



BOARD OF COMMISSIONERS MINUTES

Thursday, March 23, 2023, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:00 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 Human Resources Director Kristen Simkins, Deputy Administrator Natalie Corman, Dave Lomison, Geri Sorgen, Beth Lechman, Leah Raker, Interim Warden Glenn Irwin, Krista Davis, Faith Ryan (Zoom), Dave Lomison, Chad Joyce, Tracy Martin, Lora Rupert, Richard Killian, Julie Lutz, and Ray Stolinas.

Guests present included Mitzi Gallagher and Larry Mayes.

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 Board of Commissioners meeting and Work Session held on March 14, and the Board of Commissioners meeting held on March 16, 2023.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from March 14 and 16, 2023 meetings.

V. PERSONNEL ITEMS

A. Correctional Facility

Interim Warden Glenn Irwin asked the Board to approve the Correctional Facility item i and table item ii:

- i. Approve the promotion for Cody Eick, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt), effective retro to March 12, 2023, pay period 7 (no change in pay rate). Salary budget savings for 2023 \$12,272, annualized

salary savings for 2024 \$2,309 - Dept. 333.

- ii. Table the appointment for Ethan D. Dixon, to full-time Kitchen Supervisor, Correctional Facility, (p.c. #81, 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 impact for 2023 \$29,189, annualized salary impact for 2024 \$42,162 - Dept. 333.

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

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to table the Correctional Facility items ii.

- B. Elections & Voter Registration – Beth Lechman asked the Board to approve the appointment for Kristina T. Konrath, to Temporary Elections Worker, Elections, (p.c. #12, non-exempt), at SG-02A(01)--\$15.30/hour, effective April 10, 2023, pay period 9. Salary budget savings for 2023 \$7,691, annualized salary savings for 2024 \$469 - Dept. 131.

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

- C. Public Defender – Lora Rupert asked the Board to approve the funding and personnel requisition for the position of full-time Assistant Public Defender, Public Defender, (p.c. #12, exempt), at SG-14A(01)--\$28.61/hour, effective March 23, 2023, pay period 7. Salary budget savings for 2023 \$10,897, annualized salary savings for 2024 \$7,511 – Dept. 132.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Assistant Public Defender P.C. #12.

- D. Risk Management & Workplace Operations

Krista Davis asked the Board to approve the following items:

- i. Approve the revisions to the Vehicle Use policy, effective March 23, 2023, pay period 7 – Dept. 112.

Krista stated the main changes to the vehicle use policy are requesting to run motor vehicle requests annually when employees are using them for County business, employees will be disciplined if they have multiple motor vehicle accidents, and insurance information will be collected by employees who are using their personal vehicles for County business.

- ii. Approve the funding and personnel requisition for the position of full-time Custodial Worker, Risk Management, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective March 23, 2023, pay period 7. Salary budget impact for 2023 \$23,256, annualized salary impact for 2024 \$31,824 – Dept. 112.

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

E. Human Services

i. Adult Services

Faith Ryan asked the Board to approve the following items, which will be posted for one week internally:

1. Approve the revisions to the job description for the position of Assistant Director Adult Services, Adult Services, SG-14, effective March 23, 2023, pay period 7 – Dept. 501.
2. Approve the funding and personnel requisition for the position of full-time Assistant Director Adult Services, Adult Services, (p.c. #04, exempt), at SG-14A(01)–\$28.61/hour, effective March 23, 2023, pay period 7. Salary budget impact for 2023 \$43,487, annualized salary impact for 2024 \$59,509 – Dept. 501.

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

ii. Children & Youth Services

Leah Raker asked the Board to approve the following items:

