



BLAIR COUNTY SALARY BOARD

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

Blair County Salary Board Meeting of September 6, 2023

10:30 a.m. In the 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

Non-Board Members in Attendance:

President Judge Elizabeth Doyle¹, Joe Cox, Lindsay Dempsie, Nicole Hemminger, David Kessler, Melena Koegler, Tricia Maceno, Amanda Moore, First Deputy Prothonotary Kristy Oakes², Helen Schmitt, Marc Seifert, Allison Senkevich, Sarah Seymour, Nicole Smith, Katherine Swigart, Angela Wagner

Quorum: Present

Media in Attendance: Kay Stephens, Altoona Mirror

Call to Order: Commissioner Erb called the meeting to order at 10:30 a.m.

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 Webster that the minutes from the August 16, 2023 meeting be approved. The motion was unanimously carried.

Custody

Requested by President Judge Elizabeth A. Doyle

Custody Mediation Officer Judge Doyle moved to create this position. This position is Non-Union, Per Diem (Full Day/7 hours) with a rate of \$165/day. This position is limited to 999 hours per anniversary year. This position is needed to assist with Lynn Yeager's (current Custody Mediation Officer) decrease in hours effective 10/2023. Commissioner Burke seconded the motion and it was unanimously carried.

Custody

Requested by President Judge Elizabeth A. Doyle

Custody Processor Judge Doyle 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 \$11.58, \$810.60 estimated bi-weekly, \$21,075.60 estimated annually. This vacancy is due to Nevaeh Brubaker's promotion to Custody Manager effective 08/21/2023. Commissioner Burke seconded the motion and it was unanimously carried.

¹ The Judge is a voting member for Court related office items.

² The First Deputy Prothonotary is a voting member for items in that office.

Court Administration

Requested by President Judge Elizabeth A. Doyle

Court Reporter Judge Doyle 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 \$16.30, \$1,141.00 estimated bi-weekly, \$29,666.00 estimated annually (also eligible for per-page typing fee set forth in Pennsylvania code). This vacancy is due to the resignation of Jackie Kormanski effective 07/28/2023. Commissioner Burke seconded the motion and it was unanimously carried.

Domestic Relations

Requested by Director Marc Seifert

Presented by President Judge Elizabeth A Doyle

Department Clerk I Judge Doyle 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 Sharon Henry transferring back to the Department Clerk I position, but filling the vacancy via the 05/29/2023 resignation of Vanessa Peterman. Commissioner Burke seconded the motion and it was unanimously carried.

Adult Parole and Probation

Requested by President Judge Elizabeth Doyle

Supervisor Judge Doyle moved to set the salary for Nick Shope. This position is Non-Union, Exempt (Salary) Full-Time at 35 hours per week. Applying the Pay Policy to Nick's previous experience, he is eligible for \$1,817.51 bi-weekly or \$47,255.26 annually. This is +5% above the minimum of the hiring range of pay grade S7 (\$45,004.87 to \$48,605.26). The rate would be effective 08/28/2023. Commissioner Burke seconded the motion and it was unanimously carried.

Juvenile Probation

Requested by Chief Juvenile Probation Officer

Joseph Cox

Presented by President Judge Elizabeth A Doyle

Administrative Support Judge Doyle 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 \$11.58, \$810.60 estimated bi-weekly, \$21,075.60 estimated annually. This vacancy is due to the resignation of Katelyn Williams effective 09/22/2023. Commissioner Burke seconded the motion and it was unanimously carried.

Prothonotary

Requested by Prothonotary Robin Patton

Receptionist/Clerk First Deputy Prothonotary Kristy Oakes 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 to Kristy Rodriguez transferring to Parole and Probation Officer in Adult Parole and Probation effective 09/04/2023. Commissioner Webster seconded the motion and it was unanimously carried.

Elections and Voter Registration

Requested by Director Sarah Seymour

Temporary Department Assistant Commissioner Erb moved to re-create this position. This position is Non-Union, Non-Exempt (Hourly), Temporary (from October 2, 2023 – November 10, 2023 {6 weeks}), Full-Time at 35 hours per week with an hourly rate of \$11.00. The total cost for this position would be \$2,310.00. This position is needed for the November 7, 2023 election. Commissioner Webster seconded the motion and it was unanimously carried.

Public Works-Facilities

Requested by Manager James Pooler

Maintenance Technician Commissioner Webster moved to re-create this position. This position is SEIU-Custodial/Highway/Maintenance, Non-Exempt (Hourly), Full-Time at 40 hours per week with an hourly rate of \$18.48, \$1,478.40 estimated bi-weekly, \$38,438.40 estimated annually. This vacancy is due to Alex Brehm transferring to Maintenance Technician-Carpenter effective 08/14/2023. Commissioner Burke seconded the motion and it was unanimously carried.

