



SALARY BOARD MINUTES

Thursday, March 23, 2023, 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 Salary Board was convened at 10:01 AM by Chair of the Board Mark Higgins.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Commissioner Steven Dershem, Administrator John Franek Jr., and Executive Office Supervisor Erin Good.

County personnel included Controller Jason Moser, Human Resources Director Kristen Simkins, Deputy Administrator Natalie Corman, Dave Lomison, Geri Sorgen, Beth Lechman, Leah Raker, Interim Warden Glenn Irwin, Krista Davis, Faith Ryan (Zoom), Dave Lomison, Chad Joyce, Tracy Martin, Lora Rupert, Richard Killian, Julie Lutz, and Ray Stolinas.

Guests present included Mitzi Gallagher and Larry Mayes.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the Agenda.

IV. MEETING MINUTES

Minutes from the Thursday, March 16, 2023 Salary Board Meeting.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Salary Board meeting minutes from Thursday, March 16, 2023.

V. ACTION ON PERSONNEL ITEMS

- A. Correctional Facility – Interim Warden Glenn Irwin asked the Board to approve the extension for the Food Service Manager, Correctional Facility, (p.c. #78), to be paid overtime when working open Kitchen Supervisor shifts only after 40 hours worked in a week has been met, effective April 1, 2023, pay period 8 through September 23, 2023, pay period 20. Salary budget impact for 2023 \$12,071 - Dept. 333.

Action: On a motion by Controller Moser seconded by Commissioner Concepcion the Board voted unanimously to approve the extension for Food Service Manager P.C. #78.

- B. Human Resources – Kristen Simkins asked the Board to approve the change in employment type from non-exempt to exempt for Sealer-Weights & Measures, Weights & Measures, (p.c. #01), and GIS Director/Coordinator, GIS, (p.c. #01), effective March 26, 2023, pay period 8 - Dept. 361 & 155.

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Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the change in employment type for Sealer-Weights & Measures and GIS Director/Coordinator.

C. Human Services

- i. Adult Services – Faith Ryan asked the Board to approve the creation of a full-time Assistant Director Adult Services, Adult Services, (p.c. #04, exempt), at SG-14, effective March 23, 2023, pay period 7 – Dept. 501.

Faith stated it would not be an additional position added to her department, it would be a reclassification of an existing supervisor and would be more of a promotion within her department for the successful candidate.

Action: On a motion by Controller Moser seconded by Commissioner Concepcion the Board voted unanimously to approve the creation of Assistant Director Adult Services P.C. #04.

ii. Children & Youth Services

Leah Raker asked the Board to approve the following items:

1. Approve the reclassification to the position of full-time Caseworker 3, C&YS, (p.c. #06, non-exempt), at SG-09 to full-time Caseworker 2, C&YS, (p.c. #06, non-exempt), at SG-08, effective March 26, 2023, pay period 8 - Dept. 511.
2. Approve the extension for the Children & Youth Supervisors to be paid up to 15 hours overtime per pay period, only after 40 hours worked in a week has been met, effective April 1, 2023, pay period 8 through July 29, 2023, pay period 16. Salary budget impact for 2023 \$7,192 - Dept. 511.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the C&YS items 1-2.

- D. Risk Management & Workplace Operations – Krista Davis asked the Board to approve the creation of a full-time Custodial Worker, Risk Management, (p.c. #11, non-exempt), at SG-02A(01)–\$15.30/hour, effective March 23, 2023, pay period 7 – Dept. 112.

Action: On a motion by Controller Moser seconded by Commissioner Dershem the Board voted unanimously to approve the creation of Custodial Worker P.C. #11.

VI. ADJOURNMENT

On a motion by Controller Moser seconded by Commissioner Concepcion, the Board voted unanimously to adjourn the meeting at 10:18 AM.

ATTEST:

Jason Moser
Controller