



BOARD OF COMMISSIONERS MINUTES

Thursday, June 8, 2023, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:07 AM by Vice-Chair of the Board Amber Concepcion.

In attendance were Commissioner Amber Concepcion, Commissioner Steven Dershem, Administrator John Franek Jr., and Executive Office Supervisor Erin Good.

County personnel present included Deputy Administrator Natalie Corman, Kristen Simkins, Geri Sorgen, Leah Raker, Human Services Administrator Julia Sprinkle, Recorder of Deeds Joe Davidson, Interim Warden Glenn Irwin, Lora Rupert, Controller Jason Moser, Ray Stolinas, Katie Webb, Terry Hencinski, Amanda Vandermark, Ryan Clancy, Nicholas Keith, Harley Nelen, Lacy Gates, Shelby Kepner, Alyssa Brezler, Katie Tischler, Sandy Spicer, Jodi Ault, Kylie Snare, Jamie Mosser, Mackenzie Williams, Kaitlyn Kahley, Megan Cluck, Dylan James, Ty Lundy, Hannah McIntyre, and Ella Tat.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, May 18, 2023 Board of Commissioners meeting.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to approve the minutes from May 18, 2023.

V. PROCLAMATION

Proclamation 30 of 2023 – Leah Raker joined the Board in proclaiming June 5-9, 2023 as Child Welfare Professionals Appreciation Week in Centre County.

Leah would like to thank her entire CYS staff and providers for everything that they do. The positive work that is done every day is often not seen by the public eye. The CYS staff work directly with one of the most vulnerable populations in times of crisis. They have to make hard decisions each day that impacts lives and are faced with the pressure of having to make difficult decisions, all while maintaining a positive attitude.

Leah stated it is difficult to put into words what a day in child welfare looks like especially when you can't share what your typical day is like.

Commissioner Concepcion thanked all of the CYS staff for the work that they do on a daily basis for some of the most vulnerable individuals and can't imagine the amount of stress that they are under on a daily basis. Commissioner Dershem stated what CYS staff does is incredibly important to the County and making the tough decisions for some of the most vulnerable individuals is one of the hardest jobs. The work and importance of the work and the role that the staff plays in Centre County Government is crucial and very much appreciated.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to adopt Proclamation 30 of 2023 proclaiming June 5-9, 2023 as Child Welfare Professionals Appreciation Week in Centre County.

VI. PERSONNEL ITEMS

A. Correctional Facility

Interim Warden Glenn Irwin asked the Board to approve the following items:

- i. Approve the medical leave of absence for Corrections Officer, Correctional Facility, (p.c. #38), effective from May 22, 2023 to June 1, 2023, pay period 12 – Dept. 333.
- ii. Approve the funding and personnel requisition for full-time Deputy Warden of Operations, Correctional Facility, (p.c. #01, exempt), at SG-17A(01)--\$32.19/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$7,028, annualized salary savings for 2024 \$13,071 - Dept. 333.
- iii. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt), at SG-N10X(01)--\$21.25/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$9,794, annualized salary savings for 2024 \$2,309 - Dept. 333.
- iv. Approve the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt), at SG-N10X(01)--\$21.25/hour, effective June 8, 2023, pay period 13. Salary budget impact for 2023 \$33,573, annualized salary impact for 2024 \$41,438 - Dept. 333.

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

B. Human Resources

Human Resources Director Kristen Simkins asked the Board to approve the following items:

- i. Approve the suspension of the COVID-19 Leave Directive, effective June 8, 2023, pay period 13 – Dept. 114.

Kristen stated it was announced by the Federal Government that ending of COVID-19 pandemic, and the only change would be to suspend the policy, which allowed

employees to receive the COVID-19 vaccine during working hours and be paid while at that appointment.

- ii. Approve the revisions to the Calculation of Compensation policy, effective June 8, 2023, pay period 13 – Dept. 114.

