I. CALL TO ORDER

Commissioner Michael Pipe convened the Board of Commissioners’ meeting at 10:07 AM on Thursday, February 20, 2020.

In attendance were Commissioner Chair Michael Pipe, Commissioner 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 Natalie Corman, Bob Jacobs, Sheriff Bryan Sampsel, Travis Walker, and Lee Sheaffer.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, February 13, 2020 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, February 13, 2020.

IV. PERSONNEL ITEMS

A. Public Defender

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

i. Personnel requisition for full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing L. Rupert), at SG-N16, effective February 20, 2020, pay period 5–Dept. 132.

B. Conservation District – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Conservation District Manager, Conservation District, (p.c. #01, exempt, replacing R. Sweitzer), at SG-S54, effective February 20, 2020, pay period 5–Dept. 822.

C. Facilities Management – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Facilities Technician 1, Facilities Management, (p.c. #09, non-exempt, replacing D. Spicer), at SG-N09, effective February 20, 2020, pay period 5–Dept. 161.

V. NON-PERSONNEL ITEMS

A. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the requisition for furniture from Nittany Office Equipment, Inc., State College. Administrator Margaret Gray requested the Board amend the motion to state that the funds will come from the capital budget. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the requisition for furniture from Nittany Office Equipment, Inc., State College with funds from the capital budget.

   i. Controller’s Office not to exceed $4,500 – Dept. 971.

   ii. Treasurer’s Office not to exceed $3,600 – Dept. 971.

B. BUDGET REVISION

   i. Financial Management – Director of Financial Management Tom Martin presented to the Board a budget revision to reallocate funds from excess salaries to cover additional expenses related to salaries and health insurance options. Administrator Margaret Gray noted that the total reallocation is $139,240, which is a significant improvement in comparison to 2018 when individual departments were nearly $100,000 over budget – Dept. 113.

<table>
<thead>
<tr>
<th>TRANSFER FROM</th>
<th>TRANSFER TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Acct. Description Amount</td>
<td>Dept. Acct. Description Amount</td>
</tr>
<tr>
<td>333 65110 Salaries $139,240</td>
<td>111 65110 Salaries $16,525</td>
</tr>
<tr>
<td>111 65210 Advertising $485</td>
<td>113 65110 Salaries $805</td>
</tr>
<tr>
<td>113 65213 Health Insurance $2,655</td>
<td>113 65250 Photocopy $785</td>
</tr>
<tr>
<td>211 65110 Salaries $38,880</td>
<td>211 65213 Health Insurance $11,395</td>
</tr>
<tr>
<td>256 65110 Salaries $500</td>
<td></td>
</tr>
</tbody>
</table>
Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the budget revision for 2019 to reallocate funds.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

Gary Sinderson asked the Board what the County plans to do with the Centre Crest facility when Centre Care moves to their new location.

XI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:17 AM.

ATTEST:

___________________________________
Margaret N. Gray
Administrator