



BOARD OF COMMISSIONERS' MINUTES

Thursday, July 23, 2020, 10:00 A.M.

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

I. CALL TO ORDER 1010

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

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen, Director of Financial Management Tom Martin, and Controller Jason Moser.

County personnel present included Sheriff Bryan Sampsel, Krista Davis, Jim Coslo and Travis Walker.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, July 16, 2020 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 16, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

i. Transportation- Director Dave Lomison requested continuation of current furloughs within the department.

1. Extension of furlough of Rhonda Kelly, Department Clerk 3, through August 29, 2020, pay period 18 - Dept. 531.
2. Extension of furlough of Thomas Burger, Vehicle Operator, through August 29, 2020, pay period 18 - Dept. 531.
3. Extension of furlough of Vernon Wallace, Vehicle Operator, through August 29, 2020, pay period 18 - Dept. 531.
4. Extension of furlough of Susan Warner, Vehicle Operator, through August 29, 2020, pay period 18 - Dept. 531.

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5. Extension of furlough of Pam Witherite, Vehicle Operator, through August 29, 2020, pay period 18 - Dept. 531.

ii. Sheriff - Reinstatement of David Dauria, Airport Security, from reduced hours furlough to full-time status, effective July 27, 2020, pay period 16 – Dept. 211

Commissioner Pipe offered his appreciation to everyone for the sacrifices being made with the county budget in mind.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve personnel requests from department heads and elected officials.*

iii. The Board considered an extension of temporary furloughs/partial reduction of hours for non-Court related offices. Administrator Margaret Gray recommended an extension until August 29. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to extend the furloughs and partial reduction of office hours for non-Court related offices until Saturday, August 29.

B. County Relief Block Grant Update

i. The Board acknowledged Public Comment received from Jennifer Cornwell of Spring Mills by email on July 20, 2020/

ii. Small Business Development Center County Relief Block Grant Application

County Relief Grant Coordinator Mary Kay Williams opened the discussion regarding the disbursement of funds to restaurants and bars as discussed by the Board on Tuesday. Yesterday the county participated in a call with the SBDC, who proposed leading the efforts of the application process. Mary Kay suggested that the first round of applications be open to restaurants and businesses. There are about 835 in Centre County.

Commissioner Higgins asked if the application will inquire if the business is a private nonprofit or for profit business? He suggested changing the application to only ask if they are a nonprofit business. For the first round of grant awards, he asked if the Board is considering just a quick mini grant in the \$3-5,000 range? If the award is higher, there may need to be a longer application including a description of what the funding is intended to be used for. There may be some validity in the nonprofit question as there may be some nonprofits that offer food service. Commissioner Dershem is in favor of the program as it has been laid out.

Commissioner Pipe said that the program is on the right track with a single page application and a signed certification statement. He is hesitant to specify an award amount until after applications are received. He suggested that the grant committee review the FAQ's from the Progress Fund, specifically those for small businesses.

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Mary Kay asked the Board if the first round of applications will just be comprised of restaurants and bars. Commissioner Dershem and Commissioner Pipe agreed. With the Governor's targeted mitigation, these are the businesses that are hurt the most. Commissioner Dershem added that this would include caterers.

For clarification, Mary Kay asked if applicants will be required to upload detailed financial information such as tax information. Commissioner Dershem would prefer that is not required, simply asking for a tax id number should be sufficient.

The amount of information required to submit an application may determine how many entities apply. However, the more information that is provided, the easier it will be to determination the grant award and amount. For example on question may be, has your business received other COVID relief funding?

Commissioner Pipe asked Controller Jason Moser to weigh in on the discussion regarding grant awards and the county audit. Jason suggested that the county may still be required to complete a pre-award risk assessment. Mary Kay asked if there is a threshold for the amount of funding awarded. If the county is not technical with requirements of expenditures of the sub recipients and awards funding as emergency relief a risk assessment may not be required. Mary Kay will have follow up conversations with the Controller for clarification.

Commissioner Dershem asked that the Board start to consider large requests such as Mount Nittany and Penn State University. A spreadsheet has been prepared by Administrator Margaret Gray and Risk Manager Krista Davis with requested allocations. Mary Kay is reviewing the document and will have suggested for the Board in the coming days. Commissioner Pipe agreed with Commissioner Dershem and said maybe next week the Board could have a more broad discussion regarding municipalities and larger organizations.

- iii. Margaret asked the Board if they would like to discuss the draft Personal Travel Policy. Commissioner Pipe asked that this be moved to next week's agenda and the documents be emailed out for review.

V. PERSONNEL ITEMS

A. Human Services

i. Children and Youth Services

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Children and Youth items 1-5.

1. Appointment for Marissa R. Tobias, full-time Caseworker 2, C&YS, (p.c. #09, non-exempt, replacing R. Early), at SG-N13A(01)-- \$17.15/hour, effective July 27, 2020, pay period 16. Salary impact for 2020 \$3,369, annualized salary savings for 2021 \$1,346 – Dept. 511.

