



CENTRE COUNTY
SALARY BOARD MINUTES

Thursday, June 17, 2021, 10:00 A.M.

Virtual – Zoom

To join the meeting please visit: www.centrecountypa.gov/virtual

I. CALL TO ORDER

The public meeting of the Board of Commissioners 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 Sheriff Bryan Sampsel, Warden Chris Schell, Human Services Administrator Natalie Corman, David Lomison, Lee Sheaffer, Glenn Irwin, Cris Norris, and Travis Walker.

Guests present included Corey Troutman, and 8145711862.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Tuesday, June 8, 2021 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 Tuesday, June 8, 2021.*

IV. ACTION ON PERSONNEL ITEMS

A. Commissioners – Administrator Margaret Gray reported that no general salary increase was included in the 2021 County budget due to the uncertainty regarding revenue due to the COVID-19 pandemic. After receiving clarity regarding revenues and expenditures to date, the Board is asked to consider a budget neutral two percent (2%) salary increase in the estimated amount of \$481,843.93, effective retro to pay period 1 (December 20, 2020) for all non-elected and non-union employees and still currently employed as of July 1, 2021– Dept. 111.

Corey Troutman of Susquehanna Accounting and Consulting Solutions reported that funds budgeted to retirement payments will be reallocated to salaries. The Board expressed their thanks to the County employees for continuing to keep county services running, their patience and consideration during this time.

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Commissioner Pipe asked what pay period employees should expect to see this pay increase. Kristen Simkins reported that retroactive payments will most likely be made the last pay period in July, while scale moves will be implemented July 1.

***Action:** On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve the two percent (2%) salary increase effective pay period 1 of 2021.*

- B. Sheriff – Sheriff Sampsel joined the Salary Board as a voting member to request approval of the rate for Tyler Hoover at SG-N08A(01)--\$13.52/hour, effective retro to June 14, 2021, pay period 13. Sheriff Bryan Sampsel is appointing Mr. Hoover to on-call/occasional Security Officer, Sheriff, (p.c. #29, non-exempt, replacing S. Glunt). Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2021 \$1,107, annualized salary savings for 2022 \$349 – Dept. 211.

***Action:** On a motion by Sheriff Sampsel, seconded by Controller Moser, the Board voted unanimously to the rate for Tyler Hoover.*

C. Correctional Facility

Warden Schell presented the following items:

- i. Appointment for Danielle N. Fox, full-time Mental Health Counselor, Correctional Facility, (p.c. #138, non-exempt, new), at SG-N12A(01)--\$16.36/hour, effective June 21, 2021, pay period 14. Warden Christopher Schell is requesting that Ms. Fox be approved at SG-N12D(04)--\$17.37/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$16,936, annualized salary impact for 2022 \$33,872 - Dept. 333.
- ii. Approval for the Centre County Correctional Facility Lieutenants to be paid overtime when working open Corrections Officers shifts only after 40 hours worked in a week has been met, effective retro to June 6, 2021, pay period 13 through January 1, 2022, pay period 1. Salary budget impact for 2021 \$5,396 per Lieutenant, annualized salary impact for 2022 \$10,020 per Lieutenant - Dept. 333.

Commissioner Pipe asked when an update would be provided regarding the effectiveness of the incentive program. Warden Schell reported that more applications have been received and It will be determined in July if the incentive program is effective.

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

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- D. Emergency Communications 911 – Appointment for Dillion Roettger, full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #12, non-exempt, replacing C. Deyman), at SG-N09E(05)--\$15.35/hour, effective June 28, 2021, pay period 14. Salary budget savings for 2021 \$16,578 - Dept. 354.

***Action:** On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve the appointment for Dillion Roettger.*

- E. Facilities Management – Director Lee Sheaffer requested the Board consider approval of the appointment for Lacey M. Bruss, full-time Custodial Worker 1, Facilities Management, (p.c. #16, non-exempt, replacing T. Kent), at SG-N02A(01)--\$10.18/hour, effective June 21, 2021, pay period 14. Facilities Management Director Lee Sheaffer is requesting that Ms. Bruss be approved at SG-N02E(05)--\$11.01/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$4,844 - Dept. 161.