Social Services

Requested by Director Tricia Maceno

Mental Health Program Coordinator Commissioner Erb moved to set the salary for Cindy James. This position is Non-Union, Exempt (Salary) Full-Time at 35 hours per week. Applying the Pay Policy to Cindy's previous experience, she is eligible for \$2,186.98 bi-weekly or \$56,861.48 annually. This is the maximum of the hiring range of pay grade S11 (\$52,649.33 to \$56,861.28). The effective date of transfer is 09/11/2023. Commissioner Burke seconded the motion and it was unanimously carried.

Children, Youth, and Families

Requested by Commissioner Laura Burke

Fiscal Assistant Commissioner Burke moved to re-create this position. This position is PSSU, Non-Exempt (Hourly) Full-Time at 37.5 hours per week with an hourly rate of \$11.68, \$876.00 estimated bi-weekly, \$22,776.00 estimated annually. This position is reimbursed at 80% by Act 148 funds. This vacancy is due to Kyle Brashear transferring to Payroll Administrator effective 01/17/2022. Commissioner Webster seconded the motion and it was unanimously carried.

Children, Youth, and Families

Requested by Commissioner Laura Burke

Supervisor-Casework Commissioner Burke moved to re-create this position within the hiring range of the S7 pay grade (\$45,004.87 to \$48,605.26). This position is Non-Union, Exempt (Salary) Full-Time at 35 hours per week. This position is reimbursed at 80% by Act 148 funds. This vacancy is due to the resignation of Lesa Dively effective 07/01/2022. Commissioner Webster seconded the motion and it was unanimously carried.

Children, Youth, and Families

Requested by Commissioner Laura Burke

Supervisor-Casework Commissioner Burke moved to set the salary for Nick Soto. This position is Non-Union, Exempt (Salary) Full-Time at 35 hours per week. Applying the Pay Policy to Nick's previous experience, he is eligible for \$1,748.27 bi-weekly or \$45,455.02 annually. This is +1% above the minimum of the hiring range of pay grade S7 (\$45,004.87 to \$48,605.26). The effective date to be determined. Commissioner Webster seconded the motion and it was unanimously carried.

Children, Youth, and Families

Requested by Commissioner Laura Burke

Temporary Department Assistant Commissioner Burke moved to create and set the salary for this position. This position is Non-Union, Non-Exempt (Hourly), Temporary, Full-Time at 37.5 hours per week with an hourly rate of \$11.13. This position is limited to 5 months and 29 days. This vacancy is due to Patti Emigh transferring from Temporary Department Assistant (doing work of Clerk Typist II-Fiscal Aide) to Temporary Department Assistant (doing work of Fiscal Assistant) effective 09/02/2023.

Children, Youth, and Families

Requested by Commissioner Laura Burke

Temporary Department Assistant Commissioner Burke moved to create and set the salary for this position. This position is Non-Union, Non-Exempt (Hourly), Temporary, Part-Time (average of 19 hours per week) with an hourly rate of \$11.13. This vacancy is due to Olivia Bosar's resignation from the Full-Time Temporary Department Assistant effective 09/01/2023. Commissioner Webster seconded the motion and it was unanimously carried.

Controller

Requested by Controller A.C. Stickel

Accounts Payable Specialist Controller Stickel moved to abolish this position/title. This position is Non-Union, Non-Exempt (Hourly) Full-Time at 35 hours per week. Commissioner Erb seconded the motion and it was unanimously carried.

Controller

Requested by Controller A.C. Stickel

Accounts Payable Coordinator Controller Stickel moved to create this position. This position is UMWA-Residual, Non-Exempt (Hourly) Full-Time at 35 hours per week with an hourly rate of \$14.78, \$1,034.60 estimated bi-weekly, \$26,899.60 estimated annually. Robin Pozgar (currently Account Payable Specialist, Non-Union) would fill this position and her pay would increase to the \$14.78 (effective 09/16/2023) set by the Collective Bargaining Agreement. Commissioner Erb seconded the motion and it was unanimously carried. Commissioner Erb seconded the motion and it was unanimously carried.

Controller

Requested by Controller A.C. Stickel

Accounts Payable Coordinator Controller Stickel moved to re-create this position. This position is UMWA-Residual, Non-Exempt (Hourly) Full-Time at 35 hours per week with an hourly rate of \$14.78, \$1,034.60 estimated bi-weekly, \$26,899.60 estimated annually. This vacancy is due to the retirement of Marie Wentz effective 11/03/2023. This position re-creation would be effective 09/16/2023. Commissioner Erb seconded the motion and it was unanimously carried.

Pay Policy Discussion

After discussion/review of Pay Policy, Section IV (Procedures), Section C, Item 4 (Promotions), Subsection 4; the Board requested Human Resources to prepare a draft amendment to this section; and prepare a list of current employees that would be affected by the proposed amendment. The amendment would be presented to the Board at a future meeting.

Overtime and Additional Time Report: Controller Stickel presented the August 2023 overtime and additional time report for the information of the Board.

There being no further business to discuss, the meeting was adjourned at 11:07 a.m.

The next regular Salary Board Meeting will be September 20, 2023 at 2:30 p.m.
In the Commissioners' Public Meeting Room.

Respectfully Submitted,



August C. Stickel IV
Secretary