



## SALARY BOARD MINUTES

Thursday, August 20, 2020, 10:00 A.M.

Willowbank Office Building  
420 Holmes Street, Room 146  
Bellefonte, PA 16823

---

### I. CALL TO ORDER

The public meeting of the Salary Board was convened at 10:01 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Director of Financial Management Tom Martin, and Controller Jason Moser.

County personnel present included Mary Kay Williams., Travis Walker, Kendra Miknis, Sheriff Bryan Sampsel, Dave Lomison, Prothonotary Jeremy Breon, Krista Davis and Human Service Administrator Natalie Corman.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. MEETING MINUTES

Minutes from the Thursday, August 13, 2020 Salary Board meeting.

**Action:** *On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the Salary Board meeting minutes from Thursday, August 13, 2020.*

### IV. ACTION ON PERSONNEL ITEMS

- A. Court Administration – On a motion by Commissioner Dershem, seconded by Controller Jason Moser, the Board voted unanimously to approve the upgrade/reclassification to the position of full-time Department Clerk 3 (75), Court Administration, (p.c. #31, non-exempt), at SG-N08A(01)--\$13.52/hour to full-time Criminal Court Coordinator, Court Administration, (p.c. #31, non-exempt), at SG-N10A(01)--\$14.86/hour, effective September 2, 2020, pay period 19. Salary budget impact for 2020 \$804, annualized salary impact for 2021 \$2,613. A recent retirement has allowed the opportunity to restructure the office by eliminating the Department Clerk 3 position and creating the Criminal Court Coordinator to allow for cross training – Dept. 271.
- B. Facilities Management – On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment and rate for Tara B. Kent, full-time Custodial Worker 1, Facilities Management, (p.c. #16, non-exempt, replacing R. Tate Jr.), at SG-N02A(01)--\$10.18/hour, effective August 31, 2020, pay period 19. Conditional upon satisfactory completion of pre-employment

**SALARY BOARD MINUTES**  
**THURSDAY, AUGUST 20, 2020**  
**PAGE 2**

requirements. Director of Facilities Management Lee Sheaffer is requesting Ms. Kent be approved at SG-N02E(05)--\$11.01/hour. Salary budget savings for 2020 \$9,047, annualized salary impact for 2021 \$936 - Dept. 161.

- C. Prothonotary – Prothonotary Jeremy Breon joined the Salary Board. On a motion by Prothonotary Breon, seconded by Controller Jason Moser, the Board voted unanimously to approve the overtime extension request for any staff necessary for up to 20 hours per week combined in total for a one month period from August 23, 2020, pay period 18 to September 19, 2020, pay period 20. Salary budget impact for 2020 \$2,258 – Dept. 223.
- D. Sheriff – Sheriff Bryan Sampsel joined the Salary Board. On a motion by Sheriff Sampsel, seconded by Commissioner Higgins, the Board voted unanimously to approve the rate for Bryan J. Greene at SG-N08A(01)--\$13.52/hour, effective August 31, 2020, pay period 19. Sheriff Bryan Sampsel is appointing Mr. Greene to part-time Security Officer 60%, Sheriff, (p.c. #15, non-exempt, D. Clouse). Conditional upon satisfactory completion of pre-employment requirements. Sheriff Sampsel is requesting that Mr. Greene be approved at SG-N08A(02)--\$13.79/hour. Salary budget savings for 2020 \$4,896, annualized salary savings for 2021 \$711 – Dept. 211.

V. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Controller Jason Moser, the Board voted unanimously to adjourn the meeting at 10:13 AM.

ATTEST:

---

Jason Moser  
Centre County Controller