



BOARD OF COMMISSIONERS' MINUTES

Thursday, June 13, 2019, 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 called to order at 10:11 AM on June 13, 2019 by Commissioner Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins; Commissioner Steven Dershem; Administrator, Margaret Gray; Director of Financial Management Tom Martin; Controller Chuck Witmer; Executive Assistant, Natalie Bird; Director of Human Resources, Kristen Simkins; Human Resource Analyst, Geri Sorgen.

County personnel present included District Attorney Bernie Cantorna, Sheriff Bryan Sampsel, Travis Walker, Chad Joyce, and Ray Stolinas

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, May 30, 2019 Board of Commissioners' meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from May 30, 2019.

IV. ACTION ON PERSONNEL ITEM(S)

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

- i. Consider approval of the promotion for Tiffany Shotzberger, part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt), at SG-N10A(01)--\$14.70/hour, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, new), at SG-N10A(02)--\$16.37/hour, effective June 16, 2019, pay period 13. Salary budget increase for 2019 \$17,680, annualized salary increase for 2020 \$34,050 – Dept. 333.

- ii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing T. Shotzberger), at SG-N10, effective June 13, 2019, pay period 13 – Dept. 333.
- iii. Consider approval of the appointment for Jordan C. Corman, part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt, replacing J. Karl), at SG-N10A(01)--\$14.70/hour, effective June 17, 2019, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$9,053, annualized salary savings for 2020 \$2,677 – Dept. 333.
- iv. Consider approval of the appointment for Michael J. Cianfrani, part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing T. McFarland), at SG-N10A(01)--\$14.70/hour, effective June 17, 2019, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$10,866, annualized salary savings for 2020 \$2,677 – Dept. 333.
- v. Consider approval of the appointment for Scott L. Sayers, part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing K. Horner), at SG-N10A(01)--\$14.70/hour, effective June 17, 2019, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$4,906, annualized salary savings for 2020 \$2,677 – Dept. 333.
- vi. Consider approval of the appointment for Haylee S. Spicer, part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing A. Feldbauer), at SG-N10A(01)--\$14.70/hour, effective June 17, 2019, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,049, annualized salary savings for 2020 \$2,677 – Dept. 333.
- vii. Consider approval of the appointment for Cameron M. Rossell, part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing T. Shotzberger), at SG-N10A(01)--\$14.70/hour, effective June 17, 2019, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$2,413, annualized salary savings for 2020 \$2,677 - Dept. 333.

viii. Consider approval of the appointment for Lanetta R. Lucas, part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing J. Ard), at SG-N10A(01)--\$14.70/hour, effective June 17, 2019, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$3,883, annualized salary savings for 2020 \$2,677 – Dept. 333.

ix. Consider approval of the appointment for Jessica P. Snyder, part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt, replacing K. Todaro), at SG-N10A(01)--\$14.70/hour, effective June 17, 2019, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$3,614, annualized salary savings for 2020 \$2,677 – Dept. 333.

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

B. Transportation

i. Consider approval of the appointment for Kathy D. Shope, part-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt, replacing K. Boeckel), at SG-N04A(01)--\$11.20/hour, effective June 17, 2019, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$1,469, annualized salary savings for 2020 \$491 – Dept. 531.

ii. Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #24, non-exempt, replacing J. Shufelt), at SG-N04, effective June 13, 2019, pay period 13 – Dept. 531.

C. Children and Youth – Consider approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #26, non-exempt, replacing E. Taylor), at SG-N13, effective June 13, 2019, pay period 13 – Dept. 511.

D. Emergency Communications – Consider approval of the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #19, non-exempt, replacing C. Horn), at SG-N09, effective June 13, 2019, pay period 13 – Dept. 354.

E. Planning

The Board discussed the appointment of Norman Lathbury and it was their consensus that he should resign from the Agricultural Land Preservation Board during his temporary employment as on-call/occasional Senior Advisor. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-iii with the

appointment of Norman Lathbury contingent upon receipt of a letter of resignation as discussed.

- i. Consider approval of the personnel requisition for full-time Senior Planner 1, Planning, (p.c. #11, non-exempt, replacing L. Warriner), at SG-N16, effective June 13, 2019, pay period 13 – Dept. 151.
- ii. Consider approval of the personnel requisition for temporary on-call/occasional Senior Advisor, Planning, (p.c. #25, non-exempt, new), at SG-N16, effective June 13, 2019, pay period 13 – Dept. 151.
- iii. Consider approval of the appointment for Norman K. Lathbury, temporary on-call/occasional Senior Advisor, Planning, (p.c. #25, non-exempt, new), at SG-N16A(01)--\$19.79/hour, effective June 17, 2019, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Salary budget increase for 2019 \$3,958, annualized salary savings for 2020 \$0 – Dept. 151.

F. Employment Report

Director of Human Resources Kristen Simkins reported an employee complement of 596 positions with 560 current employees and 36 vacancies. There were 10 employee separations and seven new hires during the month of May. Turnover rate is 15.7% over the last twelve months.

V. REPORT ON JUDICIAL PERSONNEL ITEMS

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for on-call/occasional Security Officer, Sheriff, (p.c. #26, non-exempt, replacing S. Sovich), at SG-N08, effective June 10, 2019, pay period 13 – Dept. 211.
- B. Register of Wills – Register of Wills & Clerk of Orphans' Court Christine Millinder has approved the personnel requisition for full-time First Deputy Clerk of Orphans' Court, Register of Wills, (p.c. #05, non-exempt, replacing L. Carey), at SG-S46, effective June 4, 2019, pay period 12 – Dept. 224.

VII. DISCUSSION ITEMS

Director of Financial Management Tom Martin provided the 2018 financial recap for the Transportation Department. As part of the 2018 budget, \$56,933 was transferred from the 2018 unassigned fund balance to the Transportation unrestricted fund. The department now has a deficit of \$4,268 due to shared ride rates and a refund request has been submitted to PennDOT. Tom recommended transferring the difference of \$195,401 to Transportation as part of the 2018 year end. This will decrease the unassigned fund balance from \$9.5 million to \$9.35

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million. Commissioner Pipe added that the transfer should be completed by June 30 so that it is captured in the CAFR. If the County does not receive the rate increase that has been requested, he said we may want to reduce the number of drivers if we are not filling the vans. Commissioner Dershem agreed and said Medicaid services should stand on their own. If we cannot cover the expense, do we want to continue providing the service for the State?

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add item B. Transportation 2018 Financial Reallocation.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to reallocate \$195,401 from the 2018 unassigned fund to the Transportation unrestricted fund.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:24 AM.

ATTEST:

Margaret N. Gray
Administrator