

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Thursday, December 21, 2023**



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

Roll Call: Commissioner Myers Present
 Commissioner Renshaw Present
 Commissioner Fabian Present
 Acting Controller Tammie Gaff Present

Also present: Chief Administrator Aaron Poole, Human Resource Director Audrey Campbell, 911 Coordinator Chad Gradwell, HazMat Coordinator Jason Burns, President Judge James Panchik, Director Domestic Relations Denise Brumbaugh, Acting Director Area Agency on Aging Lisa Shaffer, District Attorney Katie Charlton, 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 Mr. Renshaw, to approve the minutes from the Salary Board Meeting held on November 16, 2023. Motion carried unanimously.

DOMESTIC RELATIONS – Denise Brumbaugh / President Judge James Panchik

PAF 14239 was moved by Judge Panchik and seconded by Ms. Gaff, to recreate a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective December 21, 2023. The position will be filled at \$15.43 per hour (\$12.43 per hour at Step A plus \$3.00 per hour for short-staffing issues) dependent on the Teamsters Union agreeing to the adjusted rate. The cost of this position is reimbursed 66% by the Incentive Funds received in Domestic Relations from the Bureau of Child Support. (Voluntary resignation on PAF 14238) Motion carried unanimously.

DISTRICT ATTORNEY – Kathleen Charlton

PAF 14221 was moved by Ms. Charlton and seconded by Mr. Fabian, to acknowledge the appointment of Joseph Kantor to a full-time Victim/Witness Secretary position at \$12.00 per hour effective November 16, 2023, per the Teamsters' Collective Bargaining Agreement and pending successful completion of pre-employment screenings. (Created on PAF 14124) Motion carried unanimously.

CONTROLLER – Tammie Gaff

PAF 14256 was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve a salary adjustment of \$1,500.00 per annum from \$66,463.02 per annum to \$67,963.02 per annum for full-time Acting Controller Tammie Gaff effective December 21, 2023, at the recommendation of Retirement Board for assuming the position of Secretary of Retirement Board in the absence of the previous Secretary. Position start date will be retro to January 1, 2023. Motion carried unanimously.

AREA AGENCY ON AGING – Lisa Shaffer

PAF 14233 was moved by Mr. Renshaw and seconded by Mr. Fabian, to approve to adjust position classification and corresponding salary for David Notto upon completion of training from Aging Care Manager I to Aging Care Manager II (Non-Supervisory Pay Grade 19, Step A - \$18.38 per hour) effective December 21, 2023. Position start date and salary adjustment will be retro to November 22, 2023. Motion carried unanimously.

E-911 – Chad Gradwell

PAF 14230 was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve retroactive pay for Evan Kell. Mr. Kell started dispatcher training at \$11.86 per hour on 2/13/2023. The approval to start training at \$20.00 per hour was discussed before his hiring. The retro pay would be from 2/13/2023 through 5/25/2023, totaling 354.75 hours worked in training with a difference of \$8.14 per hour owed to Mr. Kell. Calculations bring the total to \$2,887.67 in retro pay. Motion failed 0 to 4.

PAF 14254 was moved by Mr. Fabian and seconded by Mr. Renshaw, to approve the hiring of Alexia Fisher to a casual part-time Dispatcher Trainee position at \$20.00 per hour effective December 21, 2023, pending successful completion of pre-employment screenings. (Created on PAF 10691) Motion carried unanimously.

PAF 14255 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the hiring of Christopher Schultz to a casual part-time Dispatcher Trainee position at \$20.00 per hour effective December 21, 2023, pending successful completion of pre-employment screenings. (Created on PAF 10691) Motion carried unanimously.

JAIL – Warden Hicks

PAF 14212 was moved by Mr. Fabian and seconded by Ms. Gaff, to acknowledge the recreate of a full-time Corrections Officer position at \$16.00 per hour effective November 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14211) Motion carried unanimously.

PAF 14220 was moved by Mr. Fabian and seconded by Ms. Gaff, to acknowledge the recreate of a full-time Corrections Officer position at \$16.00 per hour effective November 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Termination on PAF 14219) Motion carried unanimously.

PAF 14227 was moved by Mr. Fabian and seconded by Ms. Gaff, to acknowledge the recreate of a full-time Corrections Officer position at \$16.00 per hour effective November 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Termination on PAF 14226) Motion carried unanimously.

PAF 14229 was moved by Mr. Fabian and seconded by Mr. Renshaw, to acknowledge the recreate of a full-time LPN position at \$17.95 per hour effective November 16, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14228) Motion carried unanimously.

PAF 14236 was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate of a full-time Corrections Officer position at \$16.00 per hour effective December 21, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14235) Motion carried unanimously.

PAF 14243 was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate of a full-time Corrections Officer position at \$16.00 per hour effective December 21, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14242) Motion carried unanimously.

PAF 14248 was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate of a full-time Corrections Officer position at \$16.00 per hour effective December 21, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14247) Motion carried unanimously.

PAF 14253 was moved by Mr. Fabian and seconded by Ms. Gaff, to recreate of a full-time Corrections Officer position at \$16.00 per hour effective December 21, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14252) Motion carried unanimously.

PUBLIC DEFENDER – Elizabeth Christopher

PAF 14251 was moved by Mr. Fabian and seconded by Mr. Renshaw, to create a temporary part-time Certified Legal Intern position at \$13.00 per hour effective December 21, 2023. This person will assist in the preparation of client files for various court events, assist in writing of necessary motions for clients, and gain experience assisting supervisory attorney with court appearances. Motion carried unanimously.

PAF 14251 was moved by Mr. Fabian and seconded by Ms. Gaff, to approve the hiring of Dustin Foley to a temporary part-time Certified Legal Intern position at \$13.00 per hour effective December 21, 2023, pending successful completion of pre-employment screenings. Motion carried unanimously.

OTHER BUSINESS

NONE

SALARY BOARD COMMENTS

NONE

OMMENTS FROM VISITORS

NONE

ADJOURNMENT

There being no further business, it was moved by Mr. Fabian and seconded by Ms. Gaff, that the meeting be adjourned. Motion carried unanimously. Commissioner Myers declared the meeting adjourned at 9:48 a.m.

Tammie Gaff
Acting Armstrong County Controller

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