



BOARD OF COMMISSIONERS MINUTES

Thursday, February 9, 2023, 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 10:08 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, Leah Raker, Dave Lomison, Jim Coslo, Interim Warden Glenn Irwin, Quentin Burchfield, Nick Barger, Kendra Miknis, Ryan Smeltzer, Judge Koehle, President Judge Grine, Rayme Weidel, Sheriff Bryan Sampsel, Dawn Ellero-Goss, Recorder of Deeds Joe Davidson and Jayme Narehood.

Guests present included Wayne Foster and Leonor Foster.

II. PUBLIC COMMENT

Wayne Foster gave public comment on the Port Matilda EMS and Port Matilda Fire Department concerns.

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 26, 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 26, 2023.

V. PERSONNEL ITEMS

A. Conservation District

Jim Coslo asked the Board to approve the following items:

- i. Approve the revisions to the job description for the position of Resource Conservation Intern, Conservation District, SG-02, effective February 9, 2023, pay period 4 – Dept. 822.

- ii. Approve the funding and personnel requisition for temporary full-time Resource Conservation Intern, Conservation District, (p.c. #15, non-exempt, replacing M. Kownurko), at SG-02, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$1,249 - Dept. 822.

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

B. Correctional Facility

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

- i. Central Booking - Approve the revisions to the description for the position of Central Booking Lieutenant, Central Booking, SG-11, effective February 12, 2023, pay period 5 - Dept. 334.
- ii. Approve the appointment for James H. Foltz Jr., to full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing D. Berenbrok), at SG-N10X(01)--\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$35,700, annualized salary impact for 2024 \$44,200 - Dept. 333.
- iii. Approve the appointment for Blandon L. Hawkins, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing G. Frehn), at SG-N10X(01)--\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$9,221, annualized salary savings for 2024 \$2,309 - Dept. 333.
- iv. Approve the appointment for Cody K. Eick, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing T. Mertz), at SG-N10X(01)--\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$35,700, annualized salary impact for 2024 \$44,200 - Dept. 333.
- v. Approve the appointment for Hunter A. Phillips, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing P. Soccio), at SG-N10X(01)--\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$35,700, annualized salary impact for 2024 \$44,200 - Dept. 333.
- vi. Approve the appointment for Kahsim N. Buey, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing J. Bucheit), at SG-N10X(01)--\$21.25/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$35,700, annualized salary impact for 2024 \$44,200 - Dept. 333.

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

C. Emergency Communications 911

Norm Spackman asked the Board to approve the following items:

- i. Approve the new job description for the position of Emergency Communications Department Clerk 2 (80), Emergency Communications 911, SG-03, effective February 9, 2023, pay period 4 – Dept. 354.
- ii. Approve the personnel requisition for full-time Emergency Communications Department Clerk 2 (80), Emergency Communications 911, (p.c. #31, non-exempt, new with 2023 budget), at SG-03, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$4,439, annualized salary savings for 2024 \$645 - Dept. 354.

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

- D. Human Resources – Kristen Simkins asked the Board to approve the adjustment of one-step for employees identified as requiring date of hire and performance evaluation date reconciliation, effective retro to January 1, 2023, pay period 2. Estimated salary budget impact for 2023 \$8,836.52 – Dept. 114.

Kristen stated there are approximately twelve employees that need modification to their steps due to the freeze period during the salary study.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Human Resources request.

E. Human Services

- i. Aging – Quentin Burchfield asked the Board to approve the 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 estimated amount of \$5,017.75 (\$10,035.50 total estimated amount) for summer 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 approve the request for Educational Program Support for Dawn Ellero-Goss.

