



# BLAIR COUNTY SALARY BOARD

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

## Blair County Salary Board Meeting of February 25, 2021

10:30 AM By Conference Call

**Board Members in Attendance:**

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

**Board Members not in Attendance:**

**Quorum:** Present

**Non-Board Members in Attendance:**

Sarah Chuff, Heather Meck, Jennifer Sleppy

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

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

Commissioner Erb explained the ground rules for today's teleconference. Only voting members of the Salary Board may leave their telephones unmuted during the entire meeting, but we would request each avoids excess noise from your location. All other 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.

Kay Stephens from the Altoona Mirror requested a description of items that are to be discussed: post a document, a synopsis or some type of information so those calling in have a better idea of what is being discussed.

Commissioner Erb stated the goals for this meeting are:

Review the Purpose of the Pay Policy

Review the Scope of the Pay Policy

Review the Procedure Topics on the Pay Policy  
Develop a List of Additional Topics that should be considered by the Salary Board

Heather Meck reviewed the Purpose. She asked for questions or comments.

Commissioner Webster stated particular language seems to be missing from the Purpose: “the scale being put forth makes the rates very clear and free from subjective influence”, “it will be a reliable set of steps for the advancement of our employees”, “and to create pay equity”. Heather Meck stated this information is important and would be discussed in the Procedures.

Controller Stickel stated he likes the Purpose on this draft.

Heather Meck commented the Pay Policy is still in draft form so additional wording can be added as needed.

Commissioner Burke suggested the first sentence in the Purpose should read: “The Blair County Salary Board recognizes the importance of paying individuals for their relevant qualifications and experience as well as maintaining internal pay equity.” It is easier to read and keeps it inclusive.

Heather Meck reviewed the Scope. She asked for questions or comments.

Commissioner Erb commented the Pay Policy does not determine the pay rate. The Salary Board does. The Pay Policy would guide them in determining the pay rate for employees.

Controller Stickel recommended a paragraph be placed between Scope and Procedures defining the Salary Board Role/Authority under County Code. Commissioner Webster stated be cautious with the language. Commissioner Erb asked Controller Stickel to prepare a paragraph and submit to the team for review.

Commissioner Erb stated he wanted to look at the Procedures in two parts:

Grammar

Structure: How does it flow?

Heather Meck suggested we start with the Creating/Recreating a Position. Place that first in the Procedures. Controller Stickel suggested an Administration paragraph explaining the process of Creating/Recreating a position then go to the Pay Rate for New Hires.

Heather Meck also stated one of the Procedures needs to be developing a Pay Scale. This would be done by the Salary Board. This would be done with certain factors that are important to the County. What things are going to determine our pay scale: Fiscal Policy, Budget, The need to recruit and retain quality employees, Cost of Living, What other counties of our size are paying?

Commissioner Erb asked the Implementation Team for ideas of Topics that need to be covered in the Pay Policy:

- a. Job Creation/Re-Creation Process Recomm. By Commissioner Erb
- b. Responsibility Keeping Policy Current Recomm. By Commissioner Erb
- c. Longevity Recomm. By Commissioner Erb
- d. Seasonal Employees Recomm. By Commissioner Erb
- e. Position Classification Review Process Recomm. By Commissioners Erb & Webster
- f. Collective Bargaining Agreement:  
Unaddressed Issues fall under our Policy Recomm. By Commissioner Erb
- g. Pay Ranges / Pay Steps  
What Happens when an employee reaches top of range?  
Recomm. By Commissioner Erb & Controller Stickel
- h. Increase Pay for a position we are having a difficult time filling  
How does that affect people with the same title?  
Recomm. By Commissioner Burke
- i. Fiscal Policy / Budgetary Position of County Recomm By Commissioner Erb

Commissioner Erb set the goals and assignments for the next meeting:

Send Heather Meck any words or terms that need to be in the Glossary/Definition Section.

Controller Stickel is to draft a paragraph defining the Salary Board Role/Authority under County Code.

Send Heather Meck any Topics that need to be covered in the Pay Policy.

Commissioner Erb asked Heather Meck what she would like the Salary Board to be doing prior to the next meeting. She stated the Salary Board needs to discuss what to do when hiring new employees during the interim of implementing the new policy. Commissioner Erb stated we need to follow what we currently have been doing.

Meeting of February 25, 2021 continued. . .

There being no further business to discuss, the meeting was adjourned at 11:37 a.m.

The next Regular Salary Board Meeting will be held on March 3, 2021 @ 10:30 AM  
By Conference Call

The next Special Salary Board Meeting will be held on March 4, 2021 @ 10:30 AM  
By Conference Call

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "August C. Stickel IV". The signature is written in a cursive style with a large initial "A".

August C. Stickel IV  
Secretary