

**MINUTES OF THE SALARY BOARD MEETING HELD ON
JUNE 15, 2023**



The Armstrong County Salary Board Meeting was called to order by Commissioner Donald K. Myers at 9:30 a.m. in the Commissioners' Conference Room.

Roll Call:

Commissioner Myers Present
Commissioner Renshaw Present
Commissioner Fabian Absent
Acting Controller Tammy Gaff Absent

Also present: Chief Administrator Aaron Poole, Human Resource Director Audrey Campbell, 2nd Deputy Controller Teresa Horgos (OBO Acting Controller Tammy Gaff), Assistant Director Adult Probation Chris Franceschi, IT Director Jason McClafferty, Belmont Office Manager Darla Toy, Director Domestic Relations Denise Brumbaugh, Register and Recorder Marianne Hileman, 911 Coordinator Chad Gradwell, Jail Warden Jessica Hicks, Executive Director Planning and Development Darin Alviano, Executive Director Area Agency on Aging Janet Talerico, President Judge James Panchik, Court Administrator Brandi Benton, District Attorney Katie Charlton, Administrator Children, Youth and Family Services Paula McClure, Dennis Phillips, Leader-Times (recording)

The Board recited the PLEDGE OF ALLEGIANCE to the Flag

There were no comments from visitors in attendance on agenda items.

It was moved by Mr. Renshaw and seconded by Teresa Horgos, to approve the minutes from the Salary Board Meeting held on May 25, 2023. Motion carried unanimously.

COURTS – President Judge James Panchik

PAF 13971 was moved by Ms. Horgos and seconded by Judge Panchik, to recreate two (2) casual part-time Tipstaff positions at \$10.00 per hour effective June 15, 2023, due to one (1) voluntary resignation on PAF 12927 and one (1) position aging out of the system after going unfilled for a year. Courts still in need of Tipstaves, therefore, requesting the starting salary be adjusted from \$8.94 per hour to \$10.00 per hour. Motion carried unanimously.

PAF 13972 was moved by Judge Panchik and seconded by Ms. Horgos, to acknowledge the end of assignment of Tipstaff Nicholas Dorazio. Motion carried unanimously.

PAF 13973 was moved by Judge Panchik and seconded by Ms. Horgos, to acknowledge the end of assignment of Tipstaff Henry Cacurak. Motion carried unanimously.

PAF 13974 was moved by Judge Panchik and seconded by Ms. Horgos, to approve a salary adjustment for casual part-time Tipstaff Cheryl Platko from \$9.65 per hour to \$11.15 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023. Motion carried unanimously.

PAF 13975 was moved by Judge Panchik and seconded by Ms. Horgos, to approve a salary adjustment for casual part-time Tipstaff Connie McMaster from \$9.49 per hour to \$10.99 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023. Motion carried unanimously.

PAF 13976 was moved by Judge Panchik and seconded by Ms. Horgos, to approve a salary adjustment for casual part-time Tipstaff Bernadine Strong from \$9.49 per hour to \$10.99 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023. Motion carried unanimously.

PAF 13977 was moved by Judge Panchik and seconded by Ms. Horgos, to approve a salary adjustment for casual part-time Tipstaff Sheila Markel from \$9.21 per hour to \$10.71 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023. Motion carried unanimously.

PAF 13978 was moved by Judge Panchik and seconded by Ms. Horgos, to approve a salary adjustment for casual part-time Tipstaff Dixie Hamil from \$9.21 per hour to \$10.71 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023. Motion carried unanimously.

PAF 13983 was moved by Judge Panchik and seconded by Mr. Renshaw, to acknowledge the appointment of Brenda Religa to a casual part-time Tipstaff position at \$10.00 per hour effective June 15, 2023, pending successful completion of pre-employment screenings. (Created on PAF 13971) Motion carried unanimously.

PAF 14030 was moved by Judge Panchik and seconded by Mr. Renshaw, to reclassify the full-time Law Clerk position from Non-Supervisory Pay Grade 18 (\$34,144.50 to \$ 44,577.00 per annum) to Non-Supervisory Pay Grade 23 (\$43,543.50 to \$56,803.50 per annum) effective June 15, 2023, to align with similar 6th Class counties. Motion carried unanimously.

PAF 14030 was moved by Judge Panchik and seconded by Mr. Renshaw, to recreate a full-time Law Clerk position at Non-Supervisory Pay Grade 23 (\$43,543.50 to \$56,803.50 per annum) effective June 15, 2023. (Voluntary resignation on PAF 13979) Motion carried unanimously.

