



## SALARY BOARD MINUTES

Thursday, April 22, 2021, 10:00 A.M.

Virtual - BlueJeans

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I. CALL TO ORDER

The public meeting of the Salary Board was convened at 10:07 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Executive Office Supervisor Natalie Smith, Staff Assistant Jillian Savage, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen and Controller Jason Moser.

County personnel present included District Attorney Bernie Cantorna, David Lomison, Donald Gampe, James Coslo, Recorder of Deeds Joseph Davidson, Krista Davis, Human Services Administrator Natalie Corman, Sheriff Bryan Sampsel, Le Sheaffer and Travis Walker.

Guest present included 1843662027.

Representatives from the news media included INCWJAC and Marley Parish.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, April 8, 2021 Salary Board meeting.

**Action:** On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve the Salary Board meeting minutes from Thursday, April 8, 2021.

IV. ACTION ON PERSONNEL ITEMS

A. Recorder of Deeds - Recorder of Deeds Joseph Davidson joined the Salary Board.

- i. On a motion by Recorder of Deeds Joseph Davidson, seconded by Commissioner Higgins, the Board voted unanimously to approve the creation of a temporary full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #05, non-exempt), at SG-N10B(02)--\$15.16/hour, effective April 22, 2021, pay period 9 until the retirement of the current First Deputy - Dept. 133.
- ii. On a motion by Recorder of Deeds Joseph Davidson, seconded by Controller Moser, the Board voted unanimously to approve the promotion/change in title for Garrett Beck from full-time Department Clerk 2 (75), Recorder of Deeds, (p.c. #06, non-exempt), at SG-N06D(04)--\$13.05/hour to temporary full-time

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Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #05, non-exempt, new), at SG-N10B(02)--\$15.16/hour, effective April 25, 2021, pay period 10. Salary budget impact for 2021 \$28,138, annualized salary impact for 2022 \$29,562 - Dept. 133.

**B. Court Administration**

On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve Court Administration items i-ii.

- i. Promotion/change in title for Courtenay Evans from full-time Civil Court Coordinator, Court Administration, (p.c. #38, non-exempt), at SG-N10D(04)--\$15.77/hour to full-time Administrative Assistant, Court Administration, (p.c. #11, non-exempt, replacing K. Smeltzer), at SG-N11C(03) - \$16.21/hour, effective May 2, 2021, pay period 10. President Judge Pamela Ruest is requesting that Ms. Evans be approved at SG-N11E(05)--\$16.86/hour. Salary budget savings for 2021 \$12,165, annualized salary savings for 2022 \$11,388 - Dept. 271.
- ii. Promotion/change in title for Rebecca Stoner from full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt), at SG-N08F(06)--\$14.92/hour to full-time Civil Court Coordinator, Court Administration, (p.c. #38, non-exempt, replacing C. Evans), at SG-N10A(01) - \$14.86/hour, effective May 2, 2021, pay period 10. President Judge Pamela Ruest is requesting that Ms. Stoner be approved at SG-N10D(04)--\$15.77/hour. Salary budget savings for 2021 \$1,005 - Dept. 271.

C. District Attorney - District Attorney Cantorna joined the Salary Board. On a motion by District Attorney Cantorna, seconded by Commissioner Higgins, the Board voted unanimously to approve the appointment and rate for Joshua Andrews, full-time Assistant District Attorney, District Attorney, (p.c. #97, non- exempt, replacing A. Bernier), at SG-S54A(01)--\$48,443.20/annum, effective July 12, 2021, pay period 15. District Attorney Bernie Cantorna is requesting that Mr. Andrews be approved at SG-S54K(11)--\$58,988.80/annum. Salary budget savings for 2021 \$24,947, annualized salary impact for 2022 \$1,144 - Dept. 221.

D. Elections - On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve the upgrade/reclassification/change in title to the position of full-time Director-Tax Claim/Collections/Elections, Elections, (p.c. #06, exempt), at SG-S54A(01)--\$48,443.20/annum to full-time Director of Elections and Voter Registration, Elections, (p.c. #06, exempt), at SG-TBD, effective April 22, 2021, pay period 9 - Dept. 131.

E. Facilities Management - On a motion by Commissioner Higgins, seconded by Controller Moser, Board voted unanimously to approve the appointment for Robert E. Tate Jr., full-time Custodial Worker 1, Facilities Management, (p.c. #29, non-exempt, replacing M. McClure), at SG-N02A(01)--\$10.18/hour, effective May 3, 2021, pay period 10. Facilities Management Director Lee Sheaffer is requesting that Mr. Tate be approved at SG-N02E(05)--\$11.01/hour. Salary budget savings for 2021 \$8,368 - Dept. 161.

F. Human Services

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- i. Adult Services - On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve the expansion of funding streams for two (2) temporary positions, full-time Caseworker 1-Adult Services, Adult Services, (p.c. #06 & 07, non-exempt), to include Human Services Block Grant and Emergency Rental Assistance Program funding - Dept. 501.

Human Services Administrator Natalie Corman reported that at the March 11 and March 25 Board of Commissioners meetings the Board approved the creation and hiring for these two temporary positions using Emergency Rental Assistance Program (ERAP) funding. The State has indicated the ERAP funding will be extended into 2022.

Commissioner Pipe asked how these additional positions have affected the funding and administrative workload for Service Access Management (SAM). Natalie stated that currently this has not affected the funding or workload for SAM.

- ii. Transportation - On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to approve the voluntary demotion/change in title/department for Susan Watson from full-time Magisterial District Court Secretary, MDJ-Gillette-Walker, (p.c. #10, non-exempt), at SG-N08C(03)--\$14.09/hour to full-time Vehicle Operator, Transportation, (p.c. #14, non-exempt, replacing V. Emel), at SG-N04L(12)--\$13.90/hour, effective April 25, 2021, pay period 10. Director of Transportation David Lomison is requesting that Ms. Watson be approved at SG-N04M(13)--\$14.21/hour. Salary budget savings for 2021 \$5,068, annualized salary impact for 2022 \$4,524 - Dept. 531.

V. RECESS

On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to recess the Salary Board meeting at 10:32 AM to convene the Board of Commissioners Meeting.

VI. EXECUTIVE SESSION

On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to move into executive session for a personnel matter at 10:56 AM.

The Board came out of executive session at 11:03 AM.

VII. CALL TO ORDER

The public meeting of the Salary Board was reconvened at 11:05 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Executive Office Supervisor Natalie Smith, Staff Assistant Jillian Savage, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen and Controller Jason Moser.

County personnel present included Travis Walker.

VIII. ACTION ON PERSONNEL ITEMS

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On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to add Item G. Elections under Action on Personnel Items to today's agenda.

- G. Elections - On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve the upgrade/reclassification/change in title to the position of full-time Director-Tax Claim/Collections/Elections, Elections, (p.c. #06, exempt), at SG-S54A(01)--\$48,443.20/annum to full-time Director of Elections and Voter Registration, Elections, (p.c. #06, exempt), at SG-58, effective April 22, 2021, pay period 9 - Dept. 131.

IX. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to adjourn the meeting at 11:07 AM.

ATTEST:

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Jason Moser  
Controller