

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
Monday, October 23, 2023**



The Armstrong County Salary Board Meeting was called to order by Commissioner Jason Renshaw at 9:30 a.m. in the Commissioners' Conference Room.

Roll Call:

Commissioner Myers Absent  
Commissioner Renshaw Present  
Commissioner Fabian Present  
Acting Controller Tammie Gaff Present

Also present: Chief Administrator Aaron Poole, Human Resource Manager Audrey Campbell, Executive Director CYFS Paula McClure, Chief Public Defender Elizabeth Christopher, Chief Deputy Sheriff Terry Bish (OBO Sheriff Frank Pitzer), Belmont Director Gary Montebell, Jail Warden Jessica Hicks, President Judge James Panchik, Court Administrator Brandi Benton, District Attorney Katie Charlton, Dennis Phillips – Leader Times.

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. Gaff, to approve the minutes from the Salary Board Meeting held on August 18, 2023. Motion carried unanimously.

It was moved by Ms. Gaff and seconded by Mr. Fabian, to approve the Election Night Worker Schedule for Tuesday, November 7, 2023. Motion carried unanimously.

It was moved by Ms. Gaff and seconded by Mr. Fabian, to approve the 2024 County of Armstrong Pay Schedule. Motion carried unanimously.

It was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the 2024 County of Armstrong Holiday Schedule – Corrections Officers and Lieutenants. Motion carried unanimously.

It was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the 2024 County of Armstrong Holiday Schedule – All other groups. Motion carried unanimously.

It was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the 2024 County of Armstrong Tax Collectors' Pay Schedule. Motion carried unanimously.

## **COURTS – President Judge James Panchik**

**PAF 14181** was moved by Judge Panchik and seconded by Mr. Fabian, to table action on the recommendation to approve a salary adjustment for full-time Judicial Assistant to President Judge/Law Librarian Tammy L. Fink from \$24.50 per hour to \$25.75 per hour effective October 23, 2023, due to a substantial increase in demands made on her time necessitating this increase. Salary adjustment will be effective October 23, 2023. Motion carried unanimously. No action taken.

**PAF 14182** was moved by Judge Panchik and seconded by Mr. Fabian, to table action on the recommendation to approve a salary adjustment for full-time Judicial Assistant to Judge and Senior Judge Serena Shoemaker from \$19.92 per hour to \$20.92 per hour effective October 23, 2023, in acknowledgement of making a smooth and complete transition into this important position. Salary adjustment will be effective October 23, 2023. Motion carried unanimously. No action taken.

**PAF 14209** was moved by Judge Panchik and seconded by Mr. Fabian, to approve a temporary salary adjustment from \$58,500.00 per annum to \$62,000.00 per annum for full-time Chief Law Senior Law Clerk Karen Pressler effective October 23, 2023, due to short-staffing. Adjustment to this salary increase will be made when the vacant position is filled. Increase will be effective October 23, 2023. Motion carried unanimously.

## **DISTRICT ATTORNEY – Kathleen Charlton**

**PAF 14165** was moved by Ms. Charlton and seconded by Mr. Fabian, to acknowledge the recreate of a full-time Paralegal position at Non-Supervisory Pay Grade 15 (\$15.13 to \$19.75 per hour) effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. (Reassignment/appointment on PAF 14164) Motion carried unanimously.

**PAF 14166** was moved by Ms. Charlton and seconded by Ms. Gaff, to acknowledge the appointment of Samuel Mueller to a full-time Paralegal position at \$18.50 per hour effective September 21, 2023, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Created on PAF 14165) Motion carried unanimously.

## **SHERIFF – Frank Pitzer**

**PAF 14192** was moved by Mr. Bish and seconded by Mr. Fabian, to recreate a full-time Deputy Sheriff position at \$16.00 per hour effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation/retirement on PAF 14157) Motion carried unanimously.

## **BELMONT – Gary Montebell**

**PAF 14191** was moved by Ms. Gaff and seconded by Mr. Fabian, to approve the reassignments and salary adjustments per the attached list of temporary/seasonal casual part-time Belmont Workers effective October 23, 2023, for the 2023 Ice Season. (Created on PAF 10777 and reclassified on PAF 13857) Motion carried unanimously.

## **CHILDREN, YOUTH AND FAMILIES – Paula McClure**

**PAF 14172** was moved by Mr. Fabian and seconded by Ms. Gaff, to table action to approve a \$2.00 per hour salary adjustment for full-time Administrator Paula McClure from \$72,090.72 per annum to \$75,990.72 per annum effective October 23, 2023, due to additional responsibilities. This increase is funded 80% by state and federal funds and is included in the agency's state budget for FY 23/24. Salary adjustment will be retro to July 1, 2023. Motion carried unanimously. No action taken.

**PAF 14173** was moved by Mr. Fabian and seconded by Ms. Gaff, to table action to approve a \$2.00 per hour salary adjustment for full-time Fiscal Officer II Carly Hileman from \$52,230.62 per annum to \$56,130.62 per annum effective October 23, 2023, due to additional responsibilities. This increase is funded 80% by state and federal funds and is included in the agency's state budget for FY 23/24. Salary adjustment will be retro to July 1, 2023. Motion carried unanimously. No action taken.

**PAF 14174** was moved by Mr. Fabian and seconded by Ms. Gaff, to table action to approve a \$2.00 per hour salary adjustment for full-time Casework Supervisor Marcelle McMillen from \$55,872.18 per annum to \$59,772.18 per annum effective October 23, 2023, due to additional responsibilities. This increase is funded 80% by state and federal funds and is included in the agency's state budget for FY 23/24. Salary adjustment will be retro to July 1, 2023. Motion carried unanimously. No action taken.

