



CENTRE COUNTY
SALARY BOARD MINUTES

Thursday, November 4, 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 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., Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen, and Controller Jason Moser.

County personnel present included Coroner Scott Sayers, Treasurer Colleen Kennedy, Recorder of Deeds Joe Davidson, Human Services Administrator Natalie Corman, Dave Lomison, Jim Coslo, Don Gampe, Ray Stolinas, Betsy Barndt, Anne Messner, Cody Young, Norm Spackman, Jeff Wharran, Lee Sheaffer, and Travis Walker

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

Minutes from the Thursday, October 21, 2021 Salary Board Meeting.

Action: *On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to approve the Salary Board meeting minutes from Thursday October 21, 2021.*

V. ACTION ON PERSONNEL ITEMS

A. Sheriff

- i. The rate for Thomas S. Buchanan at SG-N08A(01)--\$13.79/hour, effective November 22, 2021, pay period 25. Sheriff Bryan Sampsel is appointing Mr. Buchanan to part-time Deputy Sheriff-Security 60%, Sheriff, (p.c. #15, non-exempt, replacing J. Phillips). Sheriff Bryan Sampsel is requesting that Mr. Buchanan be approved at SG-N08B(02)--\$14.07/hour. Salary budget savings for 2021 \$3,824, annualized salary impact for 2022 \$349 – Dept. 211.

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- ii. The rate for Eric C. Cain at SG-N08A(01) - \$13.79/hour, effective November 22, 2021, pay period 24. Sheriff Bryan Sampsel is appointing Mr. Cain to part-time Deputy Sheriff-Security 60%, Sheriff, (p.c. #20, non-exempt, replacing J. Carles). Sheriff Bryan Sampsel is requesting that Mr. Cain be approved at SG-N08B(02)--\$14.07/hour. Salary budget impact for 2021 \$10,993, annualized salary impact for 2022 \$686 – Dept. 211.

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

- B. Coroner – Coroner Scott Sayers joined the Board as a voting member. He requested the Board approve the rate for John D. Kubalak at SG-N10A(01)--\$15.16/hour, effective November 8, 2021, pay period 24. Coroner Scott Sayers is appointing Mr. Kubalak to on-call/occasional Deputy Coroner, Coroner, (p.c. #03, non-exempt, replacing S. Rawson). Salary budget impact for 2021 \$879, annualized salary savings for 2022 \$909. Mr. Rawson is retiring after over 20 years with the office – Dept. 212.

Action: *On a motion by Coroner Scott Sayers, seconded by Commissioner Dershem, the Board voted unanimously to approve the rate for John D. Kubalak.*

- C. Recorder of Deeds

Recorder of Deeds Joe Davidson requested the Board approve the following items:

- i. Promotion/change in title for Nancy Stover from full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #03, non-exempt), at SG-N10C(03)--\$15.80/hour to full-time First Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #02, exempt, replacing R. Brooks), at SG-S46A(01)--\$16.20/hour, effective December 5, 2021, pay period 26. Recorder of Deeds Joseph Davidson is requesting that Ms. Stover be approved at SG-S46I(09)--\$18.97/hour. Salary budget impact for 2021 \$1,850, annualized salary savings for 2022 \$10,862 – Dept. 133.
- ii. Promotion/change in title for Barbara Davidson from full-time Department Clerk 2 (75), Recorder of Deeds, (p.c. #04, non-exempt), at SG-N06I(09)--\$14.71/hour to full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #05, non-exempt, replacing G. Beck), at SG-N10A(01)--\$15.16/hour, effective December 5, 2021, pay period 26. Recorder of Deeds Joseph Davidson is requesting that Ms. Davidson be approved at SG-N10C(03)--\$15.80/hour. Salary budget impact for 2021 \$12,780, annualized salary impact for 2022 \$30,810. Ms. Davidson is no relation to the Recorder of Deeds – Dept. 133.
- iii. Promotion/change in title/department for Keith Reese from full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #40, non-exempt), at SG-N05H(08)--\$13.72/hour to full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #03, non-exempt, replacing N. Stover), at SG-N10A(01)--\$15.16/hour, effective December 5, 2021, pay period 26. Recorder of Deeds Joseph Davidson is requesting that Mr. Reese be approved at SG-N10D(04)--\$16.09/hour. Salary budget impact for 2021 \$578, annualized salary impact for 2022 \$1,170 – Dept. 133.

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Commissioner Pipe inquired as to the reason for the difference in rates for the same positions. Recorder of Deeds Joe Davidson stated that this is due to a difference in job duties, previous experience, a Bachelor's degree, and other certifications.

