



BOARD OF COMMISSIONERS MINUTES

Thursday, October 5, 2023, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:06 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, Human Services Administrator Julia Sprinkle, Lora Rupert, Warden Glenn Irwin, Missey Bender, Ray Stolinas, Deputy Warden of Administration Danielle Minarchick and Liz Lose.

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 21, 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 21, 2023.

V. PERSONNEL ITEMS

A. Correctional Facility

Warden Glenn Irwin asked the Board to approve the following items:

- i. Approve the revisions to the job description for the position of Captain, Correctional Facility, SG-12, effective October 5, 2023, pay period 21 -Dept 333.
- ii. Approve the new job description for the position of Re-Entry Counselor, Correctional Facility, SG-09, effective October 8, 2023, pay period 22 -Dept 333.

- iii. Approve the funding and personnel requisition for full-time Captain, Correctional Facility, (p.c. #06, exempt), at SG-12A(01)–\$26.22/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$19,053, annualized salary savings for 2024 \$14,452 -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. Human Resources

Kristen Simkins asked the Board to approve the following items:

- i. Approve the revisions to the Code of Conduct policy, effective October 5, 2023, pay period 21 – Dept. 114.
- ii. Approve the funding and personnel requisition for on-call/occasional Office Floater, Human Resources, (p.c. #11, non-exempt), at SG-02A(01)–\$15.30/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$5,560, annualized salary savings for 2024 \$275 - Dept. 114.

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

C. Human Services

- i. Aging – Julia Sprinkle asked the Board to approve the funding and personnel requisition for full-time Aging Care Management Supervisor 1, Office of Aging, (p.c. #02, exempt), at SG-011A(01)–\$25.03/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$1,717, annualized salary savings for 2024 \$5,414 - Dept. 521.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Aging Care Management Supervisor 1 p.c. #02.

- ii. Children and Youth Services – Julia Sprinkle asked the Board to approve the funding and personnel requisition for full-time Caseworker 2, Children and Youth Services, (p.c. #45, non-exempt), at SG-08A(01)–\$21.45/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$12,218, annualized salary savings for 2024 \$838 - Dept 511.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Children and Youth Services Caseworker 2 p.c. #45.

iii. MH/ID/EI

Julia Sprinkle asked the Board to approve the following items:

1. Approve the funding and personnel requisition for full-time Program Specialist-MH, MH/ID/EI, (p.c. #49, non-exempt), at SG-09A(01)--\$22.64/hour, effective October 5, 2023, pay period 21. Salary budget impact for 2023 \$2,336, annualized salary savings for 2024 \$5,577 -Dept 561.
2. Approve the funding and personal requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #18, non-exempt), at SG-07A(01)--\$20.27/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$932, annualized salary savings for 2024 \$785 -Dept 561.

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

iv. Drug & Alcohol

Julia Sprinkle asked the Board to approve the following items:

1. Approve the extension #1 for the medical leave of absence for D&A Specialist, D&A, (p.c. #11) effective retro from August 22, 2023, pay period 18 to September 19, 2023, pay period 20.
2. Approve the extension #2 for the medical leave of absence for D&A Specialist, D&A, (p.c. #11) effective retro from September 20, 2023, pay period 20 to October 18, 2023, pay period 22.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the medical leave of absence for items 1-2.*

v. Transportation

1. Julia Sprinkle asked the Board to approve the appointment for Samantha A. Prisk, to Transportation Scheduler/Dispatcher, Transportation, (p.c. #37, non-exempt), at SG-03A(01)--\$15.81/hour, effective October 9, 2023, pay period 22. Salary budget savings for 2023 \$7,091, annualized salary savings for 2024 \$1,246 - Dept. 531.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment of Samantha Prisk.*

- D. Planning & Community Development – Ray Stolin asked the Board to approve the funding and personnel requisition for full-time Planner-Agricultural Land Preservation Coordinator, Planning & Community Development, (p.c. #10, non-exempt), at SG-10A(01)--\$23.85/hour, effective October 5, 2023, pay period 21. Salary budget savings for 2023 \$3,218, annualized salary savings for 2024 \$2,832 - Dept. 151.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Planner-Agricultural Land Preservation*

Coordinator p.c. #10

- E. Public Defender – Lora Rupert asked the Board to approve the promotion/change in title for Elizabeth P. Vanier from full-time Law Clerk, Public Defender, (p.c. #15, non-exempt), at SG-10A(01)--\$23.85/hour to full-time Assistant Public Defender, Public Defender, (p.c. #15, exempt), at SG-14(01)--\$28.61/hour, effective retro September 24, 2023, pay period 21. Salary budget impact for 2023 \$8,303, annualized salary impact for 2024 \$15,478 - Dept. 132.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the promotion/change in title for Elizabeth P. Vanier.

VI. JUDICIAL PERSONNEL ITEMS

- A. MDJ Bellefonte 49-3-02 – Administrator John Franek Jr. asked the Board to table the retroactive payments based on performance evaluations for eligible MDJ Bellefonte staff.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to table the retroactive payments for eligible MDJ Bellefonte staff.

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

IX. LIQUID FUELS – FEE FOR LOCAL USE

- i. Administrator John Franek Jr. asked the Board to approve a liquid fuels check in the amount of \$13,437.50 to Rush Township for paving of Shemrow & East Street project – Dept. 411.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the liquid fuels check in the amount of \$13,437.50 to Rush Township.

X. DISCUSSION ITEMS – UPDATES

XI. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. stated the Board met in Executive Session this morning to discuss a personnel matter from 9:34 to 9:44 AM.

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:22 AM.

ATTEST:

John Franek Jr.,
Administrator