, 2020, pay period 1 – Dept. 333.
- iv. Promotion for Joseph Couteret from part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #66, non-exempt, replacing P. Calhoun), at SG-N10A(02)--\$16.46/hour, effective retro to January 3, 2021, pay period 2. Salary budget savings for 2021 \$1,962, annualized salary savings for 2022 \$645 - Dept. 333.
- v. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing J. Couteret), at SG-N10, effective retro to December 30, 2020, pay period 1 – Dept. 333.
- vi. Promotion for Kara Storey from part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt, replacing J. Noel), at SG-N10X(01)--\$15.00/hour, effective retro to January 3, 2021, pay period 2. Salary budget savings for 2021 \$6,297, annualized salary savings for 2022 \$5,096 - Dept. 333.
- vii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing K. Storey), at SG-N10, effective retro

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to December 30, 2020, pay period 1 – Dept. 333.

- B. Emergency Communications 911 – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Anastasia M. Shawley-Rutan, full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #20, non-exempt, replacing E. Garis), at SG-N09E(05)--\$15.35/hour, effective January 25, 2021, pay period 3. Salary budget savings for 2021 \$3,684 - Dept. 354.

- VII. REPORT ON JUDICIAL PERSONNEL ITEMS
VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS
IX. CHECK RUN

Check run in the amount of \$2,516,351.21 dated January 5, 2020.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated January 5, 2020.*

- X. DISCUSSION ITEMS
XI. EXECUTIVE SESSION REPORT

The Board of Commissioners met in executive session on Tuesday, January 5 from 11:32 AM to 12:15 PM to discuss a legal matter. The Board will meet in executive session today at 11:30 AM to discuss a legal matter.

- 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 10:37 AM.

ATTEST:

Margaret N. Gray
Administrator