



SALARY BOARD MINUTES

Monday, January 6, 2020, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

The Chair of the Board of Commissioners Michael Pipe convened the Salary Board meeting at 10:29 AM on January 6, 2020.

In attendance were Commissioner Chair Michael Pipe, Commissioner Vice Chair Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Solicitor Elizabeth Dupuis, Deputy Administrator Bob Jacobs, Controller Jason Moser, Director of Financial Management Tom Martin, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, and Human Resources Analyst Geri Sorgen.

County personnel present included Prothonotary Jeremy Breon, Christina Clark, and Chad Joyce.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, December 19, 2019 Salary Board meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Salary Board meeting minutes from December 19, 2019. Controller Jason Moser abstained from the vote.

IV. ACTION ON PERSONNEL ITEMS

A. Prothonotary

Prothonotary Jeremy Breon provided an overview of the following items:

- i. Promotion/change in title for Laura Lutz, from full-time Department Clerk 3 (75), Prothonotary, (p.c. #12, non-exempt), at SG-N08C(03)--\$14.09/hour to full-time First Deputy Prothonotary, Prothonotary, (p.c. #15, non-exempt, replacing J. Breon), at SG-S46A(01)--\$15.88/hour, effective retro to January 5, 2020, pay period 2. Salary budget savings for 2020 \$5,451, annualized salary savings for 2021 \$4,181 – Dept. 223.

SALARY BOARD MINUTES
MONDAY, JANUARY 6, 2020
PAGE 2

- ii. Promotion/change in title for Kimberly Fornicola, from full-time Department Clerk 2 (75), Prothonotary, (p.c. #11, non-exempt), at SG-N06Q(17)--\$16.86/hour to full-time Department Clerk 3 (75), Prothonotary, (p.c. #12, non-exempt, replacing L. Lutz), at SG-N08N(14)--\$17.48/hour, effective retro to January 5, 2020, pay period 2. Salary budget impact for 2020 \$6,356, annualized salary impact for 2021 \$6,611 - Dept. 223.
- iii. Rate for Karen A. Hauser at SG-N06A(01)--\$12.30/hour, effective January 6, 2020, pay period 2. Prothonotary Jeremy Breon is appointing Ms. Hauser to full-time Department Clerk 2 (75), Prothonotary, (p.c. #11, non-exempt, replacing K. Fornicola). Salary budget savings for 2020 \$8,550, annualized salary savings for 2021 \$8,892 - Dept. 223.
- iv. Creation of an on-call/occasional Senior Advisor, Prothonotary, (p.c. #26, non-exempt), at SG-S58M(13)--\$35.76/hour, effective January 6, 2020, pay period 2 through December 31, 2020, pay period 1 (2021), not to exceed 100 hours - 223.
- v. Rate for Debra Immel at SG-S58M(13)-- \$35.76/hour, effective January 6, 2020, pay period 2. Prothonotary Jeremy Breon is appointing Ms. Immel to on-call/occasional Senior Advisor, Prothonotary, (p.c. #26, non-exempt, new). Salary budget impact for 2020 \$3,576 - Dept. 223.
- vi. An extension to temporary overtime (up to five (5) hours per week) for full-time Chief Deputy Prothonotary and the full-time First Deputy Prothonotary positions (currently occupied by C. Clark, L. Lutz, M. Heckman, L. Kerschner), effective retro to January 5, 2020, pay period 2 until the Department Clerk 3 vacancy is filled and adequately trained, not to exceed 4 weeks. Salary budget impact for 2020 \$2,258 - Dept. 223.

Action: On a motion by Prothonotary Jeremy Breon, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-vi.

B. Controller

Controller Jason Moser provided an overview of the following items:

- i. Creation of a temporary on-call/occasional Senior Advisor, Controller, (p.c. #08, non-exempt), at SG-N09Z(26)--\$23.26/hour, effective January 13, 2020, pay period 2. Approximately 15 hours/week for up to four (4) weeks - Dept. 125.
- ii. Rate for Tamera Hockenberry at SG-N09Z(26)-- \$23.26/hour, effective January 13, 2020, pay period 2. Controller Jason Moser is appointing Ms. Hockenberry to on-call/occasional Senior Advisor, Controller, (p.c. #08, non-exempt, new). Salary budget impact for 2020 \$1,396 - Dept. 125.

Action: On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-ii.

SALARY BOARD MINUTES
MONDAY, JANUARY 6, 2020
PAGE 3

V. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:37 AM.

ATTEST

Margaret N. Gray
Administrator