

Present for the meeting: Commissioners Mark S. Kingston, Robert J. Snyder, Jr. and Basil D. Huffman. Also present were Treasurer Stacey L. Barnes, Sheriff William D. Carbaugh and Kara O'Neil from the Derrick.

- I. Pledge of Allegiance / Call to Order: Commissioner called the meeting to order after leading the group in the pledge of allegiance and a moment of silence.
- II. Visitor Recognition / Public Comment: There was no public present.
- III. Approval of meeting minutes: Commissioner Huffman made a motion to approve the minutes of the February 16th meeting. Commissioner Snyder seconded the motion. The motion carried unanimously.
- IV. Approval of bills: Commissioner Snyder made a motion to approve paying the following bills. Commissioner Huffman seconded the motion. The motion carried unanimously.

General Fund Payroll	\$57,967.29 & \$48,896.03
General Fund Bills	\$209,363.59
Transportation Payroll	\$10,481.66 & \$11,164.29
Transportation Bills	\$7,762.45
Children & Youth Payroll	\$11,817.59 & \$11,871.40
Children & Youth Bills	\$5,004.60

V. Department Requests:

- 1. Commissioner Snyder made a motion to approve the request from the Transportation Department to purchase a Stihl Power Broom for removing gravel from the grass in the alley and adjoining private property. This unit price is \$593.98 from NAPA in Clarion. Commissioner Huffman seconded the motion. The motion carried unanimously.
- 2. Commissioner Huffman made a motion to approve the distribution of \$1,398.66 from the Tax Claim Bureau Account to Laura McComas from the 2020 Upset Sale Overage. Commissioner Snyder seconded the motion. The motion carried unanimously.
- 3. Commissioner Snyder made a motion to approve the request from Lynette Greathouse to attend a one day regional discussion forum in Cranberry Twp. for the Society of County Human Resource Professionals of Pennsylvania (SCHRPP). Registration is \$25.00 and mileage will be turned in upon return. Commissioner Huffman seconded the motion. The motion carried unanimously.
- 4. Commissioner Huffman made a motion to approve the request from Brenda McCanna, Transportation Director to attend the Transit Knowledge Sharing Retreat, June 15th-16th in Erie, PA. Registration fee is \$195.00, lodging will be \$336.74 and mileage will be turned in upon return. Commissioner Snyder seconded the motion. The motion carried unanimously.
- 5. Commissioner Snyder made a motion to approve the request from the Treasurer's Office to order the following items:

Wireless mouse	CDBG office
Lunchroom items	Central supply

 Commissioner Huffman seconded the motion. The motion carried unanimously.

VI. Old Business: No old business

VII. New Business:

- 1. Commissioner Snyder made a motion for the County Treasurer to transfer \$200,000.00 from General Fund CD #XXX-XXXX-5003 to the General Fund for operating expenses of the County.
- 2. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Human Services Development Fund in the amount of \$600.00 payable to Central Electric for client utility assistance. Commissioner Snyder seconded the motion. The motion carried unanimously.
- 3. Commissioner Snyder made a motion for the County Treasurer to make the following checks out of the 911 Account:

MCM Consulting Group, Inc.	\$1,088.75	GIS Professional Services (1/1/22-2/14/22)
CCAP	\$200.00	2022 GIS Pros Dues

 Commissioner Huffman seconded the motion. The motion carried unanimously.
- 4. Commissioner Huffman made a motion for the County Treasurer to make a check out of the Act 13-Impact Fee Account in the amount of \$552.00 payable to Mobilcom for the installation of a back-up internet provider when needed. Commissioner Snyder seconded the motion. The motion carried unanimously.
- 5. Commissioner Snyder made a motion for the County Treasurer to make the following check out of the Visitor Center Account:

Penelec	\$65.74	Account #100111996839
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 Commissioner Huffman seconded the motion. The motion carried unanimously.

