

Commissioners' Board Meeting Minutes May 30, 2013

The Berks County Board of Commissioners met in regular session on Thursday, May 30, 2013, at 10:00 A.M. in the Boardroom on the 13th floor of the Berks County Services Center, pursuant to due notice to Board members and the public.

Commissioner Vice Chair Kevin S. Barnhardt called the meeting to order with Commissioner Mark C. Scott in attendance. Commissioner Leinbach was attending a County Commissioners Association of Pennsylvania (CCAP) conference in State College. Also present were Solicitor Alan Miller, Chief Operating Officer Carl E. Geffken and Chief Clerk Maryjo Gibson.

Commissioner Barnhardt opened the meeting with a moment of silence and Pledge of Allegiance to the Flag.

Approval of Minutes

The minutes of the May 23, 2013 Commissioners' Board Meeting were approved as presented.

Agenda Items

1. A motion was made by Commissioner Scott, seconded by Commissioner Barnhardt and all voted unanimously to approve the items listed below:
 - 158.13 Adopt a resolution authorizing 2013 Budget Transfers in the amount of \$731,050.00 and 2013 Appropriations in the amount of \$8,655.00 per listing dated May 24, 2013.
 - 159.13 Adopt a resolution authorizing Human Resources Recommendations per listing dated May 30, 2013 as follows:
 1. Authorize the appointment of Rebecca Dorsey to PC012127 Quality Officer – HealthChoices, effective 6/19/13. Rate of \$55,000/annually. Salary budgeted \$55,694/annually. Salary range Minimum \$38,403; Midpoint \$51,204; Maximum \$64,005. Replacement for Mary Hennigh who was promoted. This request meets the criteria of the Hiring Policy. Budget 35000 – 25050.
 2. Authorize the appointment of Anna Ferguson to PC011258 Law Clerk I – Court Administration, effective 6/12/13. Rate of \$38,081/annually. Salary budgeted \$39,913/annually. Salary range Minimum \$36,972; Midpoint \$49,297; Maximum \$61,621. Ms. Ferguson will be eligible for bridging of service for vacation

accrual purposes; vacation accrual shall be based upon her total full-time years of County service. This request meets the criteria of the Hiring Policy. Budget 10000 – 11600.

3. Authorize the appointment of Trevor Greth to PC011727 Office Support III (M/C) – Facilities & Operations, effective 6/12/13. Rate of \$31,000/annually. Salary budgeted \$34,473/annually. Salary range Minimum \$26,923; Midpoint \$35,897; Maximum \$44,871. Replacement for Amy Fernandez who separated. This request meets the criteria of the Hiring Policy. Budget 10000 – 11030.
 4. Authorize the temporary appointment of Lisa Zelko to PC012946 Administrative Assistant– Human Resources, effective 6/5/13. Rate of \$39,500/annually. Salary range Minimum \$31,108; Midpoint \$41,447; Maximum \$51,847. New position created by Salary Board on 5/16/13. Ms. Zelko will not be eligible for benefits, with the exception of compensation for holidays. This request meets the criteria of the Hiring Policy. Budget 10000 – 11410.
 5. Authorize promotion of Jennifer Marks, PC012504 Telecommunicator + 6 to PC012455 Watch Officer – Department of Emergency Services, effective 5/29/13. Rate of \$53,599/annually. Salary budgeted \$53,599/annually. Salary range Minimum \$39,213; Midpoint \$52,284; Maximum \$65,355. Replacement for Robert Zerman who separated. This request meets the criteria of the Hiring Policy. Budget 51100 – 36010.
2. Motion authorizing Christian Y. Leinbach as Chairman of the Board, to execute Contract Agreements/ Amendments as furnished by the Contract Coordinator, per listing dated May 28, 2013. Commissioner Barnhardt reviewed the contracts listed and referenced the departments.
 3. Motion to authorize payments set forth on Controller's Office vouchers listing dated May 28, 2013 for the week ending May 29, 2013.

Reports

1. County Treasurer Nelson Long, CPA submitted a prepared weekly Treasurer's report. Commissioner Scott asked Mr. Long if the balance has peaked for the year. Mr. Long responded yes it peaked around May 14, 2013.

2. The Controller's weekly report was presented by County Controller Sandy Graffius.

REPORTS OF CHIEF OPERATING OFFICE/CHIEF FINANCIAL OFFICER

1. Carl E. Geffken was attending the County Commissioners Association of Pennsylvania (CCAP) conference in State College.
2. Robert J. Patrizio reported the Commissioners will receive financial and cash flow updates as of April 30, 2013. Commissioner Scott requested County Controller Graffius to provide a pension plan balance for the meeting this afternoon. Ms. Graffius commented she will have a balance.

COMMISSIONERS' COMMENTS

Commissioner Barnhardt

Commissioner Scott

Commissioner Leinbach

COMMENTS FROM THE FLOOR

County Controller Sandy Graffius reported that yesterday, she and Ron Rutkowski, met with a bank and are negotiating with the Bank for the implementation of issuing credit cards in the place of paper checks to jurors, election workers and veterans.

There being no further business, the meeting adjourned at 10:12 A.M.

Respectfully Submitted,

Maryjo Gibson, Chief Clerk