



## **AGENDA**

1. **CALL MEETING TO ORDER** (This meeting may be recorded.)
2. **ROLL CALL** – Donald Myers, Jason Renshaw, Patrick Fabian, Acting 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 May 25, 2023.

6. **COURTS – President Judge James Panchik**

- a. **13971** Action on the recommendation to approve to recreate two (2) casual part-time Tipstaff positions at \$10.00 per hour effective June 15, 2023, due to one (1) voluntary resignation on PAF 12927 and one (1) position aging out of the system after going unfilled for a year. Courts still in need of Tipstaves, therefore, requesting the starting salary be adjusted from \$8.94 per hour to \$10.00 per hour.
- b. **13972** Action on the recommendation to approve a salary adjustment for casual part-time Tipstaff Nicholas Dorazio from \$9.85 per hour to \$11.35 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023.
- c. **13973** Action on the recommendation to approve a salary adjustment for casual part-time Tipstaff Henry Cacurak from \$9.65 per hour to \$11.15 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023.
- d. **13974** Action on the recommendation to approve a salary adjustment for casual part-time Tipstaff Cheryl Platko from \$9.65 per hour to \$11.15 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023.
- e. **13975** Action on the recommendation to approve a salary adjustment for casual part-time Tipstaff Connie McMaster from \$9.49 per hour to \$10.99 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023.
- f. **13976** Action on the recommendation to approve a salary adjustment for casual part-time Tipstaff Bernadine Strong from \$9.49 per hour to \$10.99 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023.

*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.*

- g. **13977** Action on the recommendation to approve a salary adjustment for casual part-time Tipstaff Sheila Markel from \$9.21 per hour to \$10.71 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023.
- h. **13978** Action on the recommendation to approve a salary adjustment for casual part-time Tipstaff Dixie Hamil from \$9.21 per hour to \$10.71 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023.
- i. **13983** Action on the recommendation to acknowledge the appointment of Brenda Religa to a casual part-time Tipstaff position at \$10.00 per hour effective June 15, 2023, pending successful completion of pre-employment screenings. (Created on PAF 13971)
- j. **14030** Action on the recommendation to reclassify the full-time Law Clerk position from Non-Supervisory Pay Grade 18 (\$34,144.50 to \$ 44,577.00 per annum) to Non-Supervisory Pay Grade 23 (\$43,543.50 to \$56,803.50 per annum) effective June 15, 2023, to align with similar 6<sup>th</sup> Class counties.
- k. **14030** Action on the recommendation to recreate a full-time Law Clerk position at Non-Supervisory Pay Grade 23 (\$43,543.50 to \$56,803.50 per annum) effective June 15, 2023. (Voluntary resignation on PAF 13979)

## **7. DOMESTIC RELATIONS – Denise Brumbaugh / President Judge James Panchik**

- a. **13999** Action on the recommendation to create a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective June 15, 2023, per the Teamsters' Collective Bargaining Agreement. This action is in lieu of recreating a Secretary II position, which was left vacant due to a reassignment on PAF 13895. The cost of this position is reimbursed 66% by the Incentive Funds received in Domestic Relations from the Bureau of Child Support.

## **8. PROBATION – Regina Himes / President Judge James Panchik**

- a. **13962** Action on the recommendation to recreate a full-time Juvenile Probation Officer position at \$18.00 per hour effective June 15, 2023, per the ACAPE Collective Bargaining Agreement. (Voluntary resignation on PAF 13961)
- b. **13963** Action on the recommendation to create a full-time Juvenile Probation Officer position at \$18.00 per hour effective June 15, 2023, per the ACAPE Collective Bargaining Agreement. This action will abolish one (1) full-time Adult Probation Officer position.
- c. **13964** Action on the recommendation to acknowledge the reassignment of Jennifer Wilbert from a full-time Adult Probation Officer position to a full-time Juvenile Probation Officer position at \$21.45 per hour (current rate) effective June 15, 2023, per the ACAPE Collective Bargaining Agreement. (Created on PAF 13963)
- d. **13966** Action on the recommendation to recreate a full-time Adult Probation Officer position at \$18.00 per hour effective June 15, 2023, per the ACAPE Collective Bargaining Agreement. (Reassignment on PAF 13964)

**The next Salary Board Meeting is scheduled for July 20, 2023.**

- e. **13967** Action on the recommendation to approve a salary adjustment for full-time Assistant Director of Juvenile Probation R. Lee Grafton from \$66,605.24 per annum to \$71,605.24 per annum effective June 15, 2023, due to additional responsibilities. Salary adjustment will be effective June 18, 2023. Increase will be funded 100% by the Act 35 supervision account with no cost to the County.
- f. **13968** Action on the recommendation to approve a salary adjustment for full-time Assistant Director of Adult Probation/Parole Christopher C. Franceschi from \$67,870.66 per annum to \$72,870.66 per annum effective June 15, 2023, due to additional responsibilities. Salary adjustment will be effective June 18, 2023. Increase will be funded 100% by the Act 35 supervision account with no cost to the County.
- g. **13969** Action on the recommendation to approve a salary adjustment for full-time Executive Director of Juvenile and Adult Probation/Parole Regina B. Himes from \$74,040.46 per annum to \$79,040.46 per annum effective June 15, 2023, due to additional responsibilities. Salary adjustment will be effective June 18, 2023. Increase will be funded 100% by the Act 35 supervision account with no cost to the County.

