



BOARD OF COMMISSIONERS MINUTES

Thursday, July 14, 2022, 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 10:05 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Steven Dershem, Commissioner Mark Higgins, Administrator John Franek Jr., Controller Jason Moser and Executive Office Supervisor Erin Good.

County personnel present included Human Resource Analyst Geri Sorgen, Human Resource Director Kristen Simkins, Travis Walker, Jim Coslo, Dave Lomison, Deputy Administrator Natalie Corman and Norm Spackman.

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 30, 2022 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 30, 2022.*

PERSONNEL ITEMS

A. Correctional Facility

Director of Human Resources Kristen Simkins asked the Board to approve the following items:

- i. Approve the appointment for Charlene E. Quigley, full-time Corrections Officer, Correctional Facility, (p.c. #47, non-exempt, replacing C. Quigley), at SG-N10A(02)-\$21.25/hour, effective July 18, 2022, pay period 16. Warden Christopher Schell is requesting that Ms. Quigley be reinstated at non-probationary status. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$13,652, annualized salary impact for 2023 \$9,298 - Dept. 333.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JULY 14, 2022

PAGE 2

- ii. Approve the appointment for Jeremy F. Cruz, full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Keegan), at SG-N10X(01)-\$21.00/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$10,293, annualized salary impact for 2023 \$8,778- Dept. 333.
- iii. Approve the appointment for Nicholas G. Bradley, full-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing C. Bickel), at SG-N10X(01)-\$21.00/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$8,890, annualized salary impact for 2023 \$8,778 - Dept. 333.
- iv. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt, replacing L. Wyble), at SG-N10, effective retro to July 6, 2022, pay period 15 – Dept. 333.
- v. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing G. Dicken), at SG-N10, effective retro to June 28, 2022, pay period 14 – Dept. 333
- vi. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #11, non-exempt, replacing B. Brennan), at SG-N10, effective retro to July 8, 2022, pay period 15 – Dept. 333.

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

B. Emergency Communications 911

Norm Spackman asked the Board to approve the following items:

- i. Approve the appointment for Randi J. Smeal, full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #14, non-exempt, replacing L. Morningstar), at SG-N09E(05)--\$20.66/hour, effective July 25, 2022, pay period 16. Salary budget savings for 2022 \$19,806, annualized salary impact for 2023 \$4,160. - Dept. 354.
- ii. Approve the appointment for Sarah M. Hartley, full-time 911 Dispatcher Public Safety Telecommunicator, Emergency Communications 911, (p.c. #11, non-exempt, replacing S. Arnold), at SG-N09E(05)--\$20.66/hour, effective July 25, 2022, pay period 16. Salary budget savings for 2022 \$ 7,394, annualized salary impact for 2023 \$42- Dept. 354.

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

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JULY 14, 2022

PAGE 3

C. Human Services

- i. Children & Youth Services – Deputy Administrator Natalie Corman asked the Board to approve the leave of absence for Erin Keen, Caseworker 2, Children & Youth Services, (p.c. #14), effective retro from June 7, 2022, pay period 13 to June 10, 2022, pay period 13 – Dept. 511.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the medical leave for Erin Keen.*

- ii. MH/ID/EI

Deputy Administrator Natalie Corman asked the Board to approve the following items:

1. Approve the personnel requisition for full-time Caseworker 1, MH/ID/EI, (p.c. #18, non-exempt, replacing N. Henning), at SG-N10, effective retro to July 7, 2022, pay period 15 – Dept. 561.
2. Approve the appointment for Ashleigh L. Davis, full-time Caseworker 2, MH/ID/EI, (p.c. #09, non-exempt, replacing M. Acuna), at SG-N12A(01)– \$17.69/hour, effective August 1, 2022, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$26,142, annualized salary savings for 2023 \$5,577. - Dept. 561.

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

- D. Human Resources – Director of Human Resources Kristen Simkins asked the Board to approve the revisions to the Travel Expenses policy, effective retro to July 3, 2022, pay period 15 – Dept. 114.

Kristin Simkins confirmed revisions to the Travel Expense Policy that the mileage will be reimbursed based on the rate on the date of travel not based on when it was submitted.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the Travel Expenses policy.*

- E. ITS – Administrator John Franek Jr. asked the Board to approve the adjustment of the accrual start date for Chad Joyce, Chief Information and Records Officer, ITS, by 5 years, 6 months, and 43 days, for prior service with the County– Dept. 142.

Kristin Simkins stated they updated the policy after Chad Joyce had been rehired and his break in service was longer 2 years. The Board agreed to table the adjustment in accrual start date for Chad Joyce.

Action: *On a motion by Commissioner Dershem seconded by Commissioner Higgins, the Board voted unanimously to table the adjustment in accrual start date for Chad Joyce.*

BOARD OF COMMISSIONERS MINUTES

THURSDAY, JULY 14, 2022

PAGE 4

- F. Conservation District – Jim Coslo asked the Board to approve the extension #5 for the medical leave of absence for Daina Beckstrand, Nutrient Management Technician 2, Conservation District, (p.c. #08), effective retro from July 1, 2022, pay period 14 to (estimated) August 1, 2022, pay period 17 – Dept. 822.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the leave of absence for Daina Beckstrand.*

V. REPORT ON JUDICIAL PERSONNEL ITEMS

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary, (p.c. #25, non-exempt, replacing K. Hughes), at SG-N08, effective July 6, 2022, pay period 15 – Dept. 223.

VII. NON-PERSONNEL ITEMS

Commissioners – Kristen Simkins clarified the dates for the Christmas Holiday date for the 2023 Holiday Schedule – Centre County Government Offices – Dept. 111.

Kristen Simkins stated that based on the Holiday schedule policy, since the County gets two designated days for the Christmas Holiday, if one of the holidays falls on a weekend it is to be added to the weekday connecting the holiday. Therefore for 2023 the County will be closed on Monday, December 25th and Tuesday December 26th.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the 2023 Holiday Schedule – Centre County Government Offices.*

VIII. CONSENT AGENDA

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:16 AM.

ATTEST:

John Franek Jr.

Administrator