DOMESTIC RELATIONS – Denise Brumbaugh / President Judge James Panchik

PAF 13999 was moved by Judge Panchik and seconded by Ms. Horgos, to create a full-time Administrative Assistant II position at Non-Supervisory Pay Grade 11 (\$12.43 to \$16.22 per hour) effective June 15, 2023, per the Teamsters' Collective Bargaining Agreement. This action is in lieu of recreating a Secretary II position, with was left vacant due to a reassignment on PAF 13895. The cost of this position is reimbursed 66% by the Incentive Funds received in Domestic Relations from the Bureau of Child Support. Motion carried unanimously.

PROBATION – Regina Himes / President Judge James Panchik

PAF 13962 was moved by Judge Panchik and seconded by Mr. Renshaw, to recreate a full-time Juvenile Probation Officer position at \$18.00 per hour effective June 15, 2023, per the ACAPE Collective Bargaining Agreement. (Voluntary resignation on PAF 13961) Motion carried unanimously.

PAF 13963 was moved by Judge Panchik and seconded by Ms. Horgos, to create a full-time Juvenile Probation Officer position at \$18.00 per hour effective June 15, 2023, per the ACAPE Collective Bargaining Agreement. This action will abolish one (1) full-time Adult Probation Officer position. Motion carried unanimously.

PAF 13964 was moved by Judge Panchik and seconded by Ms. Horgos, to acknowledge the reassignment of Jennifer Wilbert from a full-time Adult Probation Officer position to a full-time Juvenile Probation Officer position at \$21.45 per hour (current rate) effective June 15, 2023, per the ACAPE Collective Bargaining Agreement. (Created on PAF 13963) Motion carried unanimously.

PAF 13966 Action on the recommendation to recreate a full-time Adult Probation Officer position at \$18.00 per hour effective June 15, 2023, per the ACAPE Collective Bargaining Agreement. (Reassignment on PAF 13964) was withdrawn by Judge Panchik. No action taken.

PAF 13967 was moved by Judge Panchik and seconded by Mr. Renshaw, to approve a salary adjustment for full-time Assistant Director of Juvenile Probation R. Lee Grafton from \$66,605.24 per annum to \$71,605.24 per annum effective June 15, 2023, due to additional responsibilities. Salary adjustment will be effective June 18, 2023. Increase will be funded 100% by the Act 35 supervision account with no cost to the County. Motion carried unanimously.

PAF 13968 was moved by Judge Panchik and seconded by Mr. Renshaw, to approve a salary adjustment for full-time Assistant Director of Adult Probation/Parole Christopher C. Franceschi from \$67,870.66 per annum to \$72,870.66 per annum effective June 15, 2023, due to additional responsibilities. Salary adjustment will be effective June 18, 2023. Increase will be funded 100% by the Act 35 supervision account with no cost to the County. Motion carried unanimously.

PAF 13969 was moved by Judge Panchik and seconded by Mr. Renshaw, to approve a salary adjustment for full-time Executive Director of Juvenile and Adult Probation/Parole Regina B. Himes from \$74,040.46 per annum to \$79,040.46 per annum effective June 15, 2023, due to additional responsibilities. Salary adjustment will be effective June 18, 2023. Increase will be funded 100% by the Act 35 supervision account with no cost to the County. Motion carried unanimously.

DISTRICT ATTORNEY – Kathleen Charlton

PAF 14005 was moved by Ms. Charlton and seconded by Ms. Horgos, to approve to create a casual part-time Assistant District Attorney position at \$40.00 per hour effective June 15, 2023. This position will help with hearing coverage and file preparation as needed while the District Attorney's office continues to be short-staffed. Ms. Charlton stated the position will be eliminated once a full-time Assistant District Attorney position is filled. Ms. Charlton will pursue grant funding to help pay for this position. Motion carried unanimously.

REGISTER / RECORDER – Marianne Hileman

PAF 13985 was moved by Ms. Hileman and seconded by Ms. Horgos, to approve a temporary salary adjustment of \$2.00 per hour from \$19.06 per hour to \$21.06 per hour for full-time Office Manager/1st Deputy Lori Hirst effective June 15, 2023, due to three (3) vacancies in the Register/Recorder offices. Employees have assumed additional duties due to the inability to fill vacant positions. Adjustments to this salary increase will be made as vacant positions are filled. Increase will be effective June 18, 2023. Motion carried unanimously.

PAF 13986 was moved by Ms. Hileman and seconded by Ms. Horgos, to approve a temporary salary adjustment of \$2.00 per hour from \$10.75 per hour to \$12.75 per hour for full-time Department Clerk I Rose Busano effective June 15, 2023, due to three (3) vacancies in the Register/Recorder offices. Employees have assumed additional duties due to the inability to fill vacant positions. Adjustments to this salary increase will be made as vacant positions are filled. Increase will be effective June 18, 2023. Motion carried unanimously.

