



## BOARD OF COMMISSIONERS MINUTES

Thursday, October 19, 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 10:06 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 Controller Jason Moser, Kristen Simkins, Human Services Administrator Julia Sprinkle, Warden Glenn Irwin and Missey Bender.

### 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, October 5, 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 October 5, 2023.*

### V. PERSONNEL ITEMS

#### A. Correctional Facility

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

- i. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt), at SG-N10X(01)--\$21.25/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$38,009, annualized salary savings for 2024 \$2,309 - Dept. 333.
- ii. Approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #14, non-exempt), at SG-N10X(01)--\$21.25/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$17,193, 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-ii.*

B. Human Resources

Kristen Simkins asked the Board to approve the following items:

- i. Approve the retro performance evaluation increases and payments in the amount of \$7,192.42 - Dept. 114.

Kristen stated this is a one-time payment to be made to employees for several late performance evaluations. Kristen stated the performance evaluation process will be brought up at the next Executive Management meeting.

- ii. Approve the funding and personnel requisition for full-time Assistant Director Human Resources, Human Resources, (p.c. #05, exempt), at SG13-0A(01)--\$27.42/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$TBD, annualized salary savings for 2024 \$TBD - Dept. 114.

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

C. Human Services

i. MH/ID/EI

Julia Sprinkle asked the Board to approve the following items:

1. Approve the funding and personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #23, non-exempt), at SG-07A(01)--\$20.27/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$5,274, annualized salary savings for 2024 \$12,836 - Dept. 561.
2. Approve the funding and personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #26, non-exempt), at SG-07A(01)--\$20.27/hour, effective October 19, 2023, pay period 22. Salary budget savings for 2023 \$3,010, annualized salary savings for 2024 \$4,985 - Dept. 561.
3. Approve the promotion/change in title for Lori Trexler from full-time Caseworker 2, MH/ID/EI, (p.c. #23, non-exempt), at SG-07P(16)--\$26.75/hour to full-time MH Program Specialist, MH/ID/EI, (p.c. #49, non-exempt), at SG-09L(12)--\$28.05/hour, effective October 22, 2023, pay period 23. Salary budget savings for 2023 \$11,086, annualized salary impact for 2024 \$2,437 - Dept. 561.
4. Approve the promotion/change in title for Chelsea Uhlig from full-time Caseworker 2, MH/ID/EI, (p.c. #26, non-exempt), at SG-07G(07)--\$22.82/hour to full-time Casework Supervisor, MH/ID/EI, (p.c. #52, exempt), at SG-11A(01)--\$25.03/hour, effective November 5, 2023, pay period 24. Salary budget savings for 2023 \$16,358, annualized salary savings for 2024 \$19,381 - Dept. 561.

5. Approve the appointment for Brandi Struble, to Caseworker Supervisor, MH/ID/EI, (p.c. #05, exempt), at SG-11A(01)--\$25.03/hour, effective November 5, 2023, pay period 24. Per policy Ms. Struble is approved at SG-11F(06)--\$27.64/hour for prior relevant experience. Salary budget savings for 2023 \$11,869, annualized salary savings for 2024 \$24,114 - Dept 561.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the MH/ID/EI items 1 through 5.*

- ii. Drug & Alcohol – Julia Sprinkle asked the Board to approve the extension #3 for the medical leave of absence for D&A Specialist, D&A, (p.c. #11) effective retro from October 19, 2023, pay period 22 to November 27, 2023, pay period 25 – Dept. 562.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the medical leave of absence for D&A Specialist p.c. #11.*

iii. Transportation

Julia Sprinkle asked the Board to approve the following items:

1. Approve the appointment for Jason P. Eckley, to Vehicle Operator 80%, Transportation, (p.c. #20, non-exempt), at SG-03A(01)--\$15.81/hour, effective October 23, 2023, pay period 23. Salary budget impact for 2023 \$3,794, annualized salary impact for 2024 \$24,664 - Dept 531.
2. Approve the appointment for Gregory L. Dyke, to Vehicle Operator 80%, Transportation, (p.c. #39, non-exempt), at SG-03A(01)--\$15.81/hour, effective October 23, 2023, pay period 23. Salary budget impact for 2023 \$3,794, annualized salary impact for 2024 \$24,664 - Dept 531.

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

- D. District Attorney – Kristen Simkins asked the Board to approve the promotion/change in title for Hunter Fedora from full-time Law Clerk/Assistant District Attorney, District Attorney, (p.c. #17, non-exempt), at SG-10A(01)--\$23.85/hour to full-time Assistant District Attorney, District Attorney, (p.c. #17, exempt), at SG-14A(01)--\$28.61/hour, effective retro to October 6, 2023, pay period 21. Salary budget impact for 2023 \$17,549, annualized salary impact for 2024 \$59,509 - Dept. 221.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the promotion/change in title for Hunter Fedora.*

BOARD OF COMMISSIONERS MINUTES  
THURSDAY, OCTOBER 19, 2023  
PAGE 4

VI. JUDICIAL PERSONNEL ITEMS

A. Courts

- i. Probation – Kristen Simkins asked the Board to approve the medical leave of absence for Juvenile Probation Officer, Probation, (p.c. #24) effective retro from October 6, 2023, pay period 21 to November 12, 2023, pay period 24 – Dept. 301.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the medical leave of absence for Probation p.c. #24.*

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Commissioners – Julia Sprinkle asked the Board to approve a contract with Centre County Library & Historical Museum to loan the County various artifacts to display at the Willowbank Building lobby and conference rooms. There is no cost to the County for the time period of October 19, 2023 to April 17, 2024 – Dept. 111.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the contract with Centre County Library & Historical Museum.*

IX. DISCUSSION ITEMS – UPDATES

X. EXECUTIVE SESSION REPORT

XI. QUESTIONS FROM THE PRESS

XII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:21 AM.

ATTEST:

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John Franek Jr.,  
Administrator