



SALARY BOARD AGENDA

Thursday, June 2, 2022, 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, May 19, 2022 Salary Board Meeting.

Action: *APPROVE the Salary Board meeting minutes from Thursday, May 19, 2022.*

V. ACTION ON PERSONNEL ITEMS

- A. Coroner – Approve the rate for Robert E. Reed Jr. at SG-N10A(01)–\$16.16/hour, effective June 6, 2022, pay period 13. Coroner Scott Sayers is appointing Mr. Reed to on-call/occasional Deputy Coroner, Coroner, (p.c. #09, non-exempt, new with 2022 budget). Salary budget savings for 2022 \$2,424 – Dept. 212.

Action: *APPROVE the appointment for Robert Reed.*

B. Courts

i. Court Administration

1. Approve the promotion/change in title for Courtenay Evans from full-time Administrative Assistant, Court Administration, (p.c. #11, non-exempt), at SG-N11E(05)–\$18.20/hour to full-time Courtroom Technician, Court Administration, (p.c. #24, non-exempt, replacing T. Bitsko), at SG-N18A(01)–\$23.24/hour, effective July 3, 2022, pay period 15. Salary budget savings for 2022 \$48,056, annualized salary savings for 2023 \$23,654 – Dept. 271.

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2. Approve the promotion/change in title for Jessica Davy from full-time Criminal Court Coordinator, Court Administration, (p.c. #31, non-exempt), at SG-N10M(13)--\$20.26/hour to full-time Administrative Assistant, Court Administration, (p.c. #11, non-exempt, replacing C. Evans), at SG-N11L(12)--\$20.76/hour, effective July 3, 2022, pay period 15. President Judge Pamela Ruest is requesting that Ms. Davy be approved at SG-N11M(13)--\$21.17/hour. Salary budget impact for 2022 \$4,296, annualized salary savings for 2023 \$5,792 – Dept. 271.
3. Approve the promotion/change in title for Summer Smitchko from full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt), at SG-N08I(09)--\$17.17/hour to full-time Criminal Court Coordinator, Court Administration, (p.c. #31, non-exempt, replacing J. Davy), at SG-N10F(06)--\$17.75/hour, effective July 3, 2022, pay period 15. Salary budget savings for 2022 \$2,889, annualized salary savings for 2023 \$6,025 – Dept. 271.

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

- ii. MDJ State College II 49-3-05 – Approve the promotion/change in title for Anna Kolonina from full-time Magisterial District Court Secretary, MDJ-Lachman, (p.c. #08, non-exempt), at SG-N08C(03)--\$15.37/hour to full-time Office Supervisor 2, MDJ-Lachman, (p.c. #18, non-exempt, replacing M. Ray), at SG-S45A(01)--\$16.43/hour, effective July 3, 2022, pay period 15. President Judge Pamela Ruest is requesting that Ms. Kolonina be approved at SG-S45C(03)--\$17.04/hour. Salary budget savings for 2022 \$353 – Dept. 257.

Action: *APPROVE the promotion/change in title for Anna Kolonina.*

- iii. Probation – Approve the exception to policy and lateral transfer/change in title/department for Marissa Greene from full-time Caseworker 3, C&YS, (p.c. #47, non-exempt) to full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #21, non-exempt, replacing M. Hertlein), effective July 3, 2022, pay period 15 (No change in pay rate). Salary budget savings for 2022 \$4,280 – Dept. 301.

Action: *APPROVE the exception to policy and lateral transfer/change in title/department for Marissa Greene.*

C. Commissioners

- i. Consider approval of the creation of an on-call/occasional Advisor, Commissioners, (p.c. #16, non-exempt), at SG-S54, effective retro to May 22, 2022, pay period 12, for up to 200 hours – Dept. 111.
- ii. Consider approval of the appointment for Natalie Smith, on-call/occasional Advisor, Commissioners, (p.c. #16, non-exempt, new), at SG-S54D(04)--\$26.17/hour effective retro to May 22, 2022, pay period 12. Salary budget impact for 2022 \$5,234 – Dept. 111.

Action: *APPROVE the Commissioners items i-ii.*

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- D. Emergency Communications 911 – Consider approval of the change in pay rate for Sandra Confer, Sr. Advisor, Emergency Communications 911, (p.c. #40, non-exempt), from SG-N11M(13)--\$21.17/hour to SG-N11V(22)--\$25.09/hour , effective retro to January 2, 2022, pay period 2. Salary savings for 2022 \$1,923 – Dept. 354.

Action: *APPROVE the change in pay rate for Sandra Confer.*

E. Human Resources

- i. Consider approval of the appointment for Colleen Bloom, on-call/occasional Office Floater, (p.c. #15, non-exempt, replacing R. Thomas), at N02P(16)--\$14.95/hour, effective June 6, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Human Resources Director Kristen Simkins is requesting that Ms. Bloom be considered eligible for the recruitment bonus due to the length of break in service. Salary budget savings for 2022 \$2,817, annualized salary impact for 2023 \$3,393 - Dept. 114.
- ii. Consider approval of the change in pay rate for Jolene Kitko, on-call/occasional Office Floater, (p.c. #11, non-exempt), from SG-N02B(02)--\$11.58/hour to SG-N02P(16)--\$14.95/hour, effective June 5, 2022, pay period 13. Salary budget savings for 2022 \$10,191, annualized salary savings for 2023 \$8,076 - Dept. 114.

Action: *APPROVE the Human Resources items i-ii.*

F. Human Services

- i. Children & Youth Services – Consider approval of the appointment for Jamie L. Mosser, full-time Fiscal Technician, Children & Youth Services, (p.c. #29, non-exempt, replacing L. Funk), at SG-N11A(01)--\$16.90/hour, effective June 6, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. C&YS Administrator Julia Sprinkle is requesting that Ms. Mosser be approved at SG-N11E(05)--\$18.20/hour. Salary budget savings for 2022 \$21,372, annualized salary savings for 2023 \$4,992 - Dept. 511.

Action: *APPROVE the appointment and rate for Jamie Mosser.*

VI. ADJOURNMENT