



BOARD OF COMMISSIONERS' MINUTES

Thursday, May 7, 2020, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:05 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Controller Jason Moser, Executive Office Supervisor Natalie Smith, Director of Financial Management Tom Martin, and Director of Human Resources Kristen Simkins.

I. PUBLIC COMMENT

There were no comments received from the public.

II. MEETING MINUTES

Minutes from the Wednesday, April 22, 2020 Board of Commissioners' Work Session and the Thursday, April 30, 2020 Board of Commissioners' Meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from April 22 and April 30, 2020.

III. COVID-19 PLANNING AND RESPONSE

A. Personnel

Administrator Margaret Gray and Director of Human Resources Kristen Simkins reviewed the following personnel requests related to extension of furloughs and reinstatement of employees.

- i. Commissioner Pipe suggested extension of temporary furloughs/partial reduction of hours for Court related offices until May 29, 2020. This would align with President Judge Reust's Declaration of Judicial Emergency. Commissioner Dershem and Commissioner Higgins agreed.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to extend temporary furloughs/partial reduction hours for Court related offices until May 29, 2020 unless requested to report back to work sooner.

ii. Commissioner Pipe suggested that the Board consider extension of temporary furloughs/partial reduction of hours for non-Court related offices next week. The current furlough is in place until May 15, 2020. It was the consensus of the Board to continue discussions next week.

iii. Facilities Management - Consider approval of the reinstatement of Jason Bonawitz, Facilities Technician 1, from fulltime furlough to regular full-time status effective May 11, 2020, pay period 11 – Dept. 161.

iv. Court Offices

1. Court Administration - Consider approval of the reinstatement of Kelley James, Department Clerk 3, from full time furlough to full time regular status effective May 11, 2020, pay period 11 – Dept. 271.

2. Domestic Relations - Consider approval of the reinstatement of Shelby Bonawitz, Department Clerk 3 DRS, from full time furlough to full time regular status effective May 11, 2020, pay period 11 – Dept. 281.

3. MDJ - Bellefonte

a. Consider approval of the reinstatement of Karen Weight, MDJ Secretary, from full time furlough to regular full time status effective May 11, 2020, pay period 11 – Dept. 253.

b. Consider approval of the reinstatement of Susan Watson, MDJ Secretary, from full time furlough to regular full time status effective May 11, 2020, pay period 11 – Dept. 253.

4. MDJ – Centre Hall - Consider approval of the reinstatement of Katherine Estright, MDJ Secretary, from full time furlough to regular full time status effective May 11, 2020, pay period 11 – Dept. 256.

5. MDJ – Philipsburg - Consider approval of the reinstatement of Judith Clark, MDJ Secretary, from full time furlough to regular full time status effective May 11, 2020, pay period 11 – Dept. 254.

v. Sheriff

1. Consider approval of the reinstatement of Dirk Clouse, Security Officer, from full time furlough to reduced hours furlough – 60% status effective May 11, 2020, pay period 11 – Dept. 211.

2. Consider approval of the reinstatement of Stephen Glunt, Security Officer, from full time furlough to reduced hours furlough – 60% status effective May 11, 2020, pay period 11 – Dept. 211.

3. Consider approval of the reinstatement of Paul Winkelbech, Deputy Sheriff 2, from full time furlough to full time regular status effective May 11, 2020, pay period 11 – Dept. 211.

4. Consider approval of the reinstatement of Katelyn Baker, Deputy Sheriff 2, from full time furlough to full time regular status effective May 11, 2020, pay period 11 – Dept. 211.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve personnel requests from elected officials and department heads items iii – v.

IV. PERSONNEL ITEM

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items A-B.

- A. Emergency Communications - Consider approval of the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #12, non-exempt, replacing C. Demyan), at SG-N09, effective April 30, 2020, pay period 10 – Dept. 354.
- B. Children & Youth Services- Consider approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #11, non-exempt, replacing S. Marshall), at SG-N13, effective April 30, 2020, pay period 10 – Dept. 511.

V. REPORT ON JUDICIAL PERSONNEL ITEMS

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Sheriff– Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Airport Security 2, Sheriff, (p.c. #35, non-exempt, replacing R. Bowes Jr.), at SG-N11, effective May 5, 2020, pay period 10 – Dept. 211.
- B. Treasurer – Treasurer Colleen Kennedy has approved the personnel requisition for full-time Second Deputy Treasurer, Treasurer, (p.c. #04, non-exempt, replacing W. Hockenberry), at SG-S46, effective May 5, 2020, pay period 10 – Dept. 124.

VII. NON-PERSONNEL ITEMS

- A. The Board discussed a contribution to Centre Care Inc. for elevator repair. Commissioner Pipe suggested a contribution of \$10,000. The total cost of the rebuild was approximately \$57,000, the revised amount presented by Centre Care is now \$46,000. Commissioner Dershem suggested a more generous contribution and proposed \$20,000. He added that the previous parking lot repair and now the elevator will benefit the facility in the long run. Commissioner Higgins was hesitant to give \$20,000 and agreed to \$10,000.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve a \$10,000 contribution to Centre Care Inc. for elevator repair.

B. Elections

i. Notice of Intent - Requesting Election Security Grant Funds in the amount of \$89,411.77 for expenditures occurring between December 21, 2019 and December 31, 2022 – Dept. 131.

ii. Notice of Intent - Requesting CARES Act Grant Funds in the amount of \$76,618.10 for expenses incurred between January 20, 2020 and December 31, 2020. – Dept. 131.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve submission of the notices of intent to request grant funds.

VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION REPORT

Administrator Margaret Gray reported that the Board of Commissioners met in executive session on May 5, 2020 from 10:42 to 11:04 AM.

X. PUBLIC MEETING SCHEDULE

Thursday, May 5, 2020

Board of Commissioners – 10:00 AM – Virtual

Board of Elections 11:00 AM – Virtual

Tuesday, May 12, 2020

Board of Commissioners' Meeting– 10:00 AM – 146WB

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT

On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to adjourn the meeting at 10:27 AM.

Respectfully submitted:

Natalie Smith

Executive Office Supervisor