



BOARD OF COMMISSIONERS MINUTES

Thursday, January 26, 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 10:06 AM by Chair of the Board Mark Higgins.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, 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, Geri Sorgen, Warden Chris Schell, Deputy Warden Glenn Irwin, Jody Lair, Cathy Arbogast, Dave Lomison, Dave Crowley, District Attorney Bernie Cantorna, Sheriff Bryan Sampsel, Betsy Barndt, and Ray Stolinias.

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, January 12, 2023 Board of Commissioners meeting.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from January 12, 2023.

V. PERSONNEL ITEMS

A. Correctional Facility

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

- i. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing G. Frehn), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.

- ii. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing D. Berenbrok), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- iii. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #110, non-exempt, replacing B. Powell), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- iv. Approve the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing T. Mertz), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- v. Approve the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing P. Soccio), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- vi. Approve the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing J. Bucheit), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- vii. Approve the funding and personnel requisition for full-time Kitchen Supervisor, Correctional Facility, (p.c. #81, non-exempt, replacing S. Simmons), at SG-07, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630- Dept. 333.

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

- B. Emergency Communications 911 – Norm Spackman asked the Board to approve the appointment for Danielle B. Cannistraci, full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #09, non-exempt, replacing M. Maynard), at SG-08A(01)–\$21.45/hour, effective February 13, 2023, pay period 5. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$6,042, annualized salary savings for 2024 \$894 - Dept. 354.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Danielle Cannistraci.

C. Emergency Services

Jody Lair and Kristen Simkins asked the Board to approve the following items:

- i. Approve the revisions to the job description for the position of Operations & Training Officer, Emergency Services, to Operations & Training Officer/Deputy Director, Emergency Services, SG-16, effective January 26, 2023, pay period 3 – Dept. 351.

- ii. Approve the funding and personnel requisition for full-time Operations & Training Officer/Deputy Director, Emergency Services, (p.c. #02, exempt, replacing J. Lair), at SG-16, effective January 26, 2023, pay period 3. Salary budget savings for 2023 \$151, annualized salary impact for 2024 \$542 - Dept. 351.

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

D. Human Services

- i. Aging – Julia Sprinkle asked the Board to table the retroactive request for Educational Program Support for Dawn Ellero-Goss, Aging Care Manager 2, Aging, (p.c. #09), to attend courses through Michigan State University towards her Graduate Degree in Law Enforcement Intelligence and Analysis and be reimbursed 50% of the tuition in the amount of \$5,034.35 (\$10,068.69 total amount) for spring 2023, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 521.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to table the retroactive request for Educational Program Support for Dawn Ellero-Goss.

- ii. Children & Youth Services

Julia Sprinkle asked the Board to approve the following items:

1. Approve the promotion/change in title for Tara Peters, Casework Supervisor-C&YS, C&YS, (p.c. #46, exempt), at SG-11K(11)--\$30.52/hour to Assistant Administrator 1-C&YS, C&YS, (p.c. #25, exempt, replacing L. Raker), at SG-18A(01)--\$33.98/hour, effective January 29, 2023, pay period 4. Salary budget savings for 2023 \$9,561, annualized salary savings for 2024 \$1,406 - Dept. 511.
2. Approve the funding and personnel requisition for the position of full-time Casework Supervisor-C&YS, C&YS, (p.c. #46, exempt, replacing T. Peters), at SG-11A(01)--\$25.03/hour, effective January 26, 2023, pay period 3. Salary budget savings for 2023 \$10,874, annualized salary savings for 2024 \$12,685 – Dept. 511.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the C&YS items 1-2.

- iii. MH/ID/EI

Cathy Arbogast asked the Board to approve the following items:

1. Approve the appointment for Rachel A. Andreas, full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt, replacing E. Schwartz), at SG-04A(01)--\$16.69/hour, effective February 13, 2023, pay period 5. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$2,673, annualized salary savings for 2024 \$645 - Dept. 561.
2. Approve the new job description/change in title for the position of Caseworker 1-MHID, MH/ID/EI to Caseworker 1 (Early Intervention), MH/ID/EI, (p.c. #24, 45 & 54), SG-06, effective January 29, 2023, pay period 4 – Dept. 561.

