



BLAIR COUNTY SALARY BOARD

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

Blair County Salary Board Meeting of January 24, 2019 10:30 AM

Blair County Courthouse, Conference Room 2B

Board Members in Attendance:

Commissioner Bruce Erb, Commissioner Ted Beam, Commissioner Terrence Tomassetti, Controller A.C. Stickel

Board Members not in Attendance:

None

Non-Board Members in Attendance:

Mary Ann Bennis¹, President Judge Elizabeth Doyle², Robin Gindlesperger, Deanna Heichel, Nicole Hemminger, Janice Meadows, Robin Patton³, Helen Schmitt, Joseph Scoran, Beth Seidel, Jennifer Sleppy, Katherine Swigart, Abbie Tate

Quorum: Present

Media in Attendance: Kay Stephens, Altoona Mirror

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

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 Tomassetti and seconded by Controller Stickel that the minutes from the January 10, 2019 Salary Board Meeting be approved. The motion was unanimously carried.

Positions:

Costs & Fines

Receptionist: A motion was made by President Judge Doyle and seconded by Commissioner Beam to re-create two Receptionist positions:

The first Receptionist position as UMWA – Court, Non-Exempt (Hourly,) Part-Time at 20 hours per week, at a starting hourly rate of \$10.00, \$400.00 bi-weekly, and \$10,400.00 annually. This vacancy is due to Pamela Kauffman moving to the full-time receptionist position.

The second Receptionist position as UMWA – Court, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at a starting hourly rate of \$10.00, \$700.00 bi-weekly, and \$18,200.00 annually. This vacancy is due to Jaymie Snyder's transfer to the Public Defender's Office effective 01/21/19.

Commissioner Tomassetti asked if the part-time position should be eligible for the county pension since it is over 1000 hours annually. For this reason, the motion was amended to limit the hours worked to 999 hours per year. The motion was unanimously carried.

Helen Schmitt noted for future reference that the full-time position should have been created first and then the part-time position, because the part-time vacancy would not occur without the full-time position being made available.

¹ Register and Recorder Mary Ann Bennis is a voting member for items listed under Register and Recorder

² President Judge Elizabeth Doyle is a voting member for items listed under Costs and Fines and Domestic Relations

³ Prothonotary Robin Patton is a voting member for items listed under Prothonotary

Domestic Relations

Office Manager: A motion was made by President Judge Doyle and seconded by Commissioner Beam to set a new salary for the incumbent, Melissa Howard. Her position is UMWA – Court, Non-Exempt (Hourly,) Full-Time at 35 hours per week. The proposed hourly rate is \$12.18, \$852.73 bi-weekly, and \$22,170.98 annually. The September 27, 2018 meeting of Salary Board approved Melissa Howard for a title change from Secretary II to Office Manager. No wage action occurred then because of ongoing UMWA contract negotiations. With a ratified tentative agreement for both UMWA units now in hand, DRS is seeking a wage increase at this point and retroactive to October 1, 2018, the first Monday after that September Salary Board meeting. The proposed hourly rate is \$12.1819, which is sum of October 2018 increase and UMWA CBA +3% annual. This figure does not include Melissa Howard's longevity figure.

Commissioner Erb clarified that the retroactive increase for 2018 is \$11.8271 per hour excluding longevity and the 2019 rate, which is effective January 1, 2019 is \$12.1819 per hour which includes the 3% raise and not include Melissa Howard's longevity rate. The motion was unanimously carried.

Prothonotary

Clerk Typist: A motion was made by Robin Patton and seconded by Commissioner Beam to re-create a Clerk Typist position as UMWA – Court, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at a starting hourly rate of \$10.00, \$700.00 bi-weekly, and \$18,200.00 annually. This vacancy is due to the resignation of Jade Walter. The motion was unanimously carried.

Register and Recorder

Mary Ann Bennis requested the re-creation of the Second Deputy-Register of Wills position at a proposed rate of \$12.75 per hour. Human Resources is proposing a rate of \$11.05 per hour. Mrs. Bennis explained the responsibilities and corresponding pay rates of staff currently in her office. Katherine Swigart explained that the rate submitted to UMWA for approval was \$11.0522, which was approved by UMWA. Robin Gindlesperger explained the analysis conducted by HR based on the job descriptions provided. Ms. Swigart explained that the incumbent's pay rate would be maintained and that the starting wage for this position is \$10.34 per hour.

Following some discussion, it was decided that Mrs. Bennis will again work with HR to revise the job description and re-evaluate the wage for this position. The following three items are again tabled until a future Salary Board meeting.

