



BOARD OF COMMISSIONERS' MINUTES

Thursday, September 3, 2020, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:01 AM by Chair of the Board Michael Pipe.

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

County personnel present included Chad Joyce, Mary Kay Williams, Dave Crowley, Jeff Wharran, Prothonotary Jeremy Breon, Krista Davis, and Travis Walker.

Guests present included Elizabeth Hay and Molly Kunkel.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, August 27, 2020 Board of Commissioners' Meeting.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the minutes from August 27, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. County Relief Block Grant Update

Mary Kay Williams announced that the Small Business application is live and the County has received 70 applications with 150 in progress. Things are going well according Elizabeth Hay of the Penn State Small Business Development Center.

The nonprofit grant application process is underway, Molly Kunkel of the Centre Foundation said that the Small Business application closes on Friday, September 11 and she hopes that the nonprofit application will open on Monday, September 14. Similar to the Small Business grant, the nonprofit will be open for two weeks.

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Director of Emergency Management Jeff Wharran provided an update on the allocation of PPE to first responders. Emergency Management has started to divide supplies for distribution. Jeff is also working with the CBICC to provide allocations to businesses. Commissioner Pipe requested an update from Emergency Management each Thursday.

B. CARES Act Allocation to Mount Nittany Medical Center

Commissioner Pipe asked that this discussion be held at a later meeting when Commissioner Higgins is in attendance and able to offer comment.

C. Personnel

Records Management – On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the reinstatement of Paige Fyock, Receiving Clerk, from part-time furlough to regular full-time status effective September 8, 2020, pay period 20 – Dept. 143.

V. PERSONNEL ITEMS

- A. Adult Services – On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the extension #2 for the leave of absence for Debra Homan, Assistant Director Adult Services, Adult Services, (p.c. #02), effective August 18, 2020, pay period 18 to (estimated) September 16, 2020, pay period 20 – Dept. 501.
- B. Correctional Facility - On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #70, non-exempt, replacing D. Smith Sr.), at SG-N10, effective retro to August 25, 2020, pay period 18– Dept. 333.
- C. Elections – On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for on-call/occasional Senior Advisor, Elections, (p.c. #07, non-exempt, new), at SG-S54, effective September 4, 2020, pay period 19– Dept. 131.
- D. Tax Assessment - On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the personnel requisition for full-time Department Clerk 2 (75), Tax Assessment, (p.c. #07, non-exempt, replacing M. Evock), at SG-N06, effective September 3, 2020, pay period 19– Dept. 121.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

MDJ State College II 49-3-05

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Office Supervisor 2, MDJ-Lachman, (p.c. #18, non-exempt, replacing J. Davy), at SG-S45, effective September 1, 2020, pay period 19 – Dept. 257.

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ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Lachman, (p.c. #08, non-exempt, replacing C. Evans), at SG-N08, effective September 1, 2020, pay period 19 – Dept. 257.

iii. President Judge Pamela Ruest has approved the lateral transfer/change in department for Thedy Hagenbuch, from MDJ-McClain, (p.c. #09, non-exempt) to MDJ-Lachman, (p.c. #08, non-exempt, replacing C. Evans), effective September 8, 2020, pay period 19. (No change in pay rate) Salary impact for 2020 \$1,625, annualized salary impact for 2021 \$4,037 - Dept. 257.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

Administrator Margaret Gray presented the following agreements with The Pennsylvania State University. On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve items A and B.

A. Court Administration – Function Agreement with The Pennsylvania State University for use of The Penn Stater Hotel and Conference Center for jury selection – Dept. 271.

B. Elections – Function Agreement with The Pennsylvania State University for use of The Penn Stater Hotel and Conference Center for use of the Penn Stater for the November General Election. This agreement is for the period of October 31 through November 4, 2020, the cost is \$15,000 with meals and other added costs not included – Dept. 131.

IX. DISCUSSION ITEMS

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to adjourn the meeting at 10:22 PM.

ATTEST:

Margaret N. Gray
Administrator