



BOARD OF COMMISSIONERS' MINUTES

Thursday, January 23, 2020, 10:00 A.M.

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

I. CALL TO ORDER

Commissioner Michael Pipe convened the Board of Commissioners' meeting at 10:22 AM on Thursday, January 23, 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 Bob Jacobs, Kendra Miknis, Sheriff Bryan Sampsel, Julia Sprinkle, Natalie Corman, Dave Lomison, and Don Gampe.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Commissioners. For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. MEETING MINUTES

Minutes from the Thursday, January 9, 2019 Board of Commissioners' meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from Thursday, January 9, 2019.

IV. PERSONNEL ITEMS

A. Human Services

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Human Services items i-iv.

i. Aging

1. Payment for Educational Program Support in the amount of \$998.17 (\$1,996.34 total amount) for Sheera Sprout, Aging Care Manager 2, Aging, (p.c. #09), for satisfactory completion of winter 2019/2020 courses – Dept. 521.
2. Revisions to the job description for the position of Aging Care Manager 2, Aging, SG-N12, effective January 23, 2020, pay period 3 – Dept. 521.
3. Change in title for the position of Aging Care Manager 2 (80), Aging, to Ombudsman/Apprise Coordinator-Aging Care Manager 2, Aging, (p.c. #07, non-exempt), SG-N12, effective February 2, 2020, pay period 4 (Currently occupied by E. Weeden) – Dept. 521.
4. New job description for the position of Ombudsman/Apprise Coordinator-Aging Care Manager 2, Aging, SG-N12, effective February 2, 2020, pay period 4 – Dept. 521.

ii. Children and Youth

1. Appointment for Emily C. Diaz, full-time Caseworker 1, C&YS, (p.c. #51, non-exempt, new with 2020 budget), at SG-N11A(01)– \$15.59/hour, effective January 27, 2020, pay period 3. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5965, annualized salary savings for 2021 \$3,042 - Dept. 511.
2. Promotion/change in title for Megan Cluck from full-time Caseworker 3, C&YS, (p.c. #12, non-exempt), at SG-N15D(04)–\$20.04/hour to full-time Casework Supervisor-C&YS, C&YS, (p.c. #53, exempt, new with 2020 budget), at SG-S54A(01)–\$48,443.20/annum (\$23.29/hour), effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$5,590, annualized salary savings for 2021 \$0 – Dept. 511.
3. Personnel requisition for full-time Caseworker 3, C&YS, (p.c. #12, non-exempt, replacing M. Cluck), at SG-N15, effective January 23, 2020, pay period 3– Dept. 511.

iii. MH/ID – Personnel requisition for full-time ID Program Specialist 1, MH/ID, (p.c. #61, non-exempt, new with 2020 budget), at SG-S51, effective January 23, 2020, pay period 3– Dept. 561.

iv. Transportation –Promotion/change in hours for Bernard Trawinski from full-time 80% Vehicle Operator, Transportation, (p.c. #21, non-exempt) to full-time Vehicle Operator, Transportation, (p.c. #22, non-exempt, replacing D. Harter), effective February 2, 2020, pay period 4. (No change in pay rate) Salary budget savings for 2020 \$4,121, annualized salary savings for 2021 \$3,588 – Dept. 531.

B. Correctional Facility

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

Commissioner Dershem asked for a report detailing the number of inmates to corrections officers. With the decrease in population he wants to ensure the County is mindful of the ratio. Administrator Margaret Gray will request a report from the Warden.

- i. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. 18, non-exempt, replacing M. Beck), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.
- ii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing N. Gilbert), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.
- iii. Promotion for Jessica Snyder from part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing G. Corl), at SG-N10B(03)--\$16.77/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$3,526, annualized salary increase for 2021 \$770 – Dept. 333.
- iv. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt, replacing J. Snyder), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.
- v. Promotion for Scott Sayers from part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing B. Wainwright), at SG-N10A(02)--\$16.46/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$3,265, annualized salary savings for 2021 \$1,414 – Dept. 333.
- vi. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing S. Sayers), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.
- vii. Promotion for Gregory Bradshaw from part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing T. Powell), at SG-N10A(02)--\$16.46/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$4,094, annualized salary savings for 2021 \$2,059 – Dept. 333.
- viii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing G. Bradshaw), at SG-N10, effective January 23, 2020, pay period 3– Dept. 333.

