



SALARY BOARD AGENDA

Thursday, August 12, 2021, 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 Board of Commissioners. For items not on the agenda, the Board of Commissioners 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, July 15, 2021, and Tuesday July 27, 2021 Salary Board Meetings.

Action: *APPROVE the minutes from July 15, 2021, and July 27, 2021.*

- IV. ACTION ON PERSONNEL ITEMS

- A. Coroner – Approve the rate for Domer O. Smeltzer at SG-N10A(01)--\$15.16/hour, effective retro to August 2, 2021, pay period 17. Coroner Scott Sayers is appointing Mr. Smeltzer to On-Call Deputy Coroner, Coroner, (p.c. #07, non-exempt, replacing J. Messing). Salary budget savings for 2021 \$1,175, annualized salary savings for 2022 \$693 – Dept. 212.

Action: *APPROVE the rate for Domer Smeltzer.*

- B. Prothonotary – Approve the rate for Jennifer Bletz at SG-N10A(01) - \$15.16/hour effective August 16, 2021, pay period 18. Prothonotary Jeremy Breon is promoting Jennifer Bletz from full-time Department Clerk 3 (75), Prothonotary, (p.c. #24, non-exempt), at SG-N08A(01)--\$13.79/hour to full-time Record Coordinator, Prothonotary, (p.c. #22, non-exempt, replacing E. Shearer), at SG-N10A(01)--\$15.16/hour, effective August 16, 2021, pay period 18. Salary budget savings for 2021 \$2,049, annualized salary savings for 2022 \$585 – Dept. 223.

Action: *APPROVE the rate for Jennifer Bletz.*

SALARY BOARD AGENDA
THURSDAY, AUGUST 12, 2021
PAGE 2

- C. Sheriff – Approve the rate for Amanda Howe at SG-N08D(04) - \$14.65/hour effective retro to August 9, 2021, pay period 17. Sheriff Brian Sampsel appointed Ms. Howe to full-time Department Clerk 3 (75), Sheriff, (p.c. #48, non-exempt, replacing A Yecina), effective August 9, 2021, pay period 17. Salary budget savings for 2021 \$2,285, annualized salary savings for 2022 \$1,092 – Dept. 211.

Action: *APPROVE the rate for Amanda Howe.*

- D. Probation – Approve the rate for Morgan Brooks at SG-N15A(01) - \$19.27/hour effective retro to August 9, 2021, pay period 17. President Judge Pamela Ruest promoted Ms. Brooks from Probation Officer 1, Probations, (p.c.#05, non-exempt) at SG-N13B(02) \$17.48/hour to full-time School Based Juvenile Probation office/PO2, Probation, (p.c. #24, non-exempt, replacing A. Boreman), at SG-N15A(01)--\$19.27/hour, effective August 9, 2021, pay period 17. Salary budget savings for 2021 \$1,457, annualized salary savings for 2022 \$0 – Dept. 301.

Action: *APPROVE the rate for Morgan Brooks.*

E. Facilities Management

- i. Consider approval of the appointment for Shaun Kelly, full-time AC/Electronics Technician, Facilities Management, (p.c. #06, non-exempt, replacing D. Spicer), at SG-N14A(1)--\$18.36/hour, effective TBD, pay period TBD. Director of Facilities Management Lee Sheaffer is requesting that Mr. Kelly be approved at SG-N14H(08)--\$21.09/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$11,996, annualized salary impact for 2022 \$4,888. Additional department savings of approximately \$3,500 from Hobart kitchen maintenance contract cancellation, Repaid and Maintenance Budget for refrigeration units savings of approximately \$4,000 - Dept. 161.
- ii. Consider approval of the change in rate of pay for AC/Electronics Technicians, Facilities Management, (p.c. #24 and #03), currently occupied by Dustin Frankenberger and Jacob Lambert from SG-N14C (03)--\$19.11/hour to SG-N14H(08)--\$21.09/hour. Salary budget savings for 2021 \$26,251, annualized salary impact for 2022 \$4,118. Additional department savings of approximately \$8,000 for HVAC work and preventative maintenance at 911 tower sites (14 sties, 28 HVAC units) being done by County staff in lieu of contracted labor. Additional contracted savings of between \$60 and \$75/hour in labor cost for heat pump replacements - Dept. 161.

Action: *APPROVE Facility Management items i-ii.*

- F. Risk Management/Operations – Consider approval of the creation of full-time Front Desk Administrative Assistant, Risk Management/Operations, (p.c. #TBD, non-exempt), at SG-N10A(01)--\$15.16, effective August 12, 2021 pay period 17. Salary budget impact for 2021 \$9,096, annualized salary impact for 2022 \$29,562 - Dept. 1120.

Action: *APPROVE the creation of full-time Front Desk Administrative Assistant, Risk Management/Operations.*

V. **ADJOURNMENT**