



SALARY BOARD AGENDA

Thursday, February 23, 2023, 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

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. ADDITIONS TO THE AGENDA

In accordance with ACT 65 of 2021, no discussion or action will be allowed for any item not included on the published agenda unless the item is one of an emergency nature or is *de minimus* in scope and does not require funding authorization and/or a contract or agreement. A majority vote of the Board is required to add an item to the agenda. All provisions of Act 65 regarding requirements for updating a published agenda after the meeting are in effect.

IV. MEETING MINUTES

Minutes from the Thursday, February 9, 2023 Salary Board Meeting.

Action: *APPROVE the Salary Board meeting minutes from Thursday, February 9, 2023.*

V. ACTION ON PERSONNEL ITEMS

A. Courts

i. Court Administration

1. Consider approval of the upgrade/reclassification/change in title to the position of full-time Judicial Coordinator, Court Administration, (p.c. #11, non-exempt), at SG-06 to full-time Judicial Supervisor, Court Administration, (p.c. #11, non-exempt), at SG-10, effective February 26, 2023, pay period 6. Salary budget savings for 2023 \$94, annualized salary impact for 2024 \$2,949 – Dept. 271.
2. Consider approval of the upgrade/reclassification/change in title to the position of full-time Civil Court Coordinator, Court Administration, (p.c. #38, non-exempt), at SG-06 to full-time Court/Fiscal Coordinator, Court Administration, (p.c. #38, non-exempt), at SG-07, effective February 26, 2023, pay period 6. Salary budget impact for 2023 \$1,710, annualized salary impact for 2024 \$1,623 – Dept. 271.
3. Consider approval of the change in pay rate for Jennifer Wilson, Judicial Secretary, Court Administration, (p.c. #29, non-exempt), from SG-07E(05)--\$21.94/hour to SG-07J(10)--\$24.32/hour, effective February 26, 2023, pay period 6. Salary budget impact for 2023 \$2,860, annualized salary impact for 2024

SALARY BOARD AMENDED AGENDA
THURSDAY, FEBRUARY 23, 2023
PAGE 2

\$3,785 – Dept. 271.

Action: *APPROVE the Court Administration items 1-3.*

- ii. MDJ Centre Hall 49-3-04 – Approve the rate for Rebecca L. Stoner at SG-05C(03)-- \$18.60/hour per policy for prior relevant experience, effective March 20, 2023, pay period 7. President Judge Jonathan Grine is appointing Ms. Stoner to full-time Magisterial District Court Secretary, MDJ-Koehle, (p.c. #16, non-exempt). Salary budget savings for 2023 \$20,512, annualized salary savings for 2024 \$13,537 – Dept. 256.

Action: *APPROVE the rate for Rebecca Stoner.*

iii. Probation

1. Consider approval of the upgrade/reclassification/change in title to the position of full-time Department Clerk 3 (80), Probation, (p.c. #14, non-exempt), at SG-04 to full-time Fiscal Technician (80), Probation, (p.c. #14, non-exempt), at SG-05, effective January 1, 2023, pay period 1. Salary budget impact for 2023 \$1,679, annualized salary impact for 2024 \$1,800 – Dept. 301.

The effective date was amended from February 26, 2023, pay period 6 to effective January 1, 2023, pay period 1 and the budget impact number was updated for 2023 from \$1,548 to \$1,600.

2. Behavioral Court - Approve the promotion/change in title/departement for Kimberly Cheskey from full-time Probation Officer 1, Probation, (p.c. #08, non-exempt), at SG-08C(03)--\$22.32/hour to full-time Specialty Court Probation Officer 2, Behavioral Court, (p.c. #02, non-exempt), at SG-10A(01)--\$23.85/hour, effective February 26, 2023, pay period 6. Salary budget savings for 2023 \$9,851, annualized salary budget savings for 2024 \$907 - Dept. 307.

Action: *APPROVE the Probation items 1-2.*

- B. Sheriff - Approve the promotion/change in status for Joseph Carles from on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #32, non-exempt), at SG-05G(07)--\$20.14/hour to full-time Deputy Sheriff/Security, Sheriff, (p.c. #40, non-exempt), at SG-05G(07)--\$20.14/hour, effective February 26, 2023, pay period 6 (No change in pay rate). Salary budget impact for 2023 \$3,708, annualized salary budget impact for 2024 \$3,956 - Dept. 211.

Action: *APPROVE the promotion/change in status for Joseph Carles.*

- C. Conservation District - Consider approval of the request for full-time Fiscal Technician (80), Conservation District, (p.c. #05, non-exempt), to be paid overtime, only after 40 hours worked in a week has been met, for up to 10 hours per week, effective February 23, 2023, pay period 5 through April 28, 2023, pay period 10. Salary budget impact for 2023 \$5,472 - Dept. 822.

Action: *APPROVE the temporary overtime request for Conservation District P.C. #05.*

**SALARY BOARD AMENDED AGENDA
THURSDAY, FEBRUARY 23, 2023
PAGE 3**

D. Human Services

- i. Aging - Consider approval of the reclassification/change in title to the position of full-time Community Health Nurse 1, Aging, (p.c. #29, non-exempt), at SG-09 to full-time Aging Care Manager 2, Aging, (p.c. #29, non-exempt), at SG-07, effective February 23, 2023, pay period 5. Salary budget savings for 2023 \$13,114, annualized salary savings for 2024 \$5,512 – Dept. 521.

Action: *APPROVE the position reclassification for Aging P.C. #29.*

VI. ADJOURNMENT