- ix. Promotion for Thomas Hunter from part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing R. Taylor), at SG-N10A(02)--\$16.46/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$4,871, annualized salary savings for 2021 \$4,514 - Dept. 333.
- x. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. 101, non-exempt, replacing T. Hunter), at SG-N10, effective January 23, 2020, pay period 3- Dept. 333.
- xi. Promotion for Cody Folk from part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt), at SG-N10A(01)--\$14.70/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #18, non-exempt, replacing M. Beck), at SG-N10A(02)--\$16.46/hour, effective February 2, 2020, pay period 4. Salary budget savings for 2020 \$6,098, annualized salary savings for 2021 \$4,306 - Dept. 333.
- xii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing C. Folk), at SG-N10, effective January 23, 2020, pay period 3- Dept. 333.
- xiii. Appointment for Brennan C. Torrey, part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing H. Hockenberry), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$ 5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xiv. Appointment for Eric M. Young, part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing A. Long), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xv. Appointment for Devin A. Bowersox, part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing B. Diehl), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xvi. Appointment for Adam J. Kline, part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing B. Houck), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,900, annualized salary savings for 2021 \$2,677 - Dept. 333.

- xvii. Appointment for Ryan P. Bickle, part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt, replacing J. Crman), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xviii. Appointment for Bryce S. Bennett, part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing N. Gilbert), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$4,399, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xix. Appointment for Lyza G. Spyker, part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing H. Spicer), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xx. Appointment for Alicia J. Ehrenzeller, part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing J. Yedlosky), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,852, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xxi. Appointment for Ashley N. Butts, part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing S. Sayers), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,240, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xxii. Appointment for James P. Donovan, part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing C. Folk), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$4,861, annualized salary savings for 2021 \$2,677 - Dept. 333.
- xxiii. Appointment for Blair E. Sweeley, part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing G. Bradshaw), at SG-N10A(01)--\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,726, annualized salary savings for 2021 \$2,677 - Dept. 333.

xxiv. Appointment for Julia A. Huffman, part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing T. Hunter), at SG-N10A(01)–\$14.70/hour, effective February 3, 2020, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$3,907, annualized salary savings for 2021 \$2,677 - Dept. 333.

C. 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 Correctional Parole Officer-PO 2, Probation, SG-N15, effective January 23, 2020, pay period 3 – Dept. 301.

D. Human Resources – Director Kristen Simkins will provide an employment report at the next meeting.

V. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Domestic Relations

i. President Judge Pamela Ruest has approved the personnel requisition for full-time Assistant Director of Domestic Relations, Domestic Relations, (p.c. #02, non-exempt, replacing D. Gampe), at SG-S53, effective January 14, 2020, pay period 2 – Dept. 281.

ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Hearing Officer, Domestic Relations, (p.c. #03, non-exempt, replacing S. Smeltz), at SG-N16, effective January 14, 2020, pay period 2 – Dept. 281.

B. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #30, non-exempt, replacing F. Waweru), at SG-N16, effective January 14, 2020, pay period 2 – Dept. 271.

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

Coroner – Coroner Scott Sayers has approved the personnel requisition for on-call/occasional Deputy Coroner, Coroner, (p.c. #07, non-exempt, new with 2020 budget), at SG-N10, effective January 23, 2020, pay period 3 – Dept. 212.

VII. CONTRACTS

A. Capital Projects – Deputy Administrator Bob Jacobs presented the following contracts:

i. Contract with Penoco, Inc. to provide asbestos removal as part of the Courthouse renovations project. The contract rate is \$500 per day for mobilization, \$12 per LF for fiberglass insulation removal, and \$81 per fitting for pipe fitting/elbow removal, \$7.10 per SF of floor tile with carpet overlay, \$2.85 per SF of associated floor tile mastic, and \$7.50 per SF of linoleum/sheet vinyl. Commissioner Pipe asked Bob if there is anything that

he foresees being removed. Bob explained that there may be additional removal necessary in the vestibule area. Commissioner Dershem asked that the contract be limited with a not to exceed value; that would allow Bob to approve additional work without delaying construction – Dept. 971.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Penoco, Inc. through May 31, 2020 and not to exceed \$10,000 total without prior approval from the Board of Commissioners.

- ii. Contract with Penoco, Inc. to provide asbestos removal as identified on the second and third floor of the Courthouse. This includes removal of floor tiles, mastic and carpeting on 3,070 square feet of floor area. The total proposal is \$38,900 – Dept. 971.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Penoco, Inc.

VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

X. QUESTIONS FROM THE PRESS

Gary Sinderson asked about the decrease in population at the Correctional Facility and if Centre County was still being considered for a regional dairy processing center.

XI. ADJOURNMENT

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

ATTEST

Margaret N. Gray
Administrator