



BOARD OF COMMISSIONERS MINUTES

Thursday, August 12, 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 10:16 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Deputy Administrator John Franek Jr., Staff Assistant Jillian Savage, Director of Human Resources Kristen Simkins, and Controller Jason Moser.

County personnel present included Prothonotary Jeremy Breon, Human Services Administrator Natalie Corman, Dave Lomison, Krista Davis, Lee Sheaffer, Diana Griffith, Chad Joyce, and Terri Fisher.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, July 15, 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 15, 2021.*

IV. COVID-19 PLANNING AND RESPONSE

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing J. Donovan), at SG-N10, effective retro to August 2, 2021, pay period 17 – Dept. 333.
- ii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing S. Sayers), at SG-N10, effective retro to August 5, 2021, pay period 17 – Dept. 333.

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- iii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing S. Hudson), at SG-N10, effective retro to August 2, 2021, pay period 17 – Dept. 333.
- iv. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #110, non-exempt, replacing M. Shawver), at SG-N10, effective retro to July 23, 2021, pay period 16 – Dept. 333.
- v. Personnel requisition for full-time Reentry Specialist, Correctional Facility, (p.c. #76, non-exempt, replacing L. Brown), at SG-N12, effective retro to July 26, 2021, pay period 16 – Dept. 333.
- vi. Promotion for Winter Gresh, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #66, non-exempt, replacing J. Couteret) at SG-N10A(01)--\$20.00/hour effective retro to August 8, 2021, pay period 17. Salary budget savings for 2021 \$7,282, annualized salary impact for 2022 \$6,718 – Dept. 333.
- vii. Promotion for Brayden Powell, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #110, non-exempt, replacing M. Shawver) at SG-N10A(01)--\$20.00/hour effective retro to August 8, 2021, pay period 17. Salary budget impact for 2021 \$540, annualized salary impact for 2022 \$1,477 – Dept. 333.
- viii. Appointment for Calen J. McCloskey, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing S. Padilla), at SG-N10A(01)--\$20.00/hour, effective retro to August 8, 2021, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$20,800, annualized salary impact for 2022 \$41,600 – Dept. 333.
- ix. Promotion for Calen McCloskey, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing J. Donovan) at SG-N10A(01)--\$20.00/hour effective August 15, 2021, pay period 18. Salary budget impact for 2021 \$726, annualized salary impact for 2022 \$6,718 – Dept. 333.
- x. Appointment for Christopher Ream, temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing W. Gresh), at SG-N10A(01)--\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$19,200, annualized salary impact for 2022 \$41,600 – Dept. 333.
- xi. Appointment for Jeffery Rhoades, full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing S. Hudson), at SG-N10A(01)--\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$16,750, annualized salary impact for 2022 \$6,718 – Dept. 333.

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xii. Appointment for Elliott E. Hill, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing C. McCloskey), at SG-N10A(01)--\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021\$4,038, annualized salary impact for 2022 \$14,082 – Dept. 333.

xiii. Appointment for James M. Decker, part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing C. McCloskey), at SG-N10A(01)--\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$14,400, annualized salary impact for 2022\$41,600 – Dept. 333.

xiv. Appointment for Mackenzie Swope, temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing B. Powell), at SG-N10A(01)--\$20.00/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$18,400, annualized salary impact for 2022 \$6,718 – Dept. 333.

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

B. Emergency Communications 911 – Consider approval of the appointment for Talon Hoover, full-time Telecommunicator-911, Emergency Communications 911, (p.c. #33, non-exempt, replacing J. Zimmerman), at SG-N09E(05)--\$20.66/hour, effective August 20, 2021, pay period 18. Salary budget savings for 2021 \$5,328, annualized salary savings for 2022 \$874 - Dept. 354.

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

C. Human Services

Human Services Administrator Natalie Corman requested the Board consider approval of the following items:

i. Adult Services

1. Appointment for Nicole R. Flick, full-time Caseworker 1, Adult Services, (p.c. #14, non-exempt, new), at SG-N10A(01)--\$15.16/hour, effective August 30, 2021, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$6,822, annualized salary impact for 2022 \$29,562. This will be funded through the Emergency Rental Assistance Program - Dept. 501.

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2. Appointment for Dorothy VanDyke, full-time Caseworker 1, Adult Services, (p.c. #15, non-exempt, new), at SG-N10A(01)--\$15.16/hour, effective August 16, 2021, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$9,096, annualized salary impact for 2022 \$29,562. This will be funded through the Emergency Rental Assistance Program - Dept. 501.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Adult Services items 1-2.*

- ii. Children & Youth Services - Personnel requisition for full-time Caseworker 1/2 – CYS, Children and Youth (p.c. #30, non-exempt, replacing L. Delgado), at SG-N11/13A(01), effective retro to August 9, 2021, pay period 17 – Dept. 511.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Children & Youth Services.*

- iii. Drug and Alcohol - Check for Educational Program Support in the amount of \$723.65 (\$1,447.29 total amount) for Faith Wennick, Drug & Alcohol Care Management Specialist, Drug and Alcohol, (p.c. #02), for satisfactory completion of summer 2021 courses – Dept. 562.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check for Educational Program Support for Faith Wennick.*

