



## BOARD OF COMMISSIONERS' MINUTES

Thursday, June 11, 2020, 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 Centre County Board of Commissioners was convened at 10:00 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, Director of Financial Management Tom Martin, Human Resource Analyst Geri Sorgen, and Director of Human Resources Kristen Simkins.

County personnel present included Controller Jason Moser, Dave Lomison, Chad Joyce, Lee Sheaffer, and Travis Walker

Representatives from the news media included Marley Parish.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. MEETING MINUTES

Minutes from the Thursday, June 4, 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 June 4, 2020.*

### IV. COVID-19 PLANNING AND RESPONSE

#### A. Personnel

i. Correctional Facility –Reinstatement of C. Kay Woodring-Shearer, Records Specialist, from full time furlough to reduced hours furlough status effective June 14, 2020, pay period 13 - Dept. 333

ii. Emergency Communications 911 - Extension of furlough of Dulcie Hollobaugh, Addressing & Communication Generalist, through July 3, 2020, pay period 14 - Dept. 354.

#### iii. Transportation

Director Dave Lomison said while there has been an increase in trips, they are back to normal operations. He would like to keep staff on furlough until the need arises to bring them back.

1. Extension of furlough of Rhonda Kelly, Department Clerk 3, through July 10, 2020, pay period 13 - Dept. 531
2. Extension of furlough of Thomas Burger, Vehicle Operator, through July 10, 2020, pay period 13 - Dept. 531
3. Extension of furlough of Vernon Wallace, Vehicle Operator, through July 10, 2020, pay period 13 - Dept. 531
4. Extension of furlough of Susan Warner, Vehicle Operator, through July 10, 2020, pay period 13 - Dept. 531
5. Extension of furlough of Pam Witherite, Vehicle Operator, through July 10, 2020, pay period 13 - Dept. 531

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

- iv. Administrator Margaret Gray asked the Board to consider an extension of temporary furloughs/partial reduction of hours for non-Court related offices for an additional two weeks. Director of Financial Management stated that this will include 19 full time and 17 part time employees on furlough.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the extension of temporary furloughs/partial reduction of hours for non-Court related offices for an additional two weeks through June 26, 2020.*

## V. PERSONNEL ITEMS

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

### A. Human Services

#### i. Aging

1. revised appointment for Stacy L. Ayers, full-time Aging Care Manager 2, Aging, (p.c. #05, non-exempt, replacing W. Goodyear), at SG-N12A(01)–\$16.36/hour, effective June 22, 2020, pay period 14. Salary budget savings for 2020 \$17,020, annualized salary savings for 2021 \$4,037 - Dept. 521.
2. Revised appointment for Amber Reese, full-time Aging Manager II, Office of Aging, (p.c. #11, non-exempt, replacing L. Zettle), at SG-N12A(01)–\$16.36/hour, effective June 22, 2020, pay period 14. Salary budget savings for 2020 \$24,082, annualized salary savings for 2021 \$19,422 - Dept. 521.

ii. Children and Youth Services

1. Promotion/change in title for Erin Long from full-time Caseworker 1, C&YS, (p.c. #14, non-exempt), at SG-N11B(02)--\$15.90/hour to full-time Caseworker 2, C&YS, (p.c. #14, non-exempt), at SG-N13A(01)--\$17.15/hour, effective retro to June 7, 2020, pay period 13. Salary budget impact for 2020 \$956, annualized salary increase for 2021 \$2,438 – Dept. 511.
2. Promotion/change in title for Tyrus Lundy from full-time Caseworker 1, C&YS, (p.c. #28, non-exempt), at SG-N11B(02)--\$15.90/hour to full-time Caseworker 2, C&YS, (p.c. #28, non-exempt), at SG-N13A(01)--\$17.15/hour, effective retro to June 7, 2020, pay period 13. Salary budget impact for 2020 \$2,783, annualized salary increase for 2021 \$2,438 – Dept. 511.

- B. Correctional Facility - Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt, replacing G. Webb), at SG-N10, effective retro to June 2, 2020, pay period 12– Dept. 333.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

Information Technology Services – Chief Information and Records Office Chad Joyce and Controller Jason Moser introduced an amendment to the contract with Pentamation Enterprises, Inc. to provide application software and services. This amendment is to migrate from FinancePLUS software to Superior's cloud-based Finance Pro Advanced SaaS subscription. Jason explained that FinancePLUS is the last updatable version, moving to Finance Pro will allow for more robust reporting and features. There is a one-time project cost that is not to exceed \$72,000, Chad anticipates not reaching that amount as this is inclusive of costs for travel and training. The contract is \$48,265 per year for a total of \$313,325 with an annual increase not to exceed 5% for the period of July 1, 2020 through June 30, 2025. Commissioner Pipe asked about a go live date, to which Chad explained will be a few months from now – Dept. 142.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the amendment to the contract with Pentamation Enterprises, Inc. to the June 16 Consent Agenda.*

IX. CONSENT AGENDA

X. DISCUSSION ITEMS

Cleaning Proposal

Administrator Margaret Gray explained that the County has tried three different cleaning companies for the Courthouse and facilities. To be more effective with

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cleaning staff, Director of Facilities Management Lee Sheaffer proposed terminating the cleaning contract and utilizing County staff for the facility. The annual contract for cleaning services was \$119,040. Hiring two Centre County employees would cost \$75-\$80,000 annually. This would allow Lee to have direct supervision and be able to move staff around as needed. Margaret and Lee will work with Director of Finance Tom Martin for more budgetary detail to provide exact projections.

XI. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

XII. PUBLIC MEETING SCHEDULE

Thursday, June 11, 2020

Prison Board of Inspectors – 8:00 AM - Virtual

Board of Commissioners/Salary Board – 10:00 AM – Virtual

Retirement Board – 11:00 AM - Virtual

Tuesday, June 16, 2020

Board of Commissioners– 10:00 AM – Room 146WB

Thursday, June 18, 2020

Board of Commissioners/Salary Board – 10:00 AM – Virtual

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:33 AM.

ATTEST:

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Margaret N. Gray  
Administrator