## **9. DISTRICT ATTORNEY – Kathleen Charlton**

- a. **14005** Action on the recommendation to approve to create a casual part-time Assistant District Attorney position at \$28.88 per hour effective June 15, 2023. This position will help with hearing coverage and file preparation as needed while the District Attorney's office continues to be short-staffed.

## **10. REGISTER / RECORDER – Marianne Hileman**

- a. **13985** Action on the recommendation to approve a temporary salary adjustment of \$2.00 per hour from \$19.06 per hour to \$21.06 per hour for full-time Office Manager/1<sup>st</sup> Deputy Lori Hirst effective June 15, 2023, due to three (3) vacancies in the Register/Recorder offices. 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. Increase will be effective June 18, 2023.
- b. **13986** Action on the recommendation to approve a temporary salary adjustment of \$2.00 per hour from \$10.75 per hour to \$12.75 per hour for full-time Department Clerk I Rose Busano effective June 15, 2023, due to three (3) vacancies in the Register/Recorder offices. 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. Increase will be effective June 18, 2023.
- c. **13987** Action on the recommendation to approve a temporary salary adjustment of \$2.00 per hour from \$13.74 per hour to \$15.74 per hour for full-time Administrative Assistant II / 2<sup>nd</sup> Deputy Johnna Deyarmin effective June 15, 2023, due to three (3) vacancies in the Register/Recorder offices. 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. Increase will be effective June 18, 2023.
- d. **13989** Action on the recommendation to recreate a full-time Department Clerk I position at \$10.25 per hour effective June 15, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13988)

**The next Salary Board Meeting is scheduled for July 20, 2023.**

## 11. CONTROLLER – Tammie Gaff

- a. **13992** Action on the recommendation to recreate a full-time A/P Supervisor position at Supervisory Pay Grade 9 (\$14.21 to \$18.54 per hour) effective June 15, 2023. (Reassignment on PAF 13775)
- b. **13992** Action on the recommendation to acknowledge the appointment of Teresa Horgos from full-time Administrative Assistant/2<sup>nd</sup> Deputy at \$17.59 per hour to full-time A/P Supervisor at \$21.59 per hour effective June 15, 2023. Position start date will be June 18, 2023.
- c. **13993** Action on the recommendation to acknowledge the appointment of Teresa Horgos, A/P Supervisor, as 1<sup>st</sup> Deputy Controller and compensate with a salary adjustment of \$0.50 per hour increase for additional duties and responsibilities effective June 15, 2023. Increase start date is pending swearing in.
- d. **13994** Action on the recommendation to approve a temporary salary adjustment of \$1.00 per hour from \$21.59 per hour to \$22.59 per hour for full-time A/P Supervisor Teresa Horgos effective June 15, 2023, due to a vacancy in the Controller's office. Adjustments to this salary increase will be made when the vacancy is filled. Salary adjustment will be effective June 18, 2023.
- e. **13995** Action on the recommendation to acknowledge the appointment of Amanda Rybarik, Retirement Specialist/AP Clerk, as 2<sup>nd</sup> Deputy Controller and compensate with a salary adjustment of \$0.25 per hour increase for additional duties and responsibilities effective June 15, 2023. Increase date is pending swearing in.
- f. **13996** Action on the recommendation to approve a salary adjustment for full-time Retirement Specialist/AP Clerk/2<sup>nd</sup> Deputy Amanda Rybarik from \$14.01 per hour to \$17.01 per hour effective June 15, 2023, due to additional responsibilities and duties pertaining to changes in the retirement software system and increased workload and turnover in all departments. Salary adjustment will be effective June 18, 2023.
- g. **13997** Action on the recommendation to approve a temporary salary adjustment of \$1.00 per hour from \$17.01 per hour to \$18.01 per hour for full-time Retirement Specialist/AP Clerk/2<sup>nd</sup> Deputy Amanda Rybarik effective June 15, 2023, due to a vacancy in the Controller's office. Adjustments to this salary increase will be made when the vacancy is filled. Salary adjustment will be effective June 18, 2023.
- h. **13998** Action on the recommendation to create a full-time Accountant/Auditor Assistant position at Non-Supervisory Pay Grade 14 (\$14.41 to \$18.81 per hour) effective June 15, 2023, per the Teamsters' Collective Bargaining Agreement. This position will assist in tasks including Audits, Accounting, Accounts Payable, and various other tasks in the office.

