

Commissioners:

SCOTT L. METZGER
Chairman

MARC C. SORTMAN
Vice Chairman

MARK MUSSINA
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*

CHRISTOPHER H. KENYON
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, FEBRUARY 29, 2024
10:00 A.M.**

1.0 OPERATIONS

- 1.1 Opening Prayer
- 1.2 Pledge of Allegiance
- 1.3 Convene Commissioners' Public Meeting
- 1.4 Approve the Minutes of the Previous Meeting
- 1.5 Public Comment on Agenda Items Only

2.0 REPORTS

- 2.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 3/6/24 to be paid on 2/28/24 in the amount of \$1,795,936.57

3.0 INFORMATION ITEMS

- 3.1 Jeff Hutchins – The rollout of PulsePoint for public notification of CPR needed events.

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD ACTIONS

- 4.1 Convene Salary Board.
- 4.2 Matthew McDermott – Vote to approve Salary Board minutes of the previous meeting, February 22, 2024.
- 4.3 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (A).

Reconvene Commissioners' Public Meeting

5.0 PERSONNEL ACTIONS

- 5.1 Matthew McDermott – Approve the following Personnel Actions as conditional offers of employment, subject to the successful completion of a background check and all other employment conditions as outlined in Attachment (B).

6.0 TDA ACTIONS

6.1 Matthew McDermott – Approve the following TDA actions as outlined in Attachment (C)

7.0 ACTION ITEMS

7.1 Matthew McDermott – Vote to appoint the following individual to the Lycoming County Planning Commission Board:

- Brian Shearer (4-Year Term: 1/1/2024 to 12/31/2027)

7.2 Matthew McDermott – Vote to approve Agreement with Crime and Justice Institute, a division of Community Resources for Justice, Inc. in an amount not to exceed \$47,460.29 (Probation Restitution funds).

7.3 Mya Toon – Vote to approve Service Agreement with Justifacts Credential Verification, Inc. (2024 budget funds available).

7.4 Leslie Kilpatrick – Vote to approve annual support and communications services renewal for Adult Probation’s case management software in the amount of \$10,340.00 (2024 budgeted item).

7.5 Mark Haas – Vote to approve Agreement with Kleinfelder (2024 budgeted item).

7.6 Austin Daily – Vote to approve a credit Change Order #1 with Kevin E. Raker Construction LLC for Bridge Bundle 4 in the amount of \$13,173.14 (2024 budgeted item).

7.7 Jenny Picciano – Vote to approve submission of a Letter of Intent for the River Walk Extension ARC POWER Grant.

7.8 Jenny Picciano – Vote to approve submission of the Green Streets, Green Jobs, Green Towns Grant to the Chesapeake Bay Trust in the amount of \$85,000 (pass through grant).

8.0 COMMISSIONER COMMENT

9.0 GENERAL PUBLIC COMMENT

Speakers who wish to address the Board of Commissioners will be limited for no more than three (3) minutes on any particular item. The speaker must state his/her name and address for the record. Any deviation from this rule must be approved by the Board Chairman.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, March 7, 2024, at 10:00 A.M. in the Commissioner’s Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

ATTACHMENT (A)

SALARY BOARD ACTIONS:

- Information Services – Request to reclassify the following positions:
 - Deputy Chief Information Officer, Pay Grade 12 to IT Technology Director, Paygrade 13, Effective: 03/03/2024
 - Consolidated Services Manager, Pay Grade 11 to IT Operations Director, Pay Grade 12, Effective: 03/03/2024

- Information Services – Request to remove the following position from the TDA:
 - Chief Information Officer/Director of Consolidated Services, Effective 03/03/2024

- Human Resources – Request to reclassify the following positions:
 - Recruitment Specialist, Pay Grade 6 to Senior Recruitment Specialist, Pay Grade 7, Retro Effective: 01/21/2024

- Purchasing – Request to reclassify the following position:
 - Chief Procurement Officer, Pay Grade 12 to Director of Financial Management, Pay Grade 13, Effective: 03/03/2024
 - Administrative Specialist, Pay Grade 6 to Financial Support Specialist, Pay Grade 7, Effective 03/03/2024

- Budget and Finance – Request to remove the following position from the TDA:
 - Administrative Specialist, Effective: 3/03/2024

- Financial Management – Request to transfer the following positions from Budget & Finance, Effective: 03/03/2024:
 - Director of Budget & Finance
 - Financial Analyst

- Financial Management – Request to reclassifying the following position:
 - Director of Budget & Finance, Pay Grade 13 to Chief Budget Officer, Pay Grade 12, Effective 03/03/2024

ATTACHMENT (B)

PERSONNEL ACTIONS:

- Controller's Office – Kane Angell, Internal Auditor, Full-Time Replacement, \$38,377.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Financial Management – Mya Toon, Director of Financial Management, Full-Time, \$91,211.01 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Financial Management – Eric Endresen, Chief Budget Officer, Full-Time, \$87,750.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Human Resources – Michael Hagen, Senior Human Resources Business Partner, \$87,750.00 per year, 75 hours per Pay Period, Anticipated Start Date: March 11, 2024.
- Human Resources – Gina Champion, Human Resources Business Partner, \$72,800.00 per year, 75 hours per Pay Period, Anticipated Start Date: March 25, 2024.
- Information Services – Mark Hulyo, IT Technology Director, Full-Time, \$86,250.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Information Services – Leslie Kilpatrick, IT Operations Director, Full-Time, \$86,023.05 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Pre-Release – Robert Harvey, Resident Supervisor I, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Transfer Date: March 17, 2024.
- Prison – Joshua Flexer, Correctional Officer II, Full-Time Replacement, \$21.48 per hour, 80 hours per Pay Period, Anticipated Transfer Date: March 17, 2024.
- Prison – Damien Doane, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: March 18, 2024.
- Prison – Joseph Brought, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: March 18, 2024.
- Sheriff's Office – Ryan McClain, Deputy Sheriff, Full-Time Replacement, \$21.63 per hour, 80 hours per Pay Period, Anticipated Start Date: March 11, 2024.

ATTACHMENT (C)

TDA ACTIONS:

- Financial Management – Request to rename the Purchasing Department to Office of Financial Management, Effective: 03/03/2024.