



CENTRE COUNTY
SALARY BOARD AGENDA

Thursday, July 1, 2021, 10:00 A.M.

Virtual – Zoom

To join the meeting please visit: www.centrecountypa.gov/virtual

[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. MEETING MINUTES

Minutes from the Thursday, June 17, 2021 Salary Board meeting.

Action: *APPROVE the Salary Board meeting minutes from Thursday, June 17, 2021.*

IV. ACTION ON PERSONNEL ITEMS

**Listed rates do not reflect the two percent (2%) salary increase approved at the June 17, 2021 Salary Board meeting.*

A. Commissioners

- i. Consider approval of the temporary increase in pay for Jillian Savage, Staff Assistant, Commissioners (p.c. 12, non-exempt) from SG-N10A(01) – \$14.86/hour to SG-N10H(08) – \$17.09/hour effective retro to June 21, 2021, pay period 14 through the return of the Executive Office Supervisor, estimated September 15, 2021, pay period 20. Salary impact for 2021 \$2,319, annualized salary impact for 2022 \$15,303 – Dept. 111.

Action: *APPROVE the temporary increase in pay for Jillian Savage.*

- ii. Consider an amendment to the Commissioners item approved at the June 17, 2021 Salary Board meeting. This amendment is to include in the two percent (2%) salary increase all non-elected and non-union employees that were currently employed as of the date of the action, June 17, 2021, pay period 13 – Dept. 111.

Action: *Amend the Commissioners item approved at the June 17, 2021 Salary Board meeting.*

SALARY BOARD AGENDA
THURSDAY, JULY 1, 2021
PAGE 2

B. Human Services

Adult Services – Consider approval of the appointment for Michele Hamilton, full-time Housing Supervisor, Adult Services, (p.c. #02 non-exempt, new), at SG-S54A(1)--\$23.29/hour, effective August 23, 2021, pay period 18. Director of Adult Services Faith Ryan is requesting that Ms. Hamilton be approved at SG-S54C(03)--\$24.23/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$15,447, annualized salary impact for 2022 \$47,249 - Dept. 501.

Action: *APPROVE the appointment for Michele Hamilton at the higher step.*

C. Courts

- i. Court Administration – Approve of the rate for Tiffany Moyer, Civil Court Coordinator, Court Administration, at SG-N10A(1)--\$14.86/hour effective July 5, 2021, pay period 15. President Judge Ruest is appointing Ms. Moyer to full-time Civil Court Coordinator, Court Administration (p.c. 38, non-exempt, replacing R. Stoner) effective July 7, 2021. Salary savings for 2021 \$13,761, annualized salary savings for 2022 \$1,775 – Dept. 271.
- ii. MDJ Philipsburg 49-3-03 – Approve the increase in rate for Kelley Hardy, Office Supervisor 2, MDJ-Sinclair, at SG-S54R(18)--\$21.18/hour, to SG-S54T(20)--\$22.05/hour effective July 4, 2021, pay period 15. Salary budget impact for 2021 \$783, annualized salary impact for 2022 \$1,697 – Dept. 254.
- iii. Probation – Consider approval of the rate for David Reiter at SG-N13B(02)--\$17.49/hour, effective retro to June 28, 2021, pay period 14. President Judge Ruest is appointing Mr. Reiter to full-time Probation Officer 1, Probation, (p.c. #09, non-exempt, replacing P. Calhoun) effective June 28, 2021. Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2021 \$1,923, annualized salary savings for 2022 \$4,349 – Dept. 301.

Action: *APPROVE Courts items i-iii.*

- D. Prothonotary – Approve the rate for Jacqueline Esposito at SG-S46B(02)--\$16.20/hour, effective August 1, 2021, pay period 17. Prothonotary Jeremy Breon is appointing Ms. Esposito to full-time First Deputy Prothonotary, Prothonotary, (p.c. #15, non-exempt, replacing J. Conklin). Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2021 \$10,548, annualized salary impact for 2022 \$666 – Dept. 223.

Action: *APPROVE the rate for Jacqueline Esposito.*

E. Tax Assessment

- i. Consider approval of the elimination of the position Senior Advisor, Tax Assessment (p.c. 13, non-exempt, G. Dann) effective July 1, 2021, pay period 14. Salary savings for 2021 \$20,216, annualized salary savings for 2022 \$41,049 – Dept. 121.

**SALARY BOARD AGENDA
THURSDAY, JULY 1, 2021
PAGE 3**

- ii. Consider approval of the elimination of the position Department Clerk 2, Tax Assessment (p.c. #07, non-exempt, M. Evock) effective July 1, 2021, pay period 14. Salary savings for 2021 \$23,985, annualized salary savings for 2022 \$23,985 – Dept. 121.
- iii. Consider approval of the creation of Real Estate Assessor I/II, Tax Assessment, (p.c. #TBD, non-exempt), at SG-N11/N14--\$15.59/\$17.15/hour, effective July 1, 2021, pay period 14. Salary impact for 2021 \$12,863, annualized salary impact for 2022 \$29,080 – Dept. 121.

Action: *APPROVE Tax Assessment items i-iii.*

V. ADJOURNMENT