



# BLAIR COUNTY SALARY BOARD

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

## Blair County Salary Board Meeting of February 15, 2023

2:30 p.m. In the Commissioners' Public Meeting Room

### Board Members in Attendance:

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

### Non-Board Members in Attendance:

Cris Fredrickson, Nicole Hemminger, Melena Koegler, Sheriff James Ott<sup>1</sup>, Prothonotary Robin Patton<sup>2</sup>, James Pooler, First District Attorney Nichole Smith<sup>3</sup>, Katherine Swigart

### Board Members not in Attendance:

NONE

**Quorum:** Present

**Media in Attendance:** Kay Stephens, Altoona Mirror

**Call to Order:** Commissioner Erb called the meeting to order at 2:30 pm.

The roll was called by Commissioner Erb.

**Call for Public Comment:** Commissioner Erb called for public comment on Salary Board items. There were no comments.

**Approval of Minutes:** A motion was made by Controller Stickel and seconded by Commissioner Burke that the minutes from the February 1, 2023 meeting be approved. The motion was unanimously carried.

### Costs, Fines and Restitution

### Requested by President Judge Elizabeth Doyle

Receptionist/Clerk Commissioner Burke moved to re-create this position. This position is UMWA-Court, Non-Exempt (Hourly), Part-Time at 19 hours per week with an hourly rate of \$11.03, \$419.14 estimated bi-weekly, \$10,897.64 annually. This position is limited to 999 hours per anniversary year. This vacancy is due to the retirement of Tammie McCahan effective 03/17/2023. Commissioner Webster seconded the motion and it was unanimously carried.

<sup>1</sup> The Sheriff is a voting member for items in that office.

<sup>2</sup> The Prothonotary is a voting member for items in that office.

<sup>3</sup> The First Assistant District Attorney is a voting member for items in that office.

**Court Administration**

**Requested by President Judge Elizabeth Doyle**

Tipstaff Commissioner Burke to re-create this position. This position is UMWA-Court, Non-Exempt (Hourly), Part-Time at 19 hours per week with an hourly rate of \$11.58, \$440.04 estimated bi-weekly, \$11,441.04 annually. This position is limited to 999 hours per anniversary year. This vacancy is due to the job transfer of Denise Wyant effective 02/17/2023. Commissioner Webster seconded the motion and it was unanimously carried.

**Domestic Relations**

**Requested by Director Keith Calhoun**

Department Clerk I 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 \$11.03, \$772.10 estimated bi-weekly, \$20,074.60 estimated annually. This position is funded at 66% by state reimbursement. This vacancy is due to Clara Rininger's promotion to Administrative Support in Domestic Relations effective 01/09/2023. Commissioner Webster seconded the motion and it was unanimously carried.

**Domestic Relations**

**Requested by Director Keith Calhoun**

Department Clerk I 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 \$11.03, \$772.10 estimated bi-weekly, \$20,074.60 estimated annually. This position is funded at 66% by state reimbursement. This vacancy is due to the resignation of Gladys George effective 02/08/2023. Commissioner Webster seconded the motion and it was unanimously carried.

**Domestic Relations**

**Requested by Director Keith Calhoun**

Unit Supervisor Commissioner Burke moved to re-create this position within the hiring range of the H10 pay grade (\$16.29/hour to \$17.92/hour). This position is Non-Union, Non-Exempt (Hourly), Full-Time at 35 hours per week. This vacancy is due to Marc Seifert's promotion to Deputy Director in Domestic Relations effective 02/06/2023. Commissioner Webster seconded the motion and it was unanimously carried.

**District Attorney**

**Requested by District Attorney Peter Weeks**

Certified Legal Intern First Assistant District Attorney Smith moved to create this position. This position is Non-Union, Non-Exempt (Hourly), Part-Time at 19 hours per week. This position is limited to 999 hours per anniversary year. This vacancy is due to the resignation of Justin Shickman (Assistant District Attorney) effective 07/15/2022. Commissioner Burke seconded the motion and it was unanimously carried.

