

**MINUTES OF THE SALARY BOARD MEETING HELD ON
WEDNESDAY, SEPTEMBER 7, 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 Resource Director Audrey Campbell, Warden Jessica Hicks, Treasurer Amanda Hiles, Court Administrator Brandi Benton, CYFS Administrator Paula McClure, Prothonotary/Clerk of Courts Brenda George, President Judge James Panchik, DRS Director Denise Brumbaugh via phone, and A.J. Panian, 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 Mr. Renshaw, to approve the minutes from the Salary Board Meeting held on August 17, 2022. Motion carried unanimously.

DOMESTIC RELATIONS – Denise Brumbaugh/President Judge James Panchik

PAF 13549 was moved by Mr. Judge Panchik and seconded by Ms. Miller, to recreate a full-time Investigator position at Non-Supervisory Pay Grade 8 (\$10.73 to \$13.99 per hour) effective September 7, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13548) Motion carried unanimously.

PAF 13566 was moved by Judge Panchik and seconded by Mr. Fabian, to approve a temporary salary adjustment of \$1.07 per hour to \$36.67 per hour for Director Denise Brumbaugh effective September 7, 2022, due to (4) vacancies in the Domestic Relations Office. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as all vacant positions are filled. Temporary increases shall be reimbursed to the County General Fund 100% with Incentive Funds received in Domestic Relations from the Bureau of Child Support Enforcement. Motion carried unanimously.

PAF 13567 was moved by Judge Panchik and seconded by Mr. Fabian, to approve a temporary salary adjustment of \$0.92 per hour to \$31.67 per hour for Assistant Director Sandra Wisner effective September 7, 2022, due to (4) vacancies in the Domestic Relations Office. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as all vacant positions

are filled. Temporary increases shall be reimbursed to the County General Fund 100% with Incentive Funds received in Domestic Relations from the Bureau of Child Support Enforcement. Motion carried unanimously.

PAF 13568 was moved by Judge Panchik and seconded by Ms. Miller, to approve a temporary salary adjustment of \$3.00 per hour to \$23.86 per hour for Enforcement Officer Tamara Slease effective September 7, 2022, due to (4) vacancies in the Domestic Relations Office. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as all vacant positions are filled. Temporary increases shall be reimbursed to the County General Fund 100% with Incentive Funds received in Domestic Relations from the Bureau of Child Support Enforcement. Motion carried unanimously.

PAF 13569 was moved by Judge Panchik and seconded by Ms. Miller, to approve a temporary salary adjustment of \$3.00 per hour to \$22.07 per hour for Enforcement Officer Cynthia Loughrey effective September 7, 2022, due to (4) vacancies in the Domestic Relations Office. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as all vacant positions are filled. Temporary increases shall be reimbursed to the County General Fund 100% with Incentive Funds received in Domestic Relations from the Bureau of Child Support Enforcement. Motion carried unanimously.

PAF 13570 was moved by Judge Panchik and seconded by Ms. Miller, to approve a temporary salary adjustment of \$3.00 per hour to \$13.23 per hour for Secretary II Corine Paugh effective September 7, 2022, due to (4) vacancies in the Domestic Relations Office. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as all vacant positions are filled. Temporary increases shall be reimbursed to the County General Fund 100% with Incentive Funds received in Domestic Relations from the Bureau of Child Support Enforcement. Motion carried unanimously.

PAF 13571 was moved by Judge Panchik and seconded by Ms. Miller, to approve a temporary salary adjustment of \$3.00 per hour to \$16.78 per hour for IFSA/UIFSA Secretary Antoinette Favero effective September 7, 2022, due to (4) vacancies in the Domestic Relations Office. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as all vacant positions are filled. Temporary increases shall be reimbursed to the County General Fund 100% with Incentive Funds received in Domestic Relations from the Bureau of Child Support Enforcement. Motion carried unanimously.

PAF 13572 was moved by Judge Panchik and seconded by Ms. Miller, to approve a temporary salary adjustment of \$3.00 per hour to \$20.21 per hour for Conference Officer Lisa Bittner effective September 7, 2022, due to (4) vacancies in the Domestic Relations Office. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as all vacant positions are filled. Temporary increases shall be reimbursed to the County General Fund 100% with Incentive Funds received in Domestic Relations from the Bureau of Child Support Enforcement. Motion carried unanimously.

PAF 13573 was moved by Judge Panchik and seconded by Ms. Miller, to recreate a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective September 7, 2022, per the Teamsters' Collective Bargaining Agreement. (Termination on PAF 13550) Funding for this position shall be reimbursed to the General Fund 100% with Incentive Funds received in Domestic Relations from the Bureau of Child Support Enforcement. Motion carried unanimously.

CONTROLLER – Myra L. Miller

13539 was moved by Ms. Miller and seconded by Mr. Fabian, to acknowledge the appointment of Eric Davis to a casual part-time Auditor/Accountant position at \$18.00 per hour effective September 7, 2022, pending successful completion of pre-employment screenings. (Created on PAF 13131) Motion carried unanimously.

PROTHONOTARY / CLERK OF COURTS – Brenda C. George

PAF 13542 was moved by Ms. George and seconded by Mr. Fabian, to approve a temporary salary adjustment of \$2.00 per hour to \$17.13 per hour for full-time Microfilm Records Coordinator Bridget Ammerman effective September 7, 2022, due to (2) vacancies in the office of Prothonotary and Clerk of Courts. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as vacant positions are filled. Motion Carried Unanimously.

