

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
OCTOBER 20, 2021**



The Armstrong County Salary Board Meeting was called to order by Commissioner Donald K. Myers at 9:00 a.m. in the Commissioners' Conference Room.

Roll Call:

Commissioner Myers Present  
Commissioner Renshaw Present  
Commissioner Fabian Absent  
Controller Miller Present

Also present: Chief Administrator Aaron Poole, Human Resource Manager Audrey Campbell, Executive Director Area Agency on Aging Janet Talerico, Director Belmont Complex Gary Montebell, Treasurer Amanda Hiles, President Judge James Panchik, Executive Director Probation Regina Himes, and Abby Karg, Leader Times (recording)

The Board recited the PLEDGE OF ALLEGIANCE to the Flag

There were no comments from visitors in attendance on agenda items.

It was moved by Ms. Miller and seconded by Mr. Renshaw to approve the minutes from the Salary Board Meeting held on October 6, 2021. Motion carried unanimously.

It was moved by Ms. Miller and seconded by Mr. Renshaw to approve the Preliminary Election Night Worker Schedule for Tuesday, November 2, 2021. See attached. Motion carried unanimously.

**PROBATION – Regina Himes / President Judge James Panchik**

**PAF 13016** was moved by Judge Panchik and seconded by Ms. Miller to approve a salary adjustment for full-time Probation Officer Scott Patterson of \$6,000.00 per annum effective retro to July 1, 2021, for providing DUI Coordinator services. An existing contract with ARC Manor expired on June 30, 2021, and this service will be moved in-house effective July 1, 2021. Payment will be prorated through County payroll for \$3,000.00 to cover the remaining pays for 2021. Payment will be at \$230.77 per pay. Motion carried unanimously.

**PAF 13017** was moved by Judge Panchik and seconded by Ms. Miller to approve a salary adjustment for full-time Probation Officer Jennifer Smith of \$350.00 per class effective retro to July 1, 2021, for providing Driving School Instructor services. An existing contract with ARC Manor expired on June 30, 2021, and this service will be moved in-house effective July 1, 2021. Classes occur approximately once a month. Offenders will pay \$250.00 in advance to attend the class. Instructor fees will be paid 100% from funds collected from offenders. Motion carried unanimously.

**PAF 13018** was moved by Judge Panchik and seconded by Ms. Miller to approve a salary adjustment for full-time Probation Officers of \$35 per Court Reporting Network Evaluation effective retro to July 1, 2021, for providing evaluation services. An existing contract with ARC Manor expired on June 30, 2021, and this service will be moved in-house effective July 1, 2021. Evaluation fees will be paid in advance of evaluation and evaluations must be completed prior to driving school attendance. Evaluation fees will be 100% funded through offender payment. Motion carried unanimously.

#### **TREASURER – Amanda C. Hiles**

**PAF 13164** was moved by Ms. Hiles and seconded by Ms. Miller to recreate a full-time Administrative Assistant I position at Non-Supervisory Pay Grade 9 (\$11.28 to \$14.72 per hour) effective October 20, 2021, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13163) Motion carried unanimously.

#### **AREA AGENCY ON AGING – Janet Talerico**

**PAF 13155** was moved by Mr. Renshaw and seconded by Ms. Miller to recreate a part-time Senior Center Manager I position at Non-Supervisory Pay Grade 3 (\$8.42 to \$10.98 per hour) effective October 20, 2021. (Voluntary resignation/retirement on PAF 13154) Motion carried unanimously.

#### **BELMONT – Gary Montebell**

**PAF 13167** was moved by Ms. Miller and seconded by Mr. Renshaw to recreate two (2) temporary/seasonal casual part-time Learn to Skate Instructor positions at \$30.00 per hour effective October 20, 2021. (End of assignment on PAF 13166 and Voluntary resignation on PAF 13141) Motion carried unanimously.

**PAF 13168** was moved by Ms. Miller and seconded by Mr. Renshaw to approve the employment of Jillian Jack to a temporary/seasonal casual part-time Learn to Skate Instructor position at \$30.00 per hour effective October 20, 2021, pending successful completion of pre-employment screenings. (Created on PAF 13167) Motion carried unanimously.

**PAF 13169** was moved by Ms. Miller and seconded by Mr. Renshaw to approve the employment of Abigail O'Donnell to a temporary/seasonal casual part-time Learn to Skate Instructor position at \$16.00 per hour effective October 20, 2021. The decrease in hourly rate is due to less experience. Ms. O'Donnell is currently a Program Coordinator for the Belmont and will be filling a dual role. Wages will be based on the hours worked in each position. (Created on PAF 13167) Motion carried unanimously.

#### **JAIL - Warden Shaffer**

**PAF 13159** was moved by Ms. Miller and seconded by Mr. Renshaw to recreate a full-time Corrections Officer position at \$16.00 per hour effective October 20, 2021, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13158) Motion carried unanimously.

**PAF 13162** was moved by Ms. Miller and seconded by Mr. Renshaw to recreate a full-time Corrections Officer position at \$16.00 per hour effective October 20, 2021, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13161) Motion carried unanimously.

**OTHER BUSINESS**

**EXECUTIVE SESSION**

*Ms. Miller motioned and seconded by Mr. Renshaw to go into Executive Session at 9:16 AM to discuss personnel matters.*

*Mr. Renshaw motioned and seconded by Ms. Miller to end Executive Session at 9:37 AM.*

*No action taken*

**SALARY BOARD COMMENTS**

*NONE*

**COMMENTS FROM VISITORS**

*NONE*

**ADJOURNMENT**

There being no further business, it was moved by Mr. Renshaw and seconded by Ms. Miller that the meeting be adjourned. Motion carried unanimously. Commissioner Myers declared the meeting adjourned at 9:39 a.m.

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Myra L. Miller, Secretary  
Armstrong County Controller

Attest: \_\_\_\_\_  
Aaron Poole, Chief Administrator  
Armstrong County Board of Commissioners