Kristen stated that there were updates made to the policy. They defined that a pay period is 14 days as well as when paydays will be.

- iii. Approve to sunset the Payroll Deductions policy, effective June 8, 2023, pay period 13 – Dept. 114.
- iv. Approve the Exterior Facility Use policy, effective June 8, 2023, pay period 13 – Dept. 114.

Kristen stated the exterior use policy and application are required when using the County's property and as stated where the designated areas where protests and freedom of speech may be held.

Commissioner Dershem asked that we table Human Resources item iv until June 15, 2023 to allow time for the Board to review the policy.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to table Human Resources item iv until June 15, 2023.

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

C. Human Services

i. Aging

1. Approve the appointment for Angela E. Capparelle, to full-time Aging Care Manager 2, Aging, (p.c. #11, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 12, 2023, pay period 13. Salary budget savings for 2023 \$6,443, annualized salary savings for 2024 \$785 - Dept. 521.
2. Approve the appointment for Nicole M. Eckley, to full-time Aging Care Manager 2, Aging, (p.c. #28, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 12, 2023, pay period 13. Salary budget savings for 2023 \$5,929, annualized salary savings for 2024 \$785 - Dept. 521.
3. Approve the appointment for Madisen M. Querns, to full-time Aging Care Manager 2, Aging, (p.c. #09, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 12, 2023, pay period 13. Salary budget savings for 2023 \$2,821, annualized salary savings for 2024 \$785 - Dept. 521.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to approve the Aging items 1-3.

ii. Children & Youth Services

Julia Sprinkle asked the Board to approve the following items:

1. Approve the promotion/change in title for Hannah McIntyre from full-time Caseworker 1, C&YS, (p.c. #33, non-exempt), at SG-07A(01)–\$20.27/hour to Caseworker 2, C&YS, (p.c. #33, non-exempt), at SG-08A(01)–\$21.45/hour, effective June 18, 2023, pay period 14. Salary budget impact for 2023 \$2,069, annualized salary impact for 2024 \$1,516 - Dept. 511.
2. Approve the promotion/change in title for Theresa Hencinski from full-time Caseworker 1, C&YS, (p.c. #52, non-exempt), at SG-07A(01)–\$20.27/hour to Caseworker 2, C&YS, (p.c. #52, non-exempt), at SG-08A(01)–\$21.45/hour, effective June 18, 2023, pay period 14. Salary budget savings for 2023 \$1,259, annualized salary impact for 2024 \$1,516 - Dept. 511.
3. Approve the promotion/change in title for Isabella Taffera from full-time Caseworker 1, C&YS, (p.c. #24, non-exempt), at SG-07A(01)–\$20.27/hour to Caseworker 2, C&YS, (p.c. #24, non-exempt), at SG-08A(01)–\$21.45/hour, effective June 18, 2023, pay period 14. Salary budget impact for 2023 \$226, annualized salary impact for 2024 \$1,516 - Dept. 511.
4. Approve the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #13, non-exempt), at SG-08A(01)–\$21.45/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$12,052, annualized salary impact for 2024 \$1,516 - Dept. 511.
5. Approve the funding and personnel requisition for the position of full-time Caseworker 2, C&YS, (p.c. #45, non-exempt), at SG-08A(01)–\$21.45/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$1,482, annualized salary savings for 2024 \$838 - Dept. 511.
6. Approve the funding and personnel requisition for the position of temporary Casework Intern, C&YS, (p.c. #36, non-exempt), at SG-02A(01)–\$15.30/hour, effective retro to May 22, 2023, pay period 12. Salary budget savings for 2023 \$13,104 – Dept. 511.
7. Approve the appointment for Taylor M. Kinley, to temporary Casework Intern, C&YS, (p.c. #36, non-exempt), at SG-02A(01)–\$15.30/hour, effective retro to May 22, 2023, pay period 12 – Dept. 511.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to approve the C&YS items 1-7.

