



## BOARD OF COMMISSIONERS MINUTES

Thursday, July 1, 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 10:25 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., Staff Assistant Jillian Savage, Director of Human Resources Kristen Simkins, and Controller Jason Moser.

County personnel present included Human Services Administrator Natalie Corman, Dave Lomison, Tracy Martin, Krista Davis, Mark Kellerman, Liz Lose, Cris Norris, and Travis Walker.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. MEETING MINUTES

Minutes from the Thursday, June 17, 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 June 17, 2021.*

### IV. COVID-19 PLANNING AND RESPONSE

### V. PERSONNEL ITEMS

*\*These items do not reflect the two percent (2%) salary increase approved at the June 17, 2021 Salary Board meeting.*

#### A. Correctional Facility

- i. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing C. Robson), at SG-N10A(01), effective July 1, 2021, pay period 14 – Dept. 333.

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- ii. Appointment for Alexandra Medford, full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing Z. Hensal), at SG-N10A(01)--\$15.00/hour, effective July 12, 2021, pay period 15. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$374, annualized salary impact for 2022 \$3,682 - Dept. 333.
- iii. Appointment for Anna Campopiano, 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 \$20,482, annualized salary savings for 2022 \$3,682 - Dept. 333.
- iv. Approval of the appointment for Ernest Spencer, full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing C. Robson), 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 \$8,515, annualized salary savings for 2022 \$11,357 - Dept. 333.

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

- B. Human Resources – Director Kristen Simkins asked the Board to consider approval of the personnel requisition for On-Call Office Floater, Human Resources, (p.c. #16, non-exempt, replacing C. Norris), at SG-N02A(01), effective July 1, 2021, pay period 14 – Dept. 114.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for On-Call Office Floater, Human Resources.*

- C. Human Services

Human Services Administrator Natalie Corman presented the following items:

- i. Adult Services

- 1. Voluntary demotion/change in title and department for Jeffrey Doeblor, full-time Assistant Administrator Behavioral Health, MHID, (p.c. #60, exempt) as SG-S55C(3) --\$25.40/hour to full-time Housing Supervisor, Adult Services, (p.c. #08 non-exempt, new), at SG-S54E(5)-\$25.20/hour, effective August 9, 2021, pay period 17. Salary budget impact for 2021 \$45,593, annualized salary impact for 2022 \$49,140 - Dept. 501.

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2. Promotion in title and change in department for Caitlin Gabriel, full-time Caseworker 2, MHID (p.c. #25, non-exempt) at SG-N12B(2)--\$16.69/hour to full-time Housing Program Specialist, Adult Services, (p.c. #03 non-exempt, new), at SG-S51A(1)--\$20.15/hour, effective August 2, 2021, pay period 17. Salary budget impact for 2021 \$15,113, annualized salary impact for 2022 \$39,293 - Dept. 501.
3. Transfer for Rebecca Spangler, full-time Program Specialist MH, MHID, (p.c. #49, non-exempt, at SG-S51D(4)--\$21.40/hour, to full-time Data and Quality Specialist, Adult Services, (p.c. #09, non-exempt, new), at SG-S51D(4)--\$21.40/hour, effective July 19, 2021, pay period 16. Salary budget impact for 2021 \$17,655, annualized salary impact for 2022 \$41,730 - Dept. 501.

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

ii. Children & Youth Services

1. Appointment for Ena Foreman, full-time Caseworker 1, Children & Youth Services, (p.c. #08, non-exempt, replacing R. McCloskey), at SG-N11A(01)--\$15.59/hour, effective July 12, 2021, pay period 15. Salary budget savings for 2021 \$14,776, annualized salary savings for 2022 \$7,176 - Dept. 511.
2. Leave of absence for Jennifer Long, Caseworker 2, Children & Youth Services, (p.c. #24), effective July 9, 2021, pay period 15 to (estimated) July 23, 2021, pay period 16 - Dept. 511.

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

iii. MH/ID/EI

1. Personnel requisition for full-time Program Specialist I-MH, MH/ID/EI, (p.c. #49, non-exempt, replacing R. Spangler), at SG-S51A(01), effective July 1, 2021, pay period 14 - Dept. 561.
2. Personnel requisition for full-time Assistant Administrator for Behavioral Health, MH/ID/EI, (p.c. #60, exempt, replacing J. Doeblner), at SG-S55A(01), effective July 1, 2021, pay period 14 - Dept. 561.
3. Personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #25, non-exempt, replacing C. Gebriel), at SG-N12A(01), effective July 1, 2021, pay period 14 - Dept. 561.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the three personnel requisitions for MH/ID/EI.*

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- D. Planning – Assistant Director Liz Lose asked the Board to consider approval of the personnel requisition for full-time Secretary 3 (75), Planning, (p.c. #07, non-exempt, replacing J. Grove), at SG-N09A(01), effective July 1, 2021, pay period 14 – Dept. 151.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Secretary 3, Planning.*

E. Records Management

Director Tracy Martin presented the following items:

- i. Revision to the job description for the position of Receiving Clerk, Records Management, SG-N06, effective July 1, 2021, pay period 14 – Dept. 143.
- ii. Personnel requisition for full-time Receiving Clerk, Records Management, (p.c. #03, non-exempt, replacing P. Fyock), at SG-N06A(01), effective July 1, 2021, pay period 14 – Dept. 143.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Records Management items i-ii.*

F. Tax Assessment

Director Mark Kellerman presented the following items:

- i. Transfer for Cristine Norris, On-Call, Office Floater, Human Resources, (p.c. # 16, non-exempt, at SG-N02U(21)--\$15.11/hour, to full-time Homestead/Farmstead Coordinator, Tax Assessment, (p.c. #10, non-exempt, replacing C. Foust), at SG-N09A(1)--\$14.18/hour, effective August 2, 2021, pay period 17. Salary budget savings for 2021 \$5,101, annualized salary savings for 2022 \$566 - Dept. 121.
- ii. Personnel requisition for full time, Real Estate Assessor I/II, Tax Assessment, (p.c. #TBD, non-exempt, new), at SG-N11/N14--\$15.59/\$17.15/hour, effective July 1, 2021, pay period 14 – Dept. 121.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Tax Assessment items i-ii.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. MDJ State College 49-1-01 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Hahn, (p.c. #75, non-exempt, replacing R. Moyer), at SG-N08, effective June 21, 2021, pay period 14 – Dept. 251.

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VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

Commissioners/Human Resources – Commissioner Pipe asked the Board to consider approval for Administrator Margaret Gray to approve up to \$10,000, which will include \$7,500 in American Rescue Plan (ARP) funds, and \$2,500 in Discretionary Funds, for the recruitment of vacant County personnel positions on career and employment search websites – Dept. 111/114.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the allocation of up to \$10,000 for online job posting recruitment.*

IX. DISCUSSION ITEMS

X. C-NET REQUESTS

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:44 AM.

ATTEST:

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Margaret N. Gray  
Administrator