



## BOARD OF COMMISSIONERS MINUTES

Thursday, March 11, 2021, 10:00 A.M.

Virtual – BlueJeans

---

### I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:14 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 David Lomison, Ray Stolinas, Faith Ryan, David Crowley, Norm Spackman, Travis Walker, Latisha Stefanko and Betsy Barndt.

Guest present included 8143598605, 8145481055.

Representatives from the news media included Marley Parish.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. MEETING MINUTES

Minutes from the Thursday, February 25, 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 25, 2021.*

### IV. COVID-19 PLANNING AND RESPONSE

#### A. Suspension of the COVID 19 Personal Travel Policy

Director of Human Resources Kristen Simkins announced the State restrictions on traveling out of state are no longer in place. It is recommended that the County suspend their COVID-19 Personal Travel Policy. Commissioner Dershem suggested sunseting the policy instead as it is unlikely to be reinstated. Commissioner Pipe stated that if the policy does need to be reinstated or updated it would be more convenient to have the policy in a suspended state.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the suspension of the COVID-19 Personal Travel Policy.*

**BOARD OF COMMISSIONERS MINUTES**

**THURSDAY, MARCH 11, 2021**

**PAGE 2**

**B. Amendments to County Protocols**

Administrator Margaret Gray reported that in addition to COVID-19 protocols, the County has been working under operational protocols. It is recommended that the restriction on out of county work travel be lifted. Margaret also asked the Board to consider lifting the travel restriction regarding no more than one person per car, unless there is a security concern. This will allow for out of county work travel and employees traveling together.

Commissioner Pipe is comfortable with lifting the restriction on out of county work travel, however, he is not comfortable with allowing employees to travel together. Commissioner Higgins agreed.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the board voted unanimously to approve the revision of operational protocols allowing for employees to travel out of county for work related reasons and to continue with the requirement that unless there is a safety or regulatory reason employees should continue to travel alone.*

**V. PERSONNEL ITEMS**

**A. Correctional Facility**

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

- i. Personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #107, non-exempt, replacing M. Brooks), at SG-N10, effective retro to February 25, 2021, pay period 5 – Dept. 333.
- ii. Personnel requisition part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing S. Meeker), at SG-N10, effective retro to February 23, 2021, pay period 5 – Dept. 333.

**B. Elections**

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Elections items i-iv.

- i. Reappointment for Cristene A. Norris, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #18, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to January 7, 2021, pay period 2 to January 11, 2021, pay period 2. Paid for with the remaining Center for Tech and Civic Life grant funds – Dept. 131.
- ii. Reappointment for Laura S. Brown, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #23, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to January 7, 2021, pay period 2 to January 11, 2021, pay period 2. Paid for with the remaining Center for Tech and Civic Life grant funds – Dept. 131.

**BOARD OF COMMISSIONERS MINUTES**

**THURSDAY, MARCH 11, 2021**

**PAGE 3**

- iii. Reappointment for Mary Sargo, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #27, non-exempt, new), at SG-N02U(21)–\$15.11/hour, effective retro to January 7, 2021, pay period 2 to January 11, 2021, pay period 2. Paid for with the remaining Center for Tech and Civic Life grant funds – Dept. 131.
- iv. Reappointment for Saralee Bressler, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #30, non-exempt, new), at SG-N02U(21)–\$15.11/hour, effective retro to January 7, 2021, pay period 2 to January 11, 2021, pay period 2. Paid for with the remaining Center for Tech and Civic Life grant funds – Dept. 131.

**C. Emergency Communications 911**

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

- i. Appointment for Stewart L. Gingerich Jr., full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #25, non-exempt, replacing K. Cameron), at SG-N09E(05)–\$15.35/hour, effective March 22, 2021, pay period 7. Salary budget savings for 2021 \$7,982, annualized salary savings for 2022 \$2,281 - Dept. 354.
- ii. Personnel requisition for full-time Training Supervisor, Emergency Communications 911, (p.c. #37, non-exempt, replacing R. Weidel), at SG-S45A(01), effective March 11, 2021, pay period 6 – Dept. 354.
- iii. Personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #10, non-exempt, replacing R. Lyons), at SG-N09E(05), effective March 11, 2021, pay period 6 – Dept. 354.