Second Deputy-Register of Wills: This request is to re-create this position as UMWA – Court, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the starting hourly rate of \$10.34 per hour, \$723.88 bi-weekly and \$18,820.98 annually. This vacancy is due to the anticipated promotion of Polly McCabe to First Deputy-Register of Wills. (Actual hourly rate is \$10.3412.)

Deputy-Register of Wills and Recorder of Deeds: This request is to re-create this position as UMWA – Court, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at the starting hourly rate of \$10.00 per hour, \$700.00 bi-weekly and \$18,200.00 annually. This vacancy is due to anticipated promotion of Sue Gingery to Second Deputy-Register of Wills. This request is pending union approval.

Second Deputy-Register of Wills: This request is to change salary of incumbent to a rate of \$10.73 per hour, \$751.12 bi-weekly and \$19,620.12 annually which includes longevity pay of \$91.00 annually.

Sue Gingery is anticipated to be offered the position of Second Deputy-Register of Wills which is scheduled to be re-created at the 01/10/19 Salary Board meeting. This is a union position and its starting hourly wage effective 01/01/19 per the contract is \$10.3412. Effective with the 01/01/19 contract increase, Sue now earns \$10.7303/hour, excluding longevity.

Assessment

Clean and Green Specialist II: A motion was made by Commissioner Tomassetti and seconded by Commissioner Beam to change the title and wage for employee Danielle Mattern from Clean and Green Specialist I to Clean and Green Specialist II as UMWA-Residual Unit, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at a starting hourly rate of \$12.31, \$861.62 bi-weekly, and \$22402.20 annually. Danielle Mattern, Clean and Green Specialist I, passed her CPE test on Friday, January 18, 2019. Increase is \$2,000.00 annually effective January 21, 2019. The motion was unanimously carried.

Assessor II: A motion was made by Commissioner Tomassetti and seconded by Commissioner Beam to change the title and wage for employee, Jeremy Nelson, from Assessor I to Assessor II as UMWA-Residual Unit, Non-Exempt (Hourly,) Full-Time at 35 hours per week, at a starting hourly rate of \$12.31, \$861.62 bi-weekly, and \$22402.20 annually. Jeremy Nelson, Assessor I, passed his CPE test on Friday, January 18, 2019. Increase is \$2,000.00 annually effective January 21, 2019. The motion was unanimously carried.

Deanna Heichel explained the CPE testing procedure and the importance of the certification.

Controller Stickel reminded the Salary Board that effective dates should be requested to be on the Monday following the Salary Board meeting at which an increase or change is approved.

Veteran's Affairs

Assistant Director: A motion was made by Commissioner Beam and seconded by Controller Stickel to abolish the existing Assistant Director position as Non-Union, Non-Exempt (Hourly,) Part-Time, at a starting hourly rate of \$11.50, 29 hours per week. The motion was unanimously carried.

Assistant Director: A motion was made by Commissioner Beam and seconded by Controller Stickel to create two positions of Assistant Director as Non-Union, Non-Exempt (Hourly,) Part-Time limited to 29.5 hours per week between the two positions. Both positions are limited to 999 hours per year (from their anniversary date.) Starting hourly rate is \$11.50, with an estimated bi-weekly wage of \$339.25 each (\$678.50 combined) and an estimated annual wage of \$8,820.50 each (\$17,641.00 combined.) The motion was unanimously carried.

Prison

In accordance with the 2019 County Budget, Warden Abbie Tate proposed increasing the Full Time Complement of Corrections Officers to 95. This includes Sergeants, but does not include the Warden, Deputy Wardens or Lieutenants. The proposal is to increase the complement of "Fill In" Corrections Officers from 15 to 30 and is expected to be temporary, not to exceed one

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year. The total complement of Corrections Officers would not exceed 110 (95 Full Time & 15 Fill In.)

Reasons for this proposal are:

- Hiring additional Fill In's will allow us to vet employees before training as full time Corrections Officers.
- It also gives additional coverage while sending new officers to training.
- Decreases the number of Fill Ins who become full time by default when they hit 1,000 hours.
- There is no additional payroll cost, as these positions do not receive benefits.

A motion was made by Commissioner Beam and seconded by Controller Stickel to increase the complement of "Fill-In" Corrections Officers from 15 to 30 as proposed. The motion was unanimously carried.

THE NEXT MEETING WILL BE HELD FEBRUARY 14, 2019 AT 10:30 AM IN CONFERENCE ROOM 2B.

Adjournment: There being no further business to discuss, the meeting was adjourned at 11:12 a.m.

Respectfully Submitted,



Secretary