



CENTRE COUNTY
SALARY BOARD MINUTES

Thursday, May 6, 2021, 10:00 A.M.

Virtual – Zoom

I. CALL TO ORDER

The public meeting of the Salary Board was convened at 10:01 AM by Chair of the Board Michael Pipe.

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

County Personnel present included Human Services Administrator Natalie Corman, Magisterial Judge Donald Hahn, Cody Young, Norm Spackman, Faith Ryan, Chad Joyce, Kendra Miknis and Travis Walker.

Guest present included Nalini Krishnankutty and 814-867-0861.

Representatives from the news media included Marley Parish.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, April 29, 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 29, 2021.*

IV. ACTION ON PERSONNEL ITEMS

A. Emergency Communications 911 – On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve the promotion/change in title for Kyley Burd from full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #09, non-exempt), at SG-N09K(11)--\$17.29/hour to full-time Training Supervisor, Emergency Communications 911, (p.c. #37, non-exempt), at SG-S45I(09)--\$17.74/hour, effective May 9, 2021, pay period 11. Emergency Communications 911 Director Norman Spackman is requesting that Ms. Burd be approved at SG-S45Q(17) - \$20.77/hour. Salary budget savings for 2021 \$1,662 – Dept. 354.

B. MDJ Centre Hall 49-3-04

- i. On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the promotion/change in title for Joan Miller from full-time Magisterial District Court Secretary, MDJ-Jordan, (p.c. #11, non-exempt), at SG-N08Z(26)--\$22.21/hour to full-time Office Supervisor 2, MDJ-

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Jordan, (p.c. #02, non-exempt), at SG-S45V(22) - \$22.93/hour, effective May 23, 2021, pay period 12. President Judge Ruest is requesting that Ms. Miller be approved at SG-S45X(24) - \$23.86/hour. Salary budget savings for 2021 \$2,942, annualized salary savings for 2022 \$1,872 – Dept. 256.

- ii. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the lateral transfer/change in department for Denise Bitner from full-time Magisterial District Court Secretary, MDJ-Gillette-Walker, (p.c. #05, non-exempt) to full-time Magisterial District Court Secretary, MDJ-Jordan, (p.c. #16, non-exempt, replacing K. Estright), effective May 12, 2021, pay period 11. (No change in pay rate) Salary budget savings for 2021 \$1,212 – Dept. 256.

- C. Probation - On a motion by Commissioner Dershem, seconded by Controller Moser, the Board voted unanimously to approve the rate for Brittany L. Gathagan at SG-N06A(01)--\$12.30/hour, effective May 24, 2021, pay period 12. President Judge Pamela A. Ruest is reappointing Ms. Gathagan to full-time Department Clerk 2 (80), Probation, (p.c. #16, non-exempt, replacing B. Gathagan). Conditional upon satisfactory completion of pre-employment requirements. President Judge Ruest is requesting that Ms. Gathagan be reinstated at SG-N06B(02)--\$12.53/hour. Salary budget savings for 2021 \$10,024 – Dept. 301.

D. Adult Services

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Adult Services items i-iii.

Director of Adult Services Faith Ryan presented the following items:

- i. Creation of a full-time Housing Supervisor-Adult Services, Adult Services, (p.c. #08, exempt), at SG-S54A(01)--\$48,443.20/annum, effective May 6, 2021, pay period 10. Salary budget impact for 2021 \$30,740, annualized salary impact for 2022 \$48,438 – Dept. 501.
- ii. Creation of a full-time Data & Quality Specialist-Adult Services, Adult Services, (p.c. #09, non-exempt), at SG-S51A(01)--\$20.15/hour, effective May 6, 2021, pay period 10. Salary budget impact for 2021 \$24,936, annualized salary impact for 2022 \$39,293 – Dept. 501.
- iii. Creation of a full-time Department Clerk 3 (75)-Adult Services, Adult Services, (p.c. #04, non-exempt), at SG-N08A(01)--\$13.52/hour, effective May 6, 2021, pay period 10. Salary budget impact for 2021 \$16,731, annualized salary impact for 2022 \$26,364 – Dept. 501.

These positions will be primarily funded using County funds, Emergency Rental Assistance Program (ERAP) Administrative funds, and the Human Services Block Grant. Commissioner Dershem inquired if these positions were intended to be permanent. Faith confirmed that these are intended to be permanent to follow the restructuring of the Adult Services Department.

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Director of Human Resources Kristen Simkins added that the creation of these positions is inclusive of the elimination of the position of Assistant Director of Adult Services, which will be on a future agenda.

V. ADJOURNMENT

On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to adjourn the meeting at 10:14 AM.

ATTEST:

Jason Moser
Controller