



CENTRE COUNTY
SALARY BOARD MINUTES

Thursday, July 1, 2021, 10:00 A.M.

Virtual – Zoom

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

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

The public meeting of the Salary Board was convened at 10:03 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., Staff Assistant Jillian Savage, Director of Human Resources Kristen Simkins, and Controller Jason Moser.

County personnel present included Human Services Administrator Natalie Corman, Magisterial District Judge Allen Sinclair, Dave Lomison, Tracy Martin, Krista Davis, Mark Kellerman, Ryan Smeltzer, Liz Lose, Cris Norris, and Travis Walker.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, June 17, 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, June 17, 2021.*

IV. ACTION ON PERSONNEL ITEMS

**Listed rates do not reflect the two percent (2%) salary increase approved at the June 17, 2021 Salary Board meeting.*

A. Commissioners

- i. Administrator Margaret Gray requested the Board consider approval of the temporary increase in pay for Jillian Savage, Staff Assistant, Commissioners (p.c. 12, non-exempt) from SG-N10A(01) -- \$14.86/hour to SG-N10H(08) -- \$17.09/hour effective retro to June 21, 2021, pay period 14 through the return of the Executive Office Supervisor, estimated September 15, 2021, pay period 20. Salary impact for 2021 \$2,319, annualized salary impact for 2022 \$15,303 – Dept. 111.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the temporary increase in pay for Jillian Savage.*

SALARY BOARD MINUTES
THURSDAY, JULY 1, 2021
PAGE 2

- ii. Commissioner Pipe requested the Board consider an amendment to the Commissioners item approved at the June 17, 2021 Salary Board meeting. This amendment is to include in the two percent (2%) salary increase all non-elected and non-union employees that were currently employed as of the date of the action, June 17, 2021, pay period 13 – Dept. 111.

Action: *On a motion by Commissioner Pipe, seconded by Commissioner Dershem, the Board voted unanimously to amend the Commissioners item approved at the June 17, 2021 Salary Board meeting.*

B. Human Services

Adult Services – Human Services Administrator Natalie Corman requested the Board consider approval of the appointment for Michele Hamilton, full-time Housing Supervisor, Adult Services, (p.c. #02 non-exempt, new), at SG-S54A(1)–\$23.29/hour, effective August 23, 2021, pay period 18. Director of Adult Services Faith Ryan is requesting that Ms. Hamilton be approved at SG-S54C(03)–\$24.23/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$15,447, annualized salary impact for 2022 \$47,249 - Dept. 501.

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

C. Courts

- i. Court Administration – Approve of the rate for Tiffany Moyer, Civil Court Coordinator, Court Administration, at SG-N10A(1)–\$14.86/hour effective July 5, 2021, pay period 15. President Judge Ruest is appointing Ms. Moyer to full-time Civil Court Coordinator, Court Administration (p.c. 38, non-exempt, replacing R. Stoner) effective July 7, 2021. Salary savings for 2021 \$13,761, annualized salary savings for 2022 \$1,775 – Dept. 271.

Action: *On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve of the rate for Tiffany Moyer.*

- ii. MDJ Philipsburg 49-3-03 – Magisterial District Judge Allen Sinclair requested the Board approve the increase in rate for Kelley Hardy, Office Supervisor 2, MDJ-Sinclair, at SG-S54R(18)–\$21.18/hour, to SG-S54T(20)–\$22.05/hour effective July 4, 2021, pay period 15. Salary budget impact for 2021 \$783, annualized salary impact for 2022 \$1,697 – Dept. 254.

Commissioner Pipe stated that considering the County will be performing a comprehensive salary study, he would prefer to wait for the salary study report to ensure uniformity within the 2022 Budget. The Board then discussed the potential timeline for the salary study.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to table the increase in rate for Kelley Hardy indefinitely.*

SALARY BOARD MINUTES
THURSDAY, JULY 1, 2021
PAGE 3

- iii. Probation – Director Ryan Smeltzer requested the Board consider approval of the rate for David Reiter at SG-N13B(02)--\$17.49/hour, effective retro to June 28, 2021, pay period 14. President Judge Ruest is appointing Mr. Reiter to full-time Probation Officer 1, Probation, (p.c. #09, non-exempt, replacing P. Calhoun) effective retro to June 28, 2021. Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2021 \$1,923, annualized salary savings for 2022 \$4,349 – Dept. 301.

Action: *On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the rate for David Reiter at the higher step.*

- D. Prothonotary – Approve the rate for Jacqueline Esposito at SG-S46B(02)--\$16.20/hour, effective August 1, 2021, pay period 17. Prothonotary Jeremy Breon is appointing Ms. Esposito to full-time First Deputy Prothonotary, Prothonotary, (p.c. #15, non-exempt, replacing J. Conklin). Conditional upon satisfactory completion of pre-employment requirements. Salary savings for 2021 \$10,548, annualized salary impact for 2022 \$666 – Dept. 223.

Action: *On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the rate for Jacqueline Esposito.*

E. Tax Assessment

Director Mark Kellerman requested the Board consider approval of the following items:

- i. Elimination of the position Senior Advisor, Tax Assessment (p.c. 13, non-exempt, G. Dann) effective July 1, 2021, pay period 14. Salary savings for 2021 \$20,216, annualized salary savings for 2022 \$41,049 – Dept. 121.
- ii. Elimination of the position Department Clerk 2, Tax Assessment (p.c. #07, non-exempt, M. Evock) effective July 1, 2021, pay period 14. Salary savings for 2021 \$23,985, annualized salary savings for 2022 \$23,985 – Dept. 121.
- iii. Creation of Real Estate Assessor I/II, Tax Assessment, (p.c. #TBD, non-exempt), at SG-N11/N14--\$15.59/\$17.15/hour, effective July 1, 2021, pay period 14. Salary impact for 2021 \$12,863, annualized salary impact for 2022 \$29,080 – Dept. 121.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Tax Assessment items i-iii.*

V. ADJOURNMENT

On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to adjourn the meeting at 10:25 AM.

ATTEST:

Jason Moser
Controller

**SALARY BOARD MINUTES
THURSDAY, JULY 1, 2021
PAGE 4**