

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Wednesday, June 1, 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, Executive Director Probation Regina Himes, Executive Director Area Agency on Aging Janet Talerico, Belmont Complex Director Gary Montebell, Chief Assessor Troy Straitiff, Sheriff Frank Pitzer, Acting Jail Warden Jessica Hicks, 1st Deputy Register and Recorder Lori Hirst (OBO Marianne Hileman) and Dennis Phillips 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 Mr. Fabian and seconded by Ms. Miller to approve the minutes from the Salary Board Meeting held on May 18, 2022. Motion carried unanimously.

PROBATION – Regina Himes / President Judge James Panchik

PAF 13429 was moved by Judge Panchik and seconded by Mr. Fabian to acknowledge the appointment/reassignment of Courtney Hornberger from full-time Juvenile Probation Department Clerk II at \$11.86 per hour to full-time Adult Probation Office Manager at \$15.00 per hour effective June 1, 2022. Position start date will be June 5, 2022. (Created on PAF 13380) Motion carried unanimously.

PAF 13430 was moved by Judge Panchik and seconded by Mr. Fabian to create a full-time Adult Probation Administrative Assistant I position at Non-Supervisory Pay Grade 9 (\$11.28 to \$14.72 per hour) effective June 1, 2022, due to reorganization of support staff and the redistribution of job duties. Motion carried unanimously.

PAF 13431 was moved by Judge Panchik and seconded by Mr. Fabian to acknowledge the appointment/reassignment of Ka Ammerman from full-time Adult Probation Department Clerk II at \$11.49 per hour to full-time Adult Probation Administrative Assistant I at \$14.00 per hour effective June 1, 2022, due to reorganization of support staff and the redistribution of job duties. Position start date will be June 5, 2022. (Created on PAF 13430) Motion carried unanimously.

PAF 13432 was moved by Judge Panchik and seconded by Mr. Fabian to create a full-time Adult Probation Department Clerk III position at Non-Supervisory Pay Grade 8 (\$10.73 to \$13.99 per hour) effective June 1, 2022, due to reorganization of support staff and the redistribution of job duties. Motion carried unanimously.

PAF 13433 was moved by Judge Panchik and seconded by Mr. Fabian to acknowledge the appointment/reassignment of Annette Bowser from full-time Adult Probation Secretary I at \$11.40 per hour to full-time Adult Probation Department Clerk III at \$13.58 per hour (Step I) effective June 1, 2022, due to reorganization of support staff and the redistribution of job duties. Position start date will be June 5, 2022. (Created on PAF 13432) Motion carried unanimously.

PAF 13434 was moved by Judge Panchik and seconded by Mr. Fabian to approve a salary adjustment for full-time Adult Probation Administrative Assistant II Pamela Bundy from \$16.19 per hour to \$18.19 per hour effective June 1, 2022, due to reorganization of support staff and the redistribution of job duties. Salary increase will be effective June 5, 2022. Motion carried unanimously.

PAF 13435 was moved by Judge Panchik and seconded by Mr. Fabian to approve a salary adjustment for full-time Juvenile Probation Department Clerk III Jacqueline Johnston from \$13.96 per hour to \$15.47 per hour effective June 1, 2022, due to reorganization of support staff and the redistribution of job duties. Salary increase will be effective June 5, 2022. Motion carried unanimously.

REGISTER & RECORDER – Marianne Hileman

PAF 13424 was moved by Ms. Hirst and seconded by Ms. Miller to recreate a full-time Recorder of Deeds Department Clerk I position at \$10.25 per hour effective June 1, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13423) Motion carried unanimously.

PAF 13425 was moved by Ms. Hirst and seconded by Mr. Fabian to acknowledge the appointment/reassignment of Ruth King from full-time Department Clerk I in Register of Wills to full-time Department Clerk I in Recorder of Deeds at \$10.25 per hour (current rate) effective June 21, 2022, per the Teamsters' Collective Bargaining Agreement. Position start date will be June 26, 2022 (Created on PAF 13424) Motion carried unanimously.

PAF 13426 was moved by Ms. Hirst and seconded by Ms. Miller to recreate a full-time Register of Wills Department Clerk I position at \$10.25 per hour effective June 1, 2022, per the Teamsters' Collective Bargaining Agreement. (Appointment/reassignment on PAF 13425) Motion carried unanimously.

SHERIFF – Frank Pitzer

PAF 13410 was moved by Sheriff Pitzer and seconded by Mr. Fabian to recreate a full-time Department Clerk II position at \$10.25 per hour effective June 1, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13409) Motion carried unanimously.

AREA AGENCY ON AGING – Janet Talerico

PAF 13427 was moved by Mr. Fabian and seconded by Mr. Renshaw to approve the reclassifications (per the attached list) for all positions in the Area Agency on Aging Department effective June 1, 2022. Motion carried unanimously.

PAF 13428 was moved by Mr. Fabian and seconded by Mr. Renshaw to approve salary adjustments (per the attached list) for employees of the Area Agency on Aging staff effective June 1, 2022, due to the reclassification of positions on PAF 13427. Salary adjustments are funded 100% by Aging Grant funding. Salary adjustments will be effective June 5, 2022. Motion carried unanimously.

ASSESSMENT – Troy Straitiff

PAF 13436 was moved by Mr. Renshaw and seconded by Ms. Miller to recreate a full-time Office Manager position at Supervisory Pay Grade 8 (\$13.53 to \$17.65 per hour) effective June 1, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13408) Motion carried unanimously.

BELMONT – Gary Montebell

PAF 13416 was moved by Ms. Miller and seconded by Mr. Fabian to create two (2) temporary/seasonal casual part-time Swim Team Coach positions at \$7.25 per hour effective June 1, 2022, for the 2022 Pool Season. Motion carried unanimously.

PAF 13419 was moved by Ms. Miller and seconded by Mr. Renshaw to approve the hiring of Noah Kimmel to a temporary/seasonal casual part-time Belmont Worker position at \$9.40 per hour effective June 1, 2022, pending successful completion of pre-employment screenings. (Created on PAF 10777) Motion carried unanimously.

HUMAN RESOURCES / PAYROLL

PAF 13376 was moved by Mr. Fabian and seconded by Ms. Miller to approve a salary adjustment for full-time Payroll Technician II Lorie McCann from \$16.57 per hour to \$17.57 per hour effective June 1, 2022, due to increased management of the timekeeping system and ensuring payroll compliance with eight (8) County collective bargaining agreements, each having unique payroll guidelines. Salary increase will be effective June 5, 2022. Motion carried unanimously.

JAIL – Prison Board/Acting Warden Hicks

PAF 13418 was moved by Ms. Miller and seconded by Mr. Renshaw to recreate a full-time Corrections Officer position at \$16.00 per hour effective June 1, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13176) Motion carried unanimously.

PAF 13437 was moved by Mr. Fabian and seconded by Mr. Renshaw to approve a salary adjustment for full-time Office Manager Christine Creel from \$11.69 per hour to \$18.00 per hour effective June 1, 2022, per recommendation of Prison Board due the reorganization of the Administrative staff at the Jail. Salary increase will be effective May 25, 2022. Motion carried unanimously.

OTHER BUSINESS

NONE

SALARY BOARD 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 9:38 a.m.

Myra L. Miller, Secretary
Armstrong County Controller

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