



BLAIR COUNTY SALARY BOARD

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

Blair County Salary Board Meeting of December 12, 2019 10:30 AM

Blair County Courthouse, Conference Room 2B

Board Members in Attendance:

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

Board Members not in Attendance:

NONE

Quorum: Present

Non-Board Members in Attendance:

Judge Jackie Bernard, Laura Burke, President Judge Elizabeth Doyle¹, Ashley Gehrdes, Robin Gindlesperger, Deanna Heichel, Nicole Hemminger, Judge Wade Kagarise, Janice Meadows, Judge Daniel Milliron, Amanda Moore, Sheriff James Ott², Prothonotary Robin Patton³, Dwayne Raichle, Helen Schmitt, Jennifer Sleppy, Katherine Swigart, Abbie Tate, Amy Webster

Media in Attendance: Kay Stephens, Altoona Mirror

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

Commissioner Erb reported that an item will be added to agenda as item #19 – CYF requesting to re-create a Social Services Aide position and to create an additional Social Services Aide position.

2. **Call for Public Comment:** Commissioner Erb called for public comment on Salary Board items. There was no comment at this time.
3. **Approval of Minutes:** A motion was made by Commissioner Tomassetti and seconded by Commissioner Beam that the minutes from the December 5, 2019 meeting be approved. The motion was unanimously carried.

Positions:

4. **Human Resources** **Requested by Katherine Swigart, HR Director**
HR Director Katherine Swigart presented the changes associated with Department of Labor salary test revisions effective 01/01/2020. DOL changes will raise the salary threshold for time-and-a-half overtime pay to \$35,568.00 annually. The attached spreadsheet lists changes that affect various County employees as a result of this final rule change.

A motion was made by Commissioner Beam and seconded by Controller Stickel to increase the salaries of the following employees from the 2020 Budgeted Annual to the required \$35,568.00 annually effective 01/01/2020:

¹ President Judge Doyle is a voting member for agenda items listed under APO and Court Administration

² Sheriff Ott is a voting member for agenda items listed under Sheriff's Office

³ Prothonotary Patton is a voting member for agenda items listed under Prothonotary's Office

Sally Adams, Costs and Fines from \$34,941.21
Audra Borowski, CYF from \$34,593.83
Cris Fredrickson, EMA from \$34,185.35
April Hauck, CYF from \$34,664.24
Amber Phillips, Costs & Fines from \$35,045.21
The motion was unanimously carried.

A motion was made by Commissioner Beam and seconded by Controller Stickel to change the FLSA status of the following employees from Exempt to Non-Exempt effective 01/01/2020:
Shelley Berry, Tax Claim
Vicki Claar, Prothonotary
Virginia Clapper, Elections & Voter Registration
Kim Myers, Custody
Christine Waite, APO
Director, Veterans' Affairs
The motion was unanimously carried.

A motion was made by Commissioner Erb and seconded by Commissioner Tomassetti to change the FLSA status of Kerrie Baughman, CYF, from Non-Exempt to Exempt effective 01/01/2020. The motion was unanimously carried.

5. **Adult Parole and Probation** **Requested by President Judge Elizabeth Doyle**
Parole and Probation Officer: A motion was made by President Judge Doyle and seconded by Controller Stickel to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 37.50 hours per week, \$12.5660 hourly, \$942.45 estimated bi-weekly, and \$24,503.70 estimated annually. This vacancy is due to the Promotion of Scott Bailey to Assistant Chief effective 11/30/2019. The motion was unanimously carried.

6. **Court Administration** **Requested by President Judge Elizabeth Doyle**
Law Clerk: A motion was made by Commissioner Tomassetti and seconded by President Judge Doyle to increase the starting salary for this position to \$45,000.02 annually, Non-Union, Excluded (Salary,) Full-time at 35 hours per week and \$1730.77 bi-weekly. Discussion and comments from Judge Kagarise, Judge Milliron, Judge Bernard, Commissioner Tomassetti, President Judge Doyle, Katherine Swigart, Controller Stickel, Commissioner Beam, and Commissioner Erb followed. All five law clerks' salaries are currently \$33,283.12 annually.

The motion was withdrawn. An amended motion was made by President Judge Doyle and seconded by Commissioner Tomassetti to increase the starting salary for this position to \$38,500.00 annually, Non-Union, Excluded (Salary,) Full-time at 35 hours per week and \$1480.77 bi-weekly effective 01/04/2020. There will be no 2020 increase for this position. The motion was unanimously carried.

7. **Assessment Office** **Requested by DeAnna Heichel, Chief Assessor & Director**
Clean and Green Specialist I: A motion was made by Commissioner Tomassetti and seconded by Commissioner Beam to re-create this position as UMWA-Residual Unit, Non-Exempt (Hourly,) \$11.2064 hourly, \$784.45 estimated bi-weekly, and \$20,395.65 estimated annually.

This vacancy is due to the resignation of Danielle Mattern effective 01/03/2020. If a Clean and Green Specialist is hired with CPE credential, title of hire is Clean and Green Specialist II, with a starting wage of \$12.4218 hourly, \$869.53 estimated bi-weekly, and \$22,607.68 estimated annually (2019 figures.) The motion was unanimously carried.

8. **Assessment Office** **Requested by DeAnna Heichel, Chief Assessor & Director**
Board of Assessment Appeals Member: A motion was made by Controller Stickel and seconded by Commissioner Beam to re-create three (3) positions as Non-Union, per diem. Current Board of Assessment Appeals full day rate is \$150.00 and half-day is \$75.00. The motion carried unanimously.

9. **Commissioner's Office** **Requested by Helen Schmitt, County Clerk**
Administrative Coordinator: A motion was made by Commissioner