



## BOARD OF COMMISSIONERS MINUTES

Thursday, September 8, 2022, 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:02 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Steven Dershem, Commissioner Mark Higgins, Administrator John Franek Jr., Controller Jason Moser and Executive Office Supervisor Erin Good.

County personnel present included Travis Walker, Faith Ryan, Deputy Administrator Natalie Corman, Director of Human Resources Kristen Simkins, Krista Davis and Geri Sorgen.

### 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 25, 2022 Board of Commissioners meeting.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from August 25, 2022.*

### V. PERSONNEL ITEMS

#### A. Correctional Facility

- i. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #51, non-exempt, replacing T. Mertz), at SG-N10, effective retro to August 29, 2022, pay period 19 – Dept. 333.
- ii. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing T. Buchanan), at SG-N10, effective retro to August 29, 2022, pay period 19 – Dept. 333.

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- iii. Approve the appointment for Sorida Brown, to full-time Corrections Officer, Correctional Facility, (p.c. #87, non-exempt, replacing J. Jones Jr.), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$11,359, annualized salary savings for 2023 \$1,739 - Dept. 333.
- iv. Approve the appointment for Gunther C. Frehn, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing G. Dicken), at SG-N10X(02)--\$21.25/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$16,446, annualized salary impact for 2023 \$8,778 - Dept. 333.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to amend the Corrections item iv to a step 2 at \$21.25/hour.*

- v. Approve the appointment for Devon N. Lynn, to full-time Corrections Officer, Correctional Facility, (p.c. #88, non-exempt, replacing G. Webb), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$29,580, annualized salary impact for 2023 \$7,322 - Dept. 333.
- vi. Approve the appointment for Ross Peters, to full-time Corrections Officer, Correctional Facility, (p.c. #64, non-exempt, replacing E. Spencer), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$8,755, annualized salary impact for 2023 \$8,778 - Dept. 333.
- vii. Approve the appointment for Mitchell T. Andre, to full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing K. Buey), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,578, annualized salary impact for 2023 \$8,778 - Dept. 333.
- viii. Approve the appointment for Courtney L. Myers, to full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt, replacing L. Wyble), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$105, annualized salary impact for 2023 \$8,778 - Dept. 333.
- ix. Approve the appointment for Joshlynn P. Eckenroth, to full-time Corrections Officer, Correctional Facility, (p.c. #11, non-exempt, replacing B. Brennan), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$2,585, annualized salary impact for 2023 \$6,656 - Dept. 333.
- x. Approve the appointment for Steven E. Smeal, to full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt, replacing T. Masorti), at SG-N10X(01)--\$21.00/hour, effective September 19, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$3,740, annualized salary impact for 2023 \$7,322 - Dept. 333.

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

**B. Elections**

Kristen Simkins asked the Board to approve the following items:

- i. Approve the appointment for Timothy A. Robinson, on-call/occasional Temporary Elections Worker, Elections, (p.c. #10, non-exempt, replacing M. Swoboda), at SG-02A(01)--\$15.00/hour, effective October 3, 2022, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$473, annualized salary impact for 2023 \$22,300 – Dept. 131.
- ii. Approve the appointment for Samuel L. Goodwin, full-time Vote-By-Mail Coordinator, Elections, (p.c. #04, non-exempt, New), at SG-07A(01)--\$19.87/hour, effective September 12, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$10,432, annualized salary impact for 2023 \$38,747 – Dept. 131.

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

- C. GIS** – Kristen Simkins asked the Board to approve the revisions to the job description for the position of GIS Director/Coordinator, GIS, SG-15, effective September 8, 2022, pay period 19 – Dept. 155.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the job description for GIS Director/Coordinator.*

**Human Services**

**D. Adult Services**

Faith Ryan asked the Board to approve the following items:

1. Approve the promotion/change in title for Rachel Rockey, Caseworker 1-Adult Services, Adult Services, (p.c. #13, non-exempt), at SG-06A(01)--\$18.69/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #13, non-exempt), at SG-07A(01)--\$19.87/hour, effective September 11, 2022, pay period 20. Salary budget impact for 2022 \$4,340, annualized salary impact for 2023 \$6,650 - Dept. 501.
2. Approve the promotion/change in title for Brenda Moore, Caseworker 1-Adult Services, Adult Services, (p.c. #16, non-exempt), at SG-06A(01)--\$18.69/hour to Caseworker 2-Adult Services, Adult Services, (p.c. #16, non-exempt), at SG-07A(01)--\$19.87/hour, effective September 25, 2022, pay period 21. Salary budget impact for 2022 \$3,599, annualized salary impact for 2023 \$7,235 - Dept. 501.

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

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- E. Children & Youth Services – Kristen Simkins asked the Board to approve the promotion/change in title for Briana Wheatley, Caseworker 1-C&YS, C&YS, (p.c. #30, non-exempt), at SG-07A(01)–\$19.87/hour to Caseworker 2-C&YS, C&YS, (p.c. #30, non-exempt), at SG-08A(01)–\$21.03/hour, effective September 11, 2022, pay period 20. Salary budget impact for 2022 \$5,209, annualized salary impact for 2023 \$5,791 - Dept. 511.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the promotion/change in title for Briana Wheatley.*

- F. MH/ID/EI – Deputy Administrator Natalie Corman asked the Board to approve the appointment for Jessica E. Walizer, full-time Caseworker 2-MHID, MH/ID/EI, (p.c. #18, non-exempt, replacing N. Henning), at SG-07A(01)–\$19.87/hour, effective September 12, 2022, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$35,781, annualized salary savings for 2023 \$11,447 – Dept. 561.

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

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Bookkeeper/Clerk (80), Probation, (p.c. #13, non-exempt, replacing J. Knoffsinger), at SG-05, effective August 23, 2022, pay period 18 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (80), Probation, (p.c. #19, non-exempt, replacing L. Klobe), at SG-04, effective August 23, 2022, pay period 18 – Dept. 301.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff 2, Sheriff, (p.c. #05, non-exempt, replacing J. Watkins) at SG-07, effective August 26, 2022, pay period 18 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

- A. Risk Management – Krista Davis asked the Board to approve the contract renewal with Travelers Insurance to provide an annual Privacy/Security Policy. The contract total is \$50,000 for the period September 26, 2022 to September 26, 2023 – Dept. 191.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Privacy/Security Policy renewal with Travelers Insurance.*

- B. Housing – Satisfaction piece for Michael L. Kelley for the premise located at 335 E. Lamb Street Bellefonte, PA 16823 – Dept. 815.

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***Action:** On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Michael L. Kelley.*

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

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:09 AM.

ATTEST:

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John Franek Jr.  
Administrator