PAF 13987 was moved by Ms. Hileman and seconded by Ms. Horgos, to approve a temporary salary adjustment of \$2.00 per hour from \$13.74 per hour to \$15.74 per hour for full-time Administrative Assistant II / 2nd Deputy Johnna Deyarmin effective June 15, 2023, due to three (3) vacancies in the Register/Recorder offices. Employees have assumed additional duties due to the inability to fill vacant positions. Adjustments to this salary increase will be made as vacant positions are filled. Increase will be effective June 18, 2023. Motion carried unanimously.

PAF 13989 was moved by Ms. Hileman and seconded by Mr. Renshaw, to recreate a full-time Department Clerk I position at \$10.25 per hour effective June 15, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary resignation on PAF 13988) Motion carried unanimously.

CONTROLLER – Tammie Gaff

PAF 13992 was moved by Ms. Horgos and seconded by Mr. Renshaw, to recreate a full-time A/P Supervisor position at Supervisory Pay Grade 9 (\$14.21 to \$18.54 per hour) effective June 15, 2023. (Reassignment on PAF 13775) Motion carried unanimously.

PAF 13992 Action on the recommendation to acknowledge the appointment of Teresa Horgos from full-time Administrative Assistant/2nd Deputy at \$17.59 per hour to full-time A/P Supervisor at \$21.59 per hour effective June 15, 2023. Position start date will be June 18, 2023. Motion was made by Ms. Horgos and seconded by Mr. Renshaw to table. Motion carried unanimously. No action taken.

PAF 13993 Action on the recommendation to acknowledge the appointment of Teresa Horgos, A/P Supervisor, as 1st Deputy Controller and compensate with a salary adjustment of \$0.50 per hour increase for additional duties and responsibilities effective June 15, 2023. Increase start date is pending swearing in. Motion was made by Ms. Horgos and seconded by Mr. Renshaw to table. Motion carried unanimously. No action taken.

PAF 13994 Action on the recommendation to approve a temporary salary adjustment of \$1.00 per hour from \$21.59 per hour to \$22.59 per hour for full-time A/P Supervisor Teresa Horgos effective June 15, 2023, due to a vacancy in the Controller's office. Adjustments to this salary increase will be made when the vacancy is filled. Salary adjustment will be effective June 18, 2023. Motion was made by Ms. Horgos and seconded by Mr. Renshaw to table. Motion carried unanimously. No action taken.

PAF 13995 Action on the recommendation to acknowledge the appointment of Amanda Rybarik, Retirement Specialist/AP Clerk, as 2nd Deputy Controller and compensate with a salary adjustment of \$0.25 per hour increase for additional duties and responsibilities effective June 15, 2023. Increase date is pending swearing in. Motion was made by Ms. Horgos and seconded by Mr. Renshaw to table. Motion carried unanimously. No action taken.

PAF 13996 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve a salary adjustment for full-time Retirement Specialist/AP Clerk Amanda Rybarik from \$14.01 per hour to \$17.01 per hour effective June 15, 2023, due to additional responsibilities and duties pertaining to changes in the retirement software system and increased workload and turnover in all departments. Salary adjustment will be effective June 18, 2023. Motion carried unanimously.

PAF 13997 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve a temporary salary adjustment of \$1.00 per hour from \$17.01 per hour to \$18.01 per hour for full-time Retirement Specialist/AP Clerk Amanda Rybarik effective June 15, 2023, due to a vacancy in the Controller's office. Adjustments to this salary increase will be made when the vacancy is filled. Salary adjustment will be effective June 18, 2023. Motion carried unanimously.

PAF 13998 was moved by Ms. Horgos and seconded by Mr. Renshaw, to create a full-time Accountant/Auditor Assistant position at Non-Supervisory Pay Grade 14 (\$14.41 to \$18.81 per hour) effective June 15, 2023, per the Teamsters' Collective Bargaining Agreement. This position will assist in tasks including Audits, Accounting, Accounts Payable, and various other tasks in the office. Motion carried unanimously.

AREA AGENCY ON AGING – Janet Talerico

PAF 14020 was moved by Ms. Horgos and seconded by Mr. Renshaw, to recreate a full-time Secretary II position at Non-Supervisory Pay Grade 15 (\$15.13 to \$19.75 per hour) effective June 15, 2023. (Voluntary resignation/retirement on PAF 14019) Motion carried unanimously.

