

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
WEDNESDAY, APRIL 20, 2022**



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 Resources Manager Audrey Campbell, Warden Phillip Shafer, Domestic Relations Director Denise Brumbaugh, Sheriff Frank Pitzer, President Judge James Panchik, Judge Chase McClister, Court Administrator Brandi Benton, District Attorney Katie Charlton, and Anne Cloonan, 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 April 6, 2022. Motion carried unanimously.

**EXECUTIVE SESSION**

*Mr. Fabian motioned, and seconded by Ms. Miller to go into Executive Session at 9:03 a.m. to discuss personnel matters.*

*Ms. Miller motioned, and seconded by Mr. Fabian to end Executive Session at 9:08 a.m.*

*No action taken*

**COURTS – President Judge James Panchik**

**PAF 13358** was moved by Judge Panchik and seconded by Mr. Fabian, to recreate a full-time Judicial Assistant to Judge McClister/Sr. Judge Valasek position at Non-Supervisory Pay Grade 14 (\$14.41 to \$18.81 per hour) effective April 20, 2022. (Voluntary resignation on PAF 13357) Motion carried unanimously.

**DOMESTIC RELATIONS – Denise Brumbaugh / President Judge James Panchik**

**PAF 13362** was moved by Judge Panchik and seconded by Mr. Renshaw, to acknowledge the appointment/reassignment of Lisa Bittner from a full-time Secretary II position at \$10.23 per hour to a full-time Conference Officer position \$17.21 per hour effective April 20, 2022. (Recreated on PAF 13322) Motion carried unanimously.

**DISTRICT ATTORNEY – Kathleen Charlton**

**PAF 13350** was moved by Ms. Charlton and seconded by Ms. Miller, to recreate a full-time Pre-Trial Diversion Assistant District Attorney position at \$56,327.91 per annum effective April 20, 2022. Wages and benefits will be covered 100% by PCCD grant funding. At the end of the grant cycle, if grant funding is no longer available, the position will be abolished. (Voluntary resignation on PAF 13349) Motion carried unanimously.

**SHERIFF – Frank Pitzer**

**PAF 13360** was moved by Sheriff Pitzer and seconded by Ms. Miller, to recreate a full-time Department Clerk II position at \$10.25 per hour effective April 20, 2022, per the Teamsters’ Collective Bargaining Agreement. (Voluntary resignation on PAF 13359) Motion carried unanimously.

**JAIL – Warden Shaffer**

**PAF 13363** was moved by Ms. Miller and seconded by Mr. Fabian, to recreate a full-time Deputy Warden of Security/Inmate Services position at \$52,497.38 per annum effective April 20, 2022, per recommendation of Prison Board. (Voluntary resignation on PAF 13336) Motion failed 1 to 3. Mr. Myers, Mr. Renshaw, and Mr. Fabian opposed.

**PAF 13364** was moved by Ms. Miller and seconded by Mr. Fabian, to recreate a full-time Office Manager position at Supervisory Pay Grade 5 (\$11.69 to \$15.24 per hour) effective April 20, 2022, per recommendation of Prison Board. (Voluntary resignation on PAF 13342) Motion passed 3 to 1. Mr. Renshaw opposed.

**OTHER BUSINESS**

**JAIL – Warden Shaffer**

Motion was made by Mr. Fabian and seconded by Ms. Miller, to amend the Agenda to add for discussion a Salary Increase for Deputy Warden of Operations Jessica Hicks. Motion carried unanimously.

**JAIL – Warden Shaffer**

**PAF 13367** was moved by Mr. Fabian and seconded by Ms. Miller, to approve a 20% salary increase for Deputy Warden of Operations Jessica Hicks (\$10,688.50/annum - \$5.14/hour) effective April 20, 2022. This increase will be revisited after the Office Manager position is filled. Motion carried unanimously.

**SALARY BOARD CONCERNS OR COMMENTS**

*NONE*

**COMMENTS FROM VISITORS**

*NONE*

**ADJOURNMENT**

There being no further business, it was moved by Mr. Fabian and seconded by Mr. Renshaw, that the meeting be adjourned. Motion carried unanimously. Commissioner Myers declared the meeting adjourned at 9:33 a.m.

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Myra L. Miller, Secretary  
Armstrong County Controller

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