



AGENDA

- 1. CALL MEETING TO ORDER** (This meeting may be recorded.)
- 2. ROLL CALL** – Donald Myers, Jason Renshaw, Patrick Fabian, 1st Deputy Controller Tammie Gaff
- 3. PLEDGE OF ALLEGIANCE**
- 4. WELCOME VISITORS**

VISITORS ARE WELCOME TO COMMENT ON ANY AGENDA ITEMS AT THIS TIME UNDER THE DIRECTION OF THE CHAIRMAN. INDIVIDUALS WILL BE ALLOWED TO SPEAK UP TO FIVE (5) MINUTES AND GROUPS UP TO FIFTEEN (15) MINUTES TO SPEAK. COMPLETED WRITTEN FORMS WILL BE COLLECTED AS REQUIRED BY COUNTY POLICY.

- 5. APPROVAL OF MINUTES** – Salary Board Meeting held on January 19, 2023.
- 6. CONTROLLER – Board of Commissioners**
 - a. **13775** Action on the recommendation to create a full-time Acting Controller position at \$66,463.02 per annum effective February 16, 2023. (Voluntary Resignation of Elected Official)
 - b. **13775** Action on the recommendation to approve the reassignment of full-time 1st Deputy Controller Tammie Gaff at \$48,956.70 per annum to full-time Acting Controller at \$66,463.02 per annum effective February 16, 2023.
- 7. PROTHONOTARY / CLERK OF COURTS – Board of Commissioners**
 - a. **13774** Action on the recommendation to create a full-time Acting Prothonotary/Clerk of Courts position at \$71,708.00 per annum effective February 16, 2023. (Voluntary Resignation of Elected Official)
 - b. **13774** Action on the recommendation to approve the reassignment of full-time Legal Secretary III/2nd Deputy Prothonotary/Clerk of Courts Annette Bowser at \$13.89 per hour to full-time Acting Prothonotary/Clerk of Courts at \$71,708.00 per annum effective February 16, 2023.
 - c. **13778** Action on the recommendation to recreate a full-time Office Manager position at Supervisory Pay Grade 9 (\$27,709.50 to \$36,153.00 per annum) effective February 16, 2023. (Voluntary Resignation on PAF 13734)

NOTE: During any properly scheduled public/open meeting, the Board may discuss, make motions, vote to approve or disapprove, vote to table, adopt, reject, reaffirm, rescind, rearrange the order of the agenda items, or take no action on any agenda item or matter.

- d. **13778** Action on the recommendation to acknowledge the appointment/reassignment of Kathy Reich from full-time Clerk of Courts Department Clerk II at \$15.25/hour to full-time Office Manager at \$35,100.00 per annum (Step I) effective February 16, 2023.
- e. **13779** Action on the recommendation to approve a temporary salary increase of \$2.00 per hour from \$18.00 per hour to \$20.00 per hour for full-time Office Manager Kathy Reich effective February 16, 2023, due to two (2) vacancies in the office of the Prothonotary/Clerk of Courts. Employees have assumed additional duties due to the inability to fill vacant positions. Adjustments to this salary increase will be made as vacant positions are filled.
- f. **13779** Action on the recommendation to acknowledge the appointment of Kathy Reich, full-time Office Manager, as 1st Deputy Prothonotary/Clerk of Courts and compensate with a salary adjustment of \$0.50 per hour increase for additional duties and responsibilities effective February 16, 2023. Her new rate will be \$20.50 per hour.
- g. **13780** Action on the recommendation to recreate a full-time Clerk of Courts Department Clerk II position at Non-Supervisory Pay Grade 6 (\$9.74 to \$12.71 per hour) effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Appointment/reassignment on PAF 13778)

8. REGISTER / RECORDER – Marianne Hileman

- a. **13767** Action on the recommendation to recreate a casual part-time Guardian Tracking System (GTS) Clerk position at \$11.50 per hour effective February 16, 2023. (Voluntary Resignation on PAF 13765) Position is need to perform duties of the State-mandated Guardian Tracking System.

9. SHERIFF – Frank Pitzer

- a. **13771** Action on the recommendation to recreate a full-time Department Clerk II position at \$10.25 per hour effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13770)
- b. **13773** Action on the recommendation to recreate a full-time Deputy Sheriff position at \$16.00 per hour effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation/Reassignment on PAF 13773)

10. TREASURER – Amanda C. Hiles

- a. **13755** Action on the recommendation to acknowledge the appointment of Kristina Peters, full-time Administrative Assistant I, as 2nd Deputy Treasurer and compensate with a salary adjustment of \$0.25 per hour increase for additional duties and responsibilities effective February 16, 2023. Her new rate will be \$12.08 per hour and position start date will be February 26, 2023.

