



BLAIR COUNTY SALARY BOARD

c/o Blair County Controller, 423 Allegheny St., Ste 141 Hollidaysburg, PA 16648

Blair County Salary Board Meeting of July 21, 2021

2:00 PM In Commissioners' Public Meeting Room

Board Members in Attendance:

Commissioner Bruce Erb, Commissioner Laura Burke, Controller A.C. Stickel, Commissioner Amy Webster

Board Members not in Attendance:

NONE

Quorum: Present

Non-Board Members in Attendance:

Keith Calhoun, Treasurer James Carothers¹, Cris Fredrickson, Nicole Hemminger, James Hudack, Janice Meadows, Public Defender Russ Montgomery², Prothonotary Robin Patton³, First Assistant District Attorney Nichole Smith⁴, Katherine Swigart

Media in Attendance: Kay Stephens, Altoona Mirror

Call to Order: Commissioner Erb called the meeting to order at 2:01 p.m.

Commissioner Erb explained the ground rules for today's teleconference. All remote participants should mute their telephones until called upon to speak. Public participants may speak only during the designated public comment period near the beginning of the meeting and must keep their phones muted during the rest of the meeting. Each person needs to avoid interrupting the person speaking. Each speaker **MUST** state his/her name before talking each time he/she speaks so others will know who is speaking and to ensure minutes will be accurate.

The roll was called by Tracy Miller.

Call for Public Comment: Commissioner Erb called for public comment on Salary Board items. There was no comment at this time.

Approval of Minutes: A motion was made by Commissioner Burke and seconded by Commissioner Webster that the minutes from the July 7, 2021 meeting be approved. The motion was unanimously carried.

¹ The Treasurer is a voting member of the board for items in that office.

³ The Prothonotary is a voting member of the board for items in that office.

² The Public Defender is a voting member of the board for items in that office.

⁴ The First Assistant DA is a voting member of the board for items in that office.

**District Court,
MDJ Dunio's Office**

Requested by President Judge Elizabeth A. Doyle

District Court Administrative Support Commissioner Burke moved to re-create this position. This position is UMWA-Court, Non-Exempt (Hourly). Full-Time at 35 hours per week with an hourly rate of \$10.5063, \$735.44 estimated bi-weekly, \$19,121.47 estimated annually. This vacancy is due to resignation of Brenda McGarvey effective 7/30/2021. Controller Stickel seconded the motion and it was unanimously carried.

Domestic Relations

Requested by President Judge Elizabeth A. Doyle

Administrative Support Commissioner Burke moved to re-create this position. This position is UMWA-Court, Non-Exempt (Hourly). Full-Time at 35 hours per week with an hourly rate of \$10.5063, \$735.44 estimated bi-weekly, \$19,121.47 estimated annually. This vacancy is due to Katelyn Archer being promoted to Case Manager in DRS effective 7/3/2021. Controller Stickel seconded the motion and it was unanimously carried.

District Attorney

Requested by District Attorney Peter Weeks

Administrative Support First Assistant District Attorney Nichole Smith moved to re-create this position. This position is UMWA-Court, Non-Exempt (Hourly). Full-Time at 35 hours per week with an hourly rate of \$10.5063, \$735.44 estimated bi-weekly, \$19,121.47 estimated annually. This vacancy is due to resignation of Kara Snyder effective 7/23/2021. Commissioner Burke seconded the motion and it was unanimously carried.

Public Defender

Requested by Russ Montgomery, Public Defender

Assistant Public Defender Public Defender Montgomery moved to re-create this position. This position is SEIU-ADA APD, Excluded (Salary). Full-Time at 35 hours per week with a bi-weekly rate of \$1,730.77, \$45,000.02 annually. This vacancy is due to Anthony Kattouf moving to Part-Time Assistant Public Defender. Commissioner Burke seconded the motion and it was unanimously carried.

Prothonotary

Requested by Prothonotary Robin Patton

Receptionist/Clerk Prothonotary Patton moved to re-create this position. This position is UMWA-Court, Non-Exempt (Hourly). Full-Time at 35 hours per week with an hourly rate of \$10.5063, \$735.44 estimated bi-weekly, \$19,121.47 estimated annually. This vacancy is due to resignation of Tammi Vasbinder effective 7/6/2021. Commissioner Webster seconded the motion and it was unanimously carried.

Treasurer

Requested by Treasurer James Carothers

Temporary Department Assistant Treasurer Carothers moved to reset salary of incumbent. Renae Metz returned to the Treasurer's Office on July 12, 2021 to assist with doe license sales with a rate of \$10.50/hour. This position is Non-Union, Non-Exempt (hourly). She will take on additional duties as Second Deputy and Deputy for a maximum period of 5 months and 29 days from her July 12, 2021 rehire date. If approved, duties for licensing or Second Deputy will be paid at \$11.50 /hour and duties of Deputy Treasurer will be paid at \$20.11/hour (The rate she made when she resigned effective 4/16/2021). The estimated cost will be \$948.30 bi-weekly, \$11,853.75 for the 25 weeks. This is based on a 30 hour work week with a 50% split between the two hourly rates. Commissioner Erb seconded the motion and it was unanimously carried.

Nicole Hemminger questioned when the Temporary Department Assistant Position would end. Katherine Swigart stated we are not sure. Treasurer Carothers stated the need in the office is “multi-layered”. That is the reason it is listed for the 5 months and 29 days. That is the maximum allowed under temporary status. It could end sooner.

Children, Youth, and Families

Requested by James Hudack, Director

Commissioner Burke moved to reset the emergency duty pay for Department Supervisor from \$50.00 for an 8-hour shift (midnight to 8:00 a.m.) to \$113.00 for what will change to a 12-hour shift (8:00 p.m. to 8:00 a.m.). This position is Non-Union, Exempt (Salary). The change is proposed to be effective July 31, 2021. Commissioner Erb seconded the motion and it was unanimously carried.

Public Safety-EMA

Requested by Cris Fredrickson, Manager

Administrative Support Commissioner Webster moved to set starting salary of this position. This position is Non-Union, Non-Exempt (Hourly). The position (previously titled Administrative Assistant) was re-created at the 3/3/2021 Salary Board Meeting with a starting rate of \$12.3049/hour. The incumbent started July 12, 2021. The offer was extended and accepted June 21, 2021, before the July 3, 2021 effective pay scale was in place with the minimum pay at \$12.16/hour for a grade H4. Controller Stickel seconded the motion and it was unanimously carried.

Controller Stickel stated a new Salary Board Request Form is in process. Commissioner Erb asked for it to be sent out for review. Controller Stickel confirmed it would be.

Controller Stickel also stated the Governor signed Act 65 on June 30, 2021 requiring all public entities, including the County of Blair, to advertise agendas no less than 24 hours prior to the scheduled meeting. We will typically not be allowed to make changes to the agendas once they are posted. Our current deadline for Salary Board Requests to come from Human Resources is noon on Friday prior to a Salary Board Meeting. Controller Stickel encourages everyone to submit their requests in plenty of time for Human Resources to review and then submit to the Controller’s Office for placement on the agenda. We will not be able to make last-minute additions or changes.

The next Regular Salary Board Meeting will be held on August 6, 2021 @ 11:00 AM
In Conference Room 2B

Respectfully Submitted,



August C. Stickel IV
Secretary