



BOARD OF COMMISSIONERS MINUTES

Thursday, September 21, 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 10:03 AM by Chair of the Board Mark Higgins.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Commissioner Steven Dershem, Administrator John Franek Jr. and Executive Office Supervisor Erin Good.

County personnel present included Deputy Administrator Natalie Corman, Controller Jason Moser, Kristen Simkins, Krista Davis, Dave Lomison, Liz Lose, Missey Bender, Ray Stolinas, Beth Lechman and Kendra Miknis.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, September 7, 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 September 7, 2023.

V. PERSONNEL ITEMS

A. Correctional Facility

Kristen Simkins asked the Board to approve the following items:

- i. Approve the medical leave of absence for Corrections Officer, Correctional Facility, (p.c. #14), effective retro from September 13, 2023, pay period 20 to TBD (no later than October 13, 2023, pay period 23) – Dept. 333.
- ii. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #87, non-exempt), at SG-N10X(01)--\$21.25/hour, effective September 21, 2023, pay period 20. Salary budget savings for 2023 \$1,429, annualized

salary savings for 2024 \$2,309 - Dept. 333.

- iii. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt), at SG-N10X(01)--\$21.25/hour, effective September 21, 2023, pay period 20. Salary budget impact for 2023 \$7,528, annualized salary savings for 2024 \$2,309 - 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.

B. Elections & Voter Registration

Beth Lechman asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for Temporary Elections Worker, Elections, (p.c. #08, non-exempt), at SG-02A(01)--\$15.30/hour, effective September 21, 2023, pay period 20. Salary budget savings for 2023 \$15,796, annualized salary savings for 2024 \$469 - Dept. 131.
- ii. Approve the appointment for Doreen Perks, to Temporary Elections Worker, Elections, (p.c. #08, non-exempt), at SG-02A(01)--\$15.30/hour, effective October 2, 2023, pay period 21 - Dept. 131

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

- C. Emergency Communications 911 - Kristen Simkins asked the Board to approve the funding and personnel requisition for full-time Public Safety Telecommunicators/911 Dispatcher, Emergency Communications 911, (p.c. #12, non-exempt), at SG-08A(01)--\$21.45/hour, effective September 21, 2023, pay period 20. Salary budget impact for 2023 \$15,071, annualized salary savings for 2024 \$894 - Dept 354.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Public Safety Telecommunicator p.c. # 12.

D. Human Resources

Kristen Simkins asked the Board to approve the following items:

- i. Approve the revisions to the job description for the position of Assistant Director- Human Resources, Human Resources, SG-13, effective September 21, 2023, pay period 20 - Dept 114.
- ii. Approve the revisions to the job description for the position of Human Resources Analyst, Human Resources, SG-06, effective September 21, 2023, pay period 20 - Dept 114.
- iii. Approve the promotion/change in title for Samantha Rees from full-time Human Resources Specialist, Human Resources, (p.c. #04, non-exempt), at SG-04J(10)--\$20.02/hour to full-time Human Resources Analyst, Human Resources, (p.c. #02, non-exempt), at SG-06F(06)--\$21.05/hour, effective September 24, 2023, pay period 21.

Salary budget savings for 2023 \$2,128, annualized salary savings for 2024 \$882 - Dept. 114.

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

- E. Planning & Community Development – Liz Lose asked the Board to approve the appointment for Elyse H. Crawford, to full-time Planning-Community Planning Specialist, Planning, (p.c. #13, non-exempt), at SG-10A(01)--\$23.85/hour, effective October 9, 2023, pay period 22. Salary budget savings for 2023 \$20,826, annualized salary savings for 2024 \$926 - Dept. 151.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Elyse H. Crawford.

- F. Public Defender – Kristen Simkins asked the Board to approve the funding and personnel requisition for full-time Law Clerk/Assistant Public Defender, Public Defender, (p.c. #12, exempt), at SG-14A(01)--\$28.61/hour, effective September 21, 2023, pay period 20. Salary budget savings for 2023 \$35,380, annualized salary savings for 2024 \$1,192 - Dept. 132.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Law Clerk/Assistant Public Defender p.c.#12.

VI. JUDICIAL PERSONNEL ITEMS

- A. Court Administration – Kendra Miknis asked the Board to approve the funding and personnel requisition for full-time Law Clerk, Court Administration, (p.c. #25, non-exempt), at SG-10A(01)--\$23.85/hour, effective September 21, 2023, pay period 20. Salary budget savings for 2023 \$540, annualized salary savings for 2024 \$925 - Dept. 271.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Law Clerk p.c. #25.

VII. ROW OFFICE PERSONNEL ITEMS

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 \$53,899 for the period September 26, 2023 to September 26, 2024 – Dept. 112.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the contract with Travelers Insurance.

- B. Transportation – Dave Lomison asked the Board to approve the legal notice of the sale of county vehicles at the Central Pennsylvania Auto Auction on October 19, 2023 at 8:00 AM. The cost to the county would not exceed \$5,800 to conduct this Public Auction. The contract total is \$5,800 for period of September 22, 2023 to October 19, 2023 – Dept. 531/532.

Dave stated there are 16 county vehicles to be sold at the auction.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the advertisement and contract with Central Pennsylvania Auto Auction.

- 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 10:21 AM.

ATTEST:

John Franek Jr.,
Administrator