6. Commissioner Huffman made a motion for the County Treasurer to make the following checks out of the Title III Account:

Penelec	\$88.25	Account #100133270577
Forest Co. Extension	\$3,758.36	March allocation/personnel expenses

Commissioner Snyder seconded the motion. The motion carried unanimously.
7. Commissioner Snyder made a motion for the County Treasurer to make a check out of the Liquid Fuels Account in the amount of \$450.00 payable to Kingsley Township for winter maintenance of the Kelletville Bridge during the month of January. Commissioner Huffman seconded the motion. The motion carried unanimously.
8. Commissioner Huffman made a motion to approve the Agreement between BI Incorporated and Forest County (Probation Department) for the purchase of 3 BI Homeguard Electronic Monitoring Devices at a cost of \$6,300.00 to be reimbursed by the Regional Treatment Court Grant Funds that must be expended by March 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.
9. Commissioner Huffman made a motion to hire Jamie McWilliams as Probation Aide at a rate of \$12.50 per hour, effective February 22, 2022 per request of Steven Barnett, Chief Probation Officer on February 22, 2022. Commissioner Snyder seconded the motion. The motion carried unanimously.
10. Commissioner Snyder made a motion to approve moving Adam McLaughlin from part-time driver and part-time security officer to full-time security officer at the same rate of pay as he was receiving for part-time security effective retroactively to February 7, 2022 due to no Sheriff Deputy available to fill in part-time while Mr. McLaughlin was driving for Forest County Transportation. Commissioner Huffman seconded the motion. The motion carried unanimously.

VIII. Adjournment: Commissioner Snyder made a motion to adjourn. Commissioner Huffman seconded the motion. The meeting adjourned at 10:15 a.m.

IX. Annual Review of Salary Board Items:

Commissioner Kingston called the meeting to order with Salary Board members Mark Kingston, Robert Snyder, Jr., Basil Huffman and Stacey Barnes. Also present was Sheriff Carbaugh and Kara O'Neil from the Derrick.

1. Commissioner Snyder made a motion to approve the newly created Forest County Pay & Promotion Policy. This policy outlines the procedures for hiring and determining the pay rate of a new candidate as well as promotion and/or transfers of employees within the County. It also provides information related to annual increases for staff as well as mandatory hours for "part time as needed" staff. Commissioner Huffman seconded the motion. The motion carried unanimously.
2. Commissioner Huffman made a motion to approve the revised 2022 Revised Classification Plan. The revised plan eliminates the starting ranges on the previous classification plans and provides a base minimum rate for all new hires. New hires with over the minimum requirements in education and/or experience shall follow the guidelines in the Forest County Pay & Promotion Policy in order to determine a starting rate of pay. A variety of unfilled positions were removed from the plan and some plans were moved or re-classified. Treasurer Barnes seconded the motion. The motion carried unanimously.
3. Treasurer Barnes made a motion to approve the form to be utilized for all new hires effective immediately. These forms will need to be turned in to the Human Resources Director for review and then forwarded to the Commissioners Meeting Agenda or to Salary Board for approval as appropriate. Commissioner Snyder seconded the motion. The motion carried unanimously.
4. Commissioner Snyder made a motion to adjust the rate of Brenda McCanna per the Reclassification of the position of Director of Transportation to Administrative Officer on the 2022 Classification Plan. This change in classification is made based on several factors, including the substantial administrative duties, management of accounts payable and receivable, grant writing and reporting, supervision of 16-20 employees, assisting clients and booking 60-100 trips daily and working before and after hours, weekends and holidays to accomplish all of these duties. The motion is to increase her from \$16.82 to \$18.37 effective March 6, 2022. Commissioner Huffman seconded the motion. The motion carried unanimously.

Commissioner Snyder made a motion to adjourn the meeting. Treasurer Barnes seconded the motion. The meeting adjourned at 10:30 a.m.

Respectfully submitted, Lynette Greathouse, Chief Clerk