



BOARD OF COMMISSIONERS' MINUTES

Thursday, October 1, 2020, 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 convened at 10:11 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Executive Office Supervisor Natalie Smith, Human Resource Analyst Geri Sorgen, Director of Financial Management Tom Martin, and Controller Jason Moser.

County personnel present included Dave Crowley, Dave Lomison, Jeff Wharran, Samantha Reese and Travis Walker.

Guests present included 18142434708, 18143598605, 18143802450, and 18144541055.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, September 24, 2020 Board of Commissioners' Meeting.

Action: *On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to approve the minutes September 24, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

Personnel

- i. Transportation – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the reinstatement of Pam Witherite, Vehicle Operator, from full time furlough to full-time status, effective October 5, 2020, pay period 21 - Dept. 531.
- ii. Administrator Margaret Gray reported that there are positions that will not be needed following January 1, 2021. They will remain on furlough for the remainder of the year allowing them time to seek other employment. On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to approve sending a notification to furloughed employees occupying positions that are recommended to be unfunded beginning calendar year 2021. Commissioner Dershem and Commissioner

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Higgins encouraged the employees to apply for other positions within the County.

V. PERSONNEL ITEMS

A. Correctional Facility

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

- i. The personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, new), at SG-N10, effective October 1, 2020, pay period 21 – Dept. 333.
- ii. The personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, new), at SG-N10, effective October 1, 2020, pay period 21 – Dept. 333.
- iii. The personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing D. Bowersox), at SG-N10, effective retro to September 22, 2020, pay period 20 – Dept. 333.
- iv. The personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing A. Butts), at SG-N10, effective retro to September 23, 2020, pay period 20 – Dept. 333.
- v. The change in status for Adam Kline from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), at SG-N10A(02)--\$16.46/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing A. Butts), at SG-N10B(03)--\$16.77/hour, effective October 11, 2020, pay period 22. Salary budget impact for 2020 \$5,577, annualized salary savings for 2021 \$1,414 - Dept. 333.
- vi. The personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing A. Kline), at SG-N10, effective retro to September 29, 2020, pay period 21 – Dept. 333.
- vii. The promotion for Wyatt Garver from part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt), at SG-N10A(01)--\$14.70/hour, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing A. Kline), at SG-N10A(02)--\$16.46/hour, effective October 11, 2020, pay period 22. Salary budget savings for 2020 \$7,693, annualized salary savings for 2021 \$645 - Dept. 333.
- viii. The personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing W. Garver), at SG-N10, retro to September 29, 2020, pay period 21 – Dept. 333.
- ix. The personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #24, non-exempt, replacing H. Abdul-Quddus), at SG-N10, effective retro to September 28, 2020, pay period 21 – Dept. 333.

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- x. The promotion for Bryce Bennett from part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #24, non-exempt, replacing H. Abdul-Quddus), at SG-N10B(03)--\$16.77/hour, effective October 11, 2020, pay period 22. Salary budget impact for 2020 \$2,508, annualized salary savings for 2021 \$770 - Dept. 333.
- xi. The personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing B. Bennett), at SG-N10, effective retro to September 29, 2020, pay period 21 - Dept. 333.

B. Elections

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

- i. The new job description for the position of Elections & Voter Registration Office Intern, Elections, SG-N02, effective October 1, 2020, pay period 21 - Dept. 131.
- ii. The personnel requisition for temporary Elections & Voter Registration Office Intern, Elections, (p.c. #24, non-exempt, new), at SG-N02, effective October 1, 2020, pay period 21- Dept. 131.
- iii. Appointment for Jessica L. Lawson, temporary Elections & Voter Registration Office Intern, Elections, (p.c. #24, non-exempt, new), at SG-N02A(01)--\$10.18/hour, effective October 21, 2020, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,629 - Dept. 131.
- iv. Approval of the change in title to the job description for the position of Temporary Vote-By-Mail Worker, Elections, (p.c. #08-15, non-exempt) to Temporary Satellite Voting Center Worker, Elections, (p.c. #08-15, non-exempt), effective October 1, 2020, pay period 21 - Dept. 131.
- v. Approval of the personnel requisitions for Temporary Satellite Voting Center Worker, Elections, (p.c. #16-23, non-exempt, new), at SG-N02U(21), effective October 1, 2020, pay period 21- Dept. 131.
- vi. Approval of the transfer/change in title for Justine Kline from on-call/occasional Office Floater, Human Resources, (p.c. #16, non-exempt), at SG-N02A(01)--\$10.18/hour to temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #08, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,451 - Dept. 131.
- vii. Approval of the appointment for Elise E. Smalley, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #09, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.