- iv. MH/ID/EI

1. Transfer for Devon Etters, full-time Caseworker 2 – MH/ID, MH/ID/EI-D&A, (p.c. #11, non-exempt), at SG-N12I(09)--\$19.55/hour, to full-time Caseworker 2 – MH/ID, MH/ID/EI-D&A (p.c. #10, non-exempt) at SG-N12I(09)--\$19.55/hour, effective September 13, 2021, pay period 20. Salary budget savings for 2021 \$21,638, annualized salary impact for 2022 \$6,221 - Dept. 561.
2. Personnel requisition for full-time Caseworker 2 – MH/ID, MH/ID/EI-D&A, (p.c. #11, non-exempt, replacing D. Etters), at SG-N12A, effective retro to August 5, 2021, pay period 17 – Dept. 561.
3. Appointment for Jalee L. Rockey, full-time Caseworker 2, MH/ID/EI, (p.c. #25, non-exempt, replacing C. Gabriel), at SG-N12A(01)--\$16.69/hour, effective TBD, pay period TBD. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$2,504, annualized salary impact for 2022 \$0 - Dept. 561.
4. Personnel requisition for full-time Caseworker 1/2 – MH/ID, MH/ID/EI-D&A, (p.c. #42, non-exempt, replacing K. Heberle), at SG-N10/12A(01), effective retro to July 26, 2021, pay period 16 – Dept. 561.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve MH/ID/EI items 1-4.*

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D. Risk Management/Operations

- i. Job description for the position of Front Desk Administrative Assistant, Risk Management/Operations, (p.c. #TBD, non-exempt, new), at SG-N10A(01)--\$15.16/hour, effective August 12, 2021, pay period 17 - Dept. 120.
- ii. Personnel requisition for full-time Front Desk Administrative Assistant, Risk Management/Operations, (p.c. #TBD, non-exempt, new), at SG-N10A(01)--\$15.16/hour, effective August 12, 2021, pay period 17 - Dept. 120.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Risk Management/Operations items i-ii.*

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Personnel item E. Records Management.

- E. Records Management – Chief Information and Records officer Chad Joyce requested the Board consider approval of the transfer for Emily Shearer, full-time Records Coordinator, Prothonotary, (p.c. #22, non-exempt), at SG-N10A(01)-\$15.16/hour, to full-time Receiving Clerk, Records Management, (p.c. #03, non-exempt) at SG-N06A(10)-\$14.99/hour, effective August 16, 2021, pay period 18 - Dept. 143.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the transfer for Emily Shearer.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Prothonotary

- i. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Records Coordinator, Prothonotary (p.c. #22, non-exempt, replacing E. Shearer), at SG-N10A(01), effective August 4, 2021, pay period 17 – Dept 223.
- ii. Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary (p.c. #24, non-exempt, replacing J. Bletz), at SG-N10A(01), effective August 4, 2021, pay period 17 – Dept 223.

B. Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for On-Call Deputy Sheriff, Sheriff (p.c. # 29, non-exempt, replacing T. Hoover), at SG–N08A(01), effective July 30, 2021, pay period 16 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Department Clerk 3 (75), Sheriff (p.c. #48, non-exempt, replacing A. Yecina), at SG-N08A(01), effective July 23, 2021, pay period 16 – Dept. 211.

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- iii. Sheriff Bryan Sampsel has approved the transfer for Andreanna Lucas, full-time Deputy Sheriff/Airport Security 2, Sheriff (p.c. #34, non-exempt), at SG-N11B(02)--\$16.22/hour, to On-Call Security Officer, Sheriff (p.c. #29, non-exempt) at SG-N08I(09)--\$16.17/hour, effective August 19, 2021, pay period 18. Salary budget impact for 2021 \$5,098, annualized salary impact for 2022 \$753 – Dept 211.

VIII. NON-PERSONNEL ITEMS

- A. Planning & Community Development – Diana Griffith presented a Funding Agreement with the United States Department of Agriculture’s (USDA) Natural Resource Conservation Service (NRCS) for the American Farmland Trust Soil Health Stewards Program Grant. This grant will be used to promote soil health practices, including the implementation and evaluation of a Soil Health Action Plan. The award total is \$10,000 effective September 8, 2021 – Dept. 845.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Funding agreement with the USDA.*

- B. Prothonotary – Prothonotary Jeremy Breon requested the Board consider approval for Administrator Margaret Gray to approve up to \$10,000 for records and storage maintenance – Dept. 223.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the allocation of up to \$10,000 for records and storage maintenance.*

IX. POLICIES

Work from Home Policy – Deputy Administrator John Franek, Jr. reported that the policy provides guidance to eligible full-time and part-time, exempt and non-exempt employees to allow for the successful performance of job duties from a remote location – Dept. 111.

The policy includes three documents, the Work from Home policy, the Work from Home Agreement, and the Centre County Work from Home – Self-Certified Home Safety Checklist. The policy includes two categories for Work from Home arrangement: Short term, intermittently working from home for less than six weeks or 15 consecutive days, and Long term, working from home for more than six weeks. Short term requests may be reviewed and granted by the immediate supervisor or director. Long term requests will involve Administrator review and approval, as well as a work from home agreement that specifies a trial period.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the Work from Home Policy to the Tuesday, August 17, 2021 Consent Agenda.*

X. DISCUSSION ITEMS

XI. C-NET REQUESTS

XII. EXECUTIVE SESSION REPORT

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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 adjourn the meeting at 10:44 AM.

ATTEST:

Margaret N. Gray
Administrator