



## BOARD OF COMMISSIONERS' MINUTES

Thursday, January 9, 2020, 10:00 A.M.

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

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### I. CALL TO ORDER

Commissioner Michael Pipe convened the Board of Commissioners' meeting at 10:08 AM on Thursday, January 9, 2020.

In attendance were Commissioner Chair Michael Pipe, Commissioner Vice-Chair Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Controller Jason Moser, Director of Financial Management Tom Martin, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, and Human Resources Analyst Geri Sorgen.

County personnel present included Norm Spackman, Dave Lomison, Kendra Miknis, Julia Sprinkle, Tom Backenstoe, Ann Marie Oldani, Krista Davis, and Chad Joyce.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. MEETING MINUTES

Minutes from the Thursday, December 19, 2019 Board of Commissioners' meeting.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Board of Commissioners' meeting minutes from Thursday, December 19, 2019.*

### IV. NON PERSONNEL ITEMS

- A. Emergency Communications – Norm Spackman introduced a Memorandum of Understanding (MOU) with Penns Valley Area School District to share data for situational awareness during potential emergencies. There is no cost for this agreement for the period of January 1, 2020 through December 31, 2024 – Dept. 112.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the MOU with Penns Valley Area School District.*

- B. Risk Management – Director Krista Davis reviewed the designated Healthcare Provider Panel for Workers Compensation Insurance program. Updates have been made to the list to include name changes and the addition of Penn State Health. Administrator Margaret Gray announced that this will be the first item distributed to employees for acknowledgement through Power DMS – Dept. 112.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the updated panel of providers.*

V. PERSONNEL ITEMS

A. Human Services

i. Aging

Director Ken Pendleton asked the Board to consider the following educational support. Both items were included in the departmental budget. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Aging items 1-2.

1. A check for Educational Program Support in the amount of \$3,036.51 (\$6,073.01 total amount) for Sheera Sprout, Aging Care Manager 2, Aging, (p.c. #09), for satisfactory completion of fall 2019 courses – Dept. 521.
2. Request for Educational Program Support for Sheera Sprout, Aging Care Manager 2, Aging, (p.c. #09), to attend online courses through Edinboro University of Pennsylvania towards her Masters in Social Work. Tuition for spring 2020 is (estimate) \$6,015.15 with 50% reimbursement at (estimate) \$3,007.58, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 521.

ii. Children & Youth Services

Director Julia Sprinkle asked the Board to consider the following personnel items, which will align the department with new regulatory requirements. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Children & Youth Services items 1-4.

1. Appointment for Ariel N. Hendrick, full-time Caseworker 1, C&YS, (p.c. #13, non-exempt, D. Etters), at SG-N11A(01)–\$15.59/hour, effective January 13, 2020, pay period 2. Salary budget savings for 2020 \$4,796, annualized salary savings for 2021 \$3,042 – Dept. 511.
2. Personnel requisitions for full-time Caseworker 2 C&YS, C&YS, (p.c. #51 & 52, non-exempt, new), at SG-N13, effective January 9, 2020, pay period 2 – Dept. 511.
3. Personnel requisition for full-time Casework Supervisor C&YS, C&YS, (p.c. #53, exempt, new), at SG-S54, effective January 9, 2020, pay period 2 – Dept. 511.
4. Personnel requisition for full-time Department Clerk 3 (75) C&YS, C&YS, (p.c. #50, non-exempt, new), at SG-N08, effective January 9, 2020, pay period 2 – Dept. 511.

iii. MH/ID

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve MH/ID items 1-3.

1. Personnel requisition for full-time Caseworker 2 MH/ID, MH/ID, (p.c. #15, non-exempt, replacing N. Smith), at SG-N12, effective January 9, 2020, pay period 2 – Dept. 561.
2. New job description for the position of ID Program Specialist 1, MH/ID, SG-S51, effective retro to December 22, 2019, pay period 1.
3. New job description for the position of ID Program Specialist 2, MH/ID, SG-S52, effective retro to December 22, 2019, pay period 1.

B. Correctional Facility

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

- i. Appointment for Sharon A. Gates, full-time Kitchen Supervisor, Correctional Facility, (p.c. #73, non-exempt, replacing R. Beatty), at SG-N08A(01)-- \$13.52/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,806, annualized salary savings for 2021 \$562 - Dept. 333.
- ii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing T. Powell), at SG-N10, effective January 9, 2020, pay period 2 – Dept. 333.
- iii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing B. Wainwright), at SG-N10, effective January 9, 2020, pay period 2 – Dept. 333.
- iv. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing G. Corl), at SG-N10, effective January 9, 2020, pay period 2 – Dept. 333.
- v. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing R. Taylor), at SG-N10, effective January 9, 2020, pay period 2 – Dept. 333.

