



BOARD OF COMMISSIONERS MINUTES

Thursday, August 10, 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 10:09 AM by Chair of the Board Mark Higgins.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion (Zoom), Commissioner Steven Dershem and Executive Office Supervisor Erin Good.

County personnel present included Human Services Administrator Julia Sprinkle, Deputy Administrator Natalie Corman, Faith Ryan, Kristen Simkins, Geri Sorgen, Warden Glenn Irwin, Chris Schnure, Dave Lomison, District Attorney Bernie Cantorna and Don Gampe.

Guests present included Renee Hoover.

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, July 27, 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 27, 2023.

V. PROCLAMATION

Proclamation 33 of 2023 – Renee Hoover joined the Board in proclaiming August 6-12, 2023 as Farmers Market Week in Centre County.

Renee is the Farmers Market Manager for the Pine Grove Mills Farmers Market. Producer-only markets are markets where the farmers and small businesses are directly producing the food that your purchasing rather than buying it from an auction.

The Pine Grove Mills Farmers Market is unique because it is the only farmer's market that accepts SNAP and EBT payments.

This year they have a full market of vendors and the market runs every Thursday from 3 – 7 PM through September 28th at the St. Paul Lutheran Church parking lot next to Ferguson Township Elementary School.

Commissioner Concepcion stated Farmers Markets are a great way for the public to learn where their food comes from as well supporting their local farmers. Commissioner Dershem stated Farmers Markets are where individuals can get the best quality food. Commissioner Higgins echoed his fellow Commissioners' comments and thanked Renee for speaking about the local Farmers Markets.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to adopt Proclamation 33 of 2023 proclaiming August 6-12, 2023 as Farmers Market Week in Centre County.

VI. RESOLUTION

Resolution 13 of 2023 – Faith Ryan asked the Board to approve a Resolution authorizing the filing of a proposal for funds with the Department of Community and Economic Development for the Emergency Solutions Grant Program.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to adopt Resolution 13 of 2023.

VII. PERSONNEL ITEMS

A. Correctional Facility

Warden Glenn Irwin asked the Board to approve items i-v and table item vi.

- i. Approve the promotion/change in title for Danielle Minarchick from full-time Drug & Alcohol Therapist, Correctional Facility, (p.c. #77, non-exempt), at SG-09O(15)–\$29.42/hour to full-time Deputy Warden of Administration, Correctional Facility, (p.c. #48, exempt), at SG-17A(01)–\$32.19/hour, effective August 13, 2023, pay period 18. Salary budget savings for 2023 \$49,171, annualized salary savings for 2024 \$8,411 - Dept. 333.
- ii. Approve the funding and personnel requisition for full-time Drug & Alcohol Therapist, Correctional Facility, (p.c. #77, non-exempt), at SG-09A(01)–\$22.64/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$5,754, annualized salary savings for 2024 \$14,346 - Dept. 333.
- iii. Approve the appointment for Joshua W. Peterson to full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt), at SG-N10X(01)–\$21.25/hour, effective August 28, 2023, pay period 19. Salary budget savings for 2023 \$9,131, annualized salary savings for 2024 \$2,309 - Dept. 333.
- iv. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #25, non-exempt), at SG-N10X(01)–\$21.25/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$1,957, annualized salary savings for 2024 \$6,094 - Dept. 333.
- v. Approve the appointment for Aaron R. Henry to full-time Corrections Officer, Correctional Facility, (p.c. #25, non-exempt), at SG-N10X(01)–\$21.25/hour, effective August 28, 2023, pay period 19. Salary budget savings for 2023 \$1,957, annualized salary impact for 2024 \$6,094 - Dept. 333.

- vi. Consider approval of the funding and personnel requisition for full-time Administrative Lieutenant, Correctional Facility, (p.c. #06, exempt), at SG-11A(01)–\$25.03/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$17,326, annualized salary savings for 2024 \$16,927 - Dept. 333.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Correctional Facility items i-v and table item vi.

B. Emergency Communications 911

Kristen Simkins asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #20, non-exempt), at SG-08A(01)–\$21.45/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$13,225, annualized salary savings for 2024 \$1,802 - Dept. 354.
- ii. Approve the funding and personnel requisition for full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #19, non-exempt), at SG-08A(01)–\$21.45/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$19,567, annualized salary savings for 2024 \$894 - Dept. 354.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Emergency Communications 911 items i-ii.

- C. Facilities Management** – Kristen Simkins asked the Board to approve the funding and personnel requisition for full-time Facilities Technician 1 – CCCF, Facilities Management, (p.c. #25, non-exempt), at SG-05A(01)–\$17.88/hour, effective August 10, 2023, pay period 17. Salary budget impact for 2023 \$499, annualized salary savings for 2024 \$745 - Dept. 161.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Facilities Management.

