



SALARY BOARD MINUTES

Thursday, September 15, 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 10:00 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 (Zoom) and Executive Office Supervisor Erin Good.

County personnel present included Faith Ryan, Deputy Administrator Natalie Corman, Director of Human Resources Kristen Simkins (Zoom), Geri Sorgen, Dave Lomison, Travis Walker, Recorder of Deeds Joe Davidson and Julia Sprinkle.

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, September 8, 2022 Salary Board Meeting.

Action: *On a motion by Commissioner Higgins seconded by Controller Moser, the Board voted unanimously to approve the Salary Board meeting minutes from Thursday, September 8, 2022.*

V. ACTION ON PERSONNEL ITEMS

A. Human Resources

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

- i. Approve the proposed salary scale, effective September 25, 2022, pay period 21.
- ii. Approve the change in department and reclassification of Human Services Administrator, MH/ID/EI, (p.c. #03, exempt), at SG-21 to Human Services Administrator, Commissioners, (p.c. #05, exempt), at SG-22, effective September 25, 2022, pay period 21 – Dept. 111.
- iii. Approve the reclassification to the position of Deputy County Administrator, Commissioners, (p.c. #13, exempt) from SG-21 to SG-22, effective September 25, 2022, pay period 21 (Currently occupied by N. Corman) – Dept. 111.
- iv. Approve the reclassification to the position of Chief Financial Officer, Financial Management, (p.c. #01, exempt) from SG-21 to SG-22, effective September 25, 2022, pay period 21 (Currently occupied by J. MacIntyre) – Dept. 113.

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- v. Approve the reclassification to the position of Chief Public Defender, Public Defender, (p.c. #01, exempt) from SG-21 to SG-22, effective September 25, 2022, pay period 21 (Currently occupied by D. Crowley) – Dept. 132.
- vi. Approve the reclassification to the position of First Assistant District Attorney, District Attorney, (p.c. #02, exempt) from SG-21 to SG-22, effective September 25, 2022, pay period 21 (Currently occupied by S. McGraw) – Dept. 221.
- vii. Approve the salary grade for the position of full-time Administrator MH/ID/EI D&A, MH/ID/EI, (p.c. #01, exempt), at SG-20, effective September 25, 2022, pay period 21 – Dept. 561.

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

B. Commissioners

Administrator John Franek Jr. asked the Board to approve the following items:

- i. Approve the promotion/change in title for Julia Sprinkle, Administrator 3 – C&YS, C&YS, (p.c. #01, exempt), at SG-20J(10)--\$45.58/hour to Human Services Administrator, Commissioners, (p.c. #05, exempt, replacing N. Corman), at SG-22H(08)--\$46.33/hour, effective October 9, 2022, pay period 22. Salary budget impact for 2022 \$5,680, annualized salary impact for 2023 \$2,933 - Dept. 111.
- ii. Approve the creation of a full-time Communications Coordinator, Commissioners, (p.c. #08, exempt), at SG-12, effective September 15, 2022, pay period 20 – Dept. 111.

Deputy Administrator Natalie Corman stated that there are about 170 Human Services employees and the role of the Human Services Administrator would be to coordinate all the personnel, policies, funding, procedures and the support system for the Human Services personnel.

Administrator John Franek Jr. stated the Communications Coordinator role would be both internal and external, press releases, any type of directives, RTK, media requests, social media posts, the County's website and overall better transparency with the public and County employees.

Commissioner Pipe also added the Communications Coordinator role would also help with highlighting employees' achievements and help standardized communication among employees

Commissioner Dershem and Commissioner Higgins stated the RTK requests will be a high priority of the Communications Coordinator.

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

C. Human Services

i. Adult Services

Deputy Administrator Natalie Corman asked the Board to approve the following items:

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1. Approve the upgrade/reclassification/change in title to the position of full-time Director of Adult Services, Adult Services, (p.c. #01, exempt), from SG-18 to full-time Deputy Human Services Administrator, Adult Services, (p.c. #01, exempt), at SG-21, effective October 9, 2022, pay period 22 (currently occupied by Faith Ryan) – Dept. 501.
2. Approve the change in pay rate for Faith Ryan, full-time Deputy Human Services Administrator, Adult Services, (p.c. #01, exempt), at SG-21A(01)--\$38.74/hour, effective October 9, 2022, pay period 22. Salary budget impact for 2022 \$7,243, annualized salary impact for 2023 \$16,078 - Dept. 501.

Action: *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Adult Services items 1-2.*

- ii. Children & Youth Services – Deputy Administrator Natalie Corman asked the Board to approve the temporary assignment for Leah Raker from Assistant Administrator 1 – C&YS, C&YS, (p.c. #25, exempt), at SG-18F(06)--\$36.78/hour to Interim Administrator 3-C&YS, C&YS, (p.c. #01, exempt, replacing J. Sprinkle), at SG-20A(01)--\$37.98/hour, effective October 9, 2022, pay period 22. Salary budget impact for 2022 \$5,656, annualized salary impact for 2023 \$1,040 - Dept. 511.

Action: *On a motion by Commissioner Higgins seconded by Controller Moser, the Board voted unanimously to approve the temporary assignment of Leah Raker to Interim Administrator 3-C&YS.*

- iii. MH/ID/EI – Deputy Administrator Natalie Corman asked the Board to approve the temporary assignment for Catherine Arbogast from County Drug & Alcohol Administrator 1, Drug & Alcohol, (p.c. #01, exempt), at SG-15U(21)--\$41.88/hour to Interim Administrator MH/ID/EI D&A, MH/ID/EI, (p.c. #01, exempt, replacing T. McDermott), at SG-20G(07)--\$42.77/hour, effective September 25, 2022, pay period 21. Salary budget impact for 2022 \$17,108, annualized salary impact for 2023 \$88,962 - Dept. 561.

Action: *On a motion by Commissioner Higgins seconded by Controller Moser, the Board voted unanimously to approve the temporary assignment of Catherine Arbogast to Interim Administrator MH/ID/EI D&A.*

VI. ADJOURNMENT

On a motion by Controller Moser, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:19 AM.

ATTEST:

Jason Moser
Controller