

**MINUTES OF THE SALARY BOARD MEETING HELD ON
WEDNESDAY, SEPTEMBER 21, 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 Absent
Commissioner Fabian Present
Controller Miller Present

Also present: Chief Administrator Aaron Poole, President Judge James Panchik, Probation Director Regina Himes, CYFS Administrator Paula McClure, Prothonotary Brenda George, Register and Recorder Marianne Hileman, Treasurer Amanda Hiles, Jail Warden Jessica Hicks, 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 Ms. Miller and seconded by Mr. Fabian, to approve the minutes from the Salary Board Meeting held on September 7, 2022. Motion carried unanimously.

PROBATION – Regina Himes / President Judge James Panchik

PAF 13589 was moved by Judge Panchik and seconded by Ms. Miller, to recreate a full-time Adult Probation Department Clerk III position at Non-Supervisory Pay Grade 8 (\$10.73 to \$13.99 per hour) effective September 21, 2022. (Voluntary resignation on PAF 13588) Motion carried unanimously.

PAF 13590 was moved by Judge Panchik and seconded by Mr. Fabian, to acknowledge the appointment of Megan Hertzler to a full-time Adult Probation Department Clerk III position at \$13.99 per hour (Step J) effective September 21, 2022, pending successful completion of pre-employment screenings. (Created on PAF 13589) Motion carried unanimously.

PROTHONOTARY / CLERK OF COURTS – Brenda C. George

PAF 13581 was moved by Ms. George and seconded by Mr. Fabian, to acknowledge the appointment of Annette Bowser to a full-time Legal Secretary III position at \$13.00 per hour effective September 21, 2022, per the Teamsters' Collective Bargaining Agreement. (Created on PAF 13507) Ms. Bowser is transferring from the Adult Probation department. Motion carried unanimously.

REGISTER OF WILLS – Marianne Hileman

PAF 13584 was moved by Ms. Hileman and seconded by Mr. Fabian, to recreate a full-time Department Clerk I position at \$10.25 per hour effective September 21, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13557) Motion carried unanimously.

CHILDREN, YOUTH AND FAMILIES – Paula McClure

PAF 13579 was moved by Ms. Miller and seconded by Mr. Fabian, to recreate a full-time Caseworker I position at \$28,000.00 per annum effective September 21, 2022, per the SEIU Collective Bargaining Agreement. (Voluntary resignation on PAF 13578) Motion carried unanimously.

JAIL – Warden Hicks

PAF 13586 was moved by Ms. Miller and seconded by Mr. Fabian, to recreate a full-time Corrections Officer position at \$16.00 per hour effective September 21, 2022, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13585) Motion carried unanimously.

RECORDS MANAGEMENT – Records Manager

PAF 13591 was moved by Mr. Fabian and seconded by Ms. Miller, to create a casual part-time Records Manager position at Non-Supervisory Pay Grade 7 (\$10.23 to \$13.38 per hour) effective September 21, 2022. (Voluntary resignation on PAF 12968) This action will replace the action taken on PAF 12969 that has aged out of the system. 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 increase of \$3.00/hour, because of vacancy in the office for full-time Administrative Assistant I, Kristina Peters until vacancy in office is filled. Motion carried unanimously.

TREASURER – Amanda C. Hiles

PAF 13594 was moved by Ms. Hiles and seconded by Ms. Miller, to approve a temporary salary increase of \$3.00 /hour for full-time Administrative Assistant I, Kristina Peters effective September 21, 2022, due to a vacancy in the office. Salary increase would be effective September 25, 2022. Adjustment to the salary will be made when the vacant position is filled. Motion carried unanimously.

EXECUTIVE SESSION

Ms. Miller motioned and Mr. Fabian seconded to go into Executive Session at 9:39 AM to discuss personnel matters.

*Mr. Fabian motioned and Ms. Miller seconded to end Executive Session at 10:01 AM.
No action taken.*

CONTROLLER – Myra Miller

Motion was made by Ms. Miller and seconded by Mr. Fabian to amend the Agenda, to add for discussion, to recreate a full-time Chief Accountant/Auditor position. Motion carried unanimously.

Motion was made by Ms. Miller to recreate a full-time Chief Accountant/Auditor position at Non-Supervisory Pay Grade 22 (\$41,476.50 to \$54,151.50 per annum - currently at Non-Supervisory Pay Grade 19). There was no second to Ms. Miller's Motion. No action taken.

PAF 13596 was moved by Ms. Miller and seconded by Mr. Fabian, to recreate a full-time Chief Accountant/Auditor position at Non-Supervisory Pay Grade 19 (\$35,841.00 to \$46,780.50 per annum) effective September 21, 2022 (Voluntary resignation on PAF 13595) Motion carried unanimously.

SALARY BOARD COMMENTS

NONE

COMMENTS FROM VISITORS

NONE

ADJOURNMENT

There being no further business, it was moved by Ms. Miller and seconded by Mr. Fabian, that the meeting be adjourned. Motion carried unanimously. Commissioner Myers declared the meeting adjourned at 10:02 a.m.

Myra L. Miller, Secretary
Armstrong County Controller

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