



BLAIR COUNTY SALARY BOARD

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

Blair County Salary Board Meeting of December 13, 2018 10:15 AM

Blair County Courthouse, Conference Room 2B

Board Members in Attendance:

Commissioner Beam, Commissioner Tomassetti, Controller Stickel

Board Members not in Attendance:

Commissioner Erb

Quorum: Present

Non-Board Members in Attendance:

Polly Cardone, Judge Elizabeth Doyle¹, Janice Meadows, Russell Montgomery², Roberta Pucciarella, Helen Schmitt, Jennifer Sleppy, Katherine Swigart, Peter Weeks³, Amy Wertz

Media in Attendance: Kay Stephens, Altoona Mirror

Call to Order: Commissioner Beam called the meeting to order at 10:15 a.m.

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

Approval of Minutes: A motion was made by Commissioner Tomassetti and seconded by Commissioner Beam that the minutes from the November 29, 2018 Salary Board Meeting be approved. Commissioner Beam voted yes, Commissioner Tomassetti voted yes, Controller Stickel did not vote because he did not attend the meeting. The motion was carried.

Positions:

1. A motion was made by Judge Doyle and seconded by Commissioner Tomassetti to re-create the position of **Administrative Staff in District Court – MDJ Blattenberger** as UMWA – Court, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the starting hourly rate of \$8.64 per hour, \$604.80 bi-weekly and \$15,724.80 annually. This vacancy is due to the resignation of Danielle Nash effective 12/14/18. Judge Doyle asked if these figures are for 2018 or if they include the 2019 increase. Katherine Swigart explained that these figures are 2018 figures and the increase will be added in 2019 if the position is approved today. The motion carried unanimously.
2. A motion was made by Judge Doyle and seconded by Commissioner Tomassetti to re-create two **Probation Officer Aide I positions in the Adult Parole and Probation Office** as UMWA – Court, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the starting hourly rate of \$9.56 per hour, \$669.20 bi-weekly and \$17,399.20 annually. These vacancies are due to the resignations of PO Aide I, Caitlyn Smith effective 12/04/18 and PO Aide I Ashley Whitehead effective 12/14/18. Katherine Swigart noted that the correct spelling of Ms. Smith's name is

¹ Judge Elizabeth Doyle is a voting member for items listed under District Court and Adult Parole and Probation

² Public Defender Russell Montgomery is a voting member for items listed under Public Defender

³ Assistant District Attorney Weeks is a voting member for items listed under District Attorney – designated by District Attorney Consiglio

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Caitlan and the correct title is Probation Officer Aide, not Parole and Probation Officer Aide I as listed in the agenda. The motion carried unanimously.

3. A motion was made by Assistant District Attorney Peter Weeks and seconded by Commissioner Tomassetti to change the effective date of Assistant District Attorney Nicole Smith's salary increase from 11/19/18 to the original request date. The original request was made at the October 11, 2018 Salary Board Meeting, so the increase, if approved at that meeting, would have been effective on the following Monday, October 15, 2018. This salary increase was approved at the November 29, 2018 meeting of the Salary Board. Mr. Weeks noted that Ms. Smith's name is spelled Nichole. The motion carried unanimously.

Controller Stickel noted that in the future, if a request comes before the board and is tabled and there is a desire to make it retroactive, the effective date should be asserted at that time.

Commissioner Beam asked if Mr. Weeks was permitted to make a motion. It was noted that he is permitted to do so because he is representing District Attorney Consiglio, who is allowed a vote for District Attorney's Office.

4. A motion was made by Public Defender Montgomery and seconded by Commissioner Tomassetti to re-create the position of **Administrative Assistant in the Public Defender's Office** as UMWA – Court, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the starting hourly rate of \$8.53 to \$9.12 per hour, \$597.10 to \$683.40 bi-weekly and \$15,524.60 to \$16,598.40 annually. This vacancy is due to Kim Sander's transfer to the Sheriff's Office in December 2018.

Commissioner Tomassetti asked why there is a range on the hourly rate for this position. Katherine Swigart explained that the position was originally created with a range and it will change to the \$10.00 per hour rate agreed to in the UMWA bargaining agreement as of 1/1/19. Katherine noted that the effective date for the re-creation of the position is today, 12/13/18. The motion carried unanimously.

5. A motion was made by Judge Doyle and seconded by Commissioner Tomassetti to add an item to the agenda to make the law clerks' salary increases retroactive to the date of 10/15/18 similar to the request of the District Attorney's Office. Commissioner Beam asked for public comment on this salary board item. Kay Stephens asked if any item held up by Salary Board could then be made retroactive at a later date. Controller Stickel commented again that when an item is tabled, it should be agreed at that time to make it retroactive, if desired, and an effective date be noted in the minutes. The motion carried unanimously.

