



BOARD OF COMMISSIONERS MINUTES

Thursday, September 9, 2021, 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 10:07 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Deputy Administrator John Franek Jr., Director of Human Resources Kristen Simkins, Controller Jason Moser, and Staff Assistant Jillian Savage.

County personnel present included Human Service Administrator Natalie Corman, Geri Sorgen, Krista Davis, and Travis Walker.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, August 12, 2021 Board of Commissioners Meeting.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from August 12, 2021.*

IV. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing J. Rhoades) at SG-N10, effective retro to August 30, 2021, pay period 19 – Dept 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #47, non-exempt, replacing J. Yedlosky) at SG-N10, effective retro to September 2, 2021, pay period 19 – Dept 333.
- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing M. Swope) at SG-N10, effective retro to September 1, 2021, pay period 19 – Dept 333.

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- iv. Consider approval of the promotion for James M. Decker, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing M. Swope) at SG-N10A(01)-\$20.00/hour effective September 12, 2021, pay period 20. Salary budget impact for 2021 \$184, annualized salary impact for 2022 \$6,718 - Dept. 333.
- v. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing J. Decker) at SG-N10, effective September 9, 2021, pay period 19 – Dept 333.
- vi. Consider approval of the promotion for Christopher B. Reams, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing J. Rhoades) at SG-N10A(01)-\$20.00/hour effective September 12, 2021, pay period 20. Salary budget savings for 2021 \$12,531, annualized salary impact for 2022 \$6,718 - Dept. 333.
- vii. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing C. Reams) at SG-N10, effective September 9, 2021, pay period 19 – Dept 333.

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

B. Human Services

Human Service Administrator Natalie Corman requested the Board consider approval of the following Human Services items:

i. MH/ID/EI

- 1. Appointment for Thomas Q. Snyder, full-time Caseworker 1, MH/ID/EI, (p.c. #11, non-exempt, replacing D. Etters), at SG-N10A(01)--\$15.16/hour, effective September 27, 2021, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$22,148, annualized salary savings for 2022 \$6,563 - Dept. 561.
- 2. Personnel requisition for full-time Casework Supervisor, MH/ID/EI, (p.c. #07, exempt, replacing T. Hosterman) at SG-S54, effective September 9, 2021, pay period 19 – Dept. 561.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve MH/ID/EI items 1 and 2.*

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- ii. Children & Youth Services – Appointment for Briana N. Wheatley, full-time Caseworker 1, Children & Youth Services, (p.c. #30 non-exempt, replacing L. Ramos-Delgado), at SG-N11A(01)--\$15.90/hour, effective September 13, 2021, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$1,892, annualized salary savings for 2022 \$2,438 - Dept. 511.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Briana N. Wheatley.*

iii. Aging

1. Personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #5 non-exempt, replacing S. Ayers), at SG-N12A(01)--\$15.90/hour, effective September 9, 2021, pay period 19 – Dept 521.
2. Appointment for Laura M. Shope, part-time Senior Center Manager (Snow Shoe), Aging, (p.c. #18 non-exempt, replacing C. Schall), at SG-S43A(01)--\$14.00/hour, effective September 20, 2021, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$7,988, annualized salary savings for 2022 \$8 - Dept. 521.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve Aging items 1 and 2.*

- iv. Transportation - Appointment for Mindy S. Little, on-call/ occasional Vehicle Operator, Transportation, (p.c. #17, non-exempt, replacing T. Desmond), at SG-N04A(01)--\$11.42/hour, effective September 20, 2021, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$5,839, annualized salary savings for 2022 \$2 - Dept. 531.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Mindy S. Little.*

- C. Risk Management/Operations - Chief Risk Officer/Director of Workplace Operations Krista Davis requested the Board consider approval of the appointment for Danielle M. Ramos, full-time Front Desk Administrative Assistant, Risk Management, (p.c. #02, non-exempt, new) at SG-N10A(01)--\$15.16, effective September 13, 2021, pay period 20. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$7,959, annualized salary impact for 2022 \$29,562 – Dept. 112.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Danielle M. Ramos.*

V. REPORT ON JUDICIAL PERSONNEL ITEMS

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

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VII. NON-PERSONNEL ITEMS

A. Commissioners

- i. Commissioner Pipe introduced for approval the consideration of relocation costs in the amount of \$10,000 to Beth A. Lechman - Dept. 111.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the relocation costs to Beth A. Lechman.*

- ii. Human Services Natalie Corman requested the Board consider signing the coalition letter from Area Office on Aging organizations to the Commonwealth regarding concerns with awarding Maximus with the contract for enrollment and assessment services - Dept. 111.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the signing of the coalition letter.*

B. Housing

- i. Satisfaction piece for Danielle Parowski for the premises located at 313 Lower Coleville Road, Bellefonte – Dept. 815.
- ii. Satisfaction piece for Michael Stauffer for the premises located at 119 Valley Avenue, Centre Hall – Dept. 815.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the satisfaction pieces for Danielle Parowski and Michael Stauffer.*

- C. Human Resources – Director Kristen Simkins introduced a contract with GovHR USA, LLC to conduct a recruitment and selection process for the Centre County’s Chief Financial Officer position opening. The contract total is not to exceed \$22,500 for the period of September 9, 2021 to March 9, 2022 – Dept. 114.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the Contract with GovHR USA, LLC.*

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VIII. COVID-19 PLANNING AND RESPONSE

A. COVID-19 Pandemic Policy on Universal Masking – Update Consideration

Commissioner pipe noted that this update consideration was discussed at the Tuesday, September 7, 2021 Board of Commissioners meeting.

Director of Human Resources Kristen Simkins reviewed the revisions to the policy including the addition of wording to indicate that the policy applies to county employees and the public entering county offices and buildings, and travelling within a county vehicle, and additional language stating that, for compliance, if a member of the public is unable or does not wish to wear a mask, they can contact the office to try to make other arrangements to meet with them outside of the County building. Members of the public will be offered and provided masks should they not have one upon arriving.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the updates to the COVID-19 Pandemic Policy Universal Masking.*

B. COVID-19 Leave Directive Update

Director of Human Resources Kristen Simkins provided the Board with an overview of the history of the COVID-19 Leave Directive policy. Since the policy was put in place in April of 2020, the County has provided 10,238 hours of COVID medical leave to approximately 207 employees.

The County policy, as well as the Leave under the American Rescue Plan Act, is set to expire on September 30, 2021. The Board discussed the options for the policy moving forward and agreed to add the COVID-19 Leave Directive Policy update to the Thursday, September 23, 2021 Board of Commissioners agenda.

Action: *On a motion from Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to table the COVID-19 Leave Directive update to the Thursday, September 23, 2021 Board of Commissioners meeting agenda.*

IX. DISCUSSION ITEMS

X. C-NET REQUESTS

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:42 AM.

ATTEST:

Jason Moser
Controller