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- viii. Approval of the appointment for Keleigh C. Asbury, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #10, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- ix. Approval of the appointment for Gina M. Buckley, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #11, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- x. Approval of the appointment for Kylie D. Green, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #12, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- xi. Approval of the appointment for Elizabeth G. Haushalter, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #13, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- xii. Approval of the appointment for Nancy R. Heeman, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #14, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.
- xiii. Approval of the appointment for Linda U. Barton, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #15, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 7, 2020, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2020 \$1,451 - Dept. 131.

C. Human Services

- i. Adult Services – On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve extension #3 for the leave of absence for Debra Homan, Assistant Director Adult Services, Adult Services, (p.c. #02), effective retro from September 17, 2020, pay period 20 to (estimated) October 8, 2020, pay period 21 – Dept. 501.
- ii. Transportation

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Transportation items 1-2.

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1. Consider approval of the change in status for Jeffrey Holter from full-time Vehicle Operator, Transportation, (p.c. #28, non-exempt) to on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt, replacing D. Johnson), effective October 11, 2020, pay period 22. (No change in pay rate) Salary budget impact for 2020 \$1,951, annualized salary savings for 2021 \$724 - Dept. 531.
2. Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #28, non-exempt, replacing J. Holter), at SG-N04, effective October 1, 2020, pay period 21 – Dept. 531.

- D. Public Defender – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the leave of absence for Summer Corl, Paralegal 2, Public Defender, (p.c. #13), effective retro from September 10, 2020, pay period 19 to September 23, 2020, pay period 20 – Dept. 132.
- E. Facilities Management – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Custodial Worker 1, Facilities Management, (p.c. #28, non-exempt, replacing W. Blyth), at SG-N02, effective retro to September 23, 2020, pay period 20– Dept. 161.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

A. Centre for Tech and Civic Life

- i. Administrator Margaret Gray provided recommendation from County Solicitor Elizabeth Dupuis to place COVID 19 Response Grant award in the amount of \$863,828.50 into an escrow account until completion of pending litigation.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve placement of grant funding awarded from the Center for Tech and Civic Life in the amount of \$863,828.50 into an escrow account pending completion of related litigation.*

- ii. Commissioner Pipe provided amendments to Centre County's "Safe Voting Plan" for the Center for Tech and Civic Life as follows:
 1. REMOVE – \$69,100.00 from "In-Person Voting at Polling Places on Election Day". This was intended for the purchase of ES&S ExpressPoll Tablets. Funding will be reallocated for the purchase of two vehicles and equipment as outlined below.
 2. ES&S ExpressPoll Tablets, Maintenance and Data Conversion will not be available until 2021)

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3. dADD – \$56,595.00 to “Secure Ballot Drop Boxes and related needs” (Purchase of two vehicles)
 - a. 2020 Chrysler Voyager (for Ballot Collection and Return Team)
 - b. 2020 Ford Explorer Interceptor (for Sheriff’s Deputy)
4. ADD – \$12,505.00 to “Absentee and Mail-In Ballot Assembly and Processing Equipment
5. Contracted Support (Midwest Direct)

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the proposed amendments to Centre County’s “Safe Voting Plan”.*

IX. CHECK RUN

Check run in the amount of \$56,595 dated September 30, 2020.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated September 30, 2020.*

X. POLICIES

XI. DISCUSSION ITEMS

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to adjourn the meeting at 10:33 AM.

ATTEST:

Margaret N. Gray
Administrator