



BOARD OF COMMISSIONERS MINUTES

Thursday, January 27, 2022, 10:00 A.M.

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

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I. CALL TO ORDER

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

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Director of Human Resources Kristen Simkins, Controller Jason Moser, Human Resource Analyst Geri Sorgen and Staff Assistant Erin Good.

County personnel present included Deputy Administrator John Franek Jr., Sheriff Bryan Sampsel, Dave Lomison, Chad Joyce, Norm Spackman, Betsy Barndt, and Travis Walker.

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. PERSONNEL ITEMS

A. Conservation District

Administrator Margaret Gray presented the following items:

- i. Personnel requisition for full-time Fiscal Technician (80), Conservation District, (p.c. #05, non-exempt, replacing B. Marks), at SG-N11, effective retro to January 12, 2022, pay period 2 – Dept. 822.
- ii. Revision to the job description for the position of Resource Conservation Intern, Conservation District, SG-N06, effective January 27, 2022, pay period 3 – Dept. 822.
- iii. Personnel requisition for temporary full-time Resource Conservation Intern, Conservation District, (p.c. #15, non-exempt, replacing Z. Smoyer), at SG-N06, effective January 27, 2022, pay period 3 – Dept. 822.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Conservation District items i-iii.*

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B. Correctional Facility

- i. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing J. Scarborough), at SG-N10, effective retro to January 13, 2022, pay period 2 – Dept. 333.
- ii. Appointment for Dakota D. Keegan, to full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing S. Rodriguez), at SG-N10X(01)--\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,199, annualized salary impact for 2023 \$1,498 - Dept. 333.
- iii. Appointment for Patrick W. Stagi, to full-time Corrections Officer, Correctional Facility, (p.c. #20, non-exempt, replacing S. Posey), at SG-N10A(02)--\$18.00/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,890, annualized salary savings for 2023 \$3,494 - Dept. 333.
- iv. Appointment for Brooke Poorman, to full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt, replacing S. Shay), at SG-N10X(01)--\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$3,897, annualized salary impact for 2023 \$1,498 - Dept. 333.
- v. Appointment for Darrin Weidel, to full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing J. Scarborough), at SG-N10A(02)--\$18.00/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$3,459, annualized salary savings for 2023 \$1,872 - Dept. 333.
- vi. Appointment for Dillon Doreschenko, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing J. Decker), at SG-N10X(01)--\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$2,424, annualized salary impact for 2023 \$1,498 - Dept. 333.
- vii. Appointment for Erin Vangorder, to full-time Corrections Officer, Correctional Facility, (p.c. #72, non-exempt, replacing B. Port), at SG-N10X(01)--\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$1,406, annualized salary impact for 2023 \$1,498 - Dept. 333.
- viii. Appointment for Crystal A. Miller, to full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing B. Hoffman), at SG-N10X(01)--\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,802, annualized salary impact for 2023 \$1,498 - Dept. 333.

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- ix. Appointment for Derek M. Orwig, to full-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing S. Norris), at SG-N10X(01)--\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,802, annualized salary impact for 2023 \$1,498 - Dept. 333.
- x. Appointment for Colton D. Bickel, to full-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing B. Davis), at SG-N10X(01)--\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,802, annualized salary impact for 2023 \$1,498 - Dept. 333.

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

C. Emergency Communications 911

Director Norm Spackman presented the following items:

- i. Personnel requisition for on-call/occasional 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, replacing K. Seeger), at SG-N09, effective retro to January 25, 2022, pay period 3 – Dept. 354.
- ii. Reinstatement for Lucas A. Morningstar to on-call/occasional 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, replacing K. Seeger), at SG-N09E(05)--\$18.66/hour, effective January 31, 2022, pay period 4. Salary budget savings for 2022 \$1,719, annualized salary savings for 2022 \$428 – Dept. 354.

Norm emphasized the great work his staff is doing to cover shifts and make sure they are staffed appropriately.

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

- D. Public Defender** –Personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #09, non-exempt, replacing C. Tomblin), at SG-N08, effective retro to January 22, 2022, pay period 3 – Dept. 132.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Public Defender.*

V. REPORT ON JUDICIAL PERSONNEL ITEMS

Court Administration

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Central Court Coordinator, Court Administration, (p.c. #13, non-exempt, replacing R. Stoner), at SG-N10, effective January 11, 2022, pay period 2 – Dept. 271.