BELMONT – Gary Montebell

PAF 14013 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve a salary adjustment to \$11.00 per hour for temporary/ seasonal casual part-time Program Coordinators Mallorie Wynkoop and Kaitlyn Haney effective June 15, 2023. They will be overseeing the Assistant Head Lifeguards when the Head Lifeguard is not available. Salary adjustments to be retro to June 3, 2023. Motion carried unanimously.

PAF 14014 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve the hiring per the attached list to temporary/seasonal casual part-time Belmont Worker positions effective June 15, 2023, pending successful completion of pre-employment screenings. (Created on PAF 10777/reclassified on PAF 13857) Motion carried unanimously.

PAF 14003 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve salary adjustments/reassignments per the attached list for temporary/ seasonal casual part-time Belmont Workers effective June 15, 2023, for the 2023 Pool Season. Salary adjustments will be effective retro to June 3, 2023. Motion carried unanimously.

PAF 14004 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve a temporary salary adjustment of \$2.00 per hour from \$16.62 per hour to \$18.62 per hour for full-time Office Manager/Supervisory Darla Toy effective June 15, 2023, due to additional duties due to the medical leave of absence of the Belmont Complex Director beginning June 7, 2023. Ms. Toy will assume the duties and responsibilities as the Acting Director until the Director has returned to work. Salary adjustment will be effective June 7, 2023. Motion carried unanimously.

CHILDREN, YOUTH AND FAMILIES – Paula McClure

PAF 13970 was moved by Mr. Renshaw and seconded by Ms. Horgos, to approve the reassignment of Athena Syput from full-time Caseworker II at \$45,259.50 per annum to full-time Casework Supervisor at \$47,259.50 per annum effective June 15, 2023. (Created on PAF 13866) Position start date will be June 19, 2023. Motion carried unanimously.

PAF 14033 was moved by Mr. Renshaw and seconded by Ms. Horgos, to create a full-time Caseworker II position at \$33,200.00 per annum effective June 15, 2023, per the SEIU Collective Bargaining Agreement. This action would abolish the Caseworker I position created on PAF 13579. Motion carried unanimously.

PAF 14033 was moved by Mr. Renshaw and seconded by Ms. Horgos, to approve the hiring of Brianna Bailey to a full-time Caseworker II position at \$39,987.00 per annum effective June 15, 2023, pending successful completion of pre-employment screenings and a fully-executed Memorandum of Agreement between the County and SEIU. Ms. Bailey was previously employed by the County as a Caseworker II. Motion carried unanimously.

E-911 – Chad Gradwell

PAF 14031 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve a salary adjustment for casual part-time Dispatcher Brandon Harriger from \$19.57 per hour to \$23.00 per hour effective June 15, 2023. Salary adjustment will be effective June 18, 2023. Motion passed 2 to 1. Ms. Horgos opposed.

PAF 14032 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve a salary adjustment for casual part-time Dispatcher Trainee Amanda Spittler from \$11.86 per hour to \$20.00 per hour effective June 15, 2023. Salary adjustment will be retro to June 18, 2023. Motion passed 2 to 1. Ms. Horgos opposed.

INFORMATION TECHNOLOGY – Jason McClafferty

PAF 14001 was moved by Mr. Renshaw and seconded by Ms. Horgos, to create a temporary casual part-time IT Intern position at \$10.00 per hour effective June 15, 2023. Motion carried unanimously.

PAF 14001 was moved by Mr. Renshaw and seconded by Ms. Horgos, to approve the hiring of Peyton Martinka to a temporary casual-part-time IT Intern position at \$10.00 per hour effective June 15, 2023, pending successful completion of pre-employment screenings. Salary to be paid retro to June 5, 2023. Mr. McClafferty stated the hours for this position will not exceed 1000 hours per year. Motion carried unanimously.

JAIL – Warden Hicks

PAF 13954 was moved by Mr. Renshaw and seconded by Ms. Horgos, to recreate a full-time Corrections Officer position at \$16.00 per hour effective June 15, 2023, per the Teamsters' Collective Bargaining Agreement. (Voluntary Resignation/Retirement on PAF 13953) Motion carried unanimously.

PAF 13955 was moved by Mr. Renshaw and seconded by Ms. Horgos, to approve a salary adjustment for full-time Warden Jessica Hicks from \$74,880.00 per annum to \$79,040.00 per annum effective June 15, 2023. Salary adjustment will be effective June 4, 2023. Motion carried unanimously.