1. Approve the funding and personnel requisition for the position of full-time Department Clerk 3 (75) C&YS, C&YS, (p.c. #20, non-exempt), at SG-04A(01)–\$16.69/hour, effective March 23, 2023, pay period 7. Salary budget savings for 2023 \$2,938, annualized salary savings for 2024 \$645 – Dept. 511.
2. Approve the promotion/change in title for Chelsea Flick, Caseworker 3-C&YS, C&YS, (p.c. #06, non-exempt), at SG-09A(01)–\$22.64/hour to Casework Supervisor C&YS, C&YS, (p.c. #04, exempt), at SG-11A(01)–\$25.03/hour, effective March 26, 2023, pay period 8. Salary budget savings for 2023 \$9,308, annualized salary savings for 2024 \$4,289 - Dept. 511.
3. Approve the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #06, non-exempt), at SG-08A(01)–\$21.45/hour, effective March 26, 2023, pay period 8. Salary budget savings for 2023 \$856, annualized salary savings for 2024 \$3,2111 – Dept. 511.
4. Approve the promotion/change in title for Letasha Tedrow, Caseworker 3-C&YS, C&YS, (p.c. #54, non-exempt), at SG-09A(01)–\$22.64/hour to Casework Supervisor C&YS, C&YS, (p.c. #46, exempt), at SG-11A(01)–\$25.03/hour, effective March 26, 2023, pay period 8. Salary budget savings for 2023 \$10,034, annualized salary savings for 2024 \$12,685 - Dept. 511.
5. Approve the funding and personnel requisition for the position of full-time Caseworker 3, C&YS, (p.c. #54, non-exempt), at SG-09A(01)–\$22.64/hour, effective March 23, 2023, pay period 7. Salary budget impact for 2023 \$20, annualized salary savings for 2024 \$891 – Dept. 511.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the C&YS items 1-5.*

- 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. #36, non-exempt), at SG-03A(01)–\$15.81/hour, effective March 23, 2023, pay period 7. Salary budget savings for 2023 \$6,365, annualized salary savings for 2024 \$8,590 – 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. #36.

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Centre County Correctional Facility – Interim Warden Glenn Irwin asked the Board to approve the contract template for an Intergovernmental Housing Agreement for the rate of \$75/day per inmate for the period of January 1, 2023 to December 31, 2023 – Dept. 333.

John Franek Jr. stated that the intergovernmental housing agreement will be brought before the Board in 2024 to issue an addendum with a possible rate increase if needed for 2024.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the Intergovernmental Housing Agreement to next week's Consent Agenda.

- B. Records Management – Tracy Martin asked the Board to approve a contract with Shredding Solutions to provide secure on-site shredding of documents throughout County buildings. The estimated average monthly cost is \$995. The contract total is not to exceed \$18,000 for the period of April 1, 2023 to March 31, 2024 – Dept 143.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the contract with Shredding Solutions to next week's Consent Agenda.

- C. Information Technology Services – Chad Joyce asked the Board to approve a contract with PDQ/SmartDeploy to provide software for inventory of hardware/software assets and to push out software/hardware patches. The contract total is \$10,500 for the period of March 28, 2023 to March 27, 2024 – Dept 142.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the contract with PDQ/SmartDeploy to next week's Consent Agenda.

- D. Planning and Community Development

Mitzi Gallagher asked the Board to approve the following items:

- i. Approve the Professional Services Agreement (PSA) with SEDA-COG for the administrative services of the Redevelopment Assistance Capital Program (RACP) Grant through the Commonwealth of Pennsylvania for the Moshannon Valley Emergency Medical Services (MVEMS) Ambulance Building Headquarters project. The contract total is not to exceed \$34,000 – Dept 817.

- ii. Approve the Co-operation agreement with Moshannon Valley EMS for the Redevelopment Assistance Capital Program (RACP) Grant through the Commonwealth of Pennsylvania for the Moshannon Valley Emergency Medical Services (MVEMS) Ambulance Building Headquarters project. The co-operation agreement total is \$1,000,000 – Dept 817.

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

- E. Capital Projects – John Franek Jr. asked the Board to approve the purchase of cabinets from Nittany Office Equipment, Inc. for the Willowbank Conference Room 144. The total cost of the equipment is \$8,940.00 – Dept. 971.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the purchase of cabinetry from Nittany Office Equipment, Inc.

IX. CONSENT AGENDA

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve this week's Consent Agenda.