**D. Human Services**

**i. Adult Services**

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Adult Services items 1-3.

1. New job description for the position of Caseworker 1-Adult Services, Adult Services, SG-N10, effective March 11, 2021, pay period 6 – Dept. 501.
2. Personnel requisition for temporary full-time Caseworker 1-Adult Services, Adult Services, (p.c. #06, non-exempt, new), at SG-N10, effective March 11, 2021, pay period 6 – Dept. 501.
3. Personnel requisition for temporary full-time Caseworker 1-Adult Services, Adult Services, (p.c. #07, non-exempt, new), at SG-N10, effective March 11, 2021, pay period 6 – Dept. 501.

**BOARD OF COMMISSIONERS MINUTES**

**THURSDAY, MARCH 11, 2021**

**PAGE 4**

ii. MH/ID – Personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #40, non-exempt, replacing A. Standridge), at SG-N12, effective retro to March 3, 2021, pay period 6 – Dept. 561.

iii. Transportation – Personnel requisition for on-call/occasional Vehicle Operator, Transportation, (p.c. #17, non-exempt, replacing T. Desmond), at SG-N04, effective retro to March 1, 2021, pay period 6 – Dept. 531.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Human Services items ii-iii.

E. Public Defender – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #09, non-exempt, replacing J. Poorman), at SG-N08A(01), effective retro to March 5, 2021, pay period 6 – Dept. 132.

**VI. REPORT ON JUDICIAL PERSONNEL ITEMS**

MDJ State College 49-1-01 – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Supervisor 2, MDJ-Hahn, (p.c. #01, non-exempt, replacing K. Caprio Devore), at SG-S45, effective February 18, 2021, pay period 5 – Dept. 251.

MDJ State College 49-3-05 – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Supervisor 2, MDJ-Lachman, (p.c. #18, non-exempt, replacing T. Hagenbuch), at SG-S45, effective March 1, 2021, pay period 6 – Dept. 257.

**VII. REPORT ON ROW OFFICE PERSONNEL ITEMS**

Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for on-call/occasional Security Officer, Sheriff, (p.c. 26, non-exempt, replacing D. Clouse), at SG-N08, effective March 2, 2021, pay period 6 – Dept. 211.

**VIII. NON-PERSONNEL ITEMS**

A. Capital Projects – Administrator Margaret Gray introduced a proposal from Automated Logic for connection of the HVAC duct smoke detectors to the new fire alarm panel at the Courthouse as part of the Courthouse Renovations Project. The total cost is \$5,661 – Dept. 971.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the proposal from Automated Logic.*

B. Housing – Satisfaction piece for Ray Hosterman for the premises located at 204 Eagles Nest Road, Blanchard - Dept. 815.

**BOARD OF COMMISSIONERS MINUTES**

**THURSDAY, MARCH 11, 2021**

**PAGE 5**

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Ray Hosterman.*

- C. Transportation – Director of Transportation David Lomison presented the request for the acquisition of a 2018 Chevrolet Suburban with 71,758 miles for \$33,000 to be utilized by the District Attorney’s Office Task Force Surveillance Team. This vehicle will be provided as a Penn State In-Kind Service in the total all-inclusive amount of \$33,000 – Dept. 532.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the vehicle acquisition from Penn State University.*

IX. DISCUSSION ITEMS

Letter in support of Tempest Productions in their efforts to secure Pennsylvania Council on the Arts funding to support their expansion to a year-round program.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of support for Tempest Productions.*

X. C-NET REQUESTS

Sponsorship of a bulletin board message for the Centre County Conservation District’s annual seedling sale.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve CNET Sponsorship for the Centre County Conservation District Seedling Sale.*

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT

On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:37 AM.

ATTEST:

---

Margaret N. Gray  
Administrator