- D. Human Resources** – Kristen Simkins asked the Board to approve the funding and personnel requisition for full-time Employee Benefits Analyst, Human Resources, (p.c. #03, non-exempt), at SG-07A(01)–\$20.27/hour, effective August 10, 2023, pay period 17. Salary budget savings for 2023 \$4,273, annualized salary savings for 2024 \$5,317 - Dept. 114.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Human Resources.

E. Human Services

- i. Children & Youth Services – Julia Sprinkle asked the Board to approve the appointment for Cassandra E. Clark, to full-time Caseworker 1, C&YS, (p.c. #56, non-exempt), at SG-07A(01)–\$20.27/hour, effective August 21, 2023, pay period 18. Salary budget savings for 2023 \$19,913, annualized salary savings for 2024 \$786 - Dept. 511.

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

Cassandra Clark.

ii. MH/ID/EI

1. Julia Sprinkle asked the Board to approve the appointment for Carolyn R. Bradshaw, to full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt), at SG-04A(01)--\$16.69/hour, effective August 14, 2023, pay period 18. Salary budget savings for 2023 \$9,557, annualized salary savings for 2024 \$646 - Dept. 561.

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

iii. MH/ID/EI-D&A

Julia Sprinkle asked the Board to approve the following items:

1. Approve the appointment for Eyad Y. Ghoname, to full-time Drug & Alcohol Case Management Specialist Trainee, MH/ID/EI-D&A, (p.c. #12, non-exempt), at SG-06A(01)--\$19.06/hour, effective August 21, 2023, pay period 18. Salary budget savings for 2023 \$6,674, annualized salary savings for 2024 \$3,145 - Dept. 562.
2. Approve the appointment for Amanda M. Silakov, to full-time Drug & Alcohol Case Management Specialist Trainee, MH/ID/EI-D&A, (p.c. #03, non-exempt), at SG-06A(01)--\$19.06/hour, effective August 21, 2023, pay period 18. Salary budget savings for 2023 \$20,845, annualized salary savings for 2024 \$20,430 - 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.

iv. Transportation

Dave Lomison asked the Board to approve the following items:

1. Approve the funding and personnel requisition for full-time Vehicle Operator 80%, Transportation, (p.c. #20, non-exempt), at SG-03A(01)--\$15.81/hour, effective August 10, 2023, pay period 17. Salary budget impact for 2023 \$8,537, annualized salary impact for 2024 \$24,664 - Dept. 531.
2. Approve the funding and personnel requisition for full-time Vehicle Operator 80%, Transportation, (p.c. #39, non-exempt), at SG-03A(01)--\$15.81/hour, effective August 10, 2023, pay period 17. Salary budget impact for 2023 \$ 8,537, annualized salary impact for 2024 \$24,664 - Dept. 531.

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

VIII. JUDICIAL PERSONNEL ITEMS

IX. ROW OFFICE PERSONNEL ITEMS

A. District Attorney

District Attorney Bernie Cantorna asked the Board to approve the following items:

- i. Approve for all Assistant District Attorney positions to transition from Law Clerk-District Attorney to Assistant District Attorney once admitted to the PA Bar Association – Dept. 221.
- ii. Approve the new job description for the position of Law Clerk-District Attorney, District Attorney, SG-10, effective August 10, 2023, pay period 17 – Dept. 221.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the District Attorney items i-ii.

X. NON-PERSONNEL ITEMS

Human Services

A. Adult Services

- i. Faith Ryan asked the Board to approve the grant submission for the FY23 Emergency Solutions Grant (ESG) through the Department of Community and Economic Development in the amount of \$361,650.71 to be used during the time period of July 1, 2024 to June 30, 2025 – Dept. 501.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the grant submission for the FY23 Emergency Solutions Grant (ESG) through DCED.

- ii. Faith Ryan asked the Board to approve the grant submission for the FY23 for the continuation of the Centre County Rapid Re-Housing Program through the Department of Housing & Urban Development (HUD). The grant amount total is \$385,415.00 to be used during the time period of October 1, 2024 to September 30, 2025 – Dept. 501.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the grant submission for the FY23 for the continuation of the Centre County Rapid Re-Housing Program through the Department of Housing & Urban Development (HUD).

- iii. Faith Ryan asked the Board to approve the conditional award letter from the Pennsylvania Housing Finance Agency (PHFA) for Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) grant funds to support the Housing Navigation Program through the Office of Adult Services. The total grant funds awarded is \$30,000 – Dept. 501.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the conditional award letter from the Pennsylvania Housing Finance Agency for PHARE to next week's Consent agenda.

