

**MINUTES OF THE SALARY BOARD MEETING HELD ON  
Thursday, February 1, 2024**



The Armstrong County Salary Board Meeting was called to order by Commissioner John W. Strate at 10:30 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, President Judge James Panchik, Victim Witness Coordinator Pearl Rawson (OBO Katie Charlton), Belmont Director Gary Montebell, Court Administrator Brandi Benton, CYF Fiscal Officer Carly Hileman (OBO Paula McClure), 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. Shea and seconded by Ms. Gaff, to approve the minutes from the Salary Board Meeting held on January 18, 2024. Motion carried unanimously.

**COURTS/JURY COMMISSION – President Judge James Panchik**

**PAF 14267** was moved by Judge Panchik and seconded by Mr. Shea, to approve a salary adjustment for full-time Judicial Assistant to President Judge/Law Librarian Tammy L. Fink from \$25.24 per hour to \$26.50 per hour effective February 1, 2024, due to a substantial increase in demands made on her time necessitating this increase. Salary adjustment will be effective October 23, 2023, together with the 2024 3% cost of living increase, as per the budget. This PAF abolishes PAF 14181. Motion carried unanimously.

**PAF 14268** was moved by Judge Panchik and seconded by Mr. Shea, to approve a salary adjustment for full-time Judicial Assistant to Judge and Senior Judge Serena Shoemaker from \$20.52 per hour to \$21.94 per hour effective February 1, 2024, in acknowledgement of making a smooth and complete transition into this important position. Salary adjustment will be effective October 23, 2023, together with 2024 3% cost of living increase, as per the budget. This PAF abolishes PAF 14182. Motion carried unanimously.

**PAF 14277** was moved by Judge Panchik and seconded by Mr. Shea, to recreate a full-time Jury Commission Administrative Assistant II position at \$16.47 per hour effective February 1, 2024. (Voluntary resignation/retirement on PAF 14276) Motion carried unanimously.

**DISTRICT ATTORNEY – Katie Charlton**

**PAF 14282** was moved by Mr. Shea and seconded by Ms. Gaff, to recreate a full-time Victim/Witness Secretary position at Non-Supervisory Pay Grade 6 (\$9.74 to \$12.71 per hour) effective February 1, 2024, per the Teamsters' Collective Bargaining Agreement. (Termination on PAF 14281) Motion carried unanimously.

**BELMONT – Gary Montebell**

**PAF 14278** was moved by Ms. Gaff and seconded by Mr. Shea, to approve the hiring of Landon Crissman to a temporary/seasonal casual part-time Belmont Worker position at \$8.25 per hour effective February 1, 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.

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

**PAF 14285** was moved by Ms. Gaff and seconded by Mr. Shea, to recreate a full-time Caseworker Supervisor position at Supervisory Pay Grade 13 (\$33,676.50 to \$43,953.00 per annum) effective February 1, 2024. (Voluntary resignation on PAF 14284) Motion carried unanimously.

**PUBLIC DEFENDER – Elizabeth Christopher**

**PAF 14283** was moved by Mr. Shea and seconded by Ms. Gaff, to approve the hiring of Keanisha Zurenda to a full-time Administrative Assistant II position at \$14.50 per hour effective February 1, 2024, per the Teamsters Collective Bargaining Agreement and pending successful completion of pre-employment screenings. Ms. Zurenda has greater educational qualifications than are required for this position (Masters and Paralegal Certification), so we would like to compensate accordingly. (Created on PAF 14193) Motion carried unanimously.

**OTHER BUSINESS**

*NONE*

**SALARY BOARD COMMENTS**

*NONE*

**COMMENTS FROM VISITORS**

*NONE*

**ADJOURNMENT**

There being no further business, it was moved by Mr. Shea and seconded by Ms. Gaff, that the meeting be adjourned. Motion carried unanimously. Commissioner Strate declared the meeting adjourned at 10:41 a.m.

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Tammie Gaff  
Armstrong County Controller

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