- A. Centre County Correctional Facility – Consider approval of a Memorandum of Understanding with the Pennsylvania State Police to investigate all Prison Rape Elimination Act (PREA) allegations. There is no fee associated with the MOU for the period of January 1, 2023 to December 31, 2023.
- B. Elections – Consider approval of the purchase of three letter openers from Advanced Machine & System Technologies, Inc. (AMASTI) for the vote-by-mail center which will cut down on the time and labor of opening envelopes by hand. The total cost with shipping and the included maintenance agreement for the year 2023 will be \$26,237. AMASTI will provide ongoing maintenance for the equipment at a rate of \$2,905 per year beginning in 2024 with increases upon review – Dept. 131.
- C. 9-1-1 Emergency Communications – Contract with MGM Mechanical to provide the installation of two Mitsubishi Hyper-Heating Mini-Split systems with two MHK2 thermostats with Kumo Cloud Wi-Fi controls at the Pine Glen Tower site. The price includes the demolition of existing Bard units, new indoor/outdoor units, line sets, slim duct covering, stands, thermostats/Wi-Fi clouds, aluminum plates to cover existing penetrations, electrical, plumbing, and labor. The contract total is \$17,275 for the period of March 1, 2023 to August 30, 2023 – Dept 354.
- D. Information Technology Systems – Contract renewal with CDW-G, LLC. to provide Veeam Software. Veeam provides snap shot backup copies, of all servers, data, files, and Microsoft Office365 backup. The contract total is \$23,477.45 for the period of April 16, 2023 to April 15, 2024 – Dept 142.

Human Services

E. MH/ID/EL D&A

- i. Contract renewal with Community Services Group to provide mental health services including psychiatric rehabilitation and outpatient services. The contract total is \$51,000 funded as follows: State \$48,649 and County Match \$2,351 for the period of July 1, 2022 to June 30, 2023 – Dept 561.
- ii. Consider approval of the sub-lease with Services Access & Management, Inc. (SAM) for their leased space at Summit Park from October 1, 2022 to September 30, 2024 with the ability to renew on a month-to-month basis following the expiration of this lease agreement. The rental cost is \$2,216.77 per month for the first 12 months funded as follows: State \$2,216.77 for the period of October 1, 2022 to September 30, 2024 – Dept 561.

F. Aging

- i. Contract with Clearfield Area Agency on Aging to provide nursing consultation services to Centre County Office of Aging to provide assistance to Protective Service Staff as needed. Registered Nurse Consultation Services will be provided at \$30.00 per hour not to exceed \$2,188.00 funded as follows: State \$2,188 for the period of April 1, 2023 to June 30, 2025 – Dept 521.
- ii. Contract Addendum with Centre County Youth Service Bureau involving the lease for the Bellefonte Senior Living Center to allow month-to-month leasing as of July 1, 2024 at a monthly rate of \$1,325. It will allow for flexibility with termination of the lease after July 1, 2024 with a 30-day notice, which is needed with the anticipated move of the Bellefonte Senior Center to the renovated Centre Crest Building. The original contract total is \$77,544 funded as follows: State \$77,544 for the period of July 1, 2020 to June 30, 2025 – Dept 521.

Action: Add Aging items i-ii to the March 23, 2023 Consent Agenda.

G. Children & Youth Services

- i. Contract with Three Rivers Adoption Council DBA TRAC Services for Families to provide foster care services for dependent/delinquent youth. The contract total is \$12,558.48 funded as follows: State \$10,046.78 and County Match \$2,511.70 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- ii. Contract renewal with Hope's Haven Residential Services, LLC to provide community residential services for children in placement. The contract total is \$273,750 funded as follows: State \$219,000 and County Match \$54,750 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- iii. Consider approval of the Act 148 2nd Quarter Fiscal Year 2022/2023 report.

-----END OF CONSENT-----

X. AUTHORITIES, BOARDS AND COMMISSIONS

ABC	NAME	ACTION	TERM
MH/ID Advisory Board	Matthew Eckley	Resignation	April 1, 2020 – March 23, 2023

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the ABC resignation.*

XI. CHECK RUN

Check run in the amount of \$938,862.59 dated March 17, 2023.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the check run dated March 17, 2023.*

XII. LETTER OF SUPPORT

- i. Larry Mayes asked the Board to approve a Letter of Support for the Snow Shoe Rails to Trails Association (SSRTA) in its pursuit of a Department of Conservation and Natural Resources (DCNR) Grant to construct an office/maintenance building to properly house all the equipment.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Letters of support for the Snow Shoe Rails to Trails Association.*

- ii. John Franek Jr. asked the Board to approve a Letter of support for College Township in applying for a DCNR Community Conservation Preservation Program (C2P2) Grant for the rehabilitation of the basketball and tennis courts at Spring Creek Park.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Letter of support for College Township in applying for a DCNR Community Conservation Preservation Program(C2P2) Grant.*

XIII. EXECUTIVE SESSION REPORT

XIV. QUESTIONS FROM THE PRESS

XV. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:05 AM.

ATTEST:

John Franek Jr.

Administrator