



BOARD OF COMMISSIONERS MINUTES

Thursday, August 24, 2023, 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:08 AM by Chair of the Board Mark Higgins.

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

County personnel present included Human Services Administrator Julia Sprinkle, Controller Jason Moser, Kristen Simkins, Geri Sorgen, Liz Lose, Warden Glenn Irwin and Deputy Warden Danielle Minarchick.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, August 10, 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 August 10, 2023.

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Warden Glenn Irwin asked the Board to approve the appointment for Austin T. Bolig 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 \$2,939, annualized salary impact for 2024 \$20,422 - Dept. 333.

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

B. Human Services

i. Children & Youth Services

Julia Sprinkle asked the Board to approve the following items:

1. Approve the appointment for Taylor M. Fletcher, to full-time Caseworker 1, C&YS, (p.c. #45, non-exempt), at SG-07A(01)--\$20.27/hour, effective September 5, 2023, pay period 19. Salary budget savings for 2023 \$10,993, annualized salary savings for 2024 \$3,139 - Dept. 511.
2. Approve the voluntary demotion/change in title/department for Paul Styer from full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #12, non-exempt), at SG-08B(02)--\$21.88/hour to full-time Caseworker 1, C&YS, (p.c. #14, non-exempt), at SG-07D(04)--\$21.51/hour, effective September 18, 2023, pay period 20. Salary budget savings for 2023 \$18,582, annualized salary savings for 2024 \$1,572 - Dept. 511.

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

ii. MH/ID/EI

1. Julia Sprinkle asked the Board to approve the funding and personnel requisition for full-time Department Clerk 3 (EI-ID), MH/ID/EI, (p.c. #37, non-exempt), at SG-04A(01)--\$16.69/hour, effective August 24, 2023, pay period 18. Salary budget savings for 2023 \$3,162, annualized salary savings for 2024 \$1,984 - Dept. 561.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Department Clerk 3 (EI-ID).*

iii. MH/ID/EI-D&A

1. Julia Sprinkle asked the Board to approve the appointment for Donald R. Hare, to full-time Drug & Alcohol Case Management Specialist, MH/ID/EI-D&A, (p.c. #02, non-exempt), at SG-07A(01)--\$20.27/hour, effective August 28, 2023, pay period 19. Salary budget savings for 2023 \$23,620, annualized salary savings for 2024 \$11,966 - Dept. 562.

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

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

A. Controller

Controller Moser asked the Board to approve the following items:

- i. Approve the revisions to the job description for the position of First Deputy Controller, Controller, SG-13, effective August 27, 2023, pay period 19 - Dept. 125.

- ii. Approve the new job description for the position of Second Deputy Controller, Controller, SG-11, effective August 27, 2023, pay period 19 – Dept. 125.
- iii. Approve the funding and personnel requisition for full-time Second Deputy Controller, Controller, (p.c. #07, exempt), at SG-11A(01)--\$25.03/hour, effective August 27, 2023, pay period 19. Salary budget impact for 2023 \$41, annualized salary savings for 2024 \$4,845 - Dept. 125.

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

- B. Sheriff – Kristen Simkins asked the Board to approve the funding and personnel requisition for full-time Deputy Sheriff/Security, Sheriff, (p.c. #16, non-exempt), at SG-05A(01)--\$17.88/hour, effective August 24, 2023, pay period 18. Salary budget impact for 2023 \$2,505, annualized salary savings for 2024 \$745 - Dept. 211.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Deputy Sheriff/Security p.c. #16.

VIII. NON-PERSONNEL ITEMS

- A. Planning and Community Development – Liz Lose asked the Board to approve the Kinetic by Windstream, an internet service provider, is requesting nominations for 10 non-profit organizations within its service footprint to receive a \$1,000 Kinetic Grant. The Kinetic Grant will help a non-profit support broadband adoption services like digital skills training and/or device distribution. Skills training and access to devices is part of the required digital equity in the BEAD federal funding program (Broadband Equity, Access, and Deployment) – Dept. 151.

Liz stated Windstream would like the County to nominate non-profit organizations that would benefit from this grant. The grant could provide digital skills training or the purchase of digital devices. The County will relay to Windstream the following non-profits for nomination for the grant for their consideration: Skills of Central PA, the ACRES Project, Strawberry Fields and the ARC of Centre County.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Kinetic Grant for Broadband Adoption through digital skills training or device distribution.

- IX. CONSENT AGENDA
- X. EXECUTIVE SESSION REPORT
- XI. QUESTIONS FROM THE PRESS

BOARD OF COMMISSIONERS MINUTES
THURSDAY, AUGUST 24, 2023
PAGE 4

XII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:21 AM.

ATTEST:

John Franek Jr.,
Administrator