



## SALARY BOARD AGENDA

Thursday, March 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.

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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, March 16, 2023 Salary Board Meeting.

**Action:** *APPROVE the Salary Board meeting minutes from Thursday, March 16, 2023.*

V. ACTION ON PERSONNEL ITEMS

- A. Correctional Facility - Consider approval of the extension for the Food Service Manager, Correctional Facility, (p.c. #78), to be paid overtime when working open Kitchen Supervisor shifts only after 40 hours worked in a week has been met, effective April 1, 2023, pay period 8 through September 23, 2023, pay period 20. Salary budget impact for 2023 \$12,071 - Dept. 333.

**Action:** *APPROVE the extension for Food Service Manager P.C. #78.*

- B. Human Resources - Consider approval of the change in employment type from non-exempt to exempt for Sealer-Weights & Measures, Weights & Measures, (p.c. #01), and GIS Director/Coordinator, GIS, (p.c. #01), effective March 26, 2023, pay period 8 - Dept. 361 & 155.

**Action:** *APPROVE the change in employment type for Sealer-Weights & Measures and GIS Director/Coordinator.*

C. Human Services

- i. Adult Services - Consider approval of the creation of a full-time Assistant Director Adult Services, Adult Services, (p.c. #04, exempt), at SG-14, effective March 23, 2023, pay period 7 - Dept. 501.

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**Action:** *APPROVE the creation of Assistant Director Adult Services P.C. #04.*

ii. Children & Youth Services

1. Consider approval of the reclassification to the position of full-time Caseworker 3, C&YS, (p.c. #06, non-exempt), at SG-09 to full-time Caseworker 2, C&YS, (p.c. #06, non-exempt), at SG-08, effective March 26, 2023, pay period 8 - Dept. 511.
2. Consider approval of the extension for the Children & Youth Supervisors to be paid up to 15 hours overtime per pay period, only after 40 hours worked in a week has been met, effective April 1, 2023, pay period 8 through July 29, 2023, pay period 16. Salary budget impact for 2023 \$7,192 - Dept. 511.

**Action:** *APPROVE the C&YS items 1-2.*

- D. Risk Management & Workplace Operations- Consider approval of the creation of a full-time Custodial Worker, Risk Management, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective March 23, 2023, pay period 7 - Dept. 112.

**Action:** *APPROVE the creation of Custodial Worker P.C. #11.*

VI. ADJOURNMENT