## 12. AREA AGENCY ON AGING – Janet Talerico

- a. **14020** Action on the recommendation to recreate a full-time Secretary II position at Non-Supervisory Pay Grade 15 (\$15.13 to \$19.75 per hour) effective June 15, 2023. (Voluntary resignation/retirement on PAF 14019)

**The next Salary Board Meeting is scheduled for July 20, 2023.**

### 13. BELMONT – Gary Montebell

- a. **14013** Action on the recommendation to approve a salary adjustment to \$11.00 per hour for temporary/ seasonal casual part-time Program Coordinators Mallorie Wynkoop and Kaitlyn Haney effective June 15, 2023. They will be overseeing the Assistant Head Lifeguards when the Head Lifeguard is not available. Salary adjustments to be retro to June 3, 2023.
- b. **14014** Action on the recommendation to approve the hiring per the attached list to temporary/seasonal casual part-time Belmont Worker positions effective June 15, 2023, pending successful completion of pre-employment screenings. (Created on PAF 10777/reclassified on PAF 13857)
- c. **14003** Action on the recommendation to approve salary adjustments/reassignments per the attached list for temporary/ seasonal casual part-time Belmont Workers effective June 15, 2023, for the 2023 Pool Season. Salary adjustments will be effective retro to June 3, 2023.
- d. **14004** Action on the recommendation to approve a temporary salary adjustment of \$2.00 per hour from \$16.62 per hour to \$18.62 per hour for full-time Office Manager/Supervisory Darla Toy effective June 15, 2023, due to additional duties due to the medical leave of absence of the Belmont Complex Director beginning June 7, 2023. Ms. Toy will assume the duties and responsibilities as the Acting Director until the Director has returned to work. Salary adjustment will be effective June 7, 2023.

### 14. CHILDREN, YOUTH AND FAMILIES – Paula McClure

- a. **13970** Action on the recommendation to approve the reassignment of Athena Sypyt from full-time Caseworker II at \$45,259.50 per annum to full-time Casework Supervisor at \$47,259.50 per annum effective June 15, 2023. (Created on PAF 13866) Position start date will be June 19, 2023.
- b. **14033** Action on the recommendation to create a full-time Caseworker II position at \$33,200.00 per annum effective June 15, 2023, per the SEIU Collective Bargaining Agreement. This action would abolish the Caseworker I position created on PAF 13579.
- c. **14033** Action on the recommendation to approve the hiring of Brianna Bailey to a full-time Caseworker II position at \$39,987.00 per annum effective June 15, 2023, pending successful completion of pre-employment screenings and a fully-executed Memorandum of Agreement between the County and SEIU. Ms. Bailey was previously employed by the County as a Caseworker II.

### 15. E-911 – Chad Gradwell

- a. **14031** Action on the recommendation to approve a salary adjustment for casual part-time Dispatcher Brandon Harriger from \$19.57 per hour to \$23.00 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023.
- b. **14032** Action on the recommendation to approve a salary adjustment for casual part-time Dispatcher Trainee Amanda Spittler from \$11.86 per hour to \$20.00 per hour effective June 15, 2023. Salary adjustment will be retro to June 18, 2023.

**The next Salary Board Meeting is scheduled for July 20, 2023.**

## 16. INFORMATION TECHNOLOGY – Jason McClafferty

- a. **14001** Action on the recommendation to create a temporary casual part-time IT Intern position at \$10.00 per hour effective June 15, 2023.
- b. **14001** Action on the recommendation to approve the hiring of Peyton Martinka to a temporary casual-part IT Intern position at \$10.00 per hour effective June 15, 2023, pending successful completion of pre-employment screenings. Salary to be paid retro to June 5, 2023.

## 17. JAIL – Warden Hicks

- a. **13954** Action on the recommendation to recreate a full-time Corrections Officer position at \$16.00 per hour effective June 15, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation/Retirement on PAF 13953)
- b. **13955** Action on the recommendation to approve a salary adjustment for full-time Warden Jessica Hicks from \$74,880.00 per annum to \$79,040.00 per annum effective June 15, 2023. Salary adjustment will be effective June 4, 2023.
- c. **13956** Action on the recommendation to approve a salary adjustment for full-time Deputy Warden Matthew Prazenica from \$56,160.00 per annum to \$60,320.00 per annum effective June 15, 2023. Salary adjustment will be effective June 4, 2023.
- d. **13957** Action on the recommendation to approve a salary adjustment for full-time Office Manager Christine Creel from \$18.54 per hour to \$20.54 per hour effective June 15, 2023. Salary adjustment will be effective June 4, 2023.

