



SALARY BOARD MINUTES

Thursday, June 2, 2022, 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 10:02 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Pipe, Commissioner Steven Dershem, Administrator John Franek Jr., Director of Human Resources Kristen Simkins, Controller Jason Moser, Human Resource Analyst Geri Sorgen and Executive Office Supervisor Erin Good.

County personnel present included Dave Lomison, Norm Spackman, Scott Sayers, Joni MacIntyre and Travis Walker.

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 to the agenda.

IV. MEETING MINUTES

Minutes from the Thursday, May 19, 2022 Salary Board Meeting.

Action: On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the Salary Board meeting minutes from Thursday, May 19, 2022.

V. ACTION ON PERSONNEL ITEMS

- A. Coroner – Scott Sayers asked the Board to approve the rate for Robert E. Reed Jr. at SG-N10A(01)--\$16.16/hour, effective June 6, 2022, pay period 13. Coroner Scott Sayers is appointing Mr. Reed to on-call/occasional Deputy Coroner, Coroner, (p.c. #09, non-exempt, new with 2022 budget). Salary budget savings for 2022 \$2,424 – Dept. 212.

Action: On a motion by Coroner Scott Sayers, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Robert E. Reed.

B. Courts

i. Court Administration

1. The promotion/change in title for Courtenay Evans from full-time Administrative Assistant, Court Administration, (p.c. #11, non-exempt), at SG-N11E(05)--\$18.20/hour to full-time Courtroom Technician, Court Administration, (p.c. #24, non-exempt, replacing T. Bitsko), at SG-N18A(01)--\$23.24/hour, effective July 3, 2022, pay period 15. Salary budget savings for 2022 \$48,056, annualized salary

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savings for 2023 \$23,654 – Dept. 271.

2. The promotion/change in title for Jessica Davy from full-time Criminal Court Coordinator, Court Administration, (p.c. #31, non-exempt), at SG-N10M(13)–\$20.26/hour to full-time Administrative Assistant, Court Administration, (p.c. #11, non-exempt, replacing C. Evans), at SG-N11L(12)–\$20.76/hour, effective July 3, 2022, pay period 15. President Judge Pamela Ruest is requesting that Ms. Davy be approved at SG-N11M(13)–\$21.17/hour. Salary budget impact for 2022 \$4,296, annualized salary savings for 2023 \$5,792 – Dept. 271.
3. The promotion/change in title for Summer Smitchko from full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt), at SG-N08I(09)–\$17.17/hour to full-time Criminal Court Coordinator, Court Administration, (p.c. #31, non-exempt, replacing J. Davy), at SG-N10F(06)–\$17.75/hour, effective July 3, 2022, pay period 15. Salary budget savings for 2022 \$2,889, annualized salary savings for 2023 \$6,025 – Dept. 271.

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

- ii. MDJ State College II 49-3-05 – The promotion/change in title for Anna Kolonina from full-time Magisterial District Court Secretary, MDJ-Lachman, (p.c. #08, non-exempt), at SG-N08C(03)–\$15.37/hour to full-time Office Supervisor 2, MDJ-Lachman, (p.c. #18, non-exempt, replacing M. Ray), at SG-S45A(01)–\$16.43/hour, effective July 3, 2022, pay period 15. President Judge Pamela Ruest is requesting that Ms. Kolonina be approved at SG-S45C(03)–\$17.04/hour. Salary budget savings for 2022 \$353 – Dept. 257.

Action: On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the promotion/change in title for Anna Kolonina.

- iii. Probation – The exception to policy and lateral transfer/change in title/department for Marissa Greene from full-time Caseworker 3, C&YS, (p.c. #47, non-exempt) to full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #21, non-exempt, replacing M. Hertlein), effective July 3, 2022, pay period 15 (No change in pay rate). Salary budget savings for 2022 \$4,280 – Dept. 301.

Action: On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the exception to policy and lateral transfer/change in title/department for Marissa Greene.

C. Commissioners

Administrator John Franek Jr. asked the Board to approve the following items:

- i. The creation of an on-call/occasional Advisor, Commissioners, (p.c. #16, non-exempt), at SG-S54, effective retro to May 22, 2022, pay period 12, for up to 200 hours – Dept. 111.
- ii. The appointment for Natalie Smith, on-call/occasional Advisor, Commissioners, (p.c. #16, non-exempt, new), at SG-S54D(04)–\$26.17/hour effective retro to May 22, 2022, pay period 12. Salary budget impact for 2022 \$5,234 – Dept. 111.

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

- D. Emergency Communications 911– Norm Spackman asked the Board to consider the change in pay rate for Sandra Confer, Sr. Advisor, Emergency Communications 911, (p.c. #40, non-exempt), from SG-N11M(13)–\$21.17/hour to SG-N11V(22)–\$25.09/hour , effective retro to January 2, 2022, pay period 2. Salary savings for 2022 \$1,923 – Dept. 354.

Action: On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the change in pay rate for Sandra Confer.

E. Human Resources

Director of Human Resources Kristen Simkins asked the Board to approve the following items:

- i. The appointment for Colleen Bloom, on-call/occasional Office Floater, (p.c. #15, non-exempt, replacing R. Thomas), at N02P(16)–\$14.95/hour, effective June 6, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. Human Resources Director Kristen Simkins is requesting that Ms. Bloom be considered eligible for the recruitment bonus due to the length of break in service. Salary budget savings for 2022 \$2,817, annualized salary impact for 2023 \$3,393 - Dept. 114.
- ii. The change in pay rate for Jolene Kitko, on-call/occasional Office Floater, (p.c. #11, non-exempt), from SG-N02B(02)–\$11.58/hour to SG-N02P(16)–\$14.95/hour, effective June 5, 2022, pay period 13. Salary budget savings for 2022 \$10,191, annualized salary savings for 2023 \$8,076 - Dept. 114.

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

F. Human Services

- i. Children & Youth Services – Kristen Simkins asked the Board to consider the appointment for Jamie L. Mosser, full-time Fiscal Technician, Children & Youth Services, (p.c. #29, non-exempt, replacing L. Funk), at SG-N11A(01)–\$16.90/hour, effective June 6, 2022, pay period 13. Conditional upon satisfactory completion of pre-employment requirements. C&YS Administrator Julia Sprinkle is requesting that Ms. Mosser be approved at SG-N11E(05)–\$18.20/hour. Salary budget savings for 2022 \$21,372, annualized salary savings for 2023 \$4,992 - Dept. 511.

Action: On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment and rate for Jamie Mosser.

VI. ADJOURNMENT

On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:13 AM.

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ATTEST:

Jason Moser
Controller