

**MINUTES OF THE SALARY BOARD MEETING HELD ON
January 18, 2024**



The Armstrong County Salary Board Meeting was called to order by Commissioner John W. Strate at 9:30 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, Warden Jessica Hicks, Coroner Brian Myers

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. Shea and seconded by Ms. Gaff, to approve the minutes from the Salary Board Meeting held on January 4, 2024. Motion carried unanimously.

COURTS – President Judge James Panchik

PAF 14267 President Judge James Panchik requested removal of PAF 14267 from the Agenda, an action to approve a salary adjustment for full-time Judicial Assistant to President Judge/Law Librarian Tammy L. Fink from \$25.24 per hour to \$25.75 per hour effective January 18, 2024, due to a substantial increase in demands made on her time necessitating this increase. Salary adjustment will be effective October 23, 2023. This PAF abolishes PAF 14181. No action taken.

PAF 14268 President Judge James Panchik requested removal of PAF 14268 from the Agenda, and action to approve a salary adjustment for full-time Judicial Assistant to Judge and Senior Judge Serena Shoemaker from \$20.52 per hour to \$20.92 per hour effective January 18, 2024, in acknowledgement of making a smooth and complete transition into this important position. Salary adjustment will be effective October 23, 2023. This PAF abolishes PAF 14182. No action taken.

EXECUTIVE SESSION

Mr. Fabian motioned and seconded by Mr. Shea to go into Executive Session at 10:32 AM to discuss personnel matters.

Mr. Shea motioned and seconded by Ms. Gaff to end Executive Session at 11:00 AM. No action taken.

CORONER – Brian K. Myers

PAF 14265 was moved by Mr. Shea and seconded by Ms. Gaff, to create a part-time Deputy Coroner position at \$17.50 per hour effective January 18, 2024. Motion carried unanimously.

PAF 14265 was moved by Mr. Shea and seconded by Ms. Gaff, to acknowledge the appointment of Timothy Graham to a part-time Deputy Coroner position at \$17.50 per hour effective January 18, 2024, pending successful completion of pre-employment screenings. Motion carried unanimously.

BELMONT – Gary Montebell

PAF 14261 was moved by Mr. Fabian and seconded by Mr. Shea, to approve the hiring of Paige Kilgore to a temporary/seasonal casual part-time Belmont Worker position at \$8.25 per hour effective January 18, 2024, for the 2024 Ice Season, pending successful completion of pre-employment screenings. (Created on PAF 10777 and reclassified on PAF 13857) Motion carried unanimously.

JAIL – Warden Hicks

PAF 14264 was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Corrections Officer position at \$16.00 per hour effective January 18, 2024, per the Teamsters’ Collective Bargaining Agreement. (Voluntary Resignation on PAF 14263) Motion carried unanimously.

PAF 14270 was moved by Ms. Gaff and seconded by Mr. Shea, to recreate a full-time Corrections Officer position at \$16.00 per hour effective January 18, 2024, per the Teamsters’ Collective Bargaining Agreement. (Voluntary Resignation on PAF 14269) Motion carried unanimously.

OTHER BUSINESS

EXECUTIVE SESSION

Mr. Fabian motioned and seconded by Ms. Gaff to go into Executive Session at 11:03 AM to discuss personnel matters.

Ms. Gaff motioned and seconded by Mr. Shea to end Executive Session at 11:07 AM. No action taken.

SALARY BOARD COMMENTS

NONE

PUBLIC COMMENT

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 11:08 a.m.

Tammie Gaff
Armstrong County Controller

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