**PAF 14175** was moved by Mr. Fabian and seconded by Ms. Gaff, to table action to approve a \$2.00 per hour salary adjustment for full-time Casework Supervisor Annamarie Simpson from \$55,871.40 per annum to \$59,771.50 per annum effective October 23, 2023, due to additional responsibilities. This increase is funded 80% by state and federal funds and is included in the agency's state budget for FY 23/24. Salary adjustment will be retro to July 1, 2023. Motion carried unanimously. No action taken.

**PAF 14176** was moved by Mr. Fabian and seconded by Ms. Gaff, to table action to approve a \$2.00 per hour salary adjustment for full-time Casework Supervisor Kristen Durst from \$48,154.60 per annum to \$52,054.60 per annum effective October 23, 2023, due to additional responsibilities. This increase is funded 80% by state and federal funds and is included in the agency's state budget for FY 23/24. Salary adjustment will be retro to July 1, 2023. Motion carried unanimously. No action taken.

**PAF 14177** was moved by Mr. Fabian and seconded by Ms. Gaff, to table action to approve a \$2.00 per hour salary adjustment for full-time Casework Supervisor Athena Syput from \$47,259.42 per annum to \$51,159.42 per annum effective October 23, 2023, due to additional responsibilities. This increase is funded 80% by state and federal funds and is included in the agency's state budget for FY 23/24. Salary adjustment will be retro to July 1, 2023. Motion carried unanimously. No action taken.

**PAF 14178** was moved by Mr. Fabian and seconded by Ms. Gaff, to table action to approve a \$4.00 per hour salary adjustment for full-time Casework Supervisor Amanda Steiner from \$40,683.50 per annum to \$48,483.50 per annum effective October 23, 2023, due to additional responsibilities. This increase is funded 80% by state and federal funds and is included in the agency's state budget for FY 23/24. Salary adjustment will be retro to July 1, 2023. Motion carried unanimously. No action taken.

**PAF 14179** was moved by Mr. Fabian and seconded by Ms. Gaff, to table action to approve a \$2.00 per hour salary adjustment for full-time Program Specialist Kara Smith from \$41,905.50 per annum to \$45,805.50 per annum effective October 23, 2023, due to additional responsibilities. This increase is funded 80% by state and federal funds and is included in the agency's state budget for FY 23/24. Salary adjustment will be retro to July 1, 2023. Motion carried unanimously. No action taken.

**PAF 14180** was moved by Ms. Gaff and seconded by Mr. Fabian, to approve the reassignment of Hayden Wolfe from full-time Caseworker I to full-time Caseworker II at \$17.03 per hour effective October 23, 2023, due to successful completion of (1) year of service and the necessary requirements for certification of a Direct Service Worker and per the SEIU Collective Bargaining Agreement. Mr. Wolfe began employment on September 12, 2022. Caseworker II salary would become effective retro to September 12, 2023. Motion carried unanimously.

## **E-911 – Chad Gradwell**

**PAF 14201** was moved by Ms. Gaff and seconded by Mr. Fabian, to approve the reassignment of Amanda Suhajda from casual part-time Dispatcher Trainee at \$20.00 per hour to full-time Dispatcher at \$23.00 per hour effective October 23, 2023, due to successful completion of training on September 25, 2023. (Created on PAF 13693) Reassignment will be effective September 26, 2023. Motion carried unanimously.

**PAF 14202** was moved by Ms. Gaff and seconded by Mr. Fabian, to recreate a full-time Dispatcher position at \$23.00 per hour effective October 23, 2023. (Reassignment on PAF 13678) Motion carried unanimously.

**PAF 14203** was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate a full-time Dispatcher position at \$23.00 per hour effective October 23, 2023. (Reassignment on PAF 13749) Motion carried unanimously.

**PAF 14204** was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate a full-time Dispatcher position at \$23.00 per hour effective October 23, 2023. (Reassignment on PAF 13750) Motion carried unanimously.

## **JAIL – Warden Hicks**

**PAF 14145** was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$16.00 per hour effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14144) Motion carried unanimously.

**PAF 14151** was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$16.00 per hour effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14149) Motion carried unanimously.

**PAF 14152** was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$16.00 per hour effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14150) Motion carried unanimously.

**PAF 14159** was moved by Mr. Fabian and seconded by Ms. Gaff, to create a casual part-time Corrections Officer position at \$16.00 per hour effective October 23, 2023. Motion carried unanimously.

**PAF 14161** was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$16.00 per hour effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14160) Motion carried unanimously.

**PAF 14168** was moved by Mr. Fabian and seconded by Ms. Gaff, to acknowledge the hiring of Richard Kline to a full-time Maintenance Worker III position at \$15.49 per hour (Step J) effective September 26, 2023, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Created on PAF 14106) Motion carried unanimously.

**PAF 14170** was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$16.00 per hour effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14169) Motion carried unanimously.

**PAF 14189** was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$16.00 per hour effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. (Termination on PAF 14188) Motion carried unanimously.

**PAF 14206** was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$16.00 per hour effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. (Termination on PAF 14205) Motion carried unanimously.

**PUBLIC DEFENDER – Elizabeth Christopher**

**PAF 14193** was moved by Ms. Gaff and seconded by Ms. Fabian, to create of a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective October 23, 2023, per the Teamsters' Collective Bargaining Agreement. Motion carried unanimously.

**OTHER BUSINESS**

*NONE*

**SALARY BOARD COMMENTS**

*NONE*

**COMMENTS FROM VISITORS**

*NONE*

**ADJOURNMENT**

There being no further business, it was moved by Ms. Gaff and seconded by Mr. Fabian, that the meeting be adjourned. Motion carried unanimously. Commissioner Renshaw declared the meeting adjourned at 9:59 a.m.

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Tammie Gaff  
Acting Armstrong County Controller

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