***Action:** On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve the appointment for Lacey M. Bruss at the higher step.*

- F. Human Services

Human Services Administrator Natalie Corman presented the following items:

i. Adult Services

1. Upgrade/reclassification to the position of full-time Director-Adult Services, Adult Services, (p.c. #01, exempt), at SG-S54A(01)--\$48,443.20/annum to SG-S56A(01)--\$53,289.60/annum, effective retro to May 23, 2021, pay period 12 (currently occupied by Faith Ryan) – Dept. 501.
2. Change in rate for Faith Ryan, full-time Director-Adult Services, Adult Services, (p.c. #01, exempt), from SG-S54G(07)--\$54,537.60/annum to SG-S56H(08)--\$61,193.60/annum, effective retro to May 23, 2021, pay period 12. Salary impact for 2021 \$3,840, annualized salary impact for 2022 \$6,656 – Dept. 501.
3. Appointment for Magdalene G. Bishop, full-time Caseworker 1-Adult Services, Adult Services, (p.c. #10, non-exempt, new), at SG-N10A(1)--\$14.86/hour, effective June 21, 2021, pay period 14. Director of Adult Services Faith Ryan is requesting that Ms. Bishop be approved at SG-N10C(03)--\$15.49/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$15,103, annualized salary savings for 2022 \$30,206. This position will be grant funded through the Emergency Rental Assistance Program (ERAP) - Dept. 501.

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4. Appointment for Bernice D. Cates, full-time Caseworker 1-Adult Services, Adult Services, (p.c. #12, non-exempt, new), at SG-N10A(1)--\$14.86/hour, effective June 21, 2021, pay period 14. Director of Adult Services Faith Ryan is requesting that Ms. Cates be approved at SG-N10C(03)--\$15.49/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$15,103, annualized salary savings for 2022 \$30,206 This position will be grant funded through the Emergency Rental Assistance Program (ERAP) - Dept. 501.

Action: *On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to approve Adult Services items 1-4.*

- ii. Children & Youth Services – Appointment for Polly J. Donahay, full-time Department Clerk 3 (75)-C&YS, C&YS, (p.c. #50, non-exempt, replacing N. Demastus), at SG-N08A(01)--\$13.52/hour, effective June 30, 2021, pay period 14. Administrator Julia Sprinkle is requesting that Ms. Donahay be approved at SG-N08C(03)--\$14.09/hour. Salary budget savings for 2021 \$6,737, annualized salary savings for 2022 \$2,223 - Dept. 511.

Action: *On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Polly J. Donahay at the higher step.*

G. Courts

- i. Court Administration – Rate for Shelley Thompson at SG-N02A(01)--\$10.18/hour, effective retro to June 7, 2021, pay period 13. President Judge Pamela Ruest is appointing Ms. Thompson to on-call/occasional Tipstaff, Court Administration, (p.c. #15, non-exempt, replacing K. Addis). President Judge Ruest is requesting that Ms. Thompson be approved at SG-N02B(02)--\$10.37/hour. Salary budget savings for 2021 \$819, annualized salary savings for 2022 \$13 – Dept. 271.
- ii. MDJ Philipsburg 49-3-03 – Rate for Shelby Podliski at SG-N08A(01)--\$13.52/hour, effective June 28, 2021, pay period 14. President Judge Pamela Ruest is appointing Ms. Podliski to full-time Magisterial District Court Secretary, MDJ-Sinclair, (p.c. #01, non-exempt, replacing J. Clark). President Judge Ruest is requesting that Ms. Podliski be approved at SG-N08B(05)--\$14.61/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$13,953, annualized salary impact for 2022 \$527 – Dept. 254.
- iii. MDJ Bellefonte 49-3-02 – Rate for Breanna M. Packer at SG-N08A(01)--\$13.52/hour, effective June 21, 2021, pay period 14. President Judge Pamela Ruest is appointing Ms. Packer to full-time Magisterial District Court Secretary, MDJ-Gillette-Walker, (p.c. #05, non-exempt, replacing D. Bitner). President Judge Ruest is requesting that Ms. Packer be approved at SG-N08B(02)--\$13.79/hour.

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Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$13,082, annualized salary savings for 2022 \$16,415 – Dept. 253.

- iv. MDJ State College II 49-3-05 – Rate for Anna A. Kolonina at SG-N08A(01)– \$13.52/hour, effective June 23, 2021, pay period 14. President Judge Pamela Ruest is appointing Ms. Kolonina to full-time Magisterial District Court Secretary, MDJ-Lachman, (p.c. #08, non-exempt, replacing S. Heckman). President Judge Ruest is requesting that Ms. Kolonina be approved at SG-N08C(03)–\$14.09/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$2,397, annualized salary savings for 2022 \$527 – Dept. 257.

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

- H. Elections – Retroactive payment of \$1,228.85 to Jolene Kitko for the adjustment in pay to the rate of \$15.11 per hour for work done as an Office Floater working as a Temporary Election Worker during the time period of September 29, 2020 through June 11, 2021. This will be funded by the Center for Tech and Civic Life grant funds – Dept. 131.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the retroactive payment to Jolene Kitko.*

V. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to adjourn the meeting at 10:32 AM.

ATTEST:

Jason Moser
Controller