



BOARD OF COMMISSIONERS MINUTES

Thursday, September 23, 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 10:09 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen, and Controller Jason Moser.

County personnel present included Dave Lomison.

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

Minutes from the Thursday, August 26 and September 9, 2021 Board of Commissioners meetings.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from August 26 and September 9, 2021.*

V. COVID-19 PLANNING AND RESPONSE

COVID-19 Leave Directive

Administrator Margaret Gray and Director of Human Resources Kristen Simkins reported that the County COVID-19 Leave Directive policy, and the family medical leave requirements under the American Rescue Plan Act are set to expire on September 30, 2021.

Kristen stated that the following updates have been made to the County policy:

- i. Removal of wording referencing the expired Federal leave benefits.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, SEPTEMBER 23, 2021

PAGE 2

- ii. 24 hour facility staff will be limited to seven COVID medical leave days, granted per instance, to cover the required quarantine time for an individual who has taken a COVID-19 test.
- iii. Non-24 hour facility staff will be limited to five COVID medical leave days, granted per instance, to cover the required quarantine time for an individual who has taken a COVID-19 test.
- iv. COVID-19 testing will be required for an individual to receive COVID medical leave.

The Board discussed the symptoms and requirements for employees to be sent home from work. It was requested that that the policy state employees may be sent home if they exhibit two or more of these symptoms at their supervisors discretion.

The updated policy will be effective October 1, 2021.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve revisions to the COVID-19 Leave Directive.*

VI. PERSONNEL ITEMS

- A. Domestic Relations – Revisions/change in title to the job description for Delinquency Officer/Clerk (PT), Domestic Relations to Delinquency Officer/Clerk, Domestic Relations, (p.c. #13, non-exempt) at SG-N08, effective retro to September 12, 2021, pay period 20 – Dept. 281.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the Delinquency Officer/Clerk job description.*

- B. Human Services

Children & Youth Services – Personnel requisition for full-time Caseworker 3, C&YS, (p.c. #35, non-exempt, replacing M. Zimmerman) at SG-N15, effective retro to September 14, 2021, pay period 20 – Dept. 511.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Children & Youth Services.*

- C. Correctional Facility

Director of Human Resources Kristen Simkins requested the Board consider approval for the following items:

- i. Revisions to the job description for the position of Lieutenant, Correctional Facility, SG-S54, effective September 23, 2021, pay period 20 – Dept. 333.
- ii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing C. McCloskey), at SG-N10, effective retro to September 10, 2021, pay period 19 – Dept. 333.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, SEPTEMBER 23, 2021

PAGE 3

- iii. Personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing M. Swope), at SG-N10, effective retro to September 10, 2021, pay period 19 – Dept. 333.
- iv. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing B. Lose), at SG-N10, effective retro to September 7, 2021, pay period 19 – Dept. 333.
- v. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing M. Balliet), at SG-N10, effective retro to September 20, 2021, pay period 20 – Dept. 333.
- vi. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing C. Eyster), at SG-N10, effective retro to September 20, 2021, pay period 20 – Dept. 333.
- vii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #93, non-exempt, replacing C. Quigley), at SG-N10, effective retro to September 20, 2021, pay period 20 – Dept. 333.
- viii. Promotion/change in title for Vanessa Billet, from full-time Corrections Officer, Correctional Facility, (p.c. #94, non-exempt), at SG-N10J(10)-\$24.29/hour to full-time Reentry Specialist, Correctional Facility, (p.c. #76, non-exempt, replacing L. Brown), at SG-N12D(04)-\$22.72/hour effective September 26, 2021, pay period 21. Salary budget savings for 2021 \$12,679, annualized salary savings for 2022 \$8,590 – Dept. 333.
- ix. Promotion for Matthias Balliet, from part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt), to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing M. Swope), at SG-N10A(01)-\$20.00/hour effective September 26, 2021, pay period 21. Salary budget savings for 2021 \$22,082, annualized salary impact for 2022 \$6,718 – Dept. 333.
- x. Promotion for Caleb Eyster, from part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing C. McCloskey), at SG-N10A(01)-\$20.00/hour effective September 26, 2021, pay period 21. Salary budget impact for 2021 \$726, annualized salary impact for 2022 \$6,718 - Dept. 333.
- xi. Promotion for Charlene Quigley, from part-time Corrections Officer, Correctional Facility, (p.c. #93, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #47, non-exempt, replacing J. Yedloskey), at SG-N10A(01)-\$20.00/hour effective September 26, 2021, pay period 21. Salary budget impact for 2021 \$2,824, annualized salary impact for 2022 \$5,304 - Dept. 333.
- xii. Appointment for Caleb M. Belinda, temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing C. Reams), at SG-N10A(01)-\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$22,082, annualized salary impact for 2022 \$6,719 - Dept. 333.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, SEPTEMBER 23, 2021

PAGE 4

- xiii. Appointment for Shannon M. Shay, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing J. Decker), at SG-N10A(01)-- \$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$20,000, annualized salary impact for 2022 \$41,600 - Dept. 333.

