



SALARY BOARD AGENDA

Thursday, August 25, 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, August 11, 2022 Salary Board Meeting.

Action: *APPROVE the Salary Board meeting minutes from Thursday, August 11, 2022.*

V. ACTION ON PERSONNEL ITEMS

A. Courts

i. Probation

1. Approve the promotion/change in title/department for Eliza Shaw from full-time TASC Coordinator/DUI Court, MH/ID/EI-D&A (DUI Court), (p.c. #27, non-exempt), at SG-07A(01)--\$19.87/hour to full-time Specialty Court Probation Officer 2, Drug Court, (p.c. #25, non-exempt, replacing C. Glasgow), at SG-10A(01)--\$23.38/hour, effective retro to August 22, 2022, pay period 18. Salary budget impact for 2022 \$1,482, annualized salary impact for 2023 \$2,165 - Dept. 304.
2. Approve the rate for Lisa A. Waite at SG-07A(01)--\$19.87/hour, effective August 29, 2022, pay period 19. President Judge Pamela Ruest is appointing Ms. Waite to full-time Office Coordinator Probation, Probation, (p.c. #26, exempt, replacing D. Bierly). Salary budget savings for 2022 \$3,085, annualized salary savings for 2023 \$16,536- Dept. 301.

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

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- ii. Court Administration – Approve the rate for Lindsay E. Hoppe at SG-10A(01)– \$23.38/hour, effective September 1, 2022, pay period 19. President Judge Pamela Ruest is appointing Ms. Hoppe to full-time Law Clerk - 2 Year Term, Court Administration, (p.c. #30, non-exempt, replacing S. Duncan). Salary budget impact for 2022 \$1,248, annualized salary impact for 2023 \$4,271– Dept. 271.

Action: *APPROVE the rate for Lindsay Hoppe.*

- B. Children & Youth Services – Consider approval of the request for Children & Youth Supervisors to be paid on-call hours as specified in the Mandated/On-Call Payment policy for CYS Caseworkers, effective retro to August 14, 2022, pay period 18. Salary budget impact for 2022 \$8,528, annualized salary impact for 2023 \$27,716 – Dept. 511.

Action: *APPROVE the request for C&YS Supervisors to be paid on-call hours.*

- C. Human Resources

- i. Consider approval of the correction to the **Archer Compensation and Classification Study** for the position of Accounting Clerk 3 (75), Correctional Facility, (p.c. #82, non-exempt), at SG-04 to Administrative Assistant-CCCF, Correctional Facility, (p.c. #82, non-exempt), at SG-05, effective retro to July 3, 2022, pay period 15 – Dept. 333.

Action: *APPROVE the correction for p.c. #82 at the Correctional Facility.*

- ii. Consider approval of the correction to the **Archer Compensation and Classification Study** for the position of Office Supervisor 1 (60), Tax Assessment, (p.c. #02, exempt), at SG-05 to Office Supervisor 2-Tax Assessment, Tax Assessment, (p.c. #02, exempt), at SG-08, effective retro to July 3, 2022, pay period 15 – Dept. 121.

Action: *APPROVE the correction for p.c. #02 in Tax Assessment.*

- iii. Consider approval of the correction to the **Archer Compensation and Classification Study** for the step placement of Jolene Smith, Caseworker 3-MHID, MH/ID/EI, (p.c. #44, non-exempt), from SG-08F(06)--\$23.22/hour to SG-08K(11)--\$25.64/hour, effective retro to July 3, 2022, pay period 15 – Dept. 561.

Action: *APPROVE the correction for step placement of Jolene Smith.*

- II. ADJOURNMENT