



SALARY BOARD MINUTES

Thursday, August 25, 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 10:04 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, Travis Walker, Mark Kellerman, Faith Ryan and Dave Lomison.

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, August 11, 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, August 11, 2022.*

V. ACTION ON PERSONNEL ITEMS

A. Courts

i. Probation

Director of Human Resources Kristen Simkins asked the Board to approve the following items:

1. Approve the promotion/change in title/department for Eliza Shaw from full-time TASC Coordinator/DUI Court, MH/ID/EI-D&A (DUI Court), (p.c. #27, non-exempt), at SG-07A(01)--\$19.87/hour to full-time Specialty Court Probation Officer 2, Drug Court, (p.c. #25, non-exempt, replacing C. Glasgow), at SG-10A(01)--\$23.38/hour, effective retro to August 22, 2022, pay period 18. Salary budget impact for 2022 \$1,482, annualized salary impact for 2023 \$2,165 - Dept. 304.

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2. Approve the rate for Lisa A. Waite at SG-07A(01)--\$19.87/hour, effective August 29, 2022, pay period 19. President Judge Pamela Ruest is appointing Ms. Waite to full-time Office Coordinator Probation, Probation, (p.c. #26, exempt, replacing D. Bierly). Salary budget savings for 2022 \$3,085, annualized salary savings for 2023 \$16,536– Dept. 301.

Action: *On a motion by Controller Moser seconded by Commissioner Higgins, the Board voted unanimously to approve the Probation items 1-2.*

- ii. Court Administration – Kristen Simkins asked the Board to approve the rate for Lindsay E. Hoppe at SG-10A(01)--\$23.38/hour, effective September 1, 2022, pay period 19. President Judge Pamela Ruest is appointing Ms. Hoppe to full-time Law Clerk - 2 Year Term, Court Administration, (p.c. #30, non-exempt, replacing S. Duncan). Salary budget impact for 2022 \$1,248, annualized salary impact for 2023 \$4,271– Dept. 271.

Action: *On a motion by Commissioner Dershem seconded by Controller Moser, the Board voted unanimously to approve the rate for Lindsay Hoppe.*

- B. Children & Youth Services – Deputy Administrator Natalie Corman asked the Board to approve the request for Children & Youth Supervisors to be paid on-call hours as specified in the Mandated/On-Call Payment policy for CYS Caseworkers, effective retro to August 14, 2022, pay period 18. Salary budget impact for 2022 \$8,528, annualized salary impact for 2023 \$27,716 – Dept. 511.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the request for C&YS Supervisors to be paid on-call hours.*

C. Human Resources

Kristen Simkins asked the Board to approve the following items:

- i. Approve the correction to the **Archer Compensation and Classification Study** for the position of Accounting Clerk 3 (75), Correctional Facility, (p.c. #82, non-exempt), at SG-04 to Administrative Assistant-CCCF, Correctional Facility, (p.c. #82, non-exempt), at SG-05, effective retro to July 3, 2022, pay period 15 – Dept. 333.

Action: *On a motion by Controller Moser seconded by Commissioner Higgins, the Board voted unanimously to approve the correction for p.c. #82 at the Correctional Facility.*

- ii. Approve the correction to the **Archer Compensation and Classification Study** for the position of Office Supervisor 1 (60), Tax Assessment, (p.c. #02, exempt), at SG-05 to Office Supervisor 2-Tax Assessment, Tax Assessment, (p.c. #02, exempt), at SG-08, effective retro to July 3, 2022, pay period 15 – Dept. 121.

Action: *On a motion by Controller Moser seconded by Commissioner Higgins, the Board voted unanimously to approve the correction for p.c. #02 in Tax Assessment.*

- iii. Approve the correction to the **Archer Compensation and Classification Study** for the step placement of Jolene Smith, Caseworker 3-MHID, MH/ID/EI, (p.c. #44, non-exempt), from SG-08F(06)--\$23.22/hour to SG-08K(11)--\$25.64/hour, effective retro to July 3, 2022, pay period 15 – Dept. 561.

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***Action:** On a motion by Controller Moser seconded by Commissioner Higgins, the Board voted unanimously to approve the correction for step placement of Jolene Smith.*

II. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:09 AM.

ATTEST:

Jason Moser
Controller