PAF 13543 was moved by Ms. George and seconded by Mr. Fabian, to approve a temporary salary adjustment of \$2.00 per hour to \$14.72 per hour for full-time Legal Secretary III/2nd Deputy Amber Drum effective September 7, 2022, due to (2) vacancies in the office of Prothonotary and Clerk of Courts. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as vacant positions are filled. Motion carried unanimously.

PAF 13544 was moved by Ms. George and seconded by Mr. Fabian, to approve a temporary salary adjustment of \$2.00 per hour to \$18.74 per hour for full-time Department Clerk III Marcia Uncapher effective September 7, 2022, due to (2) vacancies in the office of Prothonotary and Clerk of Courts. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as vacant positions are filled. Motion carried unanimously.

PAF 13545 was moved by Ms. George and seconded by Mr. Fabian, to approve a temporary salary adjustment of \$2.00 per hour to \$14.54 per hour for full-time Department Clerk II Kathy Reich effective September 7, 2022, due to (2) vacancies in the office of Prothonotary and Clerk of Courts. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as vacant positions are filled. Motion carried unanimously.

PAF 13546 was moved by Ms. George and seconded by Mr. Fabian, to approve a temporary salary adjustment of \$2.00 per hour to \$20.50 per hour for full-time Office Manager/1st Deputy Prothonotary Bonnie Rupp effective September 7, 2022, due to (2) vacancies in the office of Prothonotary and Clerk of Courts. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as vacant positions are filled. Motion carried unanimously.

PAF 13547 was moved by Ms. George and seconded by Mr. Fabian, to approve a temporary salary adjustment of \$2.00 per hour to \$16.48 per hour for full-time Department Clerk III Maria Teagarden effective September 7, 2022, due to (2) vacancies in the office of Prothonotary and Clerk of Courts. Employees have assumed additional duties due to the inability to fill vacant positions. Salary increase would be effective September 11, 2022. Adjustments to the salary will be made as vacant positions are filled. Motion carried unanimously.

PAF 13564 was moved by Ms. George and seconded by Ms. Miller, to create a casual part-time Secretary III position at \$10.00 per hour effective September 7, 2022. Motion carried unanimously.

TREASURER – Amanda C. Hiles

PAF 13561 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 September 7, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13538) Motion carried unanimously.

CHILDREN, YOUTH AND FAMILY SERVICES – Paula McClure

PAF 13537 was moved by Mr. Fabian and seconded by Mr. Renshaw to recreate a full-time Caseworker I position at \$28,000.00 per annum effective September 7, 2022, per the SEIU Collective Bargaining Agreement. (Voluntary resignation on PAF 13536) Motion carried unanimously.

JAIL – Warden Hicks

PAF 13526 was moved by Mr. Renshaw and seconded by Ms. Miller, to create a temporary part-time LPN position at \$17.95 per hour effective September 7, 2022, pending a fully-executed Memorandum of Understanding as agreed upon by the Teamsters. Motion carried unanimously.

PAF 13527 was moved by Ms. Miller and seconded by Mr. Renshaw, to approve the hiring of Theresa Luffey to a temporary part-time LPN position at \$17.95 per hour effective September 7, 2022, pending a fully-executed Memorandum of Understanding as agreed upon by the Teamsters and pending successful completion of pre-employment screenings. (Created on PAF 13526) Motion carried unanimously.

PAF 13528 was moved by Ms. Miller and seconded by Mr. Renshaw, to create a temporary full-time Lieutenant position at \$25.00 per hour effective September 7, 2022, pending fully-executed Memorandums of Understanding as agreed upon by the Teamsters and United Steel Workers. Motion carried unanimously.

PAF 13530 was moved by Mr. Renshaw and seconded by Ms. Miller, Action on the recommendation to create a temporary part-time LPN position at \$17.95 per hour effective September 7, 2022, pending a fully-executed Memorandum of Understanding as agreed upon by the Teamsters. Motion carried unanimously.

PAF 13552 was moved by Mr. Fabian and seconded by Ms. Miller, to approve the reassignment of Kody McConnell from full-time Corrections Officer to temporary full-time Lieutenant at \$25.00 per hour effective September 7, 2022, pending fully-executed Memorandums of Understanding as agreed upon by the Teamsters and United Steel Workers. Motion carried unanimously.

PAF 13553 was moved by Ms. Miller and seconded by Mr. Renshaw, to approve a salary adjustment from \$23.00 per hour to \$21.75 per hour for full-time LPN Supervisor Emily Pearce (Skinner) effective September 11, 2022, at the request of Ms. Pearce (Skinner). Motion carried unanimously.

OTHER BUSINESS

TREASURER – Amanda C. Hiles

Motion was made by Mr. Fabian and seconded by Ms. Miller, to amend the Agenda to add for discussion temporary salary increases of \$3.00/hour, because of vacancies in the office for Lisa Geyer and Christina Peters, until vacancies in office are filled. Motion carried unanimously.

TREASURER – Amanda C. Hiles

PAF 13575 was moved by Ms. Hiles and seconded by Mr. Fabian, to approve a temporary salary increase of \$3.00 per hour from \$14.92 per hour to \$17.92 per hour for full-time Fiscal Tech II / 1st Deputy Treasurer Lisa Geyer effective September 7, 2022, due to a vacancy in the office. Salary increase would be effective September 11, 2022. Adjustment to the salary will be made when the vacant position is filled. Motion carried unanimously.

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 9:46 a.m.

Myra L. Miller, Secretary
Armstrong County Controller

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