



BOARD OF COMMISSIONERS MINUTES

Thursday, July 21, 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 10:00 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Steven Dershem, Commissioner Mark Higgins, Administrator John Franek Jr., Controller Jason Moser and Executive Office Supervisor Erin Good.

County personnel present included Human Resource Analyst Geri Sorgen, Human Resource Director Kristen Simkins, Deputy Administrator Natalie Corman, Sheriff Bryan Sampsel, Treasurer Colleen Kennedy, Joni MacIntyre, Prothonotary Jeremy Breon, Travis Walker, Register of Wills Christine Millinder, Coroner Scott Sayers, Ray Stolinas, District Attorney Bernie Cantorna, District Judge Greg Koehle, Recorder of Deeds Joe Davidson and Krista Davis.

Guests present included Jim Battigaglia (Zoom).

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

The Board will consider approving the minutes from the Thursday, July 14, 2022 Board of Commissioners meeting.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from July 14, 2022.*

V. PERSONNEL ITEMS

A. Human Resources

Jim Battigaglia with The Archer Company gave a brief presentation of the Archer Compensation and Classification Study and explained how all the data was collected. Jim also explained how the pay plan was established for the County's employees. The pay plan consisted of 25 pay grades with each grade consisting of 20 steps, with an approximate 40% spread. A minimum starting wage of \$15 per hour as well as parity across departments for similar jobs/titles were recommended. The consolidation of employees' pay grades went from approximately 60 to 25.

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- i. Accept the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to accept the **Archer Compensation and Classification Study**.*

Recorder of Deeds Joe Davidson confirmed with Jim Battigaglia information about the 50 specific benchmarked job classification and 25 pay grades and what would happen if the Board did not approve recommendations. Joe also wanted to know how often a review of pay plan updates should occur. Jim Battigaglia recommended a review of the pay plan should occur every 10 years.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to go into recess at 10:20 AM.

The Board came out of recess at 10:38 AM.

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

- ii. Approve the change in title for the following positions based on **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.
 1. Office Supervisor 2-Tax Assessment (60), Tax Assessment to Office Supervisor 1 (60), Tax Assessment, (p.c. #02, exempt) – Dept. 121.
 2. Department Clerk 3 (75), Tax Collections to Tax Claim/Collections Assistant, Tax Collection, (p.c. #05, non-exempt) – Dept. 122.
 3. Department Clerk 3 (75), Elections and Voter Registration to Elections Clerk, Elections and Voter Registration, (p.c. #01, non-exempt) – Dept. 131.
 4. Records Management Supervisor, Records Management to Deputy Director of Records Management, Records Management, (p.c. #02, non-exempt) – Dept. 143.
 5. Secretary 3 (75), Planning to Department Clerk 3 (75), Planning, (p.c. #07, non-exempt) – Dept. 151.
 6. Secretary 3 (75), Planning to Fiscal Technician (75), Planning, (p.c. #16, non-exempt) – Dept. 151.
 7. Custodial Worker 1, Facilities Management to Custodial Worker, Facilities Management, (p.c. #16, 17, 28 & 29, non-exempt) – Dept. 161.
 8. Custodial Worker 2, Facilities Management to Custodial Worker, Facilities Management, (p.c. #15, non-exempt) – Dept. 161.
 9. Facilities Technician 1, Facilities Management to Facilities Technician 1 CCCF, Facilities Management, (p.c. #25, 26, non-exempt) – Dept. 161.

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10. Administrative Assistant-CCCF, Correctional Facility to Accounting Clerk 3, Correctional Facility, (p.c. #82, non-exempt) – Dept. 333.
11. Emergency Communications Shift Supervisor, Emergency Communications 911 to Quality Assurance Supervisor, Emergency Communications 911, (p.c. #31, non-exempt) – Dept. 354.
12. Department Clerk 3 (75)-Adult Services, Adult Services to Department Clerk 2 (75), Adult Services, (p.c. #04, non-exempt) – Dept. 501.
13. Office Supervisor 2, Children and Youth Services to Office Supervisor-C&YS, Children and Youth Services, (p.c. #21, non-exempt) – Dept. 511.
14. Secretary 3 (75), Aging to Department Clerk 1 (75), Aging, (p.c. #22, non-exempt) – Dept. 521.
15. Department Clerk 3 (60), Aging to Department Clerk 2 (60), Aging, (p.c. #21, non-exempt) – Dept. 521.
16. Department Clerk 2 (80), Veterans Affairs to Department Clerk 3 (80), Veterans Affairs, (p.c. #04, non-exempt) – Dept. 523.
17. Staff Assistant, Transportation to Department Clerk 3 (75), Transportation, (p.c. #31, non-exempt) – Dept. 531.
18. Secretary 3 (75), MH/ID/EI to Department Clerk 3 (75), MH/ID/EI, (p.c. #30, non-exempt) – Dept. 561.
19. Office Supervisor 2 MHID, MH/ID/EI to Office Supervisor 1, MH/ID/EI, (p.c. #31, exempt) – Dept. 561.
20. Department Clerk 3 (80), Conservation District to Administrative Assistant, Conservation District, (p.c. #10, non-exempt) – Dept. 822.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to accept the change in title for the positions 1-20 based on the Archer Compensation and Classification Study.*

- iii. Director of Human Resources Kristen Simkins asked the Board to approve the new job descriptions for the following positions based on **Archer Compensation and Classification Study**.
 1. Fiscal Technician 2 (75), Controllers – Dept. 125.
 2. Assistant District Attorney 2, District Attorney – Dept. 221.
 3. Prothonotary Clerk, Prothonotary – Dept. 223.
 4. Register of Wills Clerk, Register of Wills – Dept. 224.
 5. Recorder of Deeds Clerk, Recorder of Deeds– Dept. 133.
 6. Judicial Coordinator, Court Administration – Dept. 271.
 7. MDJ Office Supervisor 1, MDJ – Dept. 251, 252, 253, 254, 256, 257.
 8. Allocation Reimbursement Specialist, Domestic Relations – Dept. 281.

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9. Office Supervisor 1 (60), Tax Assessment – Dept. 121.
10. Tax Claim/Collections Assistant, Tax Claim – Dept. 123.
11. Elections Clerk, Elections and Voter Registration – Dept. 131.
12. Assistant Public Defender 2, Public Defender – Dept. 132.
13. Deputy Director of Records Management, Records Management – Dept. 143.
14. Facilities Technician 1 CCCF, Facilities Management – Dept. 161.
15. Senior AC/Electronics, HVAC/Refrigeration Technician, Facilities Management– Dept. 161.
16. Quality Assurance Supervisor, Emergency Communications 911 – Dept. 354.
17. Office Supervisor-CYS, Children & Youth Services – Dept. 511.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to accept the creation of the new job descriptions 1-17 based on the Archer Compensation and Classification Study.*

The Commissioners each thanked all the employees that assisted with The Archer Study and all the time and effort that all departments put into helping with the study. Human Resources Director Kristen Simkins will be notifying the Department Heads after this meeting to distribute their employees personalized letters advising them of their new salary rates. An email will also be sent to all employees containing a power point presentation and a short video from the Commissioners explaining the Archer Study.

VI. EXECUTIVE SESSION REPORT

VII. QUESTIONS FROM THE PRESS

VIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:50 AM.

ATTEST:

John Franek Jr.

Administrator