

**MINUTES OF THE SALARY BOARD MEETING HELD ON
Tuesday, January 2, 2024**



The Armstrong County Salary Board Meeting was called to order by Commissioner John W. Strate at 11:30 a.m. in the Commissioners' Conference Room.

Roll Call: Commissioner Strate Present
 Commissioner Shea Present
 Commissioner Fabian Present
 Controller Gaff Present

Also present: Chief Administrator Aaron Poole, Human Resource Director Audrey Campbell, 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. Gaff and seconded by Mr. Fabian, to approve the minutes from the Salary Board Meeting held on December 21, 2023. Motion carried unanimously.

ORGANIZATION OF SALARY BOARD FOR 2024:

a. DISCUSSION ON 2024 SALARY BOARD MEETING SCHEDULE

It was moved by Mr. Fabian, seconded by Mr. Shea, and carried unanimously to discuss 2024 the Salary Board Meeting Schedule.

It was moved by Mr. Fabian, seconded by Mr. Shea, and carried unanimously to approve the 2024 Salary Board Meeting Schedule as follows: Meetings will be held on the 1st and 3rd Thursdays of every month at 10:30 AM.

b. DISCUSSION ON 2024 SALARY PAY GRADES AND FIX PAY RANGES FOR CLASSIFICATIONS OF NON-SUPERVISORY AND SUPERVISORY PERSONNEL

It was moved by Ms. Gaff, seconded by Mr. Fabian, and carried unanimously to approve the 2024 Salary Pay Grades and Fix Pay Ranges for Classifications of Non-Supervisory and Supervisory Personnel. Mr. Fabian suggested looking into completing a new Salary Study with a follow-up discussion at the next Salary Board meeting.

c. DISCUSSION TO ACKNOWLEDGE DISTRICT ATTORNEY'S SALARY FOR 2024

It was moved by Mr. Shea, seconded by Mr. Fabian, and carried unanimously to approve the District Attorney's Salary for 2024 to \$218,933.00 per year. Mr. Fabian noted that the District Attorney's salary is reimbursed at 65%.

d. **DISCUSSION TO ACKNOWLEDGE 2024 WORK HOURS OF COUNTY FACILITIES/DEPARTMENTS**

It was moved by Mr. Fabian, seconded by Mr. Strate, and carried unanimously to approve the 2024 Work Hours of County Facilities/Departments as follows:

- i. 40 hours: Belmont, Sheriff's Office, Maintenance, 911, Jail, IT, and Probation
- ii. 37.5 hours: Courthouse and Annex, Panning & Development, Children & Youth, District Justice Offices
- iii. 35 hours: Area Agency on Aging

e. **DISCUSSION TO AKNOWLEDGE ON CALL RATES FOR AAA**

It was moved by Ms. Gaff, seconded by Mr. Shea, and carried unanimously to approve 2024 On Call Rates for AAA. On-call rates of pay for Weekdays - \$80.00; and Saturday, Sunday and Holidays \$115.00 for 2024.

f. **DISCUSSION TO ESTABLISH COUNTY'S MILEAGE REIMBURSEMENT RATE FOR 2024**

- i. It was moved for discussion by Mr. Shea, seconded by Ms. Gaff, and carried unanimously to establish County's Mileage Reimbursement Rate for 2024.
- ii. It was moved by Mr. Shea, seconded by Ms. Gaff, and carried unanimously to increase to County's Mileage Reimbursement Rate to \$0.67/mile. Motion carried unanimously.

g. **DISCUSSION TO ESTABLISH MEAL REIMBURSEMENT RATE FOR 2024**

It was moved by Mr. Fabian, seconded by Mr. Shea, and carried unanimously to approve the meal reimbursement rate for 2024 is not to exceed \$40.00 per day.

h. **DISCUSSION TO ACKNOWLEDGE SICKDAY/PERSONAL DAYS/VACATION TIME FOR 2024**

It was moved by Ms. Gaff, seconded by Mr. Fabian, and carried unanimously to approve to maintain the status quo for Employee Sick Days/Personal Days/Vacation Time for 2024.

RESOLUTION

It was moved by Mr. Fabian at 11:40 a.m., seconded by Ms. Gaff, and carried unanimously, to move to Executive Session for further discussion of Resolution #2019-02 (C) for Annual Pay Increases for At-Will Employees.

It was moved by Mr. Fabian at 11:42 a.m., seconded by Mr. Shea, and carried unanimously, to end Executive Session.

It was moved by Mr. Fabian, seconded by Mr. Strate, and carried unanimously to adopt Resolution #2019-02 (C) for Annual Pay Increases for At-Will Employees.

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. Shea, that the meeting be adjourned. Motion carried unanimously. Commissioner Strate declared the meeting adjourned at 11:52 a.m.

Tammie Gaff
Armstrong County Controller

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