- iii. MH/ID/EI – Julia Sprinkle asked the Board to approve the funding and personnel requisition for the position of full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt), at SG-04A(01)–\$16.69/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$5,176, annualized salary savings for 2024 \$645 – Dept. 561.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to approve the funding and personnel requisition for Department Clerk 3 (MH) p.c. #34.

- iv. MH/ID/EI-D&A – Julia Sprinkle asked the Board to approve the medical leave of absence for TASC Coordinator/DUI Court, MH/ID/EI-D&A, (p.c. #27), effective from (estimated) July 16, 2023, pay period 16 to (estimated) August 27, 2023, pay period 19 – Dept. 562.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to approve the medical leave for TASC Coordinator/DUI Court p.c. #27.

v. Transportation

Julia Sprinkle asked the Board to approve the following items:

1. Approve the appointment for Karen M. Lucas, to full-time Vehicle Operator, Transportation, (p.c. #36, non-exempt), at SG-03A(01)--\$15.81/hour, effective June 12, 2023, pay period 13. Salary budget savings for 2023 \$8,770, annualized salary savings for 2024 \$8,590 - Dept. 531.
2. Approve the lateral transfer/change in title for Teresa Weyant from full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt), at SG-03G(07)--\$17.80/hour to full-time Vehicle Operator, Transportation, (p.c. #42, non-exempt), at SG-03G(07)--\$17.80/hour (no change in pay rate), effective June 18, 2023, pay period 14. Salary budget impact for 2023 \$17,355, annualized salary impact for 2024 \$34,710 - Dept. 531.
3. Approve the funding and personnel requisition for the position of full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt), at SG-03A(01)--\$15.81/hour, effective June 8, 2023, pay period 13. Salary budget impact for 2023 \$1,015, annualized salary savings for 2024 \$1,246 - Dept. 531.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to approve the Transportation items 1-3.

D. Public Defender

Lora Rupert asked the Board to approve the following items:

- i. Approve all Assistant Public Defender positions to transition from Law Clerk to Assistant Public Defender once admitted to the PA Bar Association - Dept. 132.
- ii. Approve the new description for the position of Law Clerk-Public Defender, Public Defender, SG-10, effective June 8, 2023, pay period 13 - Dept. 132.
- iii. Approve the revisions to the description for the position of First Assistant Public Defender, Public Defender, SG-20, effective June 18, 2023, pay period 14 - Dept. 132.

Administrator John Franek Jr. stated he is actively working on the parking situation at the Courthouse for the ongoing parking tickets for multiple attorneys.

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

VII. JUDICIAL PERSONNEL ITEMS

VIII. ROW OFFICE PERSONNEL ITEMS

- A. Prothonotary - Julia Sprinkle asked the Board to approve the funding and personnel requisition for the position of full-time Prothonotary Clerk, Prothonotary, (p.c. #24, non-exempt), at SG-04A(01)--\$16.69/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$2,550, annualized salary savings for 2024 \$645 - Dept. 223.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to approve the funding and personnel requisition for Prothonotary Clerk p.c. #24.

B. Sheriff

Human Resource Director Kristen Simkins asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for the position of full-time Deputy Sheriff/Security, Sheriff, (p.c. #25, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$5,373, annualized salary savings for 2024 \$8,319 – Dept. 211.
- ii. Approve the funding and personnel requisition for the position of on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #29, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 8, 2023, pay period 13. Salary budget savings for 2023 \$3,868, annualized salary savings for 2024 \$149 – Dept. 211.

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

IX. NON-PERSONNEL ITEMS

- A. Housing – Ray Stolin asked the Board to approve the satisfaction piece for Denise Peck for the premise located at 2032 Mary Ellen Lane, State College, PA 16803 – Dept. 815.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to approve the satisfaction piece for Denise Peck.

X. CONSENT AGENDA

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Concepcion, the Board voted unanimously to adjourn the meeting at 10:46 AM.

ATTEST:

John Franek Jr.
Administrator