



BOARD OF COMMISSIONERS' MINUTES

Thursday, October 17, 2019, 10:00 A.M.

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

I. CALL TO ORDER

Commissioner Michael Pipe called the public meeting of the Centre County Board of Commissioners to order at 10:18 AM on October 17, 2019.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Deputy Administrator Bob Jacobs, Controller Chuck Witmer, Director of Financial Management Tom Martin, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, and Human Resources Analyst Geri Sorgen.

County personnel present included Dave Lomison, Bryan Sampsel, Dale Neff, Bob Sweitzer, and Travis Walker.

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, October 3, 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, October 3, 2019.

IV. PROCLAMATION

Proclamation 33 of 2019 – Commemorating the 80th anniversary of the Centre County Library and Historical Museum Commission.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 33 of 2019.

V. ACTION ON PERSONNEL ITEM(S)

- A. Transportation – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for David L. Walker, full-time Vehicle Operator, Transportation, (p.c. #24, non-exempt, replacing J. Shufelt), at SG-N04A(01)--\$11.20/hour, effective November 12, 2019, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$12,692, annualized salary savings for 2020 \$8,717 – Dept. 531.
- B. Conservation District – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for on-call/occasional Senior Advisor, Conservation District, (p.c. #14, non-exempt, new), at SG-N08, effective November 4, 2019, pay period 23 – Dept. 822.

- C. Emergency Communications 911 – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #10, non-exempt, replacing C. Wakefield), at SG-N09, effective October 17, 2019, pay period 22 – Dept. 354.
- D. Human Resources – Director of Human Resources Kristen Simkins reported an employee complement of 556 employees. There were 11 new hires, 9 separations, and a turnover rate of 1.62% for the month of September. The department with the highest turnover is the Correctional Facility, with 15 new hires and 14 separations since May 2019.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Chief Deputy Sheriff, Sheriff, (p.c. #07, non-exempt, replacing P. Clontz), at SG-S50, effective October 8, 2019, pay period 21 – Dept. 211.
- ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Lieutenant, Sheriff, (p.c. #03, non-exempt, replacing T. Weaver), at SG-N14, effective October 11, 2019, pay period 21 – Dept. 211.
- iii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Sergeant, Sheriff, (p.c. #08, non-exempt, replacing M. Hoover), at SG-N13, effective October 11, 2019, pay period 21 – Dept. 211.
- iv. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff 2, Sheriff, (p.c. #5, non-exempt, replacing T. Walk), at SG-N12, effective October 11, 2019, pay period 21 – Dept. 211.

- B. District Attorney – District Attorney Bernie Cantorna has approved the personnel requisition for full-time Legal Secretary/Receptionist, District Attorney, (p.c. #19, non-exempt, replacing B. Czar), at SG-N08, effective October 4, 2019, pay period 21 – Dept. 221.

VIII. DISCUSSION ITEMS

Commissioner Pipe discussed advertisement of the 2020 Budget Work Sessions. Commissioner Dershem asked if that would change the public meeting schedule in January and Commissioner Pipe said yes, it would include Monday, Wednesday and Friday as public work sessions. For future changes to the public meeting schedule, Commissioner Dershem would like the Board to vote and approve advertisement. Commissioner Pipe offered a motion to codify the payment of \$100 to the Centre Daily Times for advertisement of the budget work sessions and require future changes to the public meeting schedule be approved via Board vote. The motion was made by Commissioner Dershem, seconded by Commissioner Higgins and unanimously approved by the Board.

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IX. EXECUTIVE SESSION REPORT

The Board met in Executive Session on Wednesday, October 16 from 1:30 – 2:35 PM to discuss legal matters.

X. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:26 AM.

ATTEST

Robert B. Jacobs
Deputy Administrator