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2. Appointment for Jennifer R. Long, full-time Caseworker 2, C&YS, (p.c. #24, non-exempt, replacing M. Tobias), at SG-N13A(01)--\$17.15/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2020 \$1,124, annualized salary impact for 2021 \$2,388 – Dept. 511.
 3. Appointment for Kody A. Brown, full-time Caseworker 1, C&YS, (p.c. #33, non-exempt, replacing S. Lannen), at SG-N11A(01)--\$15.59/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2020 \$14,378, annualized salary savings for 2021 \$14,489 – Dept. 511.
 4. Personnel requisition for full-time Caseworker 1, C&YS, (p.c. #37, non-exempt, replacing A. Rote), at SG-N11, effective retro to July 21, 2020, pay period 16– Dept. 511.
 5. Personnel requisition for full-time Caseworker 1, C&YS, (p.c. #30, non-exempt, replacing K. Nicolaus), at SG-N11, effective retro to July 21, 2020, pay period 16– Dept. 511.
- ii. MH/ID – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the promotion/change in department/title for Maryanne Gilbert, full-time RSVP Assistant, Aging, (p.c. #27, non-exempt), at SG-N11D(04)--\$16.54/hour to full-time ID Program Specialist 1, MH/ID, (p.c. #61, non-exempt, new in 2020 budget), at SG-S51A(01)--\$20.15/hour, effective August 30, 2020, pay period 19. Salary savings for 2020 \$27,203 – Dept. 561.

B. Human Resources

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Human Resources items i-iii.

- i. Consider approval of the personnel requisition for on-call/occasional Office Floater, Human Resources, (p.c. #16, non-exempt, replacing K. Rider), at SG-N02, effective retro to July 22, 2020, pay period 16– Dept. 114.
- ii. Consider approval of the appointment for Sarah J. Mulley, on-call/occasional Office Floater, Human Resources, (p.c. #15, non-exempt, replacing M. Lewis), at SG-N02A(01)--\$10.18/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2020 \$5,462 – Dept. 114.
- iii. Consider approval of the appointment for Justine M. Kline, on-call/occasional Office Floater, Human Resources, (p.c. #16, non-exempt, replacing K. Rider), at SG-N02A(01)--\$10.18/hour, effective July 27, 2020, pay period 16. Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2020 \$5,374 – Dept. 114.

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- C. Conservation District – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to the personnel requisition for full-time Nutrient Management Technician 2, Conservation District, (p.c. #08, non-exempt, replacing J. Wataha), at SG-N14A(01), effective retro to July 15, 2020, pay period 15– Dept. 822.
- D. Correctional Facility - On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #21, non-exempt, replacing M. Jenkins), at SG-N10, effective retro to July 16, 2020, pay period 15– Dept. 333.
- E. Public Defender - On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to the personnel requisition for full-time Assistant Public Defender, Public Defender, (p.c. #04, exempt, L. Rupert), at SG-S54A(01), effective retro to July 17, 2020, pay period 15– Dept. 132.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Court Administration– President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #05, non-exempt, replacing S. Theodorous), at SG-N16, effective April 28, 2020, pay period 10 – Dept. 271.
- B. Probation– President Judge Pamela Ruest has approved the personnel requisition for full-time Correctional Parole Officer- PO2, Probation, (p.c. #06, non-exempt, replacing M. Mazzara), at SG-N15, effective July 20, 2020, pay period 16 – Dept. 301.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Sheriff
 - i. Sheriff Bryan Sampsel has approved the change in status for John Wolfe Jr., from full-time Security Officer, Sheriff, (p.c. #18, non-exempt) to on-call/occasional Security Officer, Sheriff, (p.c. #31, non-exempt, replacing R. Higgins Jr.), effective August 10, 2020, pay period 17. (No change in pay rate) Salary budget savings for 2020 \$3,755, annualized salary impact for 2021 \$233 - Dept. 211.
 - ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Security Officer, Sheriff, (p.c. #18, non-exempt, replacing J. Wolfe Jr.), at SG-N08, effective July 17, 2020, pay period 15 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

- A. Commissioners – 2021 Holiday Schedule – Centre County Government Offices – Dept. 111.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the 2021 Holiday Schedule – Centre County Government Offices.*

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- B. Transportation - Acquisition of four vehicles for the County Business Fleet, each being replacement vehicles. These vehicles will be provided as a Penn State In-Kind Service in the total all-inclusive amount of \$46,145.

- i. 2013 Ford Explorer with 64,898 miles all-inclusive amount of \$9,542.50
- ii. 2016 Ford Fusion with 71,160 miles all-inclusive amount of \$11,330.00
- iii. 2013 Chevy Maxi Van with 48,634 miles all-inclusive amount of \$16,417.50
- iv. 2013 Dodge Caravan with 51,559 miles all-inclusive amount of \$8,855

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the acquisition from Penn State to next week's Consent Agenda.*

- C. Housing – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Marie A. Wance for the premises located at 614 North Pine Street, Aaronsburg, PA – Dept. 815.

IX. POLICIES

X. DISCUSSION ITEMS

Centre County Senior Centers

The State has provided guidance to the Office of Aging who have carefully put together proposals for the reopening of Centre County Senior Centers. Human Services Administrator Natalie Corman reported that based on programming space, they must divide the number of participants by 113 square feet. Based on this requirement, the Bellefonte and Philipsburg centers can accommodate 8 individuals including staff, Snow Shoe 5, Centre Hall 6, and Penns Valley 4. They will be required by State to screen each participants. Across the Commonwealth 41% of senior centers have reopened. They will be limited to 1-2 days open per week with a closed reset day for a full facility cleaning. Participants need to place reservations ahead of time and cannot just drop in. Masks must be worn.

Commissioner Pipe is in favor of reopening, but if the seniors are not willing to participate in social distancing, masking, etc. then they will be closed by the county.

If a person attending a center receives a positive COVID test, the center will be closed for 14 days. If someone they live with has received a positive test, the center will be closed for 14 days. The weekly Human Services report will include updates for the Board about participation at the senior centers.

Natalie proposed the reopening be scheduled for the week of August 10 to allow for scheduling and preparation. It was the consensus of the Board to open in the next few weeks.

XI. EXECUTIVE SESSION REPORT

XII. PUBLIC MEETING SCHEDULE

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XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session at 11:41 PM.

ATTEST:

Margaret N. Gray
Administrator