



BOARD OF COMMISSIONERS MINUTES

Thursday, November 2, 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 10:05 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, Missey Bender, Beth Lechman and Deputy Administrator Natalie Corman.

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 19, 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 19, 2023.

V. PERSONNEL ITEMS

- A. Correctional Facility – Warden Glenn Irwin asked the Board to approve the appointment for Jordan W. Bell, to full-time Corrections Officer, Correctional Facility, (p.c. #14, non-exempt), at SG-N10A(02)--\$21.50/hour, effective November 6, 2023, pay period 24. Salary budget savings for 2023 \$20,533, annualized salary savings for 2024 \$1,789 - Dept. 333.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Correctional Facility item.

B. Elections

Beth Lechman asked the Board to approve the following items:

- i. Approve the personnel requisitions for two (2) Temporary full-time Elections Workers, Elections, (p.c. #43 & 44, non-exempt, new), at SG-02A(1)--\$15.30/hour, effective November 2, 2023, pay period 23 – Dept. 131.
- ii. Approve the personnel requisitions for two (2) Temporary part-time Elections Workers, Elections, (p.c. #14 & 15, non-exempt), at SG-02A(1)--\$15.30/hour, effective November 2, 2023, pay period 23 – Dept. 131.

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

C. Human Resources

Kristen Simkins asked the Board to approve the following items:

- i. Approve the revisions to the Performance Evaluations policy, effective November 5, 2023, pay period 24 – Dept. 114.

Kristen stated a minor change was made to the policy to clarify when a promotion/demotion for an employee is made, it will reset the evaluation date for the employee.

- ii. Approve the revisions to the Separation of Employment policy, effective November 5, 2023, pay period 24 – Dept. 114.

Kristen stated the changes to the policy are to clarify that employees can use paid absent time with supervisor approval during their two-week notice period, but they are mandated to work their last day.

- iii. Approve the appointment for Denise M. Taylor, to on-call/occasional Office Floater, Human Resources, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective November 6, 2023, pay period 24. Salary budget savings for 2023 \$6,620, 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 the Human Resources items i-iii.

D. Human Services

i. Aging

1. Julia Sprinkle asked the Board to approve the promotion/change in title for Sheri Neale-Gummo from full-time Aging Care Manager 2, Aging, (p.c. #29, non-exempt), at SG-07A(01)--\$20.27/hour to full-time Aging Care Management Supervisor 1, Aging, (p.c. #02, exempt), at SG-11A(01)--\$25.03/hour, effective November 5, 2023, pay period 24. Salary budget savings for 2023 \$775, 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 promotion/change in title for Sheri Neale-Gummo.

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

VIII. LIQUID FUELS – FEE FOR LOCAL USE

Administrator John Franek Jr. asked the Board to approve the following items:

- i. Approve a liquid fuels check to Rush Township in the amount of \$64,100 for drainage work of the Casanova Road project – Dept. 411.
- ii. Approve a liquid fuels check to Taylor Township in the amount of \$25,000 for the Mulhollan & McMonigal Road project – Dept. 411.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the liquid fuels items i & ii.

IX. CONSENT AGENDA

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve this week's Consent Agenda.

- A. Adult Services – Consider approval of the FY23 PHARE Grant Application with the Pennsylvania Housing Finance Agency (PHFA) for the continuation of the Housing Navigation Program. The grant total is \$30,000 funded as follows: State \$30,000 for the period of July 1, 2024 to June 30, 2025 – Dept 501.
- B. MH/ID EI-D&A – Letter of Agreement with Tiffany Zygmunt to provide early intervention services including IFSP Teaming and speech therapy. The contract total is \$14,000 funded as follows: State \$12,600 and County Match \$1,400 for the period of July 1, 2023 to June 30, 2024 – Dept 561.

-----END OF CONSENT-----

X. DISCUSSION ITEMS – UPDATES

XI. EXECUTIVE SESSION REPORT

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 10:14 AM.

ATTEST:

John Franek Jr.,
Administrator