

**MINUTES OF THE SALARY BOARD MEETING HELD ON
November 3, 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 Present
Controller Miller Present

Also present: Chief Administrator Aaron Poole, Human Resource Manager Audrey Campbell, District Attorney Katie Charlton, Register and Recorder Marianne Hileman, CYSF Caseworker Supervisor Anna Simpson, 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 20, 2021. Motion carried unanimously.

RESOLUTION

Amend Resolution #2019-02 (A) Establishing a Formula for Calculating Annual Pay Increases for At-Will Employees

It was moved by Mr. Renshaw and seconded by Mr. Fabian, to adopt the Amended Resolution #2019-02 (A) Establishing a Formula for Calculating Annual Pay for At-Will Employees. Ms. Miller stated she was in favor of the formula for calculating increases, however, requested that the effective date of the Resolution for at-will employees who received mid-year increases be November 3, 2021 instead of January 1, 2021, citing manager and employees had certain expectations. Motion passed 3 to 1 as originally presented. Ms. Miller opposed.

APPROVAL OF 2022 COUNTY OF ARMSTRONG PAY SCHEDULE

It was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve 2022 County of Armstrong Pay Schedule. Motion carried unanimously.

APPROVAL OF 2022 COUNTY OF ARMSTRONG HOLIDAY SCHEDULE

It was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve the 2022 County of Armstrong Holiday Schedule. Motion carried unanimously.

DISTRICT ATTORNEY – Kathleen Charlton

PAF 13175 was moved by Ms. Charlton and seconded by Mr. Fabian, to recreate a full-time Victim/Witness Secretary position at Non-Supervisory Pay Grade 6 (\$9.74 to \$12.71 per hour) effective November 3, 2021, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13174) Motion carried unanimously.

REGISTER / RECORDER – Marianne Hileman

PAF 13113 was moved by Ms. Hileman and seconded by Mr. Fabian, to create a full-time Office Manager position at Supervisory Pay Grade 9 (\$27,209.50 to \$36,153.00 per annum) effective November 3, 2021. (Voluntary resignation/retirement on PAF 13112) Motion carried unanimously.

PAF 13114 was moved by Ms. Hileman and seconded by Ms. Miller, to acknowledge the appointment/reassignment of Lori Hirst to a full-time Office Manager position at \$36,100.00 per annum (Step I) effective November 3, 2021. (Created on PAF 13113) Motion carried unanimously.

PAF 13115 was moved by Ms. Hileman and seconded by Ms. Miller to acknowledge the appointment of Lori Hirst, full-time Office Manager, as 1st Deputy Register/Recorder and compensate with a salary adjustment of \$0.50 per hour increase for additional duties and responsibilities effective November 3, 2021. Her new rate will be \$18.50 per hour. Motion carried unanimously.

PAF 13116 was moved by Ms. Hileman and seconded by Mr. Fabian, to create a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective November 3, 2021, per the Teamsters' Collective Bargaining Agreement. (Appointment/reassignment on PAF 13114) Motion carried unanimously.

PAF 13117 was moved by Ms. Hileman and seconded by Mr. Fabian, to acknowledge the appointment/reassignment of Johnna Deyarmin to a full-time Administrative Assistant II position at \$12.43 per hour (Step A) effective November 3, 2021, per the Teamsters' Collective Bargaining Agreement. (Created on PAF 13116) Motion carried unanimously.

PAF 13118 was moved by Ms. Hileman and seconded by Ms. Miller, to acknowledge the appointment of Johnna Deyarmin, full-time Administrative Assistant II, as 2nd Deputy Register/Recorder and compensate with a salary adjustment of \$0.25 per hour increase for additional duties and responsibilities effective November 3, 2021. Her new rate will be \$12.68 per hour. Motion carried unanimously.

PUBLIC WORKS – Roger McMillen

PAF 13077 was moved by Mr. Fabian and seconded by Mr. Renshaw, to recreate a full-time Maintenance Worker III position at Non-Supervisory Pay Grade 10 (\$11.86 to \$15.49 per hour) effective November 3, 2021, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13064) Motion carried unanimously.

OTHER BUSINESS

Discussion of 2020 Lost Vacation Time

A motion was made by Ms. Miller and seconded by Mr. Fabian for discussion of 2020 Lost Vacation Time. Ms. Miller opened the discussion stating that 13 employees, who worked during COVID pandemic due to staff shortage, will lose accrued vacation time at the end of 2021. Ms. Miller requested that employees affected be allowed to retain those lost days and be permitted to use them over a span of two years. Mr. Myers and Mr. Renshaw disagreed that staff shortages were an issue. A comment was made that public businesses are not as fortunate as County employees relating to vacation days. 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 Mr. Fabian, that the meeting be adjourned. Motion carried unanimously. Commissioner Myers declared the meeting adjourned at 9:48 a.m.

Myra L. Miller, Secretary
Armstrong County Controller

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