



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, August 27, 2019, 10:00 A.M.

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

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### I. CALL TO ORDER

Commissioner Michael Pipe reconvened the public meeting of the Centre County Board of Commissioners at 10:46 AM on August 27, 2019.

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

County personnel present included Ray Stolinas, Natalie Corman, Linda Marshall, and Bernie Cantorna.

### II. PUBLIC COMMENT

### III. MEETING MINUTES

Minutes from the Thursday, August 15, 2019 Board of Commissioners' meeting.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from Thursday, August 15, 2019.*

### IV. ACTION ON PERSONNEL ITEM(S)

#### A. Correctional Facility

Director of Human Resources Kristen Simkins reported that the conditional offer to Paige Zeigler was rescinded and should not be considered for approval. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i. and iii.

- i. Consider approval of the appointment for Cody A. Folk, part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing M. Cianfrani), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$15,272, annualized salary savings for 2020 \$2,677 - Dept. 333.
- ii. Consider approval of the appointment for Paige Zeigler, part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing H. Hockenberry), at SG-N10A(01)--\$14.70/hour, effective September 9, 2019, pay period 19.

Conditional upon satisfactory completion of pre-employment requirements.  
Salary budget savings for 2019 \$5,197, annualized salary savings for 2020 \$2,677 -  
Dept. 333.

- iii. Consider approval of the appointment for Robert M. Beatty, full-time Kitchen Supervisor, Correctional Facility, (p.c. #73, non-exempt, replacing A. Shawley), at SG-N08A(01)--\$13.52/hour, effective September 9, 2019, pay period 19.  
Conditional upon satisfactory completion of pre-employment requirements.  
Salary budget savings for 2019 \$12,229, annualized salary increase for 2020 \$645 -  
Dept. 333.

- B. Planning – Director Ray Stolinas asked the Board to consider approval of the appointment for Diana L. Griffith, full-time Senior Planner 1/Agricultural Preservation Coordinator, Planning, (p.c. #10, non-exempt, S. Walter), at SG-N16A(01)--\$19.79/hour, effective September 30, 2019, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Ms. Griffith is currently employed by Ferguson Township and has previous experience in the agriculture industry. Salary budget savings for 2019 \$17,487, annualized salary savings for 2020 \$8,444. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment of Diana Griffith – Dept. 151.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items C and D.

- C. MH/ID – Consider approval of the new job description for the position of Department Clerk 3 (EI-ID), MH/ID, SG-N08, effective September 1, 2019, pay period 19 – Dept. 561.
- D. Transportation – Consider retroactive approval of the personnel requisition for part-time Department Clerk 1 (75), Transportation, (p.c. # 29, non-exempt, replacing K. Shope), at SG-N04A(01), effective August 15, 2019, pay period 17 – Dept. 531.
- E. Human Resources – Director of Human Resources Kristen Simkins reported as of August 15, 2019 an employee complement of 591 positions with 567 current employees and 24 vacancies. There were 12 employee separations and nine new hires during the month of July. Turnover rate is 18.0% over the last twelve months.

V. NON-PERSONNEL ITEMS

Housing – Linda Marshall presented a mortgage satisfaction piece for Erin King for the premises located at 121 Faust Circle, Bellefonte – Dept. 815.

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

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

President Judge Pamela Ruest has approved the personnel requisition for full-time Court Reporter, Court Administration, (p.c. #07, non-exempt, replacing P. Grey), at SG-N14, effective retro to August 19, 2019, pay period 18 – Dept. 271.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. DISCUSSION ITEMS

- A. Commissioner Dershem reflected on agenda items under consideration before the meeting went into recess earlier this morning. He suggested allowing the Administrator to approve items that are budgeted and under a designated dollar amount. Department heads should not be expected to attend and sit through a Board meeting to request approval for contracts and purchases that were budgeted items and of a minimal value; this morning an item was less than \$100. Administrator Margaret Gray offered to provide a report during a public meeting of items that she approves each quarter. It was the consensus of the Board to prepare a Resolution to allow the Administrator the ability to authorize purchases and contracts that are budgeted and under a designated dollar amount.

IX. EXECUTIVE SESSION REPORT

X. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:57 AM.

ATTEST

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Margaret N. Gray  
Administrator