



SALARY BOARD MINUES

Thursday, March 5, 2020, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

Commissioner Michael Pipe convened the Salary Board meeting at 10:00 AM on Thursday, March 5, 2020.

In attendance were Commissioner Chair Michael Pipe, Commissioner Steven Dershem, Administrator Margaret Gray, Controller Jason Moser, Director of Financial Management Tom Martin, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, and Human Resources Analyst Geri Sorgen.

County personnel present included Kendra Miknis, Ryan Smeltzer, Prothonotary Jeremy Breon, Dave Crowley, Dave Lomison, Joyce McKinley, Ken Pendleton, and Julia Sprinkle.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, February 20, 2020 Salary Board meeting.

Action: On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the Salary Board meeting minutes from Thursday, February 20, 2020.

IV. ACTION ON PERSONNEL ITEMS

A. Courts – Court Administrator Kendra Miknis presented the following items:

i. Court Administration

On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve Court Administration items 1-2.

1. The rate for Sean W. McFadden at SG-N16A(01)--\$19.79/hour, effective retro to March 2, 2020, pay period 6. President Judge Pamela Ruest is appointing Mr. McFadden to full-time Law Clerk, Court Administration, (p.c. #04, non-exempt, replacing B. Mason). Salary budget savings for 2020 \$4,263, annualized salary savings for 2021 \$1,521 – Dept. 271.

2. The rate for Kelley A. James at SG-N08A(01)--\$13.52/hour, effective March 9, 2020, pay period 6. President Judge Pamela Ruest is appointing Ms. James to full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt, replacing S. Riling). President Judge Ruest is requesting that Ms. James be approved at SG-N08F(06)--\$14.92/hour. Salary budget savings for 2020 \$3,479, annualized salary impact for 2021 \$1,619 – Dept. 271.
- ii. Probation – On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the upgrade/reclassification to the position of full-time Court Program Coordinator/Supervisor, Probation, (p.c. #07, exempt), at SG-S54A(01)--\$48,443.20/annum to full-time Deputy Chief Probation Officer, Probation, (p.c. #07, exempt), at SG-S55A(01)--\$50,793.60/annum, effective March 29, 2020, pay period 8. This position is currently held by Ron Millward, who is retiring. Director Ryan Smeltzer explained that the adult probation side is behind. As he works to update policy and procedure, Ryan expressed the need for a Deputy Chief to help with day to day operations – Dept. 301
- B. Prothonotary – Prothonotary Jeremy Breon joined the Board to ask that they approve an extension to temporary overtime (up to five (5) hours per week) for full-time Chief Deputy Prothonotary and the full-time First Deputy Prothonotary positions (currently occupied by C. Clark, L. Lutz, M. Heckman, L. Kerschner), effective March 7, 2020, pay period 6 through April 4, 2020 as new staff are trained in their positions. Salary budget impact for 2020 \$2,258. The AOPC is no longer processing expungements and this will become solely the County’s responsibility. On a motion by Prothonotary Jeremy Breon, seconded by Commissioner Dershem, the Board voted unanimously to approve the extension of temporary overtime. Commissioner Pipe asked that this be added to the agenda for April 2 to be revisited – Dept. 223.
 - C. Public Defender – Chief Public Defender Dave Crowley asked the Board to consider approval of a temporary increase in hours for Ashley Bowes, full-time Legal Secretary 2, Public Defender, from 75 hours to 80 hours, effective March 5, 2020, pay period 6 until the vacant Legal Secretary 2 position is filled and staff adequately trained, not to exceed 6 weeks. Salary budget impact for 2020 \$219. This request is due to other staff out of the office for parental leave and a vacant position. On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the increase in hours for Ashley Bowes - Dept. 132.
 - D. Conservation District

On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve Conservation District items i-ii.

SALARY BOARD MINUTES
THURSDAY, MARCH 5, 2020
PAGE 3

- i. Consider approval of the creation of an on-call/occasional Senior Advisor, Conservation, (p.c. #14, non-exempt), at SG-S54Z(26)--\$38.19/hour, effective April 14, 2020, pay period 9 through May 26, 2020, pay period 12, not to exceed 144 hours – Dept. 822.
 - ii. Consider approval of the change in title/status for Robert Sweitzer from full-time Conservation District Manager, Conservation, (p.c. #01, exempt), at SG-S54Z(26)--\$38.19/hour to on-call/occasional Senior Advisor, Conservation, (p.c. #14, non-exempt, new), at SG-S54Z(26)--\$38.19/hour, effective April 14, 2020 through May 26, 2020, pay period 12. Salary budget impact for 2020 \$5,499 – Dept. 822.
- E. Transportation – Director Dave Lomison asked the Board to consider the following items. The salaries of these positions are 50% State funded.

On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve Transportation items i-iii.

- i. The creation of a full-time Department Clerk 3 (75), Transportation, (p.c. #41, non-exempt), at SG-N08A(01)--\$13.52/hour, effective retro to March 1, 2020, pay period 6 – Dept. 531.
- ii. The change in title/department for Rhonda Kelly from full-time Staff Assistant Commissioners, Commissioners, (p.c. #12, non-exempt, 80 Hour), at SG-N10F(06)--\$16.42/hour to full-time Department Clerk 3 (75), Transportation, (p.c. #41, non-exempt, 75 Hour, new), at SG-N08J(10)--\$16.16/hour, effective retro to March 1, 2020, pay period 6. David Lomison is requesting that Ms. Kelly be approved at SG-N08N(14)--\$17.48/hour. Salary budget impact for 2020 \$25,452, annualized salary impact for 2021 \$31,512 – Dept. 531.
- iii. The change in status for the position of part-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt) to full-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt), at SG-N04A(01)--\$11.20/hour, effective March 15, 2020, pay period 7. (Currently occupied by F. Kerschner) Salary budget impact for 2020 \$7,734, annualized salary impact for 2021 \$8,490 – Dept. 531.

V. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Controller Jason Moser, the Board voted unanimously to adjourn the meeting at 10:14 AM.

ATTEST:

Jason Moser
Centre County Controller