



SALARY BOARD MINUTES

Thursday, June 27, 2019, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Salary Board was called to order at 10:02 AM on June 27, 2019 by Commissioner Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins; Administrator, Margaret Gray; Deputy Administrator, Bob Jacobs; Controller Chuck Witmer; Executive Assistant, Natalie (Bird) Smith; Director of Human Resources, Kristen Simkins; Human Resource Analyst, Geri Sorgen.

County personnel present included Christine Millinder, Deb Immel, Linda Marshall, Julia Sprinkle, Dave Lomison, Travis Walker, Hank Fifield.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, June 13, 2019 Salary Board meeting.

Action: On a motion by Controller Chuck Witmer, seconded by Commissioner Higgins, the Board voted unanimously to approve the meeting minutes from June 13, 2019.

IV. ACTION ON PERSONNEL ITEMS

- A. Register of Wills – Register of Wills Christine Millinder requested the Board approve the rate for Tanner W. Day at SG-S46A(01)--\$15.88/hour, effective July 1, 2019, pay period 14. Register of Wills Christine Millinder is appointing Mr. Day to full-time First Deputy Clerk of Orphans' Court, Register of Wills, (p.c. #05, non-exempt, replacing L. Carey). Ms. Millinder is requesting Mr. Day start at SG-S46D(04)--\$16.84/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$1,010, annualized salary increase for 2020 \$0. Commissioner Pipe explained that other ROW offices, such as the Prothonotary's Office start their employees at the A step and they have to work up to a similar rate. He then asked if Mr. Day has added experience. He only meets the qualifications of the position yet Christine is requesting a higher step as incentive to keep the employee. Chuck Witmer added that Mr. Day is currently a Township Supervisor and does have some government experience. On that note, Commissioner Pipe asked Christine if Mr. Day's employment would be a conflict of interest and if it was considered that he might have to resign from his elected position. She offered to consult her solicitor, however does not see a conflict as he will be working in areas

of parental rights, adoption, and marriage. Commissioner Higgins asked how many applications were received and considered for the position and if it is common to hire someone so soon after posting the position. The Register of Wills Office received and reviewed three applicants. However, Director of Human Resources Kristen Simkins reported that a total of five were received. The position was posted on June 13 and Human Resources received a memo on June 19 requesting appointment of Mr. Day. Kristen explained that positions are each handled differently; some are posted until a suitable candidate is selected and others are posted for a specified amount of time. Christine then reviewed with the Board the credentials for Mr. Day; he was a political science major and is no longer continuing his education at Penn State. The position is currently vacant, former Deputy Lynn Carey provided two weeks' notice and has already left. Commissioner Pipe stated that he is comfortable at the A step and Commissioner Higgins said he did not hear justification for anything over the A step. Chuck Witmer had no problem with the requested salary step as it is less than \$1 away from the A step. He feels there is a need to do adjustments and a salary survey would help. They had a difficult time filling positions in the Controller's Office due to salary levels – Dept. 224.

Christine Millinder made a motion, seconded by Chuck Witmer to hire Tanner Day at Step D \$16.84 per hour subject to checking with the County Solicitor to confirm if there is a conflict of interest and need for resignation from his elected position. The motion did not pass with Christine Millinder and Chuck Witmer in favor and Commissioner Pipe and Commissioner Higgins opposed.

Christine Millinder made a motion, seconded by Chuck Witmer to hire Tanner Day at Step A \$15.88 per hour subject to checking with the County Solicitor to confirm if there is a conflict of interest and need for resignation from his elected position. The Board voted unanimously to approve the appointment of Tanner Day.

- B. Prothonotary – Prothonotary Deb Immel asked the Board to approve a temporary increase in hours for all full-time Department Clerk 2 (75) and Department Clerk 3 (75), Prothonotary, from 75 hours to 80 hours, (currently occupied by K. Fornicola, J. Confer, L. Lutz, A. Efthimiou, T. Benner, N. Demastus, K. Smith, D. Irvin) and 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, J. Breon, M. Heckman, L. Kerschner). Effective June 27, 2019, pay period 14 until the return of staff from leave of absences. Salary budget increase for 2019 \$1,922 – Dept. 223.

On a motion by Deb Immel, seconded by Mark Higgins, the Board voted unanimously to approve a temporary increase in hours for full-time Department Clerk 2 and Department Clerk 3 staff.

- C. Approve the extension of the temporary on-call/occasional Senior Advisor, Transportation, (p.c. #04, non-exempt, approximately 15 hours/week), at SG-N08T(20)–\$19.70/hour from June 30, 2019, pay period 14 to July 31, 2019, pay period 16. (Currently occupied by S. Desio) Salary budget increase for 2019 \$1,182 - Dept. 531.

On a motion by Chuck Witmer, seconded by Mark Higgins, the Board voted unanimously to approve the extension of the temporary on-call/occasional Senior Advisor.

V. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Chuck Witmer, the Board voted unanimously to adjourn the meeting at 10:22 AM.

ATTEST:

Margaret N. Gray
Administrator