



SALARY BOARD

Monday, January 6, 2020, 10:00 A.M.

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

I. CALL TO ORDER

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Salary Board. For items not on the agenda, the Salary Board will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. MEETING MINUTES

Minutes from the Thursday, December 19, 2019 Salary Board meeting.

Action: *APPROVE the Salary Board meeting minutes from December 19, 2019.*

IV. ACTION ON PERSONNEL ITEMS

A. Prothonotary

- i. Approve the promotion/change in title for Laura Lutz, from full-time Department Clerk 3 (75), Prothonotary, (p.c. #12, non-exempt), at SG-N08C(03)--\$14.09/hour to full-time First Deputy Prothonotary, Prothonotary, (p.c. #15, non-exempt, replacing J. Breon), at SG-S46A(01)--\$15.88/hour, effective retro to January 5, 2020, pay period 2. Salary budget savings for 2020 \$5,451, annualized salary savings for 2021 \$4,181 - Dept. 223.
- ii. Approve the promotion/change in title for Kimberly Fornicola, from full-time Department Clerk 2 (75), Prothonotary, (p.c. #11, non-exempt), at SG-N06Q(17)--\$16.86/hour to full-time Department Clerk 3 (75), Prothonotary, (p.c. #12, non-exempt, replacing L. Lutz), at SG-N08N(14)--\$17.48/hour, effective retro to January 5, 2020, pay period 2. Salary budget impact for 2020 \$6,356, annualized salary impact for 2021 \$6,611 - Dept. 223.
- iii. Approve the rate for Karen A. Hauser at SG-N06A(01)--\$12.30/hour, effective January 6, 2020, pay period 2. Prothonotary Jeremy Breon is appointing Ms. Hauser to full-time Department Clerk 2 (75), Prothonotary, (p.c. #11, non-exempt, replacing K. Fornicola). Salary budget savings for 2020 \$8,550, annualized salary savings for 2021 \$8,892 - Dept. 223.

SALARY BOARD AGENDA
MONDAY, JANUARY 6, 2020
PAGE 2

- iv. Approve the creation of an on-call/occasional Senior Advisor, Prothonotary, (p.c. #26, non-exempt), at SG-S58M(13)--\$35.76/hour, effective January 6, 2020, pay period 2 through December 31, 2020, pay period 1 (2021), not to exceed 100 hours – 223.
- v. Approve the rate for Debra Immel at SG-S58M(13)-- \$35.76/hour, effective January 6, 2020, pay period 2. Prothonotary Jeremy Breon is appointing Ms. Immel to on-call/occasional Senior Advisor, Prothonotary, (p.c. #26, non-exempt, new). Salary budget impact for 2020 \$3,576 – Dept. 223.
- vi. 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 retro to January 5, 2020, pay period 2 until the Department Clerk 3 vacancy is filled and adequately trained, not to exceed 4 weeks. Salary budget impact for 2020 \$2,258 – Dept. 223.

B. Controller

- i. Approve the creation of a temporary on-call/occasional Senior Advisor, Controller, (p.c. #08, non-exempt), at SG-N09Z(26)--\$23.26/hour, effective January 13, 2020, pay period 2. Approximately 15 hours/week for up to four (4)
- ii. Approve the rate for Tamera Hockenberry at SG-N09Z(26)-- \$23.26/hour, effective January 13, 2020, pay period 2. Controller Jason Moser is appointing Ms. Hockenberry to on-call/occasional Senior Advisor, Controller, (p.c. #08, non-exempt, new). Salary budget impact for 2020 \$1,396 – Dept. 125.

V. ADJOURNMENT