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- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #25, non-exempt, replacing E. Ishler), at SG-N16, effective January 12, 2022, pay period 2 – Dept. 271.

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

VII. NON-PERSONNEL ITEMS

Housing – Betsy Barndt asked the Board to consider approval of First Time Home Buyer program application with credit score exception; applicant demonstrates suitable financial status– Dept. 815.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve application to the First time Home Buyer program.*

VIII. BUDGET REVISION

Financial Management – Administrator Margaret Gray presented a budget revision to increase indirect costs for Domestic Relations as discussed at the Finance Committee meeting this morning – Dept. 113.

TRANSFER FROM				TRANSFER TO			
Dept.	Acct.	Description	Amount	Dept.	Acct.	Description	Amount
129	99911	Transfer to DRS	\$34,133	111, 112, 113, 114, 124, 125, 143, 161	58690	Internal credit Indirect Costs	\$34,133
281	42211	PA DPW General	\$720	281	88681	Internal charge IT Infrastructure	\$720
281	59901	Transfer from General	\$34,133	281	88690	Internal charge Indirect Costs	\$34,133

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the budget revisions.*

IX. CONSENT AGENDA

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve this week's Consent Agenda*

- E. Planning – Certification of appropriations for the 2022 Agricultural Land Preservation Program in the amount of \$112,661, which is funded as follows: County \$80,000, 2021 Clean and Green Interest \$32,659 and Ferguson Township \$2 – Dept. 846.

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F. Probation – Contract with Vigilnet to provide electronic alcohol and house arrest monitoring services. The contract is for the period of January 1, 2022 through December 31, 2022 – Dept. 301.

G. Human Services

i. Adult Services

1. Contract with Interfaith Human Services to provide emergency heating assistance to eligible Centre County residents through the Emergency Rental Assistance Program. The contract total is \$100,000, which is Federally funded for the period of January 1, 2022 through April 30, 2022 – Dept. 501.
2. Contract renewal with Service Access and Management, Inc. to provide financial management services. The contract total is \$48,000, which is State funded for the period of January 1, 2022 through December 31, 2022 – Dept. 501.
3. Contract renewal with Service Access and Management, Inc. to provide administrative assistance services for the Emergency Rental Assistance Program 1 and Emergency Rental Assistance Program 2. The contract total is \$7,900,000, which is Federally funded for the period of January 1, 2022 through December 31, 2022 – Dept. 501.

ii. MH/ID/EI – Letter of Agreement with Community Rising Therapy LLC to provide early intervention services including speech pathology and IFSP teaming. The contract total is \$12,000, which is funded as follows: State \$10,800 and County \$1,200 for the period of July 1, 2021 through June 30, 2022 – Dept. 561.

X. CHECK RUN

Check run in the amount of \$9,294,591.42 dated January 21, 2022.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated January 21, 2022.*

XI. COVID-19 PLANNING AND RESPONSE

COVID-19 Pandemic Universal Masking Policy

Director of Human Resources Kristen Simkins outlined proposed changes in regard to CDC recommendations to the types of masks that should be worn. Krista Davis has worked with Emergency Operations to get bulk pricing to provide surgical masks to employees. To get employees through 4-5 weeks, Kristen asked the Board to consider a cost not to exceed \$2,000.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the purchase of as many as 20 surgical mask per employee at a cost not to exceed \$2,000.*

XII. EXECUTIVE SESSION REPORT

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XIII. QUESTIONS FROM THE PRESS

XIV. RECESS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board recessed the meeting at 10:26 AM.

XV. CALL TO ORDER

The public meeting of the Salary Board was reconvened at 11:21 AM by Chair of the Board Michael Pipe.

XVI. ADDITIONS TO THE AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the following items under IV. Personnel Items C. Emergency Communications.

- iii. Consider approval of the personnel requisition for on-call/occasional 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #98, non-exempt, new), at SG-N09, effective January 31, 2022, pay period 4 – Dept. 354.
- iv. Consider approval of the reinstatement for Talon B. Hoover to on-call/occasional 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #98, non-exempt, new), at SG-N09E(05)–\$18.66/hour, effective January 31, 2022, pay period 4. Salary impact for 2022 \$, annualized salary impact for 2023 \$ – Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Emergency Communications 911 items iii-iv.*

XVII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:23 AM.

ATTEST:

Margaret N. Gray
Administrator