



SALARY BOARD MINUTES

Thursday, January 23, 2020, 10:00 A.M.

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

I. CALL TO ORDER

Commissioner Michael Pipe, Chair of the Board of Commissioners, convened the Salary Board meeting at 10:02 AM on Thursday, January 23, 2020.

In attendance were Commissioner Chair Michael Pipe, Commissioner Vice-Chair Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, 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 Bob Jacobs, Kendra Miknis, Sheriff Bryan Sampsel, Julia Sprinkle, Natalie Corman, Dave Lomison, and Don Gampe.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, January 9, 2020 Salary Board meeting.

Action: On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the Salary Board meeting minutes from January 9, 2020.

IV. ACTION ON PERSONNEL ITEMS

A. Court Offices

President Judge Pamela Ruest provided her support for these requests via email noting the individuals' qualifications and extensive experience, which will benefit the County.

Court Administrator Kendra Miknis presented the items on her behalf.

i. Domestic Relations

1. On a motion by Commissioner Dershem, seconded by Controller Jason Moser, the Board voted unanimously to approve the rate for Donald Gampe II at SG-S56R(18)--\$74,588.80/annum. President Judge Pamela Ruest is promoting Mr. Gampe to Director of Domestic Relations, Domestic Relations, (p.c. #01, exempt, replacing A. Wolff), from full-time

Assistant Director DRS, Domestic Relations, (p.c. #02, non-exempt), at SG-S53X(24)--\$34.98/hour (\$72,758.40/annum), effective retro to January 14, 2020, pay period 2. President Judge Ruest is requesting Mr. Gampe move to SG-S56S(19)--\$76,086.40/annum. Kendra added that Mr. Gampe has great rapport with the staff and other counties. Salary budget impact for 2020 \$8,738, annualized salary savings for 2021 \$9,610 – Dept. 281.

Commissioner Dershem offered congratulations to Don Gampe and expressed his appreciation for the presence of Domestic Relations and the Judicial Branch in the Willowbank Building.

2. Director Don Gampe asked the Board to consider approval of the rate for Shelly Smeltz at SG-S53R(18)--\$64,625.60/annum. On a motion by Commissioner Dershem, seconded by Controller Jason Moser, the Board voted unanimously to approve the rate for Shelly Smeltz. President Judge Pamela Ruest is promoting Ms. Smeltz to Assistant Director of Domestic Relations, Domestic Relations, (p.c. #02, non-exempt, 80 Hour, replacing D. Gampe), from full-time Senior Hearing Officer, Domestic Relations, (p.c. #03, non-exempt, 75 Hour), at SG-N16V(22)--\$29.99/hour (\$58,480.50/annum), effective retro to January 14, 2020, pay period 2. Salary budget savings for 2020 \$5,866, annualized salary savings for 2021 \$6,335 – Dept. 281.
3. Director Don Gampe asked the Board to approve the reclassification for the position of full-time Senior Hearing Officer, Domestic Relations, (p.c. #03, non-exempt), at SG-N16 to full-time Hearing Officer, Domestic Relations, (p.c. #03, non-exempt), at SG-N15, effective February 2, 2020, pay period 4. He explained that due to the extensive skill set for a Senior Hearing Officer there would be a limited applicant pool. Current hearing officer's within the department are new to their rolls and would not qualify for the position. On a motion by Commissioner Higgins, seconded by Controller Jason Moser, the Board voted unanimously to approve the reclassification – Dept. 281.

ii. Court Administration

1. On a motion by Commisisoner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the change in rate for Jennifer Wilson, full-time Judicial Secretary, Court Administration, (p.c. #29, non-exempt), at SG-N11C(03)--\$16.21/hour to SG-N11D(04)--\$16.54/hour, effective retro to January 19, 2020, pay period 3. Salary budget impact for 2020 \$606, annualized salary impact for 2021 \$644. This change will take effect with the 2020 Revised County Budget – Dept. 271.

2. On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the change in rate for Noemi Demastus from SG-N08E(05)--\$14.61/hour to SG-N08G(07)--\$15.23/hour. President Judge Pamela Ruest has approved the lateral transfer of Ms. Demastus to Court Administration, (p.c. #39, non-exempt, replacing S. Riling), from Prothonotary, (p.c. #24, non-exempt), as Department Clerk 3 (75), effective February 10, 2020, pay period 4. Salary budget savings for 2020 \$718, annualized salary impact for 2021 \$2,223. With the transfer Noemi will start a new probationary period – Dept. 271.

B. Probation

- i. Kendra Miknis asked the Board to approve the rate for Ryan D. Smeltzer at SG-S56A(01)--\$53,289.60/annum, effective February 10, 2020, pay period 4. President Judge Pamela Ruest is appointing Mr. Smeltzer to full-time Director of Probation, Probation, (p.c. #01, exempt, replacing T. Backenstoe). President Judge Ruest is requesting Mr. Smeltzer be approved at SG-S56L(12)--\$66,248.00/annum. Salary budget savings for 2020 \$16,988, annualized salary savings for 2021 \$17,763. Mr. Smeltzer previously worked for Mifflin County for six years and has management training, de-escalation training, and a firearms background. On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the rate for Ryan Smeltzer – Dept. 301.
- ii. On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the rate for Brittany L. Gathagan at SG-N06A(01)--\$12.30/hour, effective February 3, 2020, pay period 4. President Judge Pamela Ruest is appointing Ms. Gathagan to full-time Department Clerk 2 (80), Probation, (p.c. #16, non-exempt, replacing J. Ault). President Judge Ruest is requesting Ms. Gathagan be approved at SG-N06B(02)--\$12.53/hour. Salary budget savings for 2020 \$4,089, annualized salary savings for 2021 \$1,082 – Dept. 301.

- C. Sheriff – Sheriff Sampsel joined the Salary Board. On a motion by Sheriff Sampsel, seconded by Commissioner Higgins, the Board voted unanimously to approve the rate for Lindsey N. Spayd at SG-N08A(01)--\$13.52/hour, effective January 27, 2020, pay period 3. Sheriff Bryan Sampsel is appointing Ms. Spayd to part-time Security Officer, Sheriffs, (p.c. #13, non-exempt, replacing R. Hoover). Sheriff Sampsel is requesting Ms. Spayd be approved at SG-N08B(02)--\$13.79/hour. Salary budget savings for 2020 \$1,318, annualized salary impact for 2021 \$337 – Dept. 211.

- D. Director of Financial Management Tom Martin provided the Year-to-Date Salary and Benefits Balance Update. As of January 23, 2020, the net decrease is \$164,656 with a decrease of \$127,368 moving into 2021.

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V. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Controller Jason Moser, the Board voted unanimously to adjourn the meeting at 10:22 AM.

ATTEST

Margaret N. Gray
Administrator