



BOARD OF COMMISSIONERS MINUTES

Thursday, March 16, 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 10:06 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, Dave Lomison, Geri Sorgen, Beth Lechman, Leah Raker, Norm Spackman, Ryan Smeltzer, Kendra Miknis, Quentin Burchfield, and Rayme Weidel.

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, March 2, 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 March 2, 2023.

V. PERSONNEL ITEMS

- A. Correctional Facility – Kristen Simkins asked the Board to approve Consider the medical leave of absence for Kitchen Supervisor, Correctional Facility, (p.c. #122), effective from April 26, 2023, pay period 10 to (estimated) June 6, 2023, pay period 13 – Dept. 333.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the medical leave of absence for Kitchen Supervisor PC #122.

B. Elections & Voter Registration

Beth Lechman asked the Board to approve the following items:

- i. Approve the appointment for Joseph R. Torrell, to Temporary Elections Worker, Elections, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective March 27, 2023, pay period 8. Salary budget savings for 2023 \$6,788, annualized salary savings for 2024 \$469 - Dept. 131.
- ii. Approve the promotion/change in title/department for Sharon Johnson, from on-call/occasional Office Floater, Human Resources, (p.c. #16, non-exempt), at SG-02A(01)--\$15.30/hour to part-time Vote-By-Mail Coordinator, Elections, (p.c. #04, non-exempt), at SG-07A(01)--\$20.27/hour, effective April 9, 2023, pay period 9. Salary budget savings 2023 \$12,947, annualized salary savings for 2024 \$785 - Dept. 131.

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

C. Emergency Communications 911

Norm Spackman asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for the position of full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt), at SG-08A(01)--\$21.45/hour, effective March 16, 2023, pay period 7. Salary budget savings for 2023 \$4,826, annualized salary savings for 2024 \$894 - Dept. 354.
- ii. Approve the appointment for Jayton K. Green-Heverly, to full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #19, non-exempt), at SG-08A(01)--\$21.45/hour, effective March 27, 2023, pay period 8. Salary budget savings for 2023 \$12,906, annualized salary savings for 2024 \$894 - Dept. 354.
- iii. Approve the appointment for Keara J. Tice, to full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #33, non-exempt), at SG-08A(01)--\$21.45/hour, effective March 27, 2023, pay period 8. Salary budget savings for 2023 \$12,906, annualized salary savings for 2024 \$894 - Dept. 354.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Emergency Communication 911 items i-iii.

D. Human Services

- i. Aging - Quentin Burchfield asked the Board to approve the appointment for Sheri K. Neale-Gummo, to full-time Aging Care Manager 2, Aging, (p.c. #29, non-exempt), at SG-07A(01)--\$20.27/hour, effective April 10, 2023, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$17,674, annualized salary savings for 2024 \$5,512 - Dept. 521.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Sheri Neale-Gummo.

- ii. Children & Youth Services – Leah Raker asked the Board to approve the appointment for Brook M. Kepler, to full-time Caseworker 1, C&YS, (p.c. #56, non-exempt), at SG-07A(01)--\$20.27/hour, effective March 20, 2023, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$10,667, annualized salary savings for 2024 \$785 - Dept. 511.

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

- iii. Transportation – Dave Lomison asked the Board to approve the funding and personnel requisition for the position of full-time Vehicle Operator, Transportation, (p.c. #42, non-exempt), at SG-03A(01)--\$15.81/hour, effective March 16, 2023, pay period 7. Salary budget savings for 2023 \$8,324, annualized salary savings for 2024 \$617 – Dept. 531.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Vehicle Operator P.C. #42.

VI. JUDICIAL PERSONNEL ITEMS

- A. Probation – Ryan Smeltzer asked the Board to approve the funding and personnel requisition for the position of full-time Probation Officer 1, Probation, (p.c. #09, non-exempt), at SG-08A(01)--\$21.45/hour, effective March 16, 2023, pay period 7. Salary budget impact for 2023 \$31,371, annualized salary impact for 2024 \$41,828 – Dept. 301.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the requisition for Probation Officer 1 P.C. #09.

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Court Administration – Kendra Miknis asked the Board to approve the Court Interpreter Services Grant for the language access reimbursement costs incurred in 2022 for the use of Courtroom interpreters. The total to be reimbursed by the Administrative Office of Pennsylvania Courts (AOPC) is \$40,821.47 – Dept 271.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the reimbursement incurred in 2022 for the language access reimbursement costs by the AOPC.

IX. CONSENT AGENDA

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

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XII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:20 AM.

ATTEST:

John Franek Jr.
Administrator