



## SALARY BOARD MINUTES

Thursday, July 11, 2019, 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 called to order at 10:01 AM on July 11, 2019 by Commissioner Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem; Administrator, Margaret Gray; Deputy Administrator, Bob Jacobs; Controller Chuck Witmer; Director of Financial Management, Tom Martin; Executive Office Supervisor, Natalie Smith; Director of Human Resources, Kristen Simkins; Human Resource Analyst, Geri Sorgen.

County personnel present included Ann Marie Oldani, Dale Neff, Deb Immel, Christine Millinder, Natalie Corman, and Bryan Sampsel.

### II. PUBLIC COMMENT

### III. MEETING MINUTES

Minutes from the Thursday, June 27, 2019 Salary Board meeting.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from June 27, 2019. Commissioner Dershem abstained from the vote.*

### IV. ACTION ON PERSONNEL ITEMS

- A. Domestic Relations – Director Ann Marie Oldani asked the Board to approve the rate for Scott T. Carr at SG-N14A(01)--\$18.00/hour, effective July 21, 2019, pay period 16. Mr. Carr is coming to Centre County with three and a half years of experience in Clearfield County's Office of Domestic Relations. President Judge Pamela A. Ruest is appointing Mr. Carr to full-time Hearing Officer, Domestic Relations, (p.c. #04, non-exempt, replacing E. Marasco). President Judge Ruest is requesting Mr. Carr start at SG-N14B(02)--\$18.36/hour. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$8,533, annualized salary savings for 2020 \$2,204 – Dept. 281.

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the rate for Scott Carr.*

- B. Emergency Communications – Director Dale Neff asked the Board to consider approval of the promotion/change in title for Barbara Berenty from full-time Administrative Addressing Technician, Emergency Communications 911, (p.c. #30, non-exempt), at SG-N08N(14)--\$17.48/hour to full-time Addressing Specialist,

Emergency Communications 911, (p.c. #29, non-exempt, replacing M. Moyer), at SG-N10K(11)--\$18.14/hour, effective retro to July 7, 2019, pay period 15. Mr. Neff is requesting Ms. Berenty move to SG-N10O(15)--\$19.62/hour. Ms. Berenty has over 15 years of experience and served most of 2018 as the acting Addressing Specialist during Mr. Moyer's absence. She also provides a lot of essential help behind the scenes administering programs, managing the website, and has CodeRed training. Salary budget savings for 2019 \$14,505, annualized salary increase for 2020 \$7,966 – Dept. 354.

*On a motion by Controller Chuck Witmer, seconded by Commissioner Dershem, the Board voted unanimously to approve the promotion/change in title for Barb Berenty*

- C. Prothonotary – The Board was joined by Prothonotary Deb Immel, who asked they approve a temporary increase in hours for all full-time Department Clerk 2 (75) and Department Clerk 3 (75), Prothonotary, from 75 hours to 80 hours, (currently occupied by K. Fornicola, J. Confer, L. Lutz, A. Efthimiou, T. Benner, N. Demastus, K. Smith, D. Irvin) and temporary overtime (up to five (5) hours per week) for full-time Chief Deputy Prothonotary and the full-time First Deputy Prothonotary positions (currently occupied by C. Clark, J. Breon, M. Heckman, L. Kerschner). The increased hours are necessary to comply with the second phase of a new law, for which processing of cases began on June 28. Under the Clean Slate Program, criminal history record information pertaining to eligible criminal and summary records, and non-conviction records will be restricted from public view after 10 years. The Prothonotary's Office will receive a list every 30 days for restriction. Deb has requested increased hours to avoid a backlog of cases to be processed. Commissioner Dershem asked if she will consider restructuring or adding additional staff. She explained that the Clean Slate Program is not going to go away and she may need to consider a position to coordinate overall expungement/limited access due to volume. Effective July 22, 2019, pay period 16 through December 31, 2019, pay period 26. Salary budget increase for 2019 \$17,739 – Dept. 223.

*On a motion by Deb Immel, seconded by Commissioner Dershem, the Board voted unanimously to approve a temporary increase in hours.*

- D. Register of Wills – The Board was joined by Register of Wills Christine Millinder, who asked they approve the change in rate of pay for Tanner Day, full-time First Deputy Clerk of Orphans' Court, Register of Wills, (p.c. #05, non-exempt), from SG-S46A(01)-\$15.88/hour to SG-S46D(04)--\$16.84/hour, effective retro to July 1, 2019, pay period 14. Salary budget savings for 2019 \$1,010, annualized salary increase for 2020 \$0. The Salary Board voted on June 27 to approve the appointment of Mr. Day at the A step. Christine explained that the positions in her office are demanding and she has a small amount of staff for a fourth class county. The staff must all be cross-trained, learn laws, and procedures necessary to follow the law. The A step is not a fair rate for the responsibility held by the employee. Commissioner Dershem said he hates to see a revolving door for employees in such a critical office. He agreed that the A step does not provide the compensation needed to retain employees.

*Commissioner Dershem made a motion seconded by Controller Chuck Witmer to approve the change of rate in pay for Tanner Day.*

Commissioner Pipe presented the Board with a report he had requested from Human Resources. He explained that the Salary Board is a budgetary check and understands that Christine is advocating for her staff. In overall fairness, the report includes all nine offices of the eleven elected officials. Commissioner Pipe mentioned Controller Chuck Witmer's suggestion at the last meeting for a salary study and Commissioner Dershem said he wholeheartedly agrees. The report outlines the employee's original date of hire, step, and rate as well as their current rate. Of the 100 employees, 89 were hired at a step other than A. Those employees bring a vast amount of experience and a wealth of knowledge.

Christine said County employees work very hard and there is a need for a salary adjustment. Chuck Witmer expressed appreciation for the data presented and said it is a good first step; it supports a complete salary administration evaluation. Commissioner Dershem said it is important to look at the numbers; there are departments that have a revolving door and do a lot of hiring, this demonstrates a need for conversation. As these situations present themselves, they need to be looked at case by case. Commissioner Pipe is hesitant to move forward with a salary study, if the County needs money to pay for a change, it will have to look at raising property tax. Chuck explained that the County would pay for it one way or another, through turnover or by having offices go without staff for six to nine months. Commissioner Higgins added that in the private sector, employers hire people at the minimum rate they can be retained. He used the Controller's Office as an example, they are not going to be able to hire an employee with a CPA at the A, B, or even C step with that level of certification. The Salary Board is flexible when there is documentation available. In this case, the job was only advertised for a few days before a candidate was selected. He does not see supporting evidence for anything over the A step.

*The motion passed with a 3-2 vote with Commissioner Dershem, Chuck Witmer, and Christine Millinder in favor and Commissioner Pipe and Commissioner Higgins opposed - Dept. 224.*

V. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Chuck Witmer, the Board voted unanimously to adjourn the meeting at 10:35 AM.

ATTEST:

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Margaret N. Gray  
Administrator