**Prothonotary**

**Requested by Prothonotary Robin Patton**

First Deputy-Clerk of Courts Prothonotary Patton moved to re-create this position within the hiring range of pay grade H6 (\$13.40/hour to \$14.74/hour). This position is Non-Union, Non-Exempt (Hourly), Full-Time at 35 hours per week. This vacancy is due to the retirement of Susie Gutshall effective 03/01/2023. Commissioner Webster 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 \$11.03, \$772.10 estimated bi-weekly, \$20,074.60 estimated annually. This vacancy is due Kelli Bouffard transferring to First Deputy-Clerk of Courts effective 03/06/2023 (with the Board's approval of Item 11). Commissioner Webster seconded the motion and it was unanimously carried.

**Sheriff**

**Requested by Sheriff James Ott**

Deputy Sheriff Ott moved to re-create 2 positions. These positions are UMWA-Court, Non-Exempt (Hourly), Part-Time at 29 hours per week with an hourly rate of \$15.52, \$900.16 estimated bi-weekly, \$23,404.16 estimated annually. These positions are limited to 1,500 hours per benefit plan year. These vacancies are due to James Mainello and Abigail Noel transferring to Full-Time Deputies effective 12/31/2022. Commissioner Webster seconded the motion and it was unanimously carried.

**Public Safety-EMA**

**Requested by Operations and Training Manager  
Cris Fredrickson**

Administrative Support Commissioner Webster moved to re-create this position within the hiring range of the H4 pay grade (\$12.16/hour to \$13.37/hour). This position is Non-Union, Non-Exempt (Hourly), Full-Time at 35 hours per week. The wages and benefits of this position may be reimbursed up to 50% through the EMPG grant. This vacancy is due to the resignation of Shauna Ulrich effective 02/09/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**Public Works-Facilities**

**Requested by Manager James Pooler**

Custodian Commissioner Webster moved to re-create this position. This position is SEIU-Highway/Maintenance, Non-Exempt (Hourly), Full-Time at 40 hours per week with an hourly rate of \$14.42, \$1,153.60 estimated bi-weekly, \$29,993.60 estimated annually. This vacancy is due to the resignation of Kim Weber effective 02/06/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**Parks and Recreation**

**Requested by Human Resources Director  
Katherine Swigart**

Head Groundskeeper Commissioner Webster moved to set the salary for Doug Otto. This position is Non-Union, Non-Exempt (Hourly), Full-Time (Seasonal) at 37.5 hours per week. Applying the pay policy to Doug's previous experience; he is eligible for \$15.34 per hour, \$1,150.50 estimated bi-weekly. This is above the minimum of, but within, the hiring range of pay grade H7 (\$14.07/hour to \$15.48/hour). This vacancy is due to the resignation of Dwayne Dittsworth effective 09/02/2022. Commissioner Burke seconded the motion and it was unanimously carried.

After review and discussion, Commissioner Erb moved to adopt the following Pay Policy Standards for Per-Diem Employees:


- Board of Assessment Appeals Members: Full day set at 7 hours with a rate of \$150.00, Half day set at 3.5 hours with a rate of \$75.00 (effective as of the 10/07/2015 Salary Board Meeting). The incumbent cannot not exceed 999 hours per anniversary year.
- Deputy Coroners: Full day set at 8 hours with a rate of \$80.00 (effective as of the 12/10/2020 Salary Board Meeting). The incumbent cannot exceed 999 hours per anniversary year.
- Custody Mediation Officer: Full day to be set at 7 hours with a rate of \$165.00 (effective as of the 04/20/2022 Salary Board Meeting). The incumbent cannot exceed 999 hours per anniversary year.

Commissioner Webster seconded the motion and it was unanimously carried.

There being no further business to discuss, the meeting was adjourned at 2:51 p.m.

The next regular Salary Board Meeting will be March 1, 2023 at 10:30 a.m.  
In Commissioners' Public Meeting Room.

Respectfully Submitted,



August C. Stickel IV  
Secretary