



# BOARD OF COMMISSIONERS WORK SESSION MINUTES

Tuesday, June 8, 2021, 9:00 A.M.

Virtual – Zoom

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## I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 9:00 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Executive Office Supervisor Natalie Smith, and Staff Assistant Jillian Savage.

County personnel present included Kristen Simkins, Dave Lomison, and Travis Walker.

Guests present included Corey Troutman and Ed Zack of Susquehanna Accounting and Consulting Solutions.

## II. PUBLIC COMMENT

There were no comments received from the public.

## III. DISCUSSION ITEMS

### A. Mid-Year Adjustments

Administrator Margaret Gray reported that the Board had expressed interest in reviewing and considering a mid-year salary adjustment, or cost of living increase, for Centre County Government employees.

Ed Zack reported that, excluding tax collector wages and union employees as they are not applicable to this discussion, the total budget payroll is approximately \$22.1 million. The Board discussed the approximate net impact the following salary increase percentages would have on the General Fund:

Percentage Salary Increase	Approximate Net Impact
0.5%	\$87,000
1%	\$174,000
1.5%	\$261,000
2%	\$348,000

Margaret stated that money is available due to a change Retirement line in ADC numbers. Funds that will not be used, but were budgeted, for retirement may be reallocated for salaries. The ADC was budgeted at approximately \$2.2 million and revised to approximately \$1.8 million.

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Commissioner Pipe asked if those numbers would be able to offset a full annual 2% increase for all non-union employees. Ed agreed.

This adjustment will be presented at a future Board of Commissioners Meeting for official action after the Board reviews the one-page summary to be distributed by Corey and Ed.

**B. Salary Study**

The Board discussed the proposals that had been distributed by Director of Human Resources Kristen Simkins from The Archer Company, East Coast Risk Management, J. L. Nick & Associates, and Mosteller & Associates. The proposal totals range from \$30,000 to \$80,000. It was the consensus of the Board that, considering the supporting documents, in-depth proposal, The Archer Company was the most compelling.

The Board further discussed the proposal from The Archer Company. Margaret inquired if organizational structure would be considered. Commissioner Pipe stated that Under Phase one, The Archer Company does mention the review of organizational structure and reporting relationships.

Margaret inquired about the timing for the 2022 budget process. Commissioner Pipe stated that Archer has a five-month timeline for recommendations and a final report. Kristen stated that a start date in July would be ideal, with final study results by November in preparation for the December budget.

The Board was in agreement that the salary study needs to commence as soon as reasonably possible.

Commissioner Dershem suggested meeting with The Archer Company after they are under contract. Kristen stated that the first meeting with County management is to go over their objectives, concerns, explain their system and go over the expectations of the Board.

This study will be hosted by the Human Resources Department.

**IV. QUESTIONS FROM THE PRESS**

**V. ADJOURNMENT**

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 9:40 AM.

ATTEST:

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Margaret N. Gray  
Administrator