



SALARY BOARD MINUTES

Thursday, October 31, 2019, 10:00 A.M.

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

I. CALL TO ORDER

Commissioner Michael Pipe called the public meeting of the Salary Board to order at 10:01 AM on October 31, 2019.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Administrator Margaret Gray, Deputy Administrator Bob Jacobs, Controller Chuck Witmer, 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 Linda Marshall, Julia Sprinkle, Ray Stolinas, Mike Bloom, Anne Messner, Nate Smitchko, Chad Joyce, Mark Smith, and Keri Miller.

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, October 17, 2019 Salary Board meeting.

Action: On a motion by Controller Chuck Witmer, seconded by Commissioner Higgins, the Board voted unanimously to approve the Salary Board meeting minutes from October 17, 2019.

IV. ACTION ON PERSONNEL ITEMS

- A. District Attorney – On a motion by Controller Chuck Witmer, seconded by Commissioner Higgins, the Board voted unanimously to approve the rate for Brittani A. DuMond at SG-N08A(01)--\$13.52/hour, effective November 1, 2019, pay period 23. District Attorney Bernie Cantorna is appointing Ms. DuMond to full-time Legal Secretary/Receptionist, District Attorney, (p.c. #19, non-exempt, replacing B. Czar). District Attorney Bernie Cantorna is requesting Ms. DuMond be approved at SG-N08C(03)--\$14.09/hour. Salary budget savings for 2019 \$592, no impact for 2020 – Dept. 221.
- B. Sheriff – On a motion by Commissioner Higgins, seconded by Controller Chuck Witmer, the Board voted unanimously to approve of the rate for Polly Clontz at SG-N08Z(26)--\$22.21/hour, effective November 12, 2019, pay period 24. Sheriff Bryan Sampsel is appointing Ms. Clontz to on-call/occasional Security Officer, Sheriff, (p.c. #32, non-exempt, replacing M. Argiro). Salary budget impact for 2019 \$1,421, annualized salary impact for 2020 \$8,529 – Dept. 211.

- C. Probation – On a motion by Controller Chuck Witmer, seconded by Commissioner Higgins, the Board voted unanimously to approve the rate for Adam J. Boreman at SG-N15A(01)--\$18.89/hour, effective November 25, 2019, pay period 25. President Judge Pamela A. Ruest is appointing Mr. Boreman to full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #24, non-exempt, replacing B. Lewis). Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$4,375, annualized salary savings for 2020 \$741 – Dept. 301.
- D. Children and Youth Services - On a motion by Commissioner Higgins, seconded by Controller Chuck Witmer, the Board voted unanimously to approve the appointment and rate for Hillary A. Emanuelson-Detwiler, full-time Caseworker 2, C&YS, (p.c. #31, non-exempt, replacing K. Palmer), at SG-N13A (01)--\$17.15/hour, effective November 12, 2019, pay period 24. Director of C&YS Julia Sprinkle is requesting that Ms. Emanuelson-Detwiler be approved at SG-N13B(02)--\$17.49/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$811, annualized salary savings for 2020 \$683- Dept. 511.
- E. Director of Financial Management Tom Martin provided the Year-to-Date Salary and Benefits Balance Update. As of October 31, 2019, the net decrease is \$919,228 due to vacancies and a grant received for Drug and Alcohol. This will result in a decrease of \$193,508 for 2020.

V. DISCUSSION ITEMS

VI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Controller Chuck Witmer, the Board voted unanimously to adjourn the meeting at 10:05 AM.

ATTEST

Margaret N. Gray
Administrator