



AGENDA

1. **CALL MEETING TO ORDER** (This meeting may be recorded.)
2. **ROLL CALL** – John W. Strate, Anthony G. Shea, Jr., Patrick Fabian, Tammie Gaff
3. **PLEDGE OF ALLEGIANCE**
4. **WELCOME VISITORS**

VISITORS ARE WELCOME TO COMMENT ON ANY AGENDA ITEMS AT THIS TIME UNDER THE DIRECTION OF THE CHAIRMAN. INDIVIDUALS WILL BE ALLOWED TO SPEAK UP TO FIVE (5) MINUTES AND GROUPS UP TO FIFTEEN (15) MINUTES TO SPEAK. COMPLETED WRITTEN FORMS WILL BE COLLECTED AS REQUIRED BY COUNTY POLICY.

5. **APPROVAL OF MINUTES** – Salary Board Meeting held on November 7, 2024.
6. **APPROVAL OF FINAL ELECTION NIGHT WORKER SCHEDULE** for Tuesday, November 5, 2024. See attached.
7. **DISCUSSION of ON CALL RATES for CHILDREN, YOUTH AND FAMILIES CASEWORKER SUPERVISORS**

Request to provide on-call rates for Caseworker Supervisors for Weekdays - \$80.00/evenings (4:30 PM – 8:00 AM); and Saturday, Sunday - \$115.00/weekends (24 hour) and holidays.

8. **PROTHONOTARY / CLERK OF COURTS – Annette Bowser**

- a. **14619** Action on the recommendation to approve to convert the temporary salary adjustment of \$2.00 per hour for department short-staffing to a permanent salary adjustment for Kathy Reich, full-time Office Manager/1st Deputy, bringing her current rate to \$20.50 per hour effective November 21, 2024. This action is due to a reorganization within the Prothonotary and Clerk of Courts departments. Salary start date will be January 1, 2025.
- b. **14620** Action on the recommendation to create a full-time Financial Officer position at Non-Supervisory Pay Grade 14 (\$14.41 to \$18.81 per hour) effective November 21, 2024, due to the reorganization of the Prothonotary and Clerk of Courts departments.

NOTE: During any properly scheduled public/open meeting, the Board may discuss, make motions, vote to approve or disapprove, vote to table, adopt, reject, reaffirm, rescind, rearrange the order of the agenda items, or take no action on any agenda item or matter.

- c. **14620** Action on the recommendation to acknowledge the appointment/reassignment of Jill Toy from full-time Legal Secretary III at \$16.38 per hour to full-time Financial Officer at \$17.00 per hour effective November 21, 2024. Ms. Toy will retain her appointment as 2nd Deputy with that salary adjustment along with a temporary \$2.00 per hour increase due to short-staffing included in the \$17.00 per hour rate. Position start date will be January 1, 2025.
- d. **14621** Action on the recommendation to approve a salary adjustment for full-time Microfilm Records Coordinator Bridget Ammerman from \$18.51 per hour to \$19.97 per hour effective November 21, 2024. Ms. Ammerman's temporary salary adjustment of \$2.00 per hour due to short-staffing will now be included into her current rate of \$19.97 per hour. This action is due to a reorganization within the Prothonotary and Clerk of Courts departments. 25% of Ms. Ammerman's wages will be paid from the Records Improvements Fund. Salary adjustment start date will be January 1, 2025.
- e. **14622** Action on the recommendation to approve a salary adjustment for full-time Legal Secretary III Cori Bowser from \$14.86 per hour to \$15.00 per hour effective November 21, 2024. Ms. Bowser's temporary salary adjustment of \$2.00 per hour due to short-staffing will now be included into her current rate of \$15.00 per hour. This action is due to a reorganization within the Prothonotary and Clerk of Courts departments. Salary adjustment start date will be January 1, 2025.
- f. **14623** Action on the recommendation to recreate a full-time Legal Secretary III position at Non-Supervisory Pay Grade 10 (\$11.86 to \$15.49 per hour) effective November 21, 2024. (Appointment/reassignment on PAF 14620)
- g. **14623** Action on the recommendation to acknowledge the appointment/reassignment of Lily Preston from full-time Court Clerk I at \$14.80 per hour to full-time Legal Secretary III \$15.00 per hour effective November 21, 2024. Ms. Preston's temporary salary adjustment of \$2.00 per hour due to short-staffing will now be included into her current rate of \$15.00 per hour. This action is due to a reorganization within the Prothonotary and Clerk of Courts departments. Position start date will be January 1, 2025.
- h. **14624** Action on the recommendation to approve a salary adjustment for full-time Department Clerk III Kailey Bowser from \$13.00 per hour to \$14.86 per hour effective November 21, 2024, due to a reorganization within the Prothonotary and Clerk of Courts departments. Salary adjustment start date will be January 1, 2025.
- i. **14625** Action on the recommendation to create a full-time Assistant Financial Officer position at Non-Supervisory Pay Grade 12 (\$13.06 to \$17.04 per hour) effective November 21, 2024, due to the reorganization of the Prothonotary and Clerk of Courts departments. Position start date will be January 1, 2025.
- j. **14626** Action on the recommendation to abolish the action taken on PAF 14346 on May 2, 2024, to recreate a full-time Department Clerk II position effective November 21, 2024.
- k. **14627** Action on the recommendation to abolish the action taken on PAF 14522 on September 5, 2024, to recreate a full-time Department Clerk III position effective November 21, 2024.