## 18. PLANNING & DEVELOPMENT – Darin Alviano

- a. **14021** Action on the recommendation to create a full-time Deputy Executive Director position at Supervisory Pay Grade 20 (\$47,424.00 to \$61,873.50 per annum) effective June 15, 2023, due to the reorganization of the Planning and Development Office.
- b. **14022** Action on the recommendation to approve the reassignment of Kathy Heilman from full-time Assistant Director of Community Development at \$54,035.80 per annum to full-time Deputy Executive Director at \$61,873.50 per annum (Step J) effective June 15, 2023, due to the reorganization of the Planning and Development Office. (Created on PAF 14020) Position start date will be June 18, 2023.
- c. **14023** Action on the recommendation to recreate a full-time Assistant Director position at Supervisory Pay Grade 16 (\$39,000.00 to \$50,934.00 per annum) effective June 15, 2023. (Voluntary resignation/retirement on PAF 13811)
- d. **14024** Action on the recommendation to approve the reassignment of Brigid Beatty from full-time Program Manager A at \$39,746.20 per annum to full-time Assistant Director at \$50,934.00 per annum (Step J) effective June 15, 2023. (Created on PAF 14022) Position start date will be June 18, 2023.
- e. **14025** Action on the recommendation to recreate a full-time Program Manager position at Supervisory Pay Grade 14 (\$35,373.00 to \$46,137.00 per annum) effective June 15, 2023. (Reassignment on PAF 14024)

**The next Salary Board Meeting is scheduled for July 20, 2023.**

- f. **14026** Action on the recommendation to approve the reassignment of Allie Pence from full-time Senior Planner at \$32,526.00 per annum to full-time Program Manager at \$40,989.00 per annum (Step F) effective June 15, 2023. (Created on PAF 14025) Position start date will be June 18, 2023.
- g. **14027** Action on the recommendation to create a full-time Director of Workforce Development position at Supervisory Pay Grade 26 (\$70,668.00 to \$92,215.50 per annum) effective June 15, 2023. This position will work with the ACIDC and have a close relationship with the local workforce development agency, school districts and employees. A strong workforce development system is vital for the growth of Armstrong County. ACIDC will share in the cost.
- h. **14028** Action on the recommendation to recreate a full-time Senior Planner position at Non-Supervisory Pay Grade 17 (\$32,526.00 to \$42,451.50 per annum) effective June 15, 2023. Position is being recreated as it has aged out of the system by going a year without being filled (Originally created on PAF 13296)

## **19. PUBLIC WORKS – Roger McMillen**

- a. **14002** Action on the recommendation to create a temporary casual part-time Maintenance Worker Assistant position at \$10.00 per hour effective June 15, 2023.
- b. **14002** Action on the recommendation to approve the hiring of Garrett Brumbaugh to a temporary casual part-time Maintenance Worker Assistant position at \$10.00 per hour effective June 15, 2023, pending successful completion of pre-employment screenings.

## **20. TAX CLAIM – Aaron Poole**

- a. **13982** Action on the recommendation to approve the hiring of Elizabeth Johns to a full-time Tax Claim Director position at \$33,384.00 per annum (Step D) effective June 15, 2023, pending successful completion of pre-employment screenings. (Created on PAF 13754)

## **21. OTHER BUSINESS**

## **22. SALARY BOARD – CONCERNS OR COMMENTS**

## **23. PUBLIC COMMENT**

**VISITORS ARE WELCOME TO COMMENT ON ANY AGENDA OR NON-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.**

## **24. ADJOURNMENT**

**The next Salary Board Meeting is scheduled for July 20, 2023.**

Revised June 11, 2023

**Pay Rate Adjustment**

1	Vanesa Stroud	\$8.25	T/C
2	Ava Barton	\$9.00	LG
3	Abigail Burk	\$9.00	LG
4	Abigale Jablonski	\$9.00	LG
5	Lucia Rettig	\$9.00	LG
6	Amelia Kennedy	\$9.00	LG
7	Gabe Jageman	\$8.25	T/C
8	Sadie Jageman	\$8.25	T/C
9	Leah O'Donnell	\$8.25	T/C
10	Autumn Tutak	\$8.25	T/C
11	Sophia Wynkoop	\$8.25	T/C

**Assitant Head Lifeguard**

1	Ben Webb	\$11.00
2	Alex Damore	\$11.00
3	Rhyllie Wolfe	\$11.00

Retroactive June 11th, 2023

**Head Lifeguard**

1	Leslie Craig	\$13.00
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Retroactive June 3rd



**New Hire****6/11/2023**

1	Rachel Adamson	\$9.00	LG
2	Giavanna Adebar-Good	\$8.25	T/C
3	Emma Klingensmith	\$9.50	LG