



BOARD OF COMMISSIONERS MINUTES

Thursday, June 15, 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 10:00 AM by Chair of the Board Mark Higgins.

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

County personnel present included Deputy Administrator Natalie Corman, Human Services Administrator Julia Sprinkle, Kristen Simkins, Geri Sorgen, Interim Warden Glenn Irwin and Jim Coslo.

II. PUBLIC COMMENT

There were no comments 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, June 8, 2023 Board of Commissioners and Salary Board meetings.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from June 8, 2023.

V. PERSONNEL ITEMS

- A. Conservation District – Jim Coslo asked the Board to approve the appointment for Ivie M. Foster, to full-time Watershed Specialist, Conservation District, (p.c. #11, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 26, 2023, pay period 14. Salary budget savings for 2023 \$5,742, annualized salary savings for 2024 \$3,478 - Dept. 822.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Ivie Foster.

B. Correctional Facility

- i. Kristen Simkins asked the Board to acknowledge the appointment of Glenn Irwin to Warden, Correctional Facility, (p.c. #33, exempt), effective June 18, 2023, pay period 14 - Dept. 333.

Kristen stated the Prison Board of Inspectors approved Glenn to Warden of the Centre

County Correctional Facility effective June 18, 2023 at the meeting that was held this morning.

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

- ii. Approve the temporary assignment for Michael Woods from Administrative Lieutenant, Correctional Facility, (p.c. #06, exempt), at SG-11P(16)--\$33.04/hour to Interim Deputy Warden of Operations, Correctional Facility, (p.c. #01, exempt), at SG-17E(05)--\$34.84/hour, effective June 18, 2023, pay period 14. Salary budget savings for 2023 \$10,308, annualized salary savings for 2024 \$7,559 - Dept. 333.
- iii. Approve the promotion/change in status for Vaughn Kanagy from temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), at SG-N10A(02)--\$21.50/hour to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt), at SG-N10A(02)--\$21.50/hour, effective June 18, 2023, pay period 14. Salary budget savings for 2023 \$9,534 - Dept. 333.
- iv. Approve the funding and personnel requisition for full-time Deputy Warden of Administration, Correctional Facility, (p.c. #48, exempt), at SG-17A(01)--\$32.19/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$38,870, annualized salary savings for 2024 \$8,411 - Dept. 333.
- v. Approve the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), at SG-N10X(01)--\$21.25/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$13,476 - Dept. 333.
- vi. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt), at SG-N10X(01)--\$21.25/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$3,121, annualized salary savings for 2024 \$2,309 - Dept. 333.
- vii. Approve the funding and personnel requisition for full-time Mental Health Counselor, Correctional Facility, (p.c. #138, non-exempt), at SG-09A(01)--\$22.64/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$4,561, annualized salary savings for 2024 \$950 - Dept. 333.

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

- C. Human Resources – Kristen Simkins asked the Board to approve the Exterior Facility & Grounds Use policy, effective June 15, 2023, pay period 13 – Dept. 114.

Kristen stated the policy was reviewed by the policy committee, the Courts, Sheriff and CCCF.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Exterior Facilities & Grounds Use policy.

D. Human Services

- i. Children & Youth Services – Julia Sprinkle asked the Board to approve the funding and personnel requisition for full-time Caseworker 2, C&YS, (p.c. #14, non-exempt), at SG-08A(01)--\$21.45/hour, effective June 15, 2023, pay period 13. Salary budget savings for 2023 \$7,347, annualized salary savings for 2024 \$1,690 - Dept. 511.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the personnel requisition for Caseworker 2 p.c. #14.*

- ii. MH/ID/EI – Julia Sprinkle asked the Board to approve the promotion/change in title for Margaret Hawbaker from full-time Caseworker 1, MH/ID/EI, (p.c. #12, non-exempt), at SG-06A(01)--\$19.06/hour to Caseworker 2, MH/ID/EI, (p.c. #12, non-exempt), at SG-07A(01)--\$20.27/hour, effective July 2, 2023, pay period 15. Salary budget savings for 2023 \$2,143, annualized salary impact for 2024 \$1,609 - Dept. 561.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the promotion/change in title for Margaret Hawbaker.*

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

A. Sheriff

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. #40, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 15, 2023, pay period 13. Salary budget impact for 2023 \$1,283, annualized salary savings for 2024 \$745 – Dept. 211.
- ii. Approve the funding and personnel requisition for the position of on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #32, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 15, 2023, pay period 13. Salary budget impact for 2023 \$7,438, annualized salary impact for 2024 \$14,876 – Dept. 211.

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

VIII. NON-PERSONNEL ITEMS

- A. Conservation District – Jim Coslo asked the Board to approve the Countywide Action Plan (CAP) Implementation Project alteration and budget category shift by removing the Ridenour Farm In-stream restoration project and adding the Harding Farm project instead. The budget amount remains the same at \$289,876.00 and all funds will be moved into the construction category – Dept. 822.

Jim stated the funding was approved by the Board prior in the year but one of the projects approved was unable to proceed this year and would like to switch to the Harding Farm project instead.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the submission of the Countywide Action Plan (CAP) Implementation Project alteration and budget request form to the Pennsylvania Department of Environmental Protection.

IX. DISCUSSION ITEMS – UPDATES

X. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. stated there is a need to hold an executive session to discuss personnel matters following this meeting.

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session from 10:14 AM to 10:43 AM and adjourned the meeting at 10:43 AM.

ATTEST:

John Franek Jr.

Administrator