



SALARY BOARD MINUTES

Thursday, July 21, 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 Salary Board was convened at 10:21 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Steven Dershem, Commissioner Mark Higgins, Administrator John Franek Jr., Controller Jason Moser and Executive Office Supervisor Erin Good.

County personnel present included Human Resource Analyst Geri Sorgen, Human Resource Director Kristen Simkins, Deputy Administrator Natalie Corman, Sheriff Bryan Sampsel, Treasurer Colleen Kennedy, Joni MacIntyre, Prothonotary Jeremy Breon, Travis Walker, Register of Wills Christine Millinder, Coroner Scott Sayers, Ray Stolinas, District Attorney Bernie Cantorna, District Judge Greg Koehle, Recorder of Deeds Joe Davidson and Krista Davis.

Guests present included Jim Battigaglia (Zoom).

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

The Board will consider approving the minutes from the Thursday, July 14, 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, July 14, 2022.*

V. ACTION ON PERSONNEL ITEMS

A. Human Resources

Director of Human Resources Kristen Simkins asked for the Boards approval for the following items:

- i. Approve the implementation plan for the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15 – Dept. 114.

Action: *On a motion by Commissioner Higgins seconded by Controller Moser, the Board voted unanimously to approve the implementation plan for the Archer Compensation and Classification Study.*

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- ii. Approve the proposed salary scale by the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.

Action: *On a motion by Commissioner Dershem seconded by Controller Moser, the Board voted unanimously to approve the proposed salary scale based on the Archer Compensation and Classification Study.*

- iii. Approve the proposed pay rates for non-court related and non-ROW office employees according to the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.

Action: *On a motion by Commissioner Higgins seconded by Controller Moser, the Board voted unanimously to approve the proposed pay rates for non-court related and non-ROW office employees due to the Archer Compensation and Classification Study.*

- iv. Approve a one-time payment to active non-union regular full-time and part-time employees receiving an annual increase of \$1,000 or less in 2022, effective retro to July 3, 2022, pay period 15.

Action: *On a motion by Commissioner Dershem seconded by Controller Moser, the Board voted unanimously to approve the proposed one-time payment to active non-union regular full-time and part-time employees receiving an annual increase of \$1,000 or less in 2022 due to the Archer Compensation and Classification Study.*

- v. Approve the creation of the following positions based on the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.

1. Office Supervisor 1 (60), Tax Assessment – Dept. 121.
2. Tax Claim/Collections Assistant, Tax Claim – Dept. 123.
3. Elections Clerk, Elections and Voter Registration – Dept. 131.
4. Assistant Public Defender 2, Public Defender – Dept. 132.
5. Deputy Director of Records Management, Records Management – Dept. 143.
6. Facilities Technician 1 CCCF, Facilities Management – Dept. 161.
7. Senior AC/Electronics, HVAC/Refrigeration Technician, Facilities Management– Dept. 161.
8. Quality Assurance Supervisor, Emergency Communications 911 – Dept. 354.
9. Office Supervisor-CYS, Children & Youth Services – Dept. 511.
10. Department Clerk 2 (60), Aging – Dept. 521.

Action: *On a motion by Commissioner Higgins seconded by Controller Moser, the Board voted unanimously to approve the creation of the positions 1-10 based on the Archer Compensation and Classification Study.*

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B. Controller

Controller Jason Moser asked the Board to approve the following items:

- i. Approve the **Archer Compensation and Classification Study** for the employees of Controller's department, effective retro to July 3, 2022, pay period 15 – Dept. 125.
- ii. Approve the creation/change in title of a Fiscal Technician 2 (75), Controllers, from Fiscal Technician, Controller, (p.c. #03, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 125

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

- C. Coroner – Coroner Scott Sayers asked the Board to approve the **Archer Compensation and Classification Study** for the employees of Coroner's department, effective retro to July 3, 2022, pay period 15 – Dept. 212.

Action: *On a motion by Coroner Scott Sayers, seconded by Commissioner Higgins, the board voted unanimously to approve the Coroners items.*

D. District Attorney

District Attorney Bernie Cantorna asked the Board to approve the following items:

- i. Approve the **Archer Compensation and Classification Study** for the employees of District Attorney's department, effective retro to July 3, 2022, pay period 15 – Dept. 221.
- ii. Approve the creation of an Assistant District Attorney 2, District Attorney, effective retro to July 3, 2022, pay period 15 – Dept. 221.
- iii. Approve the change in title to the position of Executive Assistant-DA, District Attorney to Administrative Assistant, District Attorney (p.c. #16, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 221.

