



SALARY BOARD MINUTES

Thursday, August 12, 2021, 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 Board of Commissioners was convened at 10:00 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Deputy Administrator John Franek Jr., Director of Human Resources Kristen Simkins, Controller Jason Moser, and Staff Assistant Jillian Savage.

County personnel present included Sheriff Sampsel, Prothonotary Jeremy Breon, Human Services Administrator Natalie Corman, Dave Lomison, Krista Davis, Chad Joyce, Lee Sheaffer, Diana Griffith, and Terri Fisher.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, July 15, 2021 and Tuesday, July 27, 2021 Salary Board Meetings.

Action: *On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from July 15, 2021 and July 27, 2021.*

IV. ACTION ON PERSONNEL ITEMS

- A. Coroner –Rate for Domer O. Smeltzer at SG-N10A(01)--\$15.16/hour, effective retro to August 2, 2021, pay period 17. Coroner Scott Sayers is appointing Mr. Smeltzer to On-Call Deputy Coroner, Coroner, (p.c. #07, non-exempt, replacing J. Messing). Salary budget savings for 2021 \$1,175, annualized salary savings for 2022 \$693 – Dept. 212.

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

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- B. Prothonotary – Prothonotary Jeremy Breon joined the Salary Board to request approval for the rate for Jennifer Bletz at SG-N10A(01)--\$15.16/hour effective August 16, 2021, pay period 18. Prothonotary Jeremy Breon is promoting Ms. Bletz from full-time Department Clerk 3 (75), Prothonotary, (p.c. #24, non-exempt), at SG-N08A(01)--\$13.79/hour to full-time Record Coordinator, Prothonotary, (p.c. #22, non-exempt, replacing E. Shearer), at SG-N10A(01)--\$15.16/hour, effective August 16, 2021, pay period 18. Salary budget savings for 2021 \$2,049, annualized salary savings for 2022 \$585 – Dept. 223.

Action: *On a motion by Prothonotary Jeremy Breon, seconded by Commissioner Dershem, the Board voted unanimously to approve the rate for Jennifer Bletz.*

- C. Sheriff – Sheriff Sampsel joined the Salary Board to request approval for the rate for Amanda Howe at SG-N08D(04) - \$14.65/hour effective retro to August 9, 2021, pay period 17. Sheriff Sampsel appointed Ms. Howe to full-time Department Clerk 3 (75), Sheriff, (p.c. #48, non-exempt, replacing A Yecina), effective August 9, 2021, pay period 17. Salary budget savings for 2021 \$2,285, annualized salary savings for 2022 \$1,092 – Dept. 211.

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

- D. Probation – Rate for Morgan Brooks at SG-N15A(01) - \$19.27/hour effective retro to August 9, 2021, pay period 17. President Judge Pamela Ruest promoted Ms. Brooks from Probation Officer 1, Probations, (p.c.#05, non-exempt) at SG-N13B(02) \$17.48/hour to full-time School Based Juvenile Probation office/PO2, Probation, (p.c. #24, non-exempt, replacing A. Boreman), at SG-N15A(01)--\$19.27/hour, effective August 9, 2021, pay period 17. Salary budget savings for 2021 \$1,457, annualized salary savings for 2022 \$0 – Dept. 301.

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

E. Facilities Management

Director Lee Sheaffer requested the Board consider approval for the following items:

- i. Appointment for Shaun Kelly, full-time AC/Electronics Technician, Facilities Management, (p.c. #06, non-exempt, replacing D. Spicer), at SG-N14A(1)--\$18.36/hour, effective TBD, pay period TBD. Director of Facilities Management Lee Sheaffer is requesting that Mr. Kelly be approved at SG-N14H(08)--\$21.09/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$11,996, annualized salary impact for 2022 \$4,888. Additional department savings of approximately \$3,500 from Hobart kitchen maintenance contract cancellation, Repaid and Maintenance Budget for refrigeration units' savings of approximately \$4,000 - Dept. 161.

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- ii. Change in rate of pay for AC/Electronics Technicians, Facilities Management, (p.c. #24 and #03), currently occupied by Dustin Frankenberger and Jacob Lambert from SG-N14C(03)--\$19.11/hour to SG-N14H(08)--\$21.09/hour Salary budget savings for 2021 \$26,251, annualized salary impact for 2022 \$4,118. Additional department savings of approximately \$8,000 for HVAC work and preventative maintenance at 911 tower sites (14 sties, 28 HVAC units) being done by County staff in lieu of contracted labor. Additional contracted savings of between \$60 and \$75/hour in labor cost for heat pump replacements - Dept. 161.

Action: *On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve Facilities Management items i-ii.*

- F. Risk Management/Operations – Chief Risk Officer/Director of Workplace Operations Krista Davis requested the Board consider approval of the creation of full-time Front Desk Administrative Assistant, Risk Management/Operations, (p.c. #TBD, non-exempt), at SG-N10A(01)--\$15.16, effective August 12, 2021 pay period 17. Salary budget impact for 2021 \$9,096, annualized salary impact for 2022 \$29,562 - Dept. 120.

Action: *On a motion by Commissioner Dershem, seconded by Controller Moser, the Board voted unanimously to approve the creation of full-time Front Desk Administrative Assistant, Risk Management/Operations.*

V. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Controller Moser, the Board voted unanimously to adjourn the meeting at 10:15 AM.

ATTEST:

Jason Moser
Controller