



BOARD OF COMMISSIONERS MINUTES

Thursday, June 16, 2022, 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

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

In attendance were Commissioner Michael Pipe, Commissioner Steven Dershem, Administrator John Franek Jr., Director of Human Resources Kristen Simkins, and Executive Office Supervisor Erin Good.

County personnel included Human Services Administrator Natalie Corman, Sheriff Bryan Sampsel, Prothonotary Jeremy Breon, Jason Moser, Julia Sprinkle, Dave Crowley, Travis Walker, Krista Davis, Jen Pettina, Joni MacIntyre and Dave Lomison.

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, June 2, 2022 Board of Commissioners meeting.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the minutes from June 2, 2022.*

V. PERSONNEL ITEMS

- A. Commissioners – Administrator John Franek Jr. asked the Board to acknowledge the appointment of Natalie Corman to Deputy County Administrator, Commissioners, (p.c. #13, exempt, replacing J. Franek), effective June 27, 2022, pay period 14 – Dept. 111.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the appointment of Natalie Corman.*

B. Human Resources

- i. Human Resources Director Kristen Simkins asked the Board to approve the personnel requisition for on-call/occasional Office Floater, (p.c. #12, non-exempt, replacing K. Lowry), at SG-N02P(16), effective retro to June 7, 2022, pay period 13 – Dept. 114.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JUNE 16, 2022

PAGE 2

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for Human Resources.*

C. Correctional Facility

- i. Appointment for Benjamin G. Burnisky, to full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Keegan), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,696, annualized salary impact for 2023 \$8,778 - Dept. 333.
- ii. Appointment for Joselyn R. Fontanella, to full-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing T. Vonada), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$11,350, annualized salary impact for 2023 \$8,778 - Dept. 333.
- iii. Appointment for Kyle D. Bodle, to full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing G. Krause), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$9,770, annualized salary impact for 2023 \$8,778 - Dept. 333.
- iv. Appointment for Brittney M. Brennan, to full-time Corrections Officer, Correctional Facility, (p.c. #11, non-exempt, replacing J. Young), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$11,732, annualized salary impact for 2023 \$6,656 - Dept. 333.
- v. Appointment for Terra L. Wesley, to full-time Corrections Officer, Correctional Facility, (p.c. #103, non-exempt, replacing J. Rockey), at SG-N10A(02)--\$21.25/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$245, annualized salary impact for 2023 \$1,976 - Dept. 333.
- vi. Appointment for Vincenzo G. Albegiani, to full-time Corrections Officer, Correctional Facility, (p.c. #54, non-exempt, replacing W. Warner), at SG-N10X(01)--\$21.00/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,919, annualized salary savings for 2023 \$3,328 - Dept. 333.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the Correctional Facility items i-vi.*

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JUNE 16, 2022

PAGE 3

- D. Facilities Management – Personnel requisition for full-time Custodial Worker 1, Facilities Management, (p.c. #17, non-exempt, replacing K. Renaud), at SG-N02, effective retro to June 8, 2022, pay period 13 – Dept. 161.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for Facilities Management.*

- E. Human Services

i. Aging

Human Services Administrator Natalie Corman asked the Board to approve the following items:

1. Change in title/position for Kevin Kiehl, full-time Aging Care Manager 2, Aging, (p.c. #24, non-exempt, 75 Hour), to full-time Ombudsman/Apprise Coord. Aging Care Manager 2 (80), Aging, (p.c. #07, non-exempt, 80 Hour, replacing D. Gregg), effective June 19, 2022, pay period 14 (No change in pay rate). Salary budget savings for 2022 \$858 -Dept. 521.
2. Personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #24, non-exempt, replacing K. Kiehl), at SG-N12, effective retro to June 2, 2022, pay period 12 – Dept. 521.
3. Personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #11, non-exempt, replacing A. Reese), at SG-N12, effective retro to May 31, 2022, pay period 12 – Dept. 521.

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

- ii. Children & Youth Services – Julia Sprinkle asked the Board to approve the appointment for Mackenzie N. Williams, full-time Caseworker 1, C&YS, (p.c. #13, non-exempt, replacing A. Commerer), at SG-N11A(01)–\$16.90/hour, effective July 5, 2022, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$20,846, annualized salary savings for 2023 \$3,101 - Dept. 511.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the appointment for Mackenzie Williams.*

iii. MH/ID/EI

Human Services Administrator Natalie Corman asked the Board to approve the following items:

1. Appointment for Ashley R. Eaton, full-time Caseworker 1, MH/ID/EI, (p.c. #25, non-exempt, replacing J. Rockey), at SG-N10A(01)–\$16.16/hour, effective July 11, 2022, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$13,248, annualized salary savings for 2023 \$3,627 - Dept. 561.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JUNE 16, 2022

PAGE 4

2. Personnel requisition for full-time Human Services Administrator, MH/ID/EI, (p.c. #03, exempt, replacing N. Corman), at SG-S61, effective retro to June 14, 2022, pay period 13 – Dept. 561.
3. Personnel requisition for full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt, replacing J. Wasson), at SG-N08, effective retro to June 8, 2022, pay period 13 – Dept. 561.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe the Board voted unanimously to approve the MH/ID/EI items 1-3.*

Natalie stated the MH/ID/EI Advisory Board will be involved in the selection/hiring of the new Human Services Administrator position as well. Commissioner Dershem asked if the job may be able to be split into two positions. Natalie stated that could be a possibility to split up the duties if needed. Kristen Simkins confirmed that both job descriptions will be available for the Human Services Administrator as well as the MH/ID/EI Administrator.

