



SALARY BOARD MINUTES

Thursday, March 10, 2022, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:00 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Director of Human Resources Kristen Simkins, Controller Jason Moser, Human Resource Analyst Geri Sorgen and Executive Office Supervisor Natalie Smith.

County personnel present included Deputy Administrator John Franek Jr., Jim Coslo, Human Service Administrator Natalie Corman, Ray Stolinis and Anne Messner.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

Minutes from the Thursday, March 3, 2022 Salary Board Meeting.

Action: *On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the Salary Board meeting minutes from Thursday, March 3, 2022.*

V. ACTION ON PERSONNEL ITEMS

- A. District Attorney – The rate for Khayla D. Smith at SG-N08A(01)--\$14.79/hour, effective April 4, 2022, pay period 8. District Attorney Bernie Cantorna is appointing Ms. Smith to full-time Paralegal 1, District Attorney, (p.c. #12, non-exempt, replacing E. Read). Conditional upon satisfactory completion of pre-employment requirements. District Attorney Bernie Cantorna is requesting that Ms. Smith be approved at SG-N08H(08)--\$16.85/hour. Salary savings for 2022 \$1,353, annualized salary impact for 2023 \$1,853 – Dept. 221.

Action: *On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to approve the appointment for Khayla Smith.*

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B. Conservation District

- i. The creation of an on-call/occasional Resource Conservation Coordinator 1, Conservation District, (p.c. #16, non-exempt, 40 hour), at SG-N12A(01)--\$17.69/hour, effective March 10, 2022, pay period 6.
- ii. The appointment for Paul D. Dembowski, on-call/occasional Resource Conservation Coordinator 1, Conservation District, (p.c. #16, non-exempt, new), at SG-N12A(01)--\$17.69/hour, effective March 14, 2022, pay period 7. Conservation District Manager Jim Coslo is requesting that Mr. Dembowski be approved at SG-N12E(05)--\$19.08/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2022 \$349, annualized salary impact for 2023 \$5,691- Dept. 822.

Action: *On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to approve the Conservation District items i-ii.*

C. Human Services

- i. Office of Aging - The promotion/change in title for Sheera Corrigan, from full-time Aging Care Manager 2, Office of Aging, (p.c. #09, non-exempt, 75 hour), at SG-N12H(08)--\$20.18/hour to full-time Aging Care Management Supervisor 1, Office of Aging, (p.c. #02, exempt, 80 hour, replacing B. Lose), at SG-S54A(01)--\$51,500.80/annum, effective retro to March 7, 2022, pay period 6. Director of Aging Quentin Burchfield is requesting that Ms. Corrigan be approved at SG-S54C(03)--\$53,476.80/annum. Salary budget savings for 2022 \$3,561, annualized salary savings for 2023 \$957 - Dept. 521.

Action: *On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to approve the promotion/change in title for Sheera Corrigan.*

- D. Tax Claim - The promotion/change in title/department for Leann Repasky, from full-time Department Clerk 3 (75), Tax Collection, (p.c. #05, non-exempt), at SG-N08O(15)--\$19.20/hour to full-time Tax Claim Coordinator, Tax Claim, (p.c. #03, non-exempt, replacing M. Kerstetter), at SG-N12G(07)--\$19.80/hour, effective March 13, 2022, pay period 7. Director of Tax Claim and Collections Jennifer Pettina is requesting that Ms. Repasky be approved at SG-N12K(11)--\$21.36/hour. Salary budget savings for 2022 \$16,905, annualized salary savings for 2023 \$7,995 - Dept. 123.

Action: *On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to approve the promotion/change in title for Leann Repasky.*

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- E. Court Administration– The rate for Matthew T. Newton at SG-N16A(01)–\$21.19/hour, effective March 17, 2022, pay period 7. President Judge Pamela Ruest is appointing Mr. Newton to full-time Law Clerk, Court Administration, (p.c. #25, non-exempt, replacing E. Ishler). President Judge Ruest is requesting that Mr. Newton be approved at SG-N16B(02)–\$21.58/hour. Salary savings for 2022 \$3,767, annualized salary impact for 2023 \$760 – Dept. 271.

Action: *On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to approve the rate for Matthew Newton.*

VI. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to adjourn the meeting at 10:06 AM.

ATTEST:

Jason Moser
Controller