The next Salary Board Meeting is scheduled for December 5, 2024.

9. SHERIFF – Frank Pitzer

- a. **14604** Action on the recommendation to create a full-time Deputy Sheriff (DRO) position at Non-Supervisory Pay Grade 17 (\$16.68 to \$21.77 per hour) effective November 21, 2024. Funding for this position shall be reimbursed 66% plus allowable fringe benefits from the Domestic Relations IV-D Account for all time worked in Domestic Relations. Any Deputy Sheriff duties performed outside of the DRO designation will be paid at the current rate of appointed Deputy. If IV-D funding is no longer available, the DRO designation will be removed from this position along with the pay increase, and position will revert back to Deputy Sheriff at the previous pay rate.
- b. **14605** Action on the recommendation to acknowledge the appointment/reassignment of Dakota Mohny from full-time Deputy Sheriff at \$17.08 per hour to full-time Deputy Sheriff (DRO) at \$19.83 per hour effective November 21, 2024. (Created on PAF 14604) Funding for this position shall be reimbursed 66% plus allowable fringe benefits from the Domestic Relations IV-D Account for all time worked in Domestic Relations. Any Deputy Sheriff duties performed outside of the DRO designation will be paid at the current rate of appointed Deputy. If IV-D funding is no longer available, the DRO designation will be removed from this position along with the pay increase, and position will revert back to Deputy Sheriff at the previous pay rate. Position start date will be November 21, 2024.

10. JAIL - Warden Hicks

- a. **14599** Action on the recommendation to recreate a full-time Corrections Counselor position at Supervisory Pay Grade 16 (\$41,600.00 to \$55,329.60 per annum) effective November 21, 2024. (Voluntary resignation on PAF 14598)
- b. **14616** Action on the recommendation to recreate a full-time Corrections Officer position at \$18.00 per hour effective November 21, 2024, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 14615)
- c. **14617** Action on the recommendation to recreate a full-time Corrections Officer position at \$18.00 per hour effective November 21, 2024, per the Teamsters' Collective Bargaining Agreement. (Reassignment on PAF 14529)
- d. **14629** Action on the recommendation to create a full-time Work Release Coordinator/ Intermittent Supervisor position at \$19.00 per hour effective November 21, 2024, per the recommendation of Prison Board. This position is due to the expansion of the Work Release Program.

11. OTHER BUSINESS

12. SALARY BOARD – CONCERNS OR COMMENTS

13. PUBLIC COMMENT

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14. ADJOURNMENT

The next Salary Board Meeting is scheduled for December 5, 2024.

ELECTION NIGHT WORKER SCHEDULE

November 5, 2024 – General Election

STATION #1

Jennifer Bowser*
Shannon Webb*
Tara Jageman*
Kathy Bartuccio*
Shawna Cigola*
Kathy Rashlich*
Cathy Strate

STATION #3

Tammy Slease*
Deb Whiteman*
James Webb+

WEB SITE/PROJECTOR

Jason McClafferty*
Mike Ceschini*
Kevin Orosz*
Nick Deyarmin*

Security

Jamie Baum
Terry Bish
Tayor Eberle
Mark Brice
Jonathon Bielek
Brian Dunning
Dakota Mohny
Jessica Walter

PAPERWORK PROCESSING BETWEEN STATION #1 & STATION #3

Lod Moore*

VEHICLE PROCESSING

Youth (5)*
Gabriel Jageman*
Chad Hirst*
Garrett Brumbaugh*
Kayden Baum*
Corey Hirst*

Board of Commissioners	
APPROVED	DISAPPROVED
_____ John W. Strate _____	_____
_____ Anthony G. Shea _____	_____
_____ Pat Fabian _____	_____

RUNNER/POSTING

Audrey Campbell*
Karen Kintz*

NOTES:

* Per Diem Rate @ \$50.00 (less deductions)
+Regular Shift for that day

ALL WORKERS SIGN TIMESHEET, AND REPORT TO WORKSTATION BY 8:15 PM

As of 4/17/2027