4. MH/ID/EI-Drug & Alcohol – Promotion/change in title/department for Christopher Baughman from full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, 80 Hour), at SG-N10E(05)--\$23.25/hour to full-time TASC Coordinator, MH/ID/EI-Drug & Alcohol, (p.c. #07, non-exempt, 75 Hour, replacing P. Sheckler), at SG-N12E(05)--\$19.08/hour, effective July 3, 2022, pay period 15 – Dept. 562.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the promotion/change in title/department for Christopher Baughman.*

iv. Transportation

Dave Lomison asked the Board to approve the following items:

1. Appointment for Josef F. Kerschner, full-time Vehicle Operator, Transportation, (p.c. #14, non-exempt, replacing S. Watson), at SG-N04A(01)--\$12.42/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,057, annualized salary savings for 2023 \$839 - Dept. 531.
2. Appointment for Scott A. Gettig, full-time Vehicle Operator 80%, Transportation, (p.c. #32, non-exempt, replacing M. Wasilko), at SG-N04A(01)-\$12.42/hour, effective June 21, 2022, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$15,916, annualized salary savings for 2023 \$6,228 - Dept. 531.
3. Personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #08, non-exempt, replacing W. Askey), at SG-N04, effective retro to June 13, 2022, pay period 13 – Dept. 531.

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

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JUNE 16, 2022

PAGE 5

F. Public Defender

Dave Crowley asked the Board to approve the following items:

- i. Personnel requisition for full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing R. Bain), at SG-N16, effective retro to June 12, 2022, pay period 13 – Dept. 132.
- ii. Appointment for Kimberly M. Lennox, full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing R. Bain), at SG-N16A(01)–\$21.19/hour, effective August 22, 2022, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$19,839, annualized salary savings for 2023 \$6,228 - Dept. 132.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the Public Defender items i-ii.*

- G. Tax Collection – Jen Pettina asked the Board to approve the lateral transfer/change in title/department for Jennifer Wasson, from full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt), to full-time Department Clerk 3 (75), Tax Collection, (p.c. #05, non-exempt, replacing L. Repasky), effective June 19, 2022, pay period 14 (No change in pay rate). Salary budget savings for 2022 \$9,171 - Dept. 122.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the lateral transfer/change in title/department for Jennifer Wasson.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Court Reporter, Court Administration, (p.c. #TBD, non-exempt), at SG-N18, effective June 14, 2022, pay period 13 – Dept. 271.
- B. Domestic Relations – President Judge Pamela Ruest has approved the personnel requisition for full-time Enforcement Officer, Domestic Relations, (p.c. #15, non-exempt, replacing G. Danneker), at SG-N12, effective June 8, 2022, pay period 13 – Dept. 281.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. BUDGET REVISION

Human Services

Adult Services – Controller Jason Moser asked the Board to approve the transfer of funds in the amount of \$108,679.52 from the General Fund to Adult Services, which includes \$74,760.72 in funds previously transferred from Adult Services to the General Fund and \$33,918.80 for unrecognized revenue for 2021 – Dept. 501.

This is a transfer of funds dues to some unrecognized revenue at the year of 2021 for the Adult Services Department and is more of a paper transfer.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the transfer of funds from the General Fund to Adult Services.*

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JUNE 16, 2022

PAGE 6

IX. NON-PERSONNEL ITEMS

Risk Management – Krista Davis asked the Board to approve the contract addendum with Catapult Health LLC to provide onsite and virtual checkup home kits for employee biometric screenings effective June 16, 2022 for services beginning on September 20, 2022 – Dept. 112.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the addendum to Catapult Health LLC contract for 2022 participation in biometric screenings.*

X. CONSENT AGENDA

XI. DISCUSSION ITEMS

Travel Expenses Policy – proposal for change to mileage reimbursement rate.

Kristen Simkins stated in the past, the policy specifically named the amount per mile for the reimbursement rate. The recommended change for the reimbursement rate would be the standard mileage rate set by the IRS, which would mean whenever there is an update the Board would not have to take official action to approve another change, the rate would update automatically for the Travel Expenses Policy. Kristen stated the current rate is \$0.62 per mile and will add to an upcoming agenda for the Board to take official action on this item.

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to move into Executive Session at 10:33 AM to discuss a personnel matter.

The Board met in Executive Session from 10:33 to 11:00 AM.

ATTEST:

John Franek Jr.

Administrator