



BOARD OF COMMISSIONERS' MINUTES

Thursday, February 25, 2021, 10:00 A.M.

Zoom - www.centrecountypa.gov/virtual

I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:20 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Executive Office Supervisor Natalie Smith, Staff Assistant Jillian Savage, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen and Controller Jason Moser.

County Personnel present included Sheriff Bryan Sampsel, Travis Walker and Mark Kellerman.

Guest present included Anonymous and 81442801835.

Representatives from the news media included INCWJAC and Marley Parish.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, February 11, 2021 Board of Commissioners' Meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from February 11, 2021.*

IV. COVID-19 PLANNING AND RESPONSE

Administrator Margaret Gray reported that two weeks ago the Board voted to extend the County's full remote work status until Friday, March 12th. At that time the Board asked Margaret to provide a mid-status report. The amount of COVID-19 cases among county employees are beginning to stabilize, this includes the number of employees on quarantine. The numbers have dropped to what the County was seeing in November. Commissioner Pipe asked if State or Governor's Office has changed their recommendations regarding full remote work status. Margaret is not aware of any change to the guidance.

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V. **PERSONNEL ITEMS**

A. Central Booking

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

- i. Revisions to the job description for the position of Central Booking Lieutenant, Central Booking, SG-S54, effective April 1, 2021, pay period 8 – Dept. 334.
- ii. Personnel requisition full-time Central Booking Lieutenant, Central Booking, (p.c. #96, exempt, replacing W. Andrews), at SG-S54, effective April 1, 2021, pay period 8 – Dept. 334.

B. Correctional Facility

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

- i. Personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing J. Smith), at SG-N10, effective retro to February 22, 2021, pay period 5 – Dept. 333.
- ii. Personnel requisition part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing Z. Eschrich), at SG-N10, effective retro to February 5, 2021, pay period 4 – Dept. 333.
- iii. Transfer/change in title/department for Rachel Lyons from full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #10, non-exempt), at SG-N09E(05)--\$15.35/hour to full-time Corrections Officer, Correctional Facility, (p.c. #19, non-exempt, replacing B. Houck), at SG-N10A(02)--\$16.46/hour, effective February 28, 2021, pay period 6. Salary budget savings for 2021 \$2,258, annualized salary savings for 2022 \$1,414 – Dept. 333.

Facilities Management – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Cody A. Pettenger, full-time Facilities Technician 1, Facilities Management, (p.c. #25, non-exempt, replacing D. Spicer), at SG-N09A(01)--\$14.18/hour, effective March 1, 2021, pay period 6. Salary budget savings for 2021 \$15,157, annualized salary savings for 2022 \$9,485 - Dept. 161.

- C. Financial Management – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the job description for the position of Director of Financial Management, Financial Management, SG-S62, effective February 25, 2021, pay period 5 – Dept. 113.

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VI. REPORT ON JUDICIAL PERSONNEL ITEMS

MDJ State College 49-2-01 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-McClain, (p.c. #03, non-exempt, replacing B. Coleman), at SG-N08, effective February 18, 2021, pay period 5 – Dept. 252.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Sheriff

i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Sergeant, Sheriff, (p.c. 08, non-exempt, replacing T. Walk), at SG-N13, effective February 16, 2021, pay period 5 – Dept. 211.

ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Security Officer, Sheriff, (p.c. #30, non-exempt, replacing R. Hoover), at SG-N08, effective February 16, 2021, pay period 5 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

Tax Assessment – Director Mark Kellerman introduced an agreement between the Counties of the Commonwealth and the Pennsylvania Department of Community and Economic Development (DCED) to forgo payments from the State Tax Equalization Board (STEB) in exchange for those funds to be allocated to the creation of a new standardized statewide database – Dept. 121.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the agreement between the Counties of the Commonwealth and the DCED.*

IX. DISCUSSION ITEMS

X. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT

On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:30 AM.

ATTEST:

Margaret N. Gray
Administrator