



## BOARD OF COMMISSIONERS MINUTES

Thursday, April 8, 2021, 10:00 A.M.

Virtual – BlueJeans

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### 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, and Controller Jason Moser.

County personnel present included John Franek, Jr., Travis Walker, David Lomison, Norm Spackman, David Crowley, Warden Chris Schell and Sheriff Bryan Sampsel.

Guest present included 8143662027.

Representatives from the news media included Marley Parish and INCWJAC.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. MEETING MINUTES

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

### IV. COVID-19 PLANNING AND RESPONSE

### V. PERSONNEL ITEMS

- A. Children & Youth Services - On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #37, non-exempt, replacing C. Black), at SG-N13A(01), effective retro to April 1, 2021, pay period 8– Dept. 511.

B. Correctional Facility

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

- i. Personnel requisition full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing N. Anzalone), at SG-N08, effective retro to March 23, 2021, pay period 7 – Dept. 333.

**BOARD OF COMMISSIONERS MINUTES**

**THURSDAY, APRIL 8, 2021**

**PAGE 2**

- ii. Reinstatement for Ashley Clark to full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing N. Anzalone), at SG-N08A(01)-- \$13.52/hour, effective May 3, 2021, pay period 10. Salary budget impact for 2021 \$1,082, annualized salary savings for 2022 \$6,391-- Dept. 333.
- iii. Appointment for Blaine R. Davis, part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing M. Brooks), at SG-N10A(01)-- \$14.70/hour, effective April 12, 2021, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$4,228, annualized salary savings for 2022 \$5,003 - Dept. 333.
- iv. Personnel requisition part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing J. Cowher), at SG-N10, effective retro to March 23, 2021, pay period 7 - Dept. 333.
- v. New job description for the position of Mental Health Counselor, Correctional Facility, SG-N12, effective April 8, 2021, pay period 8 - Dept. 333.
- vi. Personnel requisition full-time Mental Health Counselor, Correctional Facility, (p.c. #138, non-exempt, new with 2020 budget), at SG-N12, effective April 8, 2021, pay period 8 - Dept. 333.

**C. Elections**

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

- i. Personnel requisitions for Temporary Election Worker, Elections, (p.c. #31-42, non-exempt, new), at SG-N02U(21), effective April 8, 2021, pay period 8-- Dept. 131.
- ii. New job description for the position of Temporary Election Worker, Elections, SG-N02, effective April 8, 2021, pay period 8 - Dept. 131.
- iii. Appointment for Wendy Azzara, Temporary Election Worker, Elections, (p.c. #31, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- iv. Appointment for Saralee Bresler, Temporary Election Worker, Elections, (p.c. #32, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- v. Appointment for Laura Brown, Temporary Election Worker, Elections, (p.c. #33, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- vi. Appointment for Gina Buckley, Temporary Election Worker, Elections, (p.c. #34, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.

**BOARD OF COMMISSIONERS MINUTES**

**THURSDAY, APRIL 8, 2021**

**PAGE 3**

- vii. Appointment for Victoria Fong, Temporary Election Worker, Elections, (p.c. #35, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- viii. Appointment for Elizabeth Haushalter, Temporary Election Worker, Elections, (p.c. #36, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- ix. Appointment for Alexandra Pershanina, Temporary Election Worker, Elections, (p.c. #37, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- x. Appointment for Marion Sheridan, Temporary Election Worker, Elections, (p.c. #38, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.
- xi. Appointment for Margaret Swoboda, Temporary Election Worker, Elections, (p.c. #39, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective April 19, 2021, pay period 9 - Dept. 131.

**D. Emergency Communications 911**

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

- i. Appointment for Lucas A. Morningstar, full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #14, non-exempt, replacing J. Davey), at SG-N09E(05)--\$15.35/hour, effective May 3, 2021, pay period 10. Salary budget savings for 2021 \$11,052, annualized salary savings for 2022 \$6,082 - Dept. 354.
- ii. Personnel requisition on-call/occasional Public Safety Telecommunicator, Emergency Communications 911, (p.c. #41, non-exempt, new), at SG-N09, effective April 8, 2021, pay period 8 - Dept. 354.
- iii. Change in status for Jessica Zimmerman from full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #33, non-exempt) to on-call/occasional Public Safety Telecommunicator, Emergency Communications 911, (p.c. #41, non-exempt, new), effective April 8, 2021, pay period 8 (No change in pay rate). Salary budget savings for 2021 \$16,245, annualized salary savings for 2022 \$23,238 - Dept. 354.
- iv. Personnel requisition full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #33, non-exempt, replacing J. Zimmerman), at SG-N09, effective April 8, 2021, pay period 8 - Dept. 354.

**E. Public Defender**

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

- i. Personnel requisition for full-time Paralegal 2, Public Defender, (p.c. #13, non-exempt, replacing S. Corl), at SG-N10A(01), effective retro to March 29, 2021, pay period 8- Dept. 132.

**BOARD OF COMMISSIONERS MINUTES**

**THURSDAY, APRIL 8, 2021**

**PAGE 4**

- ii. Personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #08, non-exempt, replacing A. Bowes), at SG-N08A(01), effective retro to April 5, 2021, pay period 8– Dept. 132.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time First Deputy Prothonotary, Prothonotary, (p.c. #15, non-exempt, replacing J. Conklin), at SG-S46A(01), effective April 5, 2021, pay period 8 – Dept. 223.

- B. Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for on-call/occasional Security Officer, Sheriff, (p.c. #29, non-exempt, replacing S. Glunt), at SG-N08, effective April 5, 2021, pay period 8 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for part-time Security Officer 40%, Sheriff, (p.c. #13, non-exempt, replacing L. Spayd), at SG-N08, effective April 6, 2021, pay period 8 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

Elections - Agreement with Pitney Bowes for the purchase of a Relay3500 Folder/Inserter including years 2-5 of equipment maintenance. The purchase price for the Relay3500 is \$12,008.46. Equipment maintenance cost is free for the first year, then \$1,122.00 per year for year 2 through year 5. Equipment maintenance includes replacement parts and labor. Agreement totals \$16,496.46 and will be paid for 100% by grant funds through the Center for Tech and Civic Life grant – Dept. 131.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the agreement with Pitney Bowes.*

IX. DISCUSSION ITEMS

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:23 AM.

ATTEST:

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Margaret N. Gray  
Administrator