C. Public Defender

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-ii for the Public Defender.

- i. Personnel requisition for full-time Assistant Public Defender, Public Defender, (p.c. #04, exempt, replacing P. McAreavy), at SG-S54, effective January 9, 2020, pay period 2 – Dept. 132.
- ii. Request to waive 4 weeks' notice requirement for Patrick McAreavy. Mr. McAreavy is relocating to another state and will be moving early to take the

Bar Exam. The department was aware of his intent to leave prior to receiving his notice, which is six days shy of the required four weeks.

D. Transportation – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #22, non-exempt, replacing D. Harter), at SG-N04, effective January 9, 2020, pay period 2. – Dept. 531.

E. Court Offices

i. Domestic Relations

On a motion by Commissioner Higgins, seconded by Commissioners Dershem, the Board voted unanimously to approve Domestic Relations items 1-2.

1. Consider approval of the revisions to the job description for the position of Intake Officer, Domestic Relations, SG-N11, effective retro to December 22, 2019, pay period 1.
2. Consider approval of the new job description for the position of Fiscal Technician DRS, Domestic Relations, SG-N11, effective retro to December 22, 2019, pay period 1.

ii. Probation – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the job description for the position of Bookkeeper/Clerk (80), Probation, SG-N07, effective retro to December 22, 2019, pay period 1.

F. District Attorney – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the new job description for the position of Paralegal 1 (80), District Attorney, SG-N08, effective retro to December 22, 2019, pay period 1.

G. Emergency Services – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the new job description for the position of Administrative Assistant EMA, Emergency Services, SG-N10, effective retro to December 22, 2019, pay period 1.

H. Records Management – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the new job description for the position of Records Management Supervisor, Records Management, SG-N16, effective retro to December 22, 2019, pay period 1.

## VI. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Probation–President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2 (75), Probation, (p.c. #15, non-exempt, replacing J. Knoffsinger), at SG-N06, effective December 16, 2019, pay period 26 – Dept. 301.

B. Court Administration–President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-

exempt, replacing S. Riling), at SG-N08, effective December 16, 2019, pay period 26 – Dept. 271.

- C. Domestic Relations–President Judge Pamela Ruest has approved the personnel requisition for full-time Director of Domestic Relations, Domestic Relations, (p.c. #01, exempt, replacing A. Oldani Wolff), at SG-S56, effective December 18, 2019, pay period 26 – Dept. 281.

REPORT ON ROW OFFICE PERSONNEL ITEMS

D. Prothonotary

- i. Prothonotary Debra Immel has approved the personnel requisition for full-time Department Clerk 2 (75), Prothonotary, (p.c. #11, non-exempt, replacing K. Fornicola), at SG-N06, effective December 18, 2019, pay period 26 – Dept. 223.
- ii. Prothonotary Jeremy Breon has approved the personnel requisition for on-call/occasional Senior Advisor, Prothonotary, (p.c. #26, non-exempt, new), at SG-S58, effective January 6, 2020, pay period 2 – Dept. 223.

E. Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Security Officer, Sheriff, (p.c. #17, non-exempt, replacing P. Winkelblech), at SG-N08, effective January 2, 2020, pay period 1 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for on-call/occasional Security Officer, Sheriff, (p.c. #31, non-exempt, replacing R. Higgins Jr.), at SG-N08, effective January 3, 2020, pay period 1 – Dept. 211.

VII. DISCUSSION ITEMS

- A. Director of Human Resources Kristen Simkins received a request from the Central Counties Youth Center to advertise a job posting for Administrator of the Youth Center on the County's website. Centre County is one of five member counties that manage the Youth Center. It was the consensus of the Board to advertise the job posting on the Centre County website.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add item B. Deputy Tax Collector under Discussion Items. Administrator Margaret Gray explained that the County received a request to approve appointment of a new Deputy Tax Collector for Milesburg Borough. Tax Collector George Newman would like to appoint Sharon Yangula, who currently serves as Boggs Township Tax Collector. Commissioner Dershem asked if Ms. Yangula could serve Milesburg Borough if she is not a resident of the municipality. Both Milesburg Borough and Bald Eagle Area School District have given their approval. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment of Sharon Yangula as Deputy Tax Collector of Milesburg Borough contingent upon legal review.

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VIII. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

IX. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:31 AM.

ATTEST

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Margaret N. Gray  
Administrator