



BOARD OF COMMISSIONERS MINUTES

Thursday, January 12, 2023, 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 10:22 AM by Chair of the Board Mark Higgins.

In attendance were Commissioner Mark Higgins, Commissioner Michael Pipe, Commissioner Steven Dershem, Administrator John Franek Jr., and Executive Office Supervisor Erin Good.

County personnel included Controller Jason Moser, Human Resources Director Kristen Simkins, Human Services Administrator Julia Sprinkle, Deputy Administrator Natalie Corman, Norm Spackman, Lee Sheaffer, Deputy Warden Glenn Irwin, Quentin Burchfield, Cathy Arbogast, Geri Sorgen, Dave Lomison, Lora Rupert, Prothonotary Jeremy Breon, Warden Chris Schell, Nick Barger, and Don Gampe.

Representatives from the news media included Gary Sindersen.

Guests present included Amber Concepcion and Ted Onufrak.

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 29, 2022 Board of Commissioners meeting.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from December 29, 2022.

V. PERSONNEL ITEMS

A. Correctional Facility

Deputy Warden Glenn Irwin asked the Board to approve the following items:

- i. Approve the personnel requisition for full-time Warden, Correctional Facility, (p.c. #33, exempt, replacing C. Schell), at SG-20, effective January 12, 2023, pay period 2 – Dept. 333.
- ii. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing A. Medford), at SG-N10, effective January 12,

2023, pay period 2 – Dept. 333.

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

B. Domestic Relations

Don Gampe asked the Board to approve the following items:

- i. Approve the revisions to the job description/change in title for the position of Fiscal Technician-DRS to Fiscal Officer-DRS, DRS, SG-07, effective retro to July 3, 2022, pay period 15 – Dept. 281.
- ii. Approve the revisions to the job description for the position of Office Manager-DRS, DRS, SG-08, effective retro to July 3, 2022, pay period 15 – Dept. 281.
- iii. Approve the revisions to the job description for the position of Intake Officer, DRS, SG-06, effective retro to July 3, 2022, pay period 15 – Dept. 281.
- iv. Approve the revisions to the job description for the position of Delinquency Officer/Clerk, DRS, SG-05, effective retro to July 3, 2022, pay period 15 – Dept. 281.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the Domestic Relations items i-iv.

C. Emergency Communications 911

Norm Spackman asked the Board to approve the following items:

- i. Approve the revisions to the job description for the position of Emergency Communications Shift Supervisor, Emerg. Communications 911, SG-10, effective January 12, 2023, pay period 2 – Dept. 354.
- ii. Approve the new job description for the position of Emergency Communications Shift Supervisor Scheduler, Emerg. Communications 911, SG-11, effective retro to January 1, 2023, pay period 2 – Dept. 354.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the Emergency Communications 911 items i-ii.

- D. Facilities Management** – Lee Sheaffer asked the Board to approve the appointment for Trevor G. Chandler, full-time Facilities Technician 1-CCCF, Facilities Management, (p.c. #26, non-exempt, replacing L. Verbeck), at SG-05A(01)--\$17.88/hour, effective January 17, 2023, pay period 3. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$6,382, annualized salary savings for 2024 \$5,528 – Dept. 161.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Trevor Chandler.

E. GIS

Nick Barger asked the Board to approve the following items:

- i. Approve the new job description for the position of GIS Field Technician, GIS, SG-07, effective January 12, 2023, pay period 2 – Dept. 155.

- ii. Approve the personnel requisition for full-time GIS Field Technician, GIS, (p.c. #03, non-exempt, new with 2023 budget), at SG-07, effective January 12, 2023, pay period 2 – Dept. 155.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the GIS items i-ii.

F. Human Services

i. Aging

Quentin Burchfield asked the Board to approve the following items:

1. Approve the new job description for the position of Senior Center Manager Assistant, Aging, SG-04, effective January 12, 2023, pay period 2 – Dept. 521.
2. Approve the personnel requisition for full-time Senior Center Manager Assistant 80%, Aging, (p.c. #33, non-exempt, new with 2023 budget), at SG-04, effective January 12, 2023, pay period 2 – Dept. 521.

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

- ii. Children & Youth Services – Leah Raker asked the Board to approve the appointment for Kylie M. Snare, full-time Fiscal Technician, C&YS, (p.c. #49, non-exempt, replacing M. Cowher), at SG-05A(01)–\$17.88/hour, effective January 17, 2023, pay period 3. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$2,663, annualized salary impact for 2024 \$20 - Dept. 511.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Kylie Snare.

- iii. MH/ID/EI– Cathy Arbogast asked the Board to approve the promotion/change in title for Mayra Pollo, Caseworker 1-MH/ID, MH/ID/EI, (p.c. #27, non-exempt), at SG-06A(01)–\$19.06/hour to Caseworker 2-MH/ID, MH/ID/EI, (p.c. #27, non-exempt), at SG-07A(01)–\$20.27/hour, effective January 29, 2023, pay period 4. Salary budget impact for 2023 \$1,618, annualized salary impact for 2024 \$1,609 - Dept. 561.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the promotion/change in title for Mayra Pollo.

- iv. MH/ID/EI-Drug & Alcohol – Cathy Arbogast asked the Board to approve the revisions to the job description for the position of County Drug and Alcohol Administrator 1, MH/ID/EI-D&A, SG-15, effective January 12, 2023, pay period 2 – Dept. 521.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the job description for County Drug and Alcohol Administrator 1.

v. Transportation

Dave Lomison asked the Board to approve the following items:

1. Approve the lateral transfer/change in title for Teresa Weyant from full-time Vehicle Operator, Transportation, (p.c. #16, non-exempt), at SG-03G(07)–\$17.80/hour to full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt, replacing S. Watson), at SG-03G(07)–\$17.80/hour, effective January 15, 2023, pay period 3. Salary budget impact for 2023 \$1,291, annualized salary impact for 2024 \$2,635 – Dept. 531.
2. Approve the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #16, non-exempt, replacing T. Weyant), at SG-03, effective January 12, 2023, pay period 2 – Dept. 531.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the Transportation items 1-2.

G. Public Defender

Lora Rupert asked the Board to approve the following items:

- i. Approve the personnel requisition for full-time Assistant Public Defender, Public Defender, (p.c. #12, exempt, replacing K. Lennox), at SG-14, effective January 12, 2023, pay period 2 – Dept. 132.
- ii. Approve the personnel requisition for full-time Investigator, Public Defender, (p.c. #11, non-exempt, replacing C. Tomblin), at SG-07, effective January 12, 2023, pay period 2 – Dept. 132.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the Public Defender items i-ii.

H. Risk Management

Krista Davis asked the Board to approve the following items:

- i. Approve the new job description for the position of Custodial Supervisor, Risk Management, SG-07, effective retro to January 1, 2023, pay period 2 – Dept. 112.
- ii. Approve the personnel requisition for full-time Custodial Supervisor, Risk Management, (p.c. #05, non-exempt, new with 2023 budget), at SG-07, effective retro to January 1, 2023, pay period 2 – Dept. 112.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem the Board voted unanimously to approve the Risk Management items i-ii.

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

Check run in the amount of \$906,653.18 dated January 11, 2023.

Action: On a motion by Commissioner Pipe seconded by Commissioner Dershem

the Board voted unanimously to approve the check run dated January 11, 2023.

IX. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. stated there is no executive session to report but there is a need to hold an executive session to discuss personnel matters immediately following this meeting.

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT

On a motion by Commissioner Pipe, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session from 10:58 AM to 11:37 AM and adjourned the meeting at 11:38 AM.

ATTEST:

John Franek Jr.

Administrator