- B. Domestic Relations – Don Gampe asked the Board to approve a contract renewal with TransUnion Risk & Alternative Data Solutions, Inc to provide an online investigation services search tool to assist in locating absent parents. The contract is \$100/month for 300 transactions funded as follows: Federal \$66.00 and County \$34.00 for the time period of May 1, 2023 to April 30, 2024 – Dept. 281.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the contract with TransUnion Risk & Alternative Data Solutions, Inc to next week's Consent Agenda.

- C. Planning and Community Development – Chris Schnure asked the Board to approve a Memorandum of Understanding (MOU) for the “Final Plan – Subdivision & Replot of Lands of Troy S. Dinges & Lori S. Dinges – Record Book 2182, Page 179, Lot 2 – PB: 87, PG: 37 & First Thereof of Record Book 2007, Page 310 into Lot 2R, Lot 3 and Replotted Tax Parcel 22-4-14 and Retracement Survey of the Second Thereof of Record Book 2007, Page 310.” CCPCDO File No. 41-23. This proposal, located in Penns and Haines Townships, represents a Final Plan submission showing the subdivision of two (2) lots, one replotted lot, and one tract survey along with corresponding infrastructure consisting of 118.55 acres. This subdivision is located at the terminus of the public road segment of Grouse Road (T-839) and is bisected by Pine Creek Road (State Route 2018) – Dept 151.

Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to add the MOU for the “Final Plan – Subdivision & Replot of Lands of Troy S. Dinges & Lori S. Dinges to next week's Consent Agenda.

XI. CONSENT AGENDA

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve this week's Consent Agenda.

- A. Planning and Community Development – Memorandum of Understanding (MOU) for the “Final Plan – Paul K. & Lydia E. Fisher Subdivision of Tax Parcel 15-011-,96B into Lots 4, 5, 6.”; CCPCDO File No. 98-23. This proposal, located in Miles Township, represents a Final Plan submission showing the subdivision of three (3) lots with corresponding infrastructure consisting of 77.29 acres. This subdivision is located along the southern right-of-way of Brush Valley Road (State Route 0192), approximately ½ of a mile east of Rebersburg and is accessed by Beiler Drive (Private) – Dept 151.
- B. 9-1-1 Emergency Communications – Memorandum of Understanding (MOU) with Centre Helps to provide over the phone counseling to callers for the 988 Crisis and Suicide Prevention Lifeline. The 988 organization has requested Centre Helps to have an MOU with Centre County 9-1-1 since their call center is in Centre County. The document defines the responsibilities for Centre Help's staff when a person calls in with a crisis. The document also defines the non-threatening circumstances which Centre County 9-1-1 dispatchers can transfer the call to Centre Helps and how 9-1-1 will deal with Wireless Exigent requests from Centre Helps. There is no cost to the County and unless the MOU is terminated by a 60 days' notice of a mutual written agreement of the Parties, it shall not expire – Dept 354.

Human Services

- C. Transportation – Consider approval of the Medical Assistance Transportation Program Participation Grant Agreement for FY 23/24 to provide transportation for those individuals who qualify under the said program. This agreement will be for the trips provided from July 1, 2023 thru June 30, 2024. The projected grant amount is \$968,934 and this will be finalized upon the completion of the State Budget for the period of July 1, 2023 to June 30, 2024 – Dept 561.
- D. MH/ID EI- D&A – Contract renewal with Steve Wicks, Esquire to provide services including legal consultation, attendance at mental health commitment hearings as needed, review of commitment hearing appeals and firearm appeals, and consultation for client requests to obtain records. The contract total is \$10,000 funded as follows: State \$9,539 and County Match \$461 for the period of July 1, 2023 to June 30, 2024 – Dept 561.

-----END OF CONSENT-----

XII. CHECK RUN

Check run in the amount of \$586,662.71 dated August 4, 2023.

Action: Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to the check run dated August 4, 2023.

XIII. ADMINISTRATOR'S REPORT

XIV. REPORTS – ANNOUNCEMENTS

- A. Voter Registration Report
- B. Announcements

XV. EXECUTIVE SESSION REPORT

XVI. PUBLIC MEETING SCHEDULE

Tuesday, August 15, 2023

Board of Commissioners – 10 AM – Willowbank 146

Work Session – 11 AM – Willowbank 146

Tuesday, August 22, 2023

Board of Commissioners – 10 AM – Willowbank 146

Thursday, August 24, 2023

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVII. QUESTIONS FROM THE PRESS

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XVIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:43 AM.

ATTEST:

John Franek Jr.
Administrator