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

D. Elections and Voter Registration

Director of Human Resources Kristen Simkins requested the Board consider approval for the following items:

- i. Personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #08, non-exempt, replacing J. Kline) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- ii. Personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #09, non-exempt, replacing E. Smalley) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- iii. Personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #10, non-exempt, replacing K. Asbury) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- iv. Personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #11, non-exempt, replacing G. Buckley) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- v. Personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #12, non-exempt, replacing K. Green) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- vi. Personnel requisition for temporary Elections Worker, Elections and Voter Registration, (p.c. #13, non-exempt, replacing E. Haushalter) at SG-N02, effective retro to September 23, 2021, pay period 20 – Dept. 131.
- vii. Appointment for Laura S. Brown, temporary part-time Election Worker, Elections and Voter Registration, (p.c. #08, non-exempt, replacing J. Kline), at SG-N02A(01)-- \$10.38/hour, effective September 29, 2021, pay period 21. Salary budget savings for 2021 \$7,341 - Dept. 131.
- viii. Appointment for Mary S. Sargo, temporary part-time Election Worker, Elections and Voter Registration, (p.c. #09, non-exempt, replacing E. Smalley), at SG-N02A(01)-- \$10.38/hour, effective September 27, 2021, pay period 21. Salary budget savings for 2021 \$2,989 - Dept. 131.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, SEPTEMBER 23, 2021

PAGE 5

- ix. Appointment for Margaret M. Swoboda, temporary part-time Election Worker, Elections and Voter Registration, (p.c. #10, non-exempt, replacing K. Asbury), at SG-N02A(01)–\$10.38/hour, effective September 27, 2021, pay period 21. Salary budget savings for 2021 \$2,989 - Dept. 131.

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

- E. Emergency Communications 911 – Personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #12, non-exempt, replacing D. Roettger) at SG-N09, effective retro to September 10, 2021, pay period 19 – Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Emergency Communications 911.*

- F. Facilities Management – Personnel requisition for full-time Facilities Technician 1, Facilities Management, (p.c. #20, non-exempt, replacing J. Bonawitz) at SG-N09, effective retro to September 14, 2021, pay period 20 – Dept. 161.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Facilities Management.*

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Community Corrections Specialist PO1, Probation, (p.c. #23, non-exempt, replacing R. Day), at SG-N13A(01), effective September 14, 2021, pay period 20 – Dept. 301.
- B. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Court Reporter, Court Administration, (p.c. #28, non-exempt, replacing E. Fitzgerald), at SG-N14A(01), effective September 17, 2021, pay period 20 – Dept. 271.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Coroner – Coroner Scott Sayers has approved the personnel requisition for on-call/occasional Deputy Coroner, Coroner, (p.c. #03, non-exempt, replacing S. Rawson), at SG-N10A(01), effective September 7, 2021, pay period 19 – Dept. 212.
- B. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time Department Clerk 3 (75), Prothonotary (p.c. #25, non-exempt, replacing M. Evock), at SG-N08A(01), effective September 7, 2021, pay period 19 – Dept. 223.
- C. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for part-time Security Officer 60%, Sheriff (p.c. #20, non-exempt, replacing J. Carles), at SG-N08A(01), effective September 15, 2021, pay period 20 – Dept. 211.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, SEPTEMBER 23, 2021

PAGE 6

IX. NON-PERSONNEL ITEMS

Housing – Satisfaction piece for Jeffrey Hodgson, Jr. for the premises located at 2524 Buchenhorst Road, State College – Dept. 815.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Jeffrey Hodgson, Jr.*

X. AMERICAN RESCUE PLAN ACT (ARPA)

Centre County Commissioners Small Business Grant

Commissioner Higgins reported that approximately \$2,414,000 has been allocated, with approximately \$2.1 million distributed to awardees. It's recommended that a deadline for application submission be set for 5:00 PM on Friday, October 1, 2021, and a deadline for appeal submission be set for Friday, October 15, 2021.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Centre County Commissioners Small Business Grant application and appeals deadlines.*

XI. LETTER OF SUPPORT

Commissioner Pipe introduced a letter of support for the Snow Shoe Rails to Trails Association's application for a Department of Conservation and Natural Resources Grant.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of support for the Snow Shoe Rails to Trails Association.*

XII. DISCUSSION ITEMS

XIII. C-NET REQUESTS

XIV. EXECUTIVE SESSION REPORT

XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:32 AM.

ATTEST:

Margaret N. Gray
Administrator