



BOARD OF COMMISSIONERS' MINUTES

Thursday, September 19, 2019, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:06 AM on September 19, 2019 by Commissioner Michael Pipe.

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, Director of Human Resources Kristen Simkins, and Human Resources Analyst Geri Sorgen.

County personnel present included Natalie Corman, Travis Walker, and Dale Neff.

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, September 5, 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, September 5, 2019.

IV. ACTION ON NON-PERSONNEL ITEMS

- A. Proclamation 27 of 2019 – Recognizing the 50th Anniversary of MidPenn Legal Services.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 27 of 2019.

- B. Human Resources – Director of Human Resources Kristen Simkins presented the contract with Quest Diagnostics Incorporated to provide independent lab services, lab cards, and information to County health care plan participants. Commissioner Dershem requested a list of laboratory services be obtained for distribution to employees. There is no cost for this contract for the period of January 1, 2020 through December 31, 2021. She explained Quest needs 90 days to process and distribute cards to participants – Dept. 114.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Quest Diagnostics Incorporated to the Tuesday, September 24 Consent Agenda.

- C. Human Services

i. MH/ID/EL–Human Services Administrator Natalie Corman presented information on the two following reports. Item 1 report lists \$216,245 in retained earnings that will be applied towards the Crisis Assessment Center. Item 2 report lists funding spent and child services supplied in 2018-2019. 408 children had early intervention services provided to them, which is less than last year, but many of the children in this timeframe received multiple services. This report also includes \$185,000 in extra funding requested and received.

1. Fiscal Year 2018-2019 Human Services Block Grant Report – Dept. 561.
2. Fiscal Year 2018-2019 Early Intervention Income and Expenditure Report – Dept. 561.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add MH/ID/EI items 1-2 to the Tuesday, September 24 Consent Agenda.

ii. Drug & Alcohol – Human Services Administrator Natalie Corman presented information on two waiver requests for the Department of Drug and Alcohol Program Service Complement. The first waiver encompasses second choice providers and/or no primary providers for services offered. The second waiver covers level of care assessments for out-of-County participants and ones in rural parts of Centre County, such as Philipsburg and Penns Valley. This waiver allows for phone assessments to be completed when securing transportation is difficult or a participant is not local. County Drug & Alcohol Administrator Cathy Arbogast would make the determination for a phone assessment. The waivers will be effective until the next annual review for Drug & Alcohol– Dept. 562.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the waiver requests to the Tuesday, September 24 Consent Agenda.

V. ACTION ON PERSONNEL ITEM(S)

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

A. Correctional Facility

- i. Consider approval of the change in status/position number for Jason Young from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #11, non-exempt, replacing D. Watson), effective retro to September 15, 2019, pay period 20. (No change in pay rate) Salary budget savings for 2019 \$2,200, annualized salary savings for 2020 \$24,856 – Dept. 333.

- ii. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing J. Young), at SG-N10, effective September 19, 2019, pay period 20 – Dept. 333.
 - iii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing L. Lucas), at SG-N10, effective September 19, 2019, pay period 20 – Dept. 333.
 - iv. Consider approval of the Extension #2 for the leave of absence for Thomas Hook, Correctional Facility, (p.c. #84), effective from September 21, 2019, pay period 20 to October 7, 2019, pay period 21 – Dept. 333.
- B. Emergency Communications 911
- i. Consider approval of the appointment for Emma J. Hyde, full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #15, non-exempt, replacing B. Wise), at SG-N09E(05)--\$15.35/hour, effective October 7, 2019, pay period 21. Salary budget savings for 2019 \$23,253, annualized salary savings for 2020 \$0 – Dept. 354.
 - ii. Consider approval of the personnel requisition for full-time Emergency Communications Shift Supervisor, Emergency Communications 911, (p.c. #04, non-exempt, replacing R. Weidel), at SG-S45, effective September 19, 2019, pay period 20 – Dept. 354.
- C. Conservation District – Consider approval of the personnel requisition for full-time Department Clerk 3 (80), Conservation District, (p.c. #10, non-exempt, replacing P. Fornicola), at SG-N08, effective September 19, 2019, pay period 20 – Dept. 822.
- D. Adult Services – Consider approval of the revisions to the job description for the position of Housing Program Specialist, Adult Services, SG-S51, effective September 19, 2019, pay period 20 – Dept. 501.
- E. Human Resources – Director of Human Resources Kristen Simkins reported an employee complement of 564 employees. There were ten new hires, three separations, and a turnover rate of .54% for the month of August. Statistics from the Bureau of Labor report that separation rates in State & Local Government, excluding education, to be at 1.50% as of 9/10/2019. Administrator Margaret Gray requested that the next report contain the number of vacancies within the County.
- VI. REPORT ON JUDICIAL PERSONNEL ITEMS
- A. President Judge Pamela Ruest has approved the personnel requisition for full-time Hearing Officer, Domestic Relations, (p.c. #14, non-exempt, replacing M. Buckley), at SG-N14, effective retro to September 10, 2019, pay period 19 – Dept. 281.
 - B. President Judge Pamela Ruest has approved the personnel requisition for full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #24, non-exempt, replacing B. Lewis), at SG-N15, effective retro to September 10, 2019, pay period 19

- Dept. 301.

- C. President Judge Pamela Ruest has approved the personnel requisition for Magisterial District Court Secretary, MDJ-Prestia, (p.c. #07, non-exempt, replacing S. Wilcox), at SG-N08, effective retro to September 17, 2019, pay period 20 - Dept. 251.

- VII. REPORT ON ROW OFFICE PERSONNEL ITEMS
- VIII. DISCUSSION ITEMS
- 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 10:30 AM.

ATTEST

Margaret N. Gray
Administrator