Action: *On a motion by Recorder of Deeds Joe Davidson, seconded by Commissioner Higgins, the Board voted unanimously to approve Recorder of Deeds items i-iii.*

D. Courts

- i. Court Administration – The rate for Rebecca C. Snyder at SG-N10A(01)--\$15.16/hour, effective November 8, 2021, pay period 24. President Judge Pamela Ruest is appointing Ms. Snyder to full-time Civil Court Coordinator, Court Administration, (p.c. #38, non-exempt, replacing T. Moyer). President Judge Ruest is requesting that Ms. Snyder be approved at SG-N10D(04)--\$16.09/hour. Salary budget savings for 2021 \$19,060, annualized salary impact for 2022 \$624 – Dept. 271.
- ii. MDJ State College 49-1-01 – The rate for S. Marcy J. Forstmeier at SG-N08A(01)--\$13.79/hour, effective November 15, 2021, pay period 24. President Judge Pamela A. Ruest is appointing Ms. Forstmeier to full-time Magisterial District Court Secretary, MDJ-Hahn, (p.c. #07, non-exempt, replacing T. Moyer). Salary budget savings for 2021 \$11,964, annualized salary impact for 2022 \$527 – Dept. 251.

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

- E. Conservation District – Manager Jim Coslo requested the Board approve the promotion/change in title for Christopher Myers from full-time Resource Conservation Coordinator 1, Conservation District, (p.c. #13, non-exempt), at SG-N12H(08)--\$19.18/hour to full-time Resource Conservation Coordinator 2, Conservation District, (p.c. #09, non-exempt, replacing M. Philippe), at SG-N13G(07) - \$19.71/hour, effective November 7, 2021, pay period 24. Conservation District Manager Jim Coslo is requesting that Mr. Myers be approved at SG-N13J(10)--\$20.91/hour. Salary budget savings for 2021 \$1,497, annualized salary savings for 2022 \$9,568 – Dept. 822.

Action: *On a motion by Commissioner Higgins, seconded by Controller Moser, the Board voted unanimously to approve the promotion/change in title for Christopher Myers.*

- F. Emergency Communications 911 – Director Norm Spackman asked the Board to consider approval of the appointment for Tonia J. Houck, full-time 911 Administrative/Fiscal Assistant (80), Emergency Communications 911, (p.c. #35, non-exempt, replacing S. Confer), at SG-N11A(01)--\$15.90/hour, effective November 15, 2021, pay period 24. Emergency Communications Director Norm Spackman is requesting that Ms. Houck be approved at SG-N11H(08)--\$18.26/hour. Ms. Houck has 25 years of administrative experience Salary budget impact for 2021 \$1,555, annualized salary savings for 2022 \$3,141. This does not include the \$5 incentive – Dept. 354.

Action: *On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to approve the appointment for Tonia J. Houck.*

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G. Facilities Management

Administrator Margaret Gray requested the Board consider approval for Facilities Management items i-ii. These are in Recognition of this significant increase in project management and renovations, and the addition of the Centre Crest building:

- i. Change in rate for Lee Sheaffer, full-time Director Facilities Management, Facilities Management, (p.c. #01, exempt), from SG-S55K(11)--\$63,128/annum to SG-S55R(18)--\$72,467.20/annum, effective October 24, 2021, pay period 23. Salary impact for 2021 \$8,279, annualized salary impact for 2022 \$9,339 – Dept. 161.
- ii. Change in rate for Dallas Devinney II, full-time Assistant Director Facilities Management, Facilities Management, (p.c. #02, exempt), from SG-S54K(11)--\$60,174.40/annum to SG-S54R(18)--\$69,180.80/annum, effective October 24, 2021, pay period 23. Salary impact for 2021 \$7,908, annualized salary impact for 2022 \$9,007 – Dept. 161.
- iii. Director Lee Sheaffer asked the Board to consider approval of the appointment for Tyler J. Lucas, full-time Facilities Technician 1, Facilities Management, (p.c. #20, non-exempt, replacing J. Bonawitz), at SG-N09A(1)--\$14.46/hour, effective November 15, 2021, pay period 24. Director of Facilities Management Lee Sheaffer is requesting that Mr. Lucas be approved at SG-N07G(08)--\$16.30/hour. Mr. Lucas has knowledge and experience well above his predecessor. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$282.60, annualized salary impact for 2022 \$3,296 - Dept. 161.

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

H. Human Services

Children & Youth Services – Human Services Administrator Natalie Corman requested the Board consider approval of the reclassification to the position of full-time Caseworker 3, C&YS, (p.c. #41, non-exempt, replacing S. Haldeman), at SG-N15A(01)--\$19.27/hour to full-time Caseworker 2, C&YS, (p.c. #41, non-exempt), at SG-N13A(01)--\$17.49/hour, effective November 4, 2021, pay period 23. Salary budget impact for 2021 \$2,978, annualized salary savings for 2022 \$6,552 – Dept. 511.

Action: *On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the reclassification for Children & Youth Services.*

VI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:23 AM.

ATTEST:

Jason Moser
Controller