



BOARD OF COMMISSIONERS MINUTES

Thursday, June 17, 2021, 10:00 A.M.

Virtual – Zoom

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:33 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Executive Office Supervisor Natalie Smith, Staff Assistant Jillian Savage, Director of Human Resources Kristen Simkins, and Controller Jason Moser.

County personnel present included Warden Chris Schell, Human Services Administrator Natalie Corman, David Lomison, Glenn Irwin, Cris Norris, and Travis Walker.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, May 20, 2021 Board of Commissioners Meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from May 20, 2021.*

IV. COVID-19 PLANNING AND RESPONSE

COVID-19 Pandemic Policy Universal Masking

Administrator Margaret Gray asked the Board to consider repealing the COVID-19 Pandemic Policy Universal Masking effective June 28, 2021. This will align County policy and requirements with the policies and requirements of the Center for Disease Control (CDC) and the State Department of Health (DOH).

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to repeal the COVID-19 Pandemic Policy Universal Masking effective June 28, 2021.*

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V. PERSONNEL ITEMS

A. Correctional Facility

Warden Schell presented the following items:

- i. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing A. Esleid), at SG-N10, effective retro to June 2, 2021, pay period 12 – Dept. 333.
- ii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing Z. Hensal), at SG-N10, effective retro to June 9, 2021, pay period 13 – Dept. 333.
- iii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing S. Billett), at SG-N10, effective retro to June 8, 2021, pay period 13 – Dept. 333.
- iv. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt, replacing H. Napoleon), at SG-N10, effective retro to June 8, 2021, pay period 13 – Dept. 333.
- v. Appointment for Cameron L. Robson, full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing S. Billett), at SG-N10A(01)–\$15.00/hour, effective June 21, 2021, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$7,315, annualized salary savings for 2022 \$11,357 - Dept. 333.
- vi. Appointment for Zach T. Rearick, full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt, replacing H. Napoleon), at SG-N10A(01)–\$15.00/hour, effective June 21, 2021, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$10,709, annualized salary savings for 2022 \$17,659 - Dept. 333.
- vii. Appointment for Stephanie Rodriguez, full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Snyder), at SG-N10A(01)–\$15.00/hour, effective June 21, 2021, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$11,251, annualized salary savings for 2022 \$14,893 - Dept. 333.
- viii. Appointment for Sophie K. Watson, full-time Corrections Officer, Correctional Facility, (p.c. #38, non-exempt, replacing J. Ard), at SG-N10A(01)–\$15.00/hour, effective June 21, 2021, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$11,752, annualized salary savings for 2022 \$3,682 - Dept. 333.

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- ix. Appointment for Ali D. McCurdy, full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing W. Garver), at SG-N10A(01)-- \$15.00/hour, effective July 6, 2021, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$19,282, annualized salary savings for 2022 \$3,682 - Dept. 333.
- x. Appointment for Carly C. Schenk, full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing Z Hensal), at SG-N10A(01)-- \$15.00/hour, effective July 6, 2021, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$826, annualized salary impact for 2022 \$3,682 - Dept. 333.

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

- B. Facilities Management – Personnel requisition for full-time AC/Electronics Technician, Facilities Management, (p.c. #06, non-exempt, replacing D. Spicer), at SG-N14, effective retro to June 2, 2021, pay period 12 – Dept. 161.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time AC/Electronics Technician, Facilities Management.*

- C. Human Services

Human Services Administrator Natalie Corman presented Human Services items i-iii.

- i. Adult Services

- 1. Revisions to the job description for the position of Director-Adult Services, SG-S56, effective retro to May 23, 2021, pay period 12 – Dept. 501.
 - 2. Appointment for Crystal M. Gettig, full-time Caseworker 1-Adult Services, Adult Services, (p.c. #11, non-exempt, new), at SG-N10A(01)-- \$14.86/hour, effective June 21, 2021, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$14,489, annualized salary impact for 2022 \$28,977 - Dept. 501.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Adult Services items 1-2.*

- ii. Children & Youth Services – Personnel requisition for full-time Caseworker 2, C&YS, (p.c. #51, non-exempt, replacing E. Diaz), at SG-N13, effective retro to June 8, 2021, pay period 13 – Dept. 511.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Caseworker 2, Children & Youth Services.*

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- iii. MH/ID/EI – Personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #10, non-exempt, replacing P. Hoffman), at SG-N12, effective retro to June 8, 2021, pay period 13 – Dept. 561.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Caseworker 2, MH/ID.*

- iv. Transportation – Director David Lomison presented the appointment for Jody Emel, full-time Vehicle Operator, Transportation, (p.c. #07, non-exempt, replacing S. Warner), at SG-N04A(01)--\$11.20/hour, effective June 28, 2021, pay period 14. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$7,474, annualized salary savings for 2022 \$11,895 - Dept. 531.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Jody Emel.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Domestic Relations – President Judge Pamela Ruest has approved the personnel requisition for full-time Enforcement Officer, Domestic Relations, (p.c. #05, non-exempt, replacing B. Kling), at SG-N12, effective June 10, 2021, pay period 13 – Dept. 281.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

IX. DISCUSSION ITEMS

Ethics Commission Report – Statement of Financial Interests

Executive Office Supervisor Natalie Smith provided an overview of the State Ethics Act, Section 1104, which identifies the individuals required to file a Statement of Financial Interests. Forms were distributed in February, with notices of deadline extensions and further follow ups made to individuals who had not yet filed.

i. Calendar Year 2019

In 2020, 22 required individuals did not submit a 2019 Statement of Financial Interests.

ii. Calendar Year 2020

In 2021, 16 required individuals did not submit a 2020 Statement of Financial Interests.

Natalie is requesting the Board approve a close out report to the State Ethics Commission. The report will list the name, position, and last known address of those who did not file.

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On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add to the Agenda the submission of the close out reports for calendar years 2019 and 2020 to the State Ethics Commission.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to submit the close out reports for calendar years 2019 and 2020 to the State Ethics Commission.

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:50 AM.

ATTEST:

Margaret N. Gray
Administrator