



SALARY BOARD

Tuesday, June 23, 2020, 10:00 A.M.

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

I. CALL TO ORDER

Commissioner Michael Pipe convened the Salary Board meeting at 10:20 AM on Tuesday, June 23, 2020.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Controller Jason Moser, and Director of Financial Management Tom Martin.

II. ACTION ON PERSONNEL ITEMS

Commissioners - Creation of the position of full-time COVID-19 County Relief Block Grant Coordinator, (p.c. #xx), at SG-xx xx, effective June 23, 2020, pay period xx. (Budget impact of \$xx,xxx.xx) – Dept. 111.

Administrator Margaret Gray introduced the position description for the COVID-19 County Relief Block Grant Coordinator. There are many grants, for different funding amounts, with specific purposes. This position could be used to manage those grants for a period of twelve (12) months.

For the County Relief Block Grant, Commissioner Pipe noted that the last must be submitted by February 1 of 2021. He proposed that administrative funds from the COVID19 County Relief Block Grant be used to fund the position. Commissioner Dershem was in agreement with the position, however feels it should end with the grant and general fund money should not be spent for the new position. Commissioner Higgins suggested that upon completion of the County Relief Block Grant, the position could help to manage and apply for other grants. He agreed that general fund money should not be used for the position. If there are other opportunities at the end of the grant period, Commissioner Dershem said that the job description be revised, but not to use general fund money in 2021.

Controller Jason Moser added that with additional grants, this job description is specific to the County Relief Block Grant. With other grants, there may be other administrative opportunities to fund the position.

The position may be essential for audit reporting in 2021 and the County may be able to request administrative funds be allowed to carry into 2021.

Administrator Margaret Gray explained that 20 to 21 Counties across the Commonwealth have a grant coordinator position. She recommended that the position be an S55 with a range of \$50,793 to \$83,366.

Commissioner Dershem asked if this position should be classified as a term employee because it is for a limited duration of time. Controller Jason Moser suggested that the posting state the position is funded through December 31, 2020 with the possibility of being extended. If this is not specified as a term employee, they would be eligible for unemployment at the completion of their term to which Commissioner Dershem expressed concern.

ACTION: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the creation of the position at the salary grade of S55 effective June 23, 2020

III. ADJOURNMENT

On a motion by Controller Jason Moser, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:30 AM.

ATTEST:

Jason Moser
Centre County Controller