



## BOARD OF COMMISSIONERS MINUTES

Thursday, July 15, 2021, 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 10:20 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Director of Human Resources Kristen Simkins, Controller Jason Moser, and Staff Assistant Jillian Savage

County personnel present included Dave Lomison, Lee Sheaffer, and Travis Walker.

Guests present included Cheryl Little, David Knepp, and Corey Troutman.

Representatives from the news media included Halie Kines, and Gary Sinderson.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. MEETING MINUTES

Minutes from the Thursday, July 1, 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 July 1, 2021.*

### IV. PERSONNEL ITEMS

#### A. Correctional Facility

Controller Moser reported that these items do not reflect the \$5.00 increase discussed at today's Salary Board Meeting.

i. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing J. Dawes), at SG-N10A(01), effective retro to July 7, 2021, pay period 15 – Dept. 333.

ii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing A. Kline), at SG-N10A(01), effective retro to July 13, 2021, pay period 15 – Dept. 333.

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- iii. Appointment for Sara D. Hudson, full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing J. Dawes), at SG-N10A(01)--\$15.00/hour, effective July 19, 2021, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$18,082, annualized salary savings for 2022 \$3,682 - Dept. 333.
- iv. Appointment for Winter Gresh, full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, new), at SG-N10A(01)--\$15.00/hour, effective August 2, 2021, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$12,000, annualized salary impact for 2022 \$31,200 - Dept. 333.
- v. Appointment for Brayden Powell, temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing W. Garver), at SG-N10A(01)--\$15.00/hour, effective July 19, 2021, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$21,682, annualized salary savings for 2022 \$3,682 - Dept. 333.
- vi. Appointment for Stive Padilla, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, new), at SG-N10A(01)--\$15.00/hour, effective July 19, 2021, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$13,200, annualized salary impact for 2022 \$31,200 - Dept. 333.
- vii. Leave of absence for Danielle Harvey, Corrections Officer, Correctional Facility, (p.c. #49), effective retro to June 14, 2021, pay period 13 to (estimated) July 20, 2021, pay period 16- Dept. 333.

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

**B. Human Services**

Children & Youth Services - Appointment for Colt T. Smith, full-time Caseworker I, Children & Youth Services, (p.c. #51, non-exempt, replacing E. Diaz), at SG-N11A(01)--\$15.90 hour, effective July 26, 2021, pay period 16. Salary budget impact for 2021 \$244, annualized salary impact for 2022 \$605 - Dept. 511.

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

**V. REPORT ON JUDICIAL PERSONNEL ITEMS**

**VI. REPORT ON ROW OFFICE PERSONNEL ITEMS**

- A. Sheriff - Sheriff Sampsel has approved the promotion of Jacob Phillips, part-time Security Officer, Sheriff (p.c. #15, non-exempt) to full-time Security Officer, Sheriff, (p.c. #40, non-exempt, replacing L. Spayd), at SG-N08, effective retro to July 5, 2021, pay period 15 - Dept. 211.

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**VII. NON-PERSONNEL ITEMS**

- A. Capital projects – Director of Facilities Management Lee Sheaffer introduced a Change Order with Watkins Security LLC for the Centre County Camera Project. This change order provides an increase of \$7,377.25 for additional equipment at five of Centre County’s Magisterial District Court Offices to improve security and safety. This increases the contract total from \$480,576.10 to \$487,953.35 – Dept. 971.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Change Order for the Centre County Camera Project.*

- B. Housing - Satisfaction Piece for Jordan and Erin Robinson for the premises located at 731 West Lamb Street, Bellefonte – Dept. 815.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Jordan and Erin Robinson.*

**VIII. DISCUSSION ITEMS**

- A. Employee Referral Incentive Program

Director of Human Resources Kristen Simkins provided to the Board a draft of the Employee Referral Incentive Program Policy. County employees, excluding those involved in the hiring process, as well as Departments Heads and Elected Officials, who refer a candidate to the Correctional Facility for a Corrections Officer position or to Emergency Communications 911 for a telecommunicator position would receive a \$500 referral bonus upon the candidate completing six months of service with the County. The bonus would be paid out through the payroll process, with applicable taxes removed, on the pay period following the six month completion date.

The program is set to sunset on December 31, 2021, but maybe re-evaluated by the Board at that time or prior.

Commissioner Pipe stated that this will be funded through the American Rescue Plan.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Employee Referral Incentive Program.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Discussion item B.

- B. Currently employed Non-twenty-four-hour Department County staff to receive a one-time payment of \$750 prorated to January 20, 2020. Additionally, Non-twenty-four-hour Department County Staff still employed at the County as of December 31, 2021 would receive a bonus payment of \$500, prorated to July 15, 2021. This will be funded through the American Rescue Plan – Dept. 120.

The Board was in agreement that Elected Officials would not receive these payments. Controller Jason Moser and Director of Human Resources Kristen Simkins will use hourly and length of service for full-time and part-time positions as criteria to prorate these payments.

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On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the one-time payment of \$750, prorated to January 20, 2020, to currently employed Non-twenty-four-hour Department County staff, and a bonus payment of \$500, prorated to July 15, 2021, to Non-twenty-four-hour Department County Staff still employed at the County as of December 31, 2021.

**IX. C-NET REQUESTS**

**X. EXECUTIVE SESSION REPORT**

Administrator Margaret Gray reported that the Board met in executive session Tuesday, July 13 from to 3:05 PM to 4:10 PM discuss a legal matter. The Board will need to meet in executive session following the meeting to discuss a personnel matter.

**XI. QUESTIONS FROM THE PRESS**

**A. Halie Kines – Centre Daily Times**

i. Are the bonus payments not for remote employees?

**B. Gary Sinderson – WTAJ**

i. Is there an issue in terms of public safety?

ii. Is this the result of the pandemic or is something else going on?

iii. Are there other county departments running in the red?

iv. What is the schedule for the salary study?

v. Has the county been contacted for a forensic election audit?

vi. Have there been any discussions with the solicitor about if the County is contacted about a forensic election audit.

**XII. ADJOURNMENT**

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session for a personnel matter at 10:45 AM

The Board came out of executive session at 11:05 AM.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:05 AM.

ATTEST:

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Margaret N. Gray  
Administrator