



## SALARY BOARD MINUTES

Thursday, February 23, 2023, 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Salary Board was convened at 10:27 AM by Chair of the Board Mark Higgins.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Commissioner Steven Dershem, Administrator John Franek Jr., and Executive Office Supervisor Erin Good.

County personnel included Controller Jason Moser, Human Resources Director Kristen Simkins, Human Services Administrator Julia Sprinkle, Deputy Administrator Natalie Corman, Kendra Miknis, Sheriff Bryan Sampsel, Jim Coslo, Ryan Smeltzer, Quentin Burchfield, Interim Warden Glenn Irwin, Leah Raker, Liz Lose, Ray Stolinas, Chad Joyce, and Geri Sorgen.

Representatives from the news media included Gary Sindersen.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. ADDITIONS TO THE AGENDA

There were no additions made to the Agenda.

### IV. MEETING MINUTES

Minutes from the Thursday, February 9, 2023 Salary Board Meeting.

*Action: On a motion by Commissioner Concepcion seconded by Controller Moser the Board voted unanimously to approve the Salary Board meeting minutes from Thursday, February 9, 2023.*

### V. ACTION ON PERSONNEL ITEMS

#### A. Courts

##### i. Court Administration

Kendra Miknis asked the Board to approve the following items:

1. Approve the upgrade/reclassification/change in title to the position of full-time Judicial Coordinator, Court Administration, (p.c. #11, non-exempt), at SG-06 to full-time Judicial Supervisor, Court Administration, (p.c. #11, non-exempt), at SG-10, effective February 26, 2023, pay period 6. Salary budget savings for 2023 \$94, annualized salary impact for 2024 \$2,949 – Dept. 271.

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2. Approve the upgrade/reclassification/change in title to the position of full-time Civil Court Coordinator, Court Administration, (p.c. #38, non-exempt), at SG-06 to full-time Court/Fiscal Coordinator, Court Administration, (p.c. #38, non-exempt), at SG-07, effective February 26, 2023, pay period 6. Salary budget impact for 2023 \$1,710, annualized salary impact for 2024 \$1,623 – Dept. 271.
3. Approve the change in pay rate for Jennifer Wilson, Judicial Secretary, Court Administration, (p.c. #29, non-exempt), from SG-07E(05)--\$21.94/hour to SG-07J(10)--\$24.32/hour, effective February 26, 2023, pay period 6. Salary budget impact for 2023 \$2,860, annualized salary impact for 2024 \$3,785 – Dept. 271.

*Action: On a motion by Commissioner Concepcion seconded by Controller Moser the Board voted unanimously to approve the Court Administration items 1-3.*

- ii. MDJ Centre Hall 49-3-04 – Judge Greg Koehle asked the Board to approve the rate for Rebecca L. Stoner at SG-05C(03)--\$18.60/hour per policy for prior relevant experience, effective March 20, 2023, pay period 7. President Judge Jonathan Grine is appointing Ms. Stoner to full-time Magisterial District Court Secretary, MDJ-Koehle, (p.c. #16, non-exempt). Salary budget savings for 2023 \$20,512, annualized salary savings for 2024 \$13,537 – Dept. 256.

*Action: On a motion by Controller Moser seconded by Commissioner Concepcion the Board voted unanimously to approve the rate for Rebecca Stoner.*

iii. Probation

Ryan Smeltzer asked the Board to approve the following items:

1. Approve the upgrade/reclassification/change in title to the position of full-time Department Clerk 3 (80), Probation, (p.c. #14, non-exempt), at SG-04 to full-time Fiscal Technician (80), Probation, (p.c. #14, non-exempt), at SG-05, effective February 26, 2023, pay period 6. Salary budget impact for 2023 \$1,548, annualized salary impact for 2024 \$1,800 – Dept. 301.

Ryan requested the Board to approve the upgrade/reclassification/change in title to the position of full-time Department Clerk 3 (80), Probation, (p.c. #14, non-exempt), at SG-04 to full-time Fiscal Technician (80), Probation, (p.c. #14, non-exempt), at SG-05 retro-active, with a new effective date of January 1, 2023, pay period 1 instead of effective February 26, 2023, pay period 6 due to the employee already fulfilling the job duties in the beginning of the year. The new salary budget impact for 2023 is \$1,679 for the new effective date of January 1, 2023.

2. Behavioral Court - Approve the promotion/change in title/department for Kimberly Cheskey from full-time Probation Officer 1, Probation, (p.c. #08, non-exempt), at SG-08C(03)--\$22.32/hour to full-time Specialty Court Probation Officer 2, Behavioral Court, (p.c. #02, non-exempt), at SG-10A(01)--\$23.85/hour, effective February 26, 2023, pay period 6. Salary budget savings for 2023 \$9,851, annualized salary budget savings for 2024 \$907 - Dept. 307.

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*Action: On a motion by Commissioner Dershem seconded by Commissioner Concepcion the Board voted unanimously to amend the agenda and approve the Probation items 1-2, with the addition of the retroactive request effective date to January 1, 2023 instead of February 26, 2023 for Probation item 1.*

- B. Sheriff – Sheriff Sampsel asked the Board to approve the promotion/change in status for Joseph Carles from on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #32, non-exempt), at SG-05G(07)--\$20.14/hour to full-time Deputy Sheriff/Security, Sheriff, (p.c. #40, non-exempt), at SG-05G(07)--\$20.14/hour, effective February 26, 2023, pay period 6 (No change in pay rate). Salary budget impact for 2023 \$3,708, annualized salary budget impact for 2024 \$3,956 - Dept. 211.

*Action: On a motion by Sheriff Sampsel seconded by Controller Moser the Board voted unanimously to approve the promotion/change in status for Joseph Carles.*

- C. Conservation District – Jim Coslo asked the Board to approve the request for full-time Fiscal Technician (80), Conservation District, (p.c. #05, non-exempt), to be paid overtime, only after 40 hours worked in a week has been met, for up to 10 hours per week, effective February 23, 2023, pay period 5 through April 28, 2023, pay period 10. Salary budget impact for 2023 \$5,472 - Dept. 822.

*Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the temporary overtime request for Conservation District P.C. #05.*

D. Human Services

- i. Aging – Quentin Burchfield asked the Board to approve the reclassification/change in title to the position of full-time Community Health Nurse 1, Aging, (p.c. #29, non-exempt), at SG-09 to full-time Aging Care Manager 2, Aging, (p.c. #29, non-exempt), at SG-07, effective February 23, 2023, pay period 5. Salary budget savings for 2023 \$13,114, annualized salary savings for 2024 \$5,512 – Dept. 521.

*Action: On a motion by Controller Moser seconded by Commissioner Concepcion the Board voted unanimously to approve the position reclassification for Aging P.C. #29.*

ADJOURNMENT

On a motion by Commissioner Concepcion seconded by Controller Moser, the Board voted unanimously to adjourn the meeting at 10:40 AM.

ATTEST:

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Jason Moser  
Controller