PAF 13956 was moved by Mr. Renshaw and seconded by Ms. Horgos, to approve a salary adjustment for full-time Deputy Warden Matthew Prazenica from \$56,160.00 per annum to \$60,320.00 per annum effective June 15, 2023. Salary adjustment will be effective June 4, 2023. Motion carried unanimously.

PAF 13957 was moved by Mr. Renshaw and seconded by Ms. Horgos, to approve a salary adjustment for full-time Office Manager Christine Creel from \$18.54 per hour to \$20.54 per hour effective June 15, 2023. Salary adjustment will be effective June 4, 2023. Motion carried unanimously.

PLANNING & DEVELOPMENT – Darin Alviano

PAF 14021 was moved by Ms. Horgos and seconded by Mr. Renshaw, to create a full-time Deputy Executive Director position at Supervisory Pay Grade 20 (\$47,424.00 to \$61,873.50 per annum) effective June 15, 2023, due to the reorganization of the Planning and Development Office. Motion carried unanimously.

PAF 14022 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve the reassignment of Kathy Heilman from full-time Assistant Director of Community Development at \$54,035.80 per annum to full-time Deputy Executive Director at \$61,873.50 per annum (Step J) effective June 15, 2023, due to the reorganization of the Planning and Development Office. (Created on PAF 14020) Position start date will be June 18, 2023. Motion carried unanimously.

PAF 14023 was moved by Ms. Horgos and seconded by Mr. Renshaw, to recreate a full-time Assistant Director position at Supervisory Pay Grade 16 (\$39,000.00 to \$50,934.00 per annum) effective June 15, 2023. (Voluntary resignation/retirement on PAF 13811) Motion carried unanimously.

PAF 14024 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve the reassignment of Brigid Beatty from full-time Program Manager A at \$39,746.20 per annum to full-time Assistant Director at \$50,934.00 per annum (Step J) effective June 15, 2023. (Created on PAF 14022) Position start date will be June 18, 2023. Motion carried unanimously.

PAF 14025 was moved by Ms. Horgos and seconded by Mr. Renshaw, to recreate a full-time Program Manager position at Supervisory Pay Grade 14 (\$35,373.00 to \$46,137.00 per annum) effective June 15, 2023. (Reassignment on PAF 14024) Motion carried unanimously.

PAF 14026 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve the reassignment of Allie Pence from full-time Senior Planner at \$32,526.00 per annum to full-time Program Manager at \$40,989.00 per annum (Step F) effective June 15, 2023. (Created on PAF 14025) Position start date will be June 18, 2023. Motion carried unanimously.

PAF 14027 was moved by Ms. Horgos and seconded by Mr. Renshaw, to create a full-time Director of Workforce Development position at Supervisory Pay Grade 26 (\$70,668.00 to \$92,215.50 per annum) effective June 15, 2023. This position will work with the ACIDC and have a close relationship with the local workforce development agency, school districts and employees. A strong workforce development system is vital for the growth of Armstrong County. ACIDC will share in the cost. Mr. Alviano stated grants through the state will help to fund position. Motion passed 2 to 1. Ms. Horgos opposed.

PAF 14028 was moved by Ms. Horgos and seconded by Mr. Renshaw, to recreate a full-time Senior Planner position at Non-Supervisory Pay Grade 17 (\$32,526.00 to \$42,451.50 per annum) effective June 15, 2023. Position is being recreated as it has aged out of the system by going a year without being filled (Originally created on PAF 13296) Motion carried unanimously.

PUBLIC WORKS – Roger McMillen

PAF 14002 was moved by Ms. Horgos and seconded by Mr. Renshaw, to create a temporary casual part-time Maintenance Worker Assistant position at \$10.00 per hour effective June 15, 2023. Motion carried unanimously.

PAF 14002 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve the hiring of Garrett Brumbaugh to a temporary casual part-time Maintenance Worker Assistant position at \$10.00 per hour effective June 15, 2023, pending successful completion of pre-employment screenings. Motion carried unanimously.

TAX CLAIM – Aaron Poole

PAF 13982 was moved by Ms. Horgos and seconded by Mr. Renshaw, to approve the hiring of Elizabeth Johns to a full-time Tax Claim Director position at \$33,384.00 per annum (Step D) effective June 15, 2023, pending successful completion of pre-employment screenings. (Created on PAF 13754) Motion carried unanimously.

OTHER BUSINESS

NONE

SALARY BOARD COMMENTS

NONE

COMMENTS FROM VISITORS

NONE

ADJOURNMENT

There being no further business, with unanimous consent, the meeting was adjourned at 10:11 a.m.

Tammie Gaff
Armstrong County Acting Controller

Attest: _____
Aaron Poole, Chief Administrator
Armstrong County Board of Commissioners