11. AREA AGENCY ON AGING – Janet Talerico

The next Salary Board Meeting is scheduled for March 16, 2023.

- a. **13768** Action on the recommendation to recreate a full-time Department Clerk I position at Non-Supervisory Pay Grade 10 (\$11.86 to \$15.49 per hour) effective February 16, 2023. (Voluntary Resignation on PAF 13758)
- b. **13769** Action on the recommendation to recreate a full-time Fiscal Technician position at Non-Supervisory Pay Grade 19 (\$18.38 to \$23.99 per hour) effective February 16, 2023. (Voluntary Resignation on PAF 13764)

12. ASSESSMENT – Troy Straitiff

- a. **13760** Action on the recommendation to recreate a full-time Department Clerk III position at Non-Supervisory Pay Grade 8 (\$10.73 to \$13.99 per hour) effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation/ Reassignment on PAF 13745)

13. CHILDREN, YOUTH AND FAMILIES – Paula McClure

- a. **13766** Action on the recommendation to create a full-time Caseworker II position at \$33,208.50 per annum effective February 16, 2023, per the SEIU Collective Bargaining Agreement. This position will replace/abolish a full-time Caseworker I position created on PAF 13332.
- b. **13766** Action on the recommendation to approve the hiring/reassignment of Veronica Manzanilla to a full-time Caseworker II position at \$33,208.50 per annum effective February 16, 2023, per the SEIU Collective Bargaining Agreement. Ms. Manzanilla previously worked at CYS as a Caseworker II and has the necessary training and experience to return to a Caseworker II position. The position start date will be February 23, 2023.

14. E-911 – Chad Gradwell

- a. **13749** Action on the recommendation to create a full-time Shift Supervisor position at Supervisory Pay Grade 12 (\$16.46 to \$21.48 per hour) effective February 16, 2023.
- b. **13749** Action on the recommendation to approve the reassignment of Emily Kuntz from full-time 911 Dispatcher at \$16.66 per hour to full-time Shift Supervisor at \$20.00 per hour effective February 16, 2023. Position start date will be February 26, 2023.
- c. **13750** Action on the recommendation to create a full-time Shift Supervisor position at Supervisory Pay Grade 12 (\$16.46 to \$21.48 per hour) effective February 16, 2023.
- d. **13750** Action on the recommendation to approve the reassignment of Lacy Reedy from full-time 911 Dispatcher at \$16.66 per hour to full-time Shift Supervisor at \$20.00 per hour effective February 16, 2023. Position start date will be February 26, 2023.
- e. **13751** Action on the recommendation to create a full-time Shift Supervisor position at Supervisory Pay Grade 12 (\$16.46 to \$21.48 per hour) effective February 16, 2023.
- f. **13751** Action on the recommendation to approve the reassignment of Lainey Kline from full-time 911 Dispatcher at \$16.66 per hour to full-time Shift Supervisor at \$20.00 per hour effective February 16, 2023. Position start date will be February 26, 2023.

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- g. **13752** Action on the recommendation to create a full-time Shift Supervisor position at Supervisory Pay Grade 12 (\$16.46 to \$21.48 per hour) effective February 16, 2023.
- h. **13752** Action on the recommendation to approve the reassignment of Colin Kline from full-time 911 Dispatcher at \$16.66 per hour to full-time Shift Supervisor at \$20.00 per hour effective February 16, 2023. Position start date will be February 26, 2023.
- i. **13753** Action on the recommendation to approve a salary adjustment for full-time Shift Supervisor Brandon Kilgore from \$19.07 per hour to \$20.00 per hour effective February 16, 2023. Salary adjustment will be effective February 26, 2023.

15. JAIL – Warden Hicks

- a. **13748** Action on the recommendation to recreate a full-time Lieutenant position at \$25.75 per hour effective February 16, 2023, per the USW Collective Bargaining Agreement. (Voluntary Resignation on PAF 13747)

16. PUBLIC WORKS – Roger McMillen

- a. **13756** Action on the recommendation to recreate a full-time Custodial Worker I position at \$10.00 per hour effective February 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation on PAF 13741)

17. TAX CLAIM – Aaron Poole

- a. **13754** Action on the recommendation to recreate a full-time Tax Claim Director position at Supervisory Pay Grade 11 (\$30,556.60 to \$39,858.00 per annum) effective February 16, 2023. (Voluntary Resignation/Retirement on PAF 13746)

18. OTHER BUSINESS

19. SALARY BOARD – CONCERNS OR COMMENTS

20. PUBLIC COMMENT

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21. ADJOURNMENT

The next Salary Board Meeting is scheduled for March 16, 2023.