



## BOARD OF COMMISSIONERS MINUTES

Thursday, September 7, 2023, 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 10:01 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 included Controller Jason Moser, Kristen Simkins, Geri Sorgen, Mark Kellerman, Lee Sheaffer, Deputy Administrator Natalie Corman, Liz Lose and Warden Glenn Irwin.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. ADDITIONS TO THE AGENDA

There were not additions to the Agenda.

### IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, August 24, 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 24, 2023.*

### V. PERSONNEL ITEMS

- A. Controller – Controller Moser asked the Board to approve the revisions to the Fraud policy, effective September 7, 2023, pay period 19 – Dept. 125.

Controller Moser stated the policy has been condensed and made more direct and clear for County employees on how and when to report fraud.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the revisions to the Fraud policy.*

B. Correctional Facility

Warden Glenn Irwin asked the Board to approve the following items:

- i. Approve the medical leave of absence for Corrections Officer, Correctional Facility, (p.c. #87), effective retro from August 30, 2023, pay period 19 to September 6, 2023, pay period 19 – Dept. 333.
- ii. Approve the appointment for Samantha L. Phillips to full-time Mental Health Counselor, Correctional Facility, (p.c. #138, non-exempt), at SG-09A(01)--\$22.64/hour, effective September 25, 2023, pay period 21. Salary budget savings for 2023 \$12,223, annualized salary savings for 2024 \$950 - Dept. 333.
- iii. Approve the appointment for Matthias X. Balliet, to full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt), at SG-N10A(02)--\$21.50/hour, effective September 11, 2023, pay period 20. Salary budget savings for 2023 \$10,255, annualized salary savings for 2024 \$1,789 - Dept. 333.

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

- C. Facilities Management – Lee Sheaffer asked the Board to approve the appointment for Tyler J. Houck, to full-time Facilities Technician 1 – CCCF, Facilities Management, (p.c. #25, non-exempt), at SG-05A(01)--\$17.88/hour, effective September 11, 2023, pay period 20. Salary budget savings for 2023 \$1,166, 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 appointment for Tyler Houck.*

- D. Human Resources – Kristen Simkins asked the Board to approve the promotion/change in title for Geri Sorgen from full-time Human Resources Analyst, Human Resources, (p.c. #02, non-exempt), at SG-06G(07)--\$21.47/hour to full-time Employee Benefits Analyst, Human Resources, (p.c. #03, non-exempt), at SG-07F(06)--\$22.38/hour, effective retro to August 27, 2023, pay period 19. Salary budget savings for 2023 \$1,859, annualized salary savings for 2024 \$928 - Dept. 114.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the promotion/change in title for Geri Sorgen.*

E. Human Services

i. Children & Youth Services

Kristen Simkins asked the Board to approve the following items:

1. Approve the funding and personnel requisition for full-time Caseworker 3, C&YS, (p.c. #39, non-exempt), at SG-09A(01)--\$22.64/hour, effective September 7, 2023, pay period 19. Salary budget impact for 2023 \$930, annualized salary savings for 2024 \$891- Dept. 511.

2. Approve the promotion/change in title for Briana Wheatley from full-time Caseworker 2, C&YS, (p.c. #30, non-exempt), at SG-08A(01)--\$21.45/hour to full-time Caseworker 3, C&YS, (p.c. #39, non-exempt), at SG-09A(01)--\$22.64/hour, effective September 10, 2023, pay period 20. Salary budget impact for 2023 \$930, annualized salary savings for 2024 \$891-Dept. 511.
3. Approve the funding and personnel requisition for full-time Caseworker 2, C&YS, (p.c. #30, non-exempt), at SG-08A(01)--\$21.45/hour, effective September 7, 2023, pay period 19. Salary budget savings for 2023 \$758, annualized salary savings for 2024 \$838 - Dept. 511.
4. Approve the promotion/change in title for Ryan Clancy from full-time Caseworker 2, C&YS, (p.c. #32, non-exempt), at SG-08B(02)--\$21.88/hour to full-time Caseworker 3, C&YS, (p.c. #54, non-exempt), at SG-09B(02)--\$23.10/hour, effective September 10, 2023, pay period 20. Salary budget impact for 2023 \$4,697, annualized salary impact for 2024 \$6 -Dept. 511.
5. Approve the funding and personnel requisition for full-time Caseworker 2, C&YS, (p.c. #32, non-exempt), at SG-08A(01)--\$21.45/hour, effective September 7, 2023, pay period 19. Salary budget impact for 2023 \$1,435, annualized salary savings for 2024 \$1,690 - Dept. 511.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Children & Youth items 1-5.*

ii. MH/ID/EI

Kristen Simkins asked the Board to approve the following items:

1. Approve the promotion/change in title for Mark Batdorf from full-time Casework Supervisor-MH/ID, MH/ID/EI, (p.c. #05, exempt), at SG-11V(22)--\$37.71/hour to full-time Assistant Administrator-Service and Supports Coordination, MH/ID/EI, (p.c. #59, exempt), at SG-15P(16)--\$39.33/hour, effective September 10, 2023, pay period 20. Salary budget savings for 2023 \$3,137, annualized salary impact for 2024 \$13,358 - Dept. 561.
2. Approve the funding and personnel requisition for full-time Casework Supervisor-MH/ID, MH/ID/EI, (p.c. #05, exempt), at SG-11A(01)--\$25.03/hour, effective September 7, 2023, pay period 19. Salary budget savings for 2023 \$12,023, annualized salary savings for 2024 \$29,543 - Dept. 561.
3. Approve the revisions to the job description for the position of Program Specialist (MH) (75), MH/ID/EI, SG-09, effective September 7, 2023, pay period 19 - Dept. 561.
4. Approve the new job description for the position of PATH (Projects for Assistance in Transition from Homelessness) Case Manager, MH/ID/EI, (p.c. #TBD, non-exempt), SG-07, effective September 7, 2023, pay period 19 - Dept. 561.

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

- F. Tax Assessment – Mark Kellerman asked the Board to approve the appointment for Kimberly A. Markley, to full-time R E Assessor 1, Tax Assessment, (p.c. #15, non-exempt), at SG-05A(01)--\$17.88/hour, effective September 11, 2023, pay period 20. Salary budget savings for 2023 \$6,089, annualized salary savings for 2024 \$699 - Dept. 121.

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

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Housing – Liz Lose asked the Board to approve the satisfaction piece for Samantha J. Benz for the premise located at 117 Ghaner Drive, State College, PA 16803-1158 – Dept. 815.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the satisfaction piece for Samantha J. Benz.*

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:16 AM.

ATTEST:

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John Franek Jr.,  
Administrator