



## BOARD OF COMMISSIONERS MINUTES

Thursday, February 23, 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 10:04 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, Kendra Miknis, Sheriff Bryan Sampsel, Jim Coslo, Ryan Smeltzer, Quentin Burchfield, Interim Warden Glenn Irwin, Leah Raker, Liz Lose, Ray Stolinas, Chad Joyce, and Geri Sorgen.

Representatives from the news media included Gary Sinderson.

### 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, February 9, 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 February 9, 2023.*

### V. PERSONNEL ITEMS

#### A. Correctional Facility

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

- i. Approve the appointment for Ernest Spencer to full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt), at SG-N10A(02)--\$21.50/hour, effective March 13, 2023, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$34,400, annualized salary impact for 2024 \$44,720 - Dept. 333.

- ii. Approve the appointment for Michael Ortiz, to full-time Corrections Officer, Correctional Facility, (p.c. #110, non-exempt), at SG-N10A(02)--\$21.50/hour, effective March 27, 2023, pay period 8. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2023 \$34,400, annualized salary impact for 2024 \$44,720 - Dept. 333.
- iii. Approve the appointment for Braiten C. Dershem, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt), 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 \$34,000, annualized salary impact for 2024 \$44,200 - Dept. 333.

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

- B. Human Resources – Kristen Simkins asked the Board to approve the revisions to the Hourly Rate Differentials policy, effective February 26, 2023, pay period 6 – Dept. 114.

Kristen stated this would apply to the airport security officers that work on weekends.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the revisions to the hourly Rate Differentials policy.*

- C. Human Services

- i. Aging

Quentin Burchfield asked the Board to approve the following items:

1. Approve the appointment for Angela Catalano, full-time 80% Senior Center Manager Assistant, Aging, (p.c. #33, non-exempt), at SG-04A(01)--\$16.69/hour, effective February 27, 2023, pay period 6. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$6,514, annualized salary savings for 2024 \$506 - Dept. 521.
2. Approve the funding and personnel requisition for the position of full-time Aging Care Manager 2, Aging, (p.c. #29, non-exempt), at SG-07A(01)--\$20.27/hour, effective February 23, 2023, pay period 5. Salary budget impact for 2023 \$31,925, annualized salary impact for 2024 \$39,527 – Dept. 521.

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

- ii. Children & Youth Services – Leah Raker asked the Board to approve the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #37, non-exempt), at SG-08A(01)--\$21.45/hour, effective February 23, 2023, pay period 5. Salary budget savings for 2023 \$5,523, annualized salary savings for 2024 \$5,281– Dept. 511.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for C&YS P.C. #37.*

- D. Financial Management – Administrator John Franek Jr. asked the Board to approve the appointment for Richard Killian, full-time Director-Budget & Finance, Financial Management, (p.c. #01, exempt), at SG-26A(01)–\$53.71/hour, effective March 20, 2023, pay period 7. Per policy Mr. Killian is approved at SG-26K(11)–\$65.48/hour for prior relevant experience. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$12,196, annualized salary impact for 2024 \$13,996 - Dept. 113.

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

- E. Information Technology Services – Chad Joyce asked the Board to approve the Video Surveillance and Retention policy, effective February 23, 2023, pay period 5 – Dept. 142.

Chad stated this will help enhance the safety and security of both staff and employees and can assist law enforcement in investigations if need be. It can also help to establish camera locations in public areas. The video retention will be retained for 30 days.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Video Surveillance and Retention policy.*

- F. Planning & Community Development

Liz Lose asked the Board to approve the following items:

- i. Approve the revisions to the job description for the position of Planner-Community Planning Specialist, Planning, SG-10, effective February 23, 2023, pay period 5 – Dept. 151.
- ii. Approve the funding and personnel requisition for the position of full-time Planner-Community Planning Specialist, Planning, (p.c. #13, non-exempt), at SG-10A(01)–\$23.85/hour, effective February 23, 2023, pay period 5. Salary budget savings for 2023 \$1,149, annualized salary savings for 2024 \$925 – Dept. 151.

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

VI. JUDICIAL PERSONNEL ITEMS

A. Court Administration

Kendra Miknis asked the Board to approve the following items:

- i. Approve the new job description for the position of Judicial Supervisor, Court Administration, SG-10, effective February 26, 2023, pay period 6 – Dept. 271.
- ii. Approve the new job description for the position of Court/Fiscal Coordinator, Court Administration, SG-07, effective February 26, 2023, pay period 6 – 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. 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. #08, non-exempt), at SG-08A(01)--\$21.45/hour, effective February 23, 2023, pay period 5. Salary budget savings for 2023 \$2,269, annualized salary savings for 2024 \$2,562 – Dept. 301.
- ii. Behavioral Court – Approve the personnel requisition for the position of full-time Specialty Court Probation Officer 2, Behavioral Court, (p.c. #02, non-exempt), at SG-10A(01)--\$23.85/hour, effective February 23, 2023, pay period 5 – Dept. 307.

*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. LETTER OF SUPPORT

Administrator John Franek Jr. asked the Board to approve a letter of Support for State College Next Era PSU: Pedestrian Safety and Universal Accessibility Initiative.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the letter of support.*

X. CONSENT AGENDA

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:26 AM.

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to reconvene the Board of Commissioner's meeting and go into executive session from 10:40 AM to 10:47 AM and adjourned the meeting at 10:47 AM.

ATTEST:

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John Franek Jr.

Administrator