3. Approve the new job description/change in title for the position of Caseworker 2-MHID, MH/ID/EI to Caseworker 2 (Early Intervention), MH/ID/EI, (p.c. #24, 45 & 54), SG-07, effective January 29, 2023, pay period 4 – Dept. 561.
4. Approve of the revisions to the job description for the position of Casework Manager 1, MH/ID/EI, SG-15, effective January 26, 2023, pay period 3 – Dept. 561.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the MH/ID/EI items 1-4.*

iv. Transportation

Dave Lomison asked the Board to approve the following items:

1. Approve the promotion for Kelly Dyke from on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt), at SG-03A(01)--\$15.81/hour to full-time Vehicle Operator, Transportation, (p.c. #16, non-exempt, replacing T. Weyant), at SG-03A(01)--\$15.81/hour, effective January 29, 2023, pay period 4 (No change in pay rate). Salary budget savings for 2023 \$6,788, annualized salary savings for 2024 \$4,593 – Dept. 531.
2. Approve the funding and personnel requisition for on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt, replacing K. Dyke), at SG-03, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$1,930, annualized salary impact for 2024 \$595 - Dept. 531.

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

- E. Public Defender – Dave Crowley asked the Board to approve the appointment for Reece E. Zwald, full-time Investigator, Public Defender, (p.c. #11, non-exempt, replacing C. Tomblin), at SG-07A(01)--\$20.27/hour, effective February 6, 2023, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$2,279, annualized salary savings for 2024 \$785 - Dept. 132.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Reece Zwald.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. District Attorney

District Attorney Bernie Cantorna asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for the position of full-time Assistant District Attorney, District Attorney, (p.c. #03, exempt, replacing A. Chaplin), at SG-14A(01)--\$28.61/hour, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$52,642, annualized salary impact for 2024 \$59,509 – Dept. 221.
- ii. Approve the funding and personnel requisition for the position of full-time Assistant District Attorney, District Attorney, (p.c. #17, exempt, replacing M. McGoron), at SG-14A(01)--\$28.61/hour, effective January 26, 2023, pay period 3. Salary budget impact for

2023 \$52,642, annualized salary impact for 2024 \$59,509 – Dept. 221.

Commissioner Dershem informed District Attorney Bernie Cantorna since there are many Counties with open similar positions currently, if there is a highly-qualified candidate, the Board agreed that the salary may be negotiable in order to be competitive with the other Counties to fill these positions.

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

B. Sheriff

Sheriff Bryan Sampsel asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for the position of full-time Deputy Sheriff/Security, Sheriff, (p.c. #40, non-exempt, replacing J. Phillips), at SG-05A(01)--\$17.88/hour, effective January 26, 2023, pay period 3. Salary budget savings for 2023 \$1,325, annualized salary savings for 2024 \$745 – Dept. 211.
- ii. Approve the funding and personnel requisition for the position of part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #15, non-exempt, replacing L. Smith), at SG-05A(01)--\$17.88/hour, effective January 26, 2023, pay period 3. Salary budget savings for 2023 \$2,536, annualized salary savings for 2024 \$447 – Dept. 211.
- iii. Approve the funding and personnel requisition for the position of on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #29, non-exempt, replacing D. Koschny), at SG-05A(01)--\$17.88/hour, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$822, annualized salary savings for 2024 \$149 – Dept. 211.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Sheriff items i-iii.

C. Controller – Controller Jason Moser has approved the personnel requisition for full-time Payroll and Pension Coordinator, Controller, (p.c. #06, non-exempt, replacing X. Confer) at SG-06, effective retro to January 12, 2023, pay period 2 – Dept. 125.

D. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time Prothonotary Clerk, Prothonotary, (p.c. #07, non-exempt, replacing M. Heckman) at SG-04, effective retro to January 12, 2023, pay period 2 – Dept. 223.

VIII. NON-PERSONNEL ITEMS

A. Housing – Betsy Barndt and Ray Stolinas asked the Board to approve the Amendment #1 for the contract extension for the Northeast and Bucks Company T/A, Mullin & Lonergan Associates, Inc. for the development of the Solutions-Based Affordable Housing Study with the Centre County American Rescue Plan Agreement from December 28, 2022 to March 31, 2023. The contract total is unchanged at \$71,330 for the period of December 26, 2022 to March 31, 2023 – Dept 815.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Amendment #1 for Northeast and Bucks Company T/A, Mullin & Lonergan Associates, Inc. for the contract extension.

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- IX. EXECUTIVE SESSION REPORT
- X. QUESTIONS FROM THE PRESS

ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:37 AM.

ATTEST:

John Franek Jr.
Administrator