Action: *On a motion by District Attorney Bernie Cantorna seconded by Commissioner Dershem the Board voted unanimously to approve the District Attorney items i-iii.*

E. Prothonotary and Clerk of Courts

Prothonotary Jeremy Breon asked the Board to approve the following items:

- i. Approve the **Archer Compensation and Classification Study** for the employees of Prothonotary's department, effective retro to July 3, 2022, pay period 15 – Dept. 223.
- ii. Approve the creation/change in title of a Prothonotary Clerk, Prothonotary, from Department Clerk 3 (75), Prothonotary, (p.c. #12, 14, 18, 23, 24 & 25, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 223.

Action: *On a motion by Prothonotary Jeremy Breon seconded by Commissioner Higgins, the Board voted unanimously to approve the Prothonotary items i-ii.*

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F. Recorder of Deeds

Recorder of Deeds Joe Davidson asked the Board to approve the following items:

- i. Approve the **Archer Compensation and Classification Study** for the employees of Recorder of Deed's department, effective retro to July 3, 2022, pay period 15 – Dept. 133.
- ii. Approve the creation/change in title of a Recorder of Deeds Clerk, Recorder of Deeds from Department Clerk 2 (75), Recorder of Deeds, (p.c. #04 & 31, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 133.

***Action:** On a motion by Recorder of Deeds Joe Davidson seconded by Commissioner Dershem, the Board voted unanimously to approve the Recorder of Deeds items i-ii.*

G. Register of Wills and Clerk of Orphans Court

Register of Wills and Clerk and Orphans Court Christine Millinder asked the Board to approve the following items:

- i. Approve the **Archer Compensation and Classification Study** for the employees of Register of Will's department, effective retro to July 3, 2022, pay period 15 – Dept. 224.
- ii. Approve the creation/change in title of a Register of Wills Clerk, Register of Wills, from Department Clerk 1, Register of Wills, (p.c. #04, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 224.

***Action:** On a motion by Register of Wills and Clerk and Orphans Court Christine Millinder seconded by Commissioner Higgins, the Board voted unanimously to approve the Register of Wills items i-ii.*

H. Sheriff – Sheriff Bryan Sampsel asked the Board to approve the **Archer Compensation and Classification Study** for the employees of Sheriff's department, effective retro to July 3, 2022, pay period 15 – Dept. 211.

***Action:** On a motion by Sheriff Bryan Sampsel seconded by Commissioner Dershem, the Board voted unanimously to approve the Sheriff item.*

I. Treasurer – Treasurer Colleen Kennedy asked the Board to approve the **Archer Compensation and Classification Study** for the employees of Treasurer's department, effective retro to July 3, 2022, pay period 15 – Dept. 124.

***Action:** On a motion by Treasurer Colleen Kennedy seconded by Commissioner Higgins, the Board voted unanimously to approve the Treasurer item.*

J. Courts

Kristen Simkins asked the Board to approve the following items:

- i. Approve the **Archer Compensation and Classification Study** for the employees of Court's departments, effective retro to July 3, 2022, pay period 15 – Dept. 251, 252, 253, 254, 256, 257, 271, 281, 303 & 304.
- ii. Court Administration – Approve the creation/change in title of a Judicial Coordinator, Court Administration, from Administrative Assistant, Court Administration, (p.c. #11, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 271.

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- iii. Domestic Relations – Approve the creation/change in title of an Allocation Reimbursement Specialist, Domestic Relations, from Department Clerk 3 (75) DRS, Domestic Relations, (p.c. #10,11 & 16, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 281.
- iv. Magisterial District Justice – Approve the creation/change in title of an MDJ Office Supervisor 1, MDJ, from Office Supervisor 2, MDJ, (p.c. #01, 08, 13, 04, 02 & 18, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 251, 252, 253, 254, 256 & 257.
- v. Probation – Approve the change in title to the position of Department Clerk 3 (80), Probation, from Secretary 2 (80), (p.c. #14, non-exempt), and Department Clerk 2 (80), (p.c. #15, 16, 19 & 29, non-exempt), Probation, effective retro to July 3, 2022, pay period 15 – Dept. 301.

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

II. ADJOURNMENT

On a motion by Controller Moser, seconded by Commissioner Higgins, the Board voted unanimously to adjourn the meeting at 10:38 AM.

ATTEST:

Jason Moser

Controller