A motion was made by Judge Doyle and seconded by Commissioner Tomassetti that the salary increases for the law clerks be made retroactive to the date of 10/15/18. The motion carried unanimously.

6. A motion was made by Commissioner Beam and seconded by Controller Stickel to create a new position of **Caseworker I in the Children, Youth and Families Department** as PSSU, Non-Exempt (Hourly,) Full-time at 37.5 hours per week, at the starting hourly rate of \$15.58 per hour, \$1168.50 bi-weekly, and \$30,381.00 annually. This position will function as a Family Group Decision Making worker. Amy Wertz explained this work was previously contracted out, but the provider's business closed and the work still needs to be provided, so the work will now

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be done by the Children, Youth and Families Office. Commissioner Tomassetti asked what the 2019 increase would be and Katherine Swigart explained that the PSSU contract includes frozen salaries so there is no increase. Controller Stickel asked how this savings compares to the cost of salary and benefits. Amy explained that this position could be partially grant-funded, but she does not have the exact figures. Commissioner Tomassetti asked if this position requires a college degree. Amy Wertz said that yes, it does. Katherine Swigart explained that the job description comes from civil service and does allow for promotions from within the department, but that experience has been that staff hired do hold college degrees. Commissioner Beam voted yes, Controller Stickel voted yes, Commissioner Tomassetti voted no. The motion carried with a vote of 2 to 1.

7. A motion was made by Controller Stickel and seconded by Commissioner Tomassetti to abolish the Purchasing Assistant position in the Purchasing Office as UMWA – Residual Unit, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the hourly rate of \$10.09 per hour, \$706.30 bi-weekly and \$18,363.80 annually.

This position will be replaced by the Procurement Specialist position as UMWA – Residual Unit, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the starting hourly rate of \$12.50 per hour, \$875.00 bi-weekly and \$22,750.00 annually. Union response was pending, but Ms. Swigart noted that union approval has been received. The effective date is 12/31/2018.

The motion carried unanimously.

Ms. Swigart noted that the new Procurement Specialist position will need to be posted through the UMWA bid process.

A motion was made by Controller Stickel and seconded by Commissioner Tomassetti to create a new position of **Procurement Specialist in the Purchasing Office as UMWA – Residual Unit**, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the starting hourly rate of \$12.50 per hour, \$875.00 bi-weekly and \$22,750.00 annually (add R Robinson longevity of \$312.00 for \$23,062.00) effective 01/01/2019. The motion carried unanimously.

This new position replaces the Purchasing Assistant position held by Rebecca Robinson – UMWA – Residual Unit, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the hourly rate of \$10.09 per hour, \$706.30 bi-weekly and \$18,363.80 annually. Union response was pending at this time, but Ms. Swigart noted that union approval has been received.

8. A motion was made by Controller Stickel and seconded by Commissioner Tomassetti to abolish the Tax Claim Clerk position in the Tax Claim Office as UMWA – Residual Unit, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the hourly rate of \$9.70 per hour, \$679.00 bi-weekly and \$17,654.00 annually effective 12/31/18.

This position will be replaced by the Tax Claim Administrator position as UMWA – Residual Unit, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the hourly rate of \$10.75 per hour, \$752.50 bi-weekly and \$19,565.00 annually. Union response was pending, but Ms. Swigart noted that union approval has been received.

The motion carried unanimously.

A motion was made by Controller Stickel and seconded by Commissioner Tomassetti to create a new position of **Tax Claim Administrator in the Tax Claim Office** as UMWA – Residual Unit, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the hourly rate of \$10.75 per hour, \$752.50 bi-weekly and \$19,565.00 annually (Add T Shylo-Long longevity of \$104.00 for \$19,669.00) effective 01/01/19.

This position replaces the Tax Claim Clerk position held by Tracy Shylo-Long - UMWA – Residual Unit, Non -Exempt (Hourly,) Full-Time at 35 hours per week, at the hourly rate of \$9.70 per hour, \$679.00 bi-weekly and \$17,654.00 annually. Union response was pending, but Ms. Swigart noted that union approval has been received.

The motion carried unanimously.

Ms. Swigart noted that the new Tax Claim Administrator position will also need to be posted through the UMWA bid process.

Overtime Report: Controller Stickel presented the Overtime and Compensatory Time Report to the Board.

Next Meeting: Discussion followed regarding the next meeting date because a quorum of the Salary Board is not available on Thursday, December 27, 2018. The next meeting should be the annual re-organizational meeting on the first Monday of the year.

Adjournment: There being no further business to discuss, the meeting was adjourned at 10:55 a.m.

Respectfully Submitted,



Secretary

Some discussion then following regarding a special Salary Board Meeting on Friday, December 28, 2018 to set salaries for non-union county employees. Helen Schmitt will advertise the meetings as required and confirm dates, times and locations to Salary Board members.