- ii. Children & Youth Services

Leah Raker asked the Board to approve the following items:

1. Approve the voluntary demotion/change in title for Nicole Williams, from full-time Casework Supervisor-C&YS, C&YS, (p.c. #04, exempt, 80 hour), at SG-11D(04)–\$26.56/hour to full-time Caseworker 3 80%, C&YS, (p.c. #47, non-exempt, 60 Hour, replacing M. Greene), at SG-09I(09)–\$26.53, effective February 12, 2023, pay period 5. Salary budget savings 2023 \$10,019, annualized salary savings for 2024 \$3,652 - Dept. 511.

2. Approve the funding and personnel requisition for the position of full-time Casework Supervisor-C&YS, C&YS, (p.c. #04, exempt, replacing N. Williams), at SG-11A(01)--\$25.03/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$4,987, annualized salary impact for 2024 \$4,289 – Dept. 511.
3. Approve the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #56, non-exempt, new), at SG-07A(01)--\$20.27/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$7,699, annualized salary impact for 2024 \$3,139 – Dept. 511.
4. Approve the funding and personnel requisition for the position of on-call/occasional Senior Advisor, C&YS, (p.c. #55, non-exempt, new), at SG-11A(01)--\$25.03/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$5,974 – Dept. 511.
5. Approve the appointment for Vicki Keith, on-call/occasional Senior Advisor, C&YS, (p.c. #55, non-exempt, new), at SG-11A(01)--\$25.03/hour, effective February 12, 2023, pay period 5 through September 30, 2023, pay period 21. Ms. Keith will return at SG-11P(16)--\$33.04/hour. Salary budget savings for 2023 \$24,496 – Dept. 511.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the C&YS items 1-5.

- F. GIS – Nick Barger asked the Board to approve the appointment for Megan I. Lee, full-time GIS Field Technician, GIS, (p.c. #03, non-exempt, new with 2023 budget), at SG-07A(01)--\$20.27/hour, effective April 3, 2023, pay period 8. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$11,412, annualized salary savings for 2024 \$770 - Dept. 155.

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

VI. JUDICIAL PERSONNEL ITEMS

A. Court Administration

Kendra Miknis asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for the position of full-time Court Reporter, Court Administration, (p.c. #07, non-exempt, replacing P. Grey), at SG-10A(01)--\$23.85/hour, effective February 9, 2023, pay period 4. Salary budget impact for 2023 \$16,694, annualized salary impact for 2024 \$23,849 – Dept. 271.
- ii. Approve the funding and personnel requisition for the position of full-time Judicial Secretary, Court Administration, (p.c. #10, non-exempt, replacing W. Andrews), at SG-07A(01)--\$20.27/hour, effective February 9, 2023, pay period 4. Salary budget impact for 2023 \$33,446, annualized salary impact for 2024 \$39,527 – Dept. 271.

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

- B. MDJ Centre Hall 49-3-04 – Judge Koehle asked the Board to approve the funding and personnel requisition for the position of full-time Magisterial District Court Secretary, MDJ-Koehle, (p.c. #16, non-exempt, replacing D. Bitner), at SG-05A(01)–\$17.88/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$20,305, annualized salary savings for 2024 \$14,941 – Dept. 256.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Magisterial District Court Secretary PC #16.

C. Probation

Ryan Smeltzer asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for the position of full-time Probation Officer 1, Probation, (p.c. #11, non-exempt, replacing C. Miller), at SG-08A(01)–\$21.45/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$13,510, annualized salary savings for 2024 \$ 11,022 – Dept. 301.
- ii. Approve the funding and personnel requisition for the position of full-time School Based Juvenile Probation Officer 2, Probation, (p.c. #18, non-exempt, replacing N. Shervinskie), at SG-10A(01)–\$23.85/hour, effective February 9, 2023, pay period 4. Salary budget savings for 2023 \$8,080, annualized salary savings for 2024 \$925 – Dept. 301.

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

- VII. ROW OFFICE PERSONNEL ITEMS
VIII. NON-PERSONNEL ITEMS
IX. EXECUTIVE SESSION REPORT
X. QUESTIONS FROM THE PRESS
XI. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:40 AM.

ATTEST:

John Franek Jr.
Administrator