



BOARD OF COMMISSIONERS MINUTES

Thursday, July 13, 2023, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:04 AM by Chair of the Board Mark Higgins.

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

County personnel present included Human Services Administrator Julia Sprinkle, Human Resource Director Kristen Simkins, Warden Glenn Irwin, Geri Sorgen, Cathy Arbogast, Controller Jason Moser and Karri Hull.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, July 6, 2023 Board of Commissioners meeting.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from July 6, 2023.

V. PERSONNEL ITEMS

- A. Correctional Facility – Warden Glenn Irwin asked the Board to approve the promotion/change in title for Michael Woods from Administrative Lieutenant, Correctional Facility, (p.c. #06, exempt), at SG-11P(16)--\$33.04/hour to Deputy Warden of Operations, Correctional Facility, (p.c. #01, exempt), at SG-17E(05)--\$34.84/hour, effective July 16, 2023, pay period 16. Salary budget savings for 2023 \$15,882, annualized salary savings for 2024 \$7,559 - Dept. 333.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the promotion for Michael Woods.

B. Emergency Communications 911

Kristen Simkins asked the Board to approve the following items:

- i. Approve the appointment for Malachi Q. Moyer, to full-time 911 Dispatcher/Public Safety Telecommunicator, (p.c. #11, non-exempt), at SG-08A(01)--\$21.45/hour, effective July 31, 2023, pay period 17. Salary budget savings for 2023 \$10,641, annualized salary savings for 2024 \$894 - Dept. 354.
- ii. Approve the appointment for Cassidy R. Shull, to full-time 911 Dispatcher/Public Safety Telecommunicator, (p.c. #08, non-exempt), at SG-08A(01)--\$21.45/hour, effective July 31, 2023, pay period 17. Salary budget savings for 2023 \$511, annualized salary savings for 2024 \$3,685 - Dept. 354.
- iii. Approve the funding and personnel requisition for full-time Emergency Communications Shift Supervisor, Emergency Communications 911, (p.c. #04, non-exempt), at SG-10A(01)--\$23.85/hour, effective July 13, 2023, pay period 15. Salary budget savings for 2023 \$2,402, annualized salary savings for 2024 \$6,246 - Dept. 354.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Emergency Communications items i-iii.

C. Human Services

- i. Children & Youth Services - Julia Sprinkle asked the Board to approve of the appointment for Gregory A. Reish, to full-time Caseworker 1, C&YS, (p.c. #13, non-exempt), at SG-07A(01)--\$20.27/hour, effective July 17, 2023, pay period 16. Salary budget savings for 2023 \$9,858, annualized salary savings for 2024 \$785 - Dept. 511.

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

ii. MH/ID/EI

Cathy Arbogast asked the Board to approve the following items:

1. Approve the funding and personnel requisition for the position of full-time Assistant Administrator-Service & Supports Coordination, MH/ID/EI, (p.c. #59, exempt), at SG-15A(01)--\$29.80/hour, effective July 13, 2023, pay period 15. Salary budget savings for 2023 \$8,050, annualized salary savings for 2024 \$6,464 - Dept. 561.
2. Approve the funding and personnel requisition for the position of full-time Casework Supervisor-MH/ID, MH/ID/EI, (p.c. #52, exempt), at SG-11A(01)--\$25.03/hour, effective July 13, 2023, pay period 15. Salary budget savings for 2023 \$12,061, annualized salary savings for 2024 \$14,785 - Dept. 561.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the MH/ID/EI items 1-2.

iii. MH/ID/EI-D&A

Cathy Arbogast asked the Board to approve the following items:

1. Approve for all D&A Case Management Specialist positions to transition from D&A Case Management Specialist Trainee to D&A Case Management Specialist once required job experience is completed – Dept. 562.
2. Approve the revisions to the job description for the position of D&A Case Management Specialist Trainee, MH/ID/EI-D&A, SG-06, effective July 13, 2023, pay period 15 – Dept. 562.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the MH/ID/EI-D&A items 1-2.

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Commissioners – Administrator John Franek Jr. asked the Board to approve the 2024 Holiday Schedule – Centre County Government Offices – Dept. 111.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to adopt the 2024 Holiday Schedule – Centre County Government Offices.

- B. Criminal Justice Planning – Karri Hull asked the Board to approve the acceptance of grant funds from the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Intermediate Punishment Funding in the amount of \$130,000. The funds will be utilized to support Centre County IP Treatment Programs, DUI Court and Drug Court. The grant total is \$130,000 for the period of July 1, 2023 to June 30, 2024 – Dept. 306.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the acceptance of funds from the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Intermediate Punishment Funding Grant.

IX. CONSENT AGENDA

X. DISCUSSION ITEMS – UPDATES

XI. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. stated there is a need to meet in Executive Session following this meeting to discuss personnel items.

XII. QUESTIONS FROM THE PRESS

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XIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session from 10:24 AM to 11:05 AM and adjourn the meeting at 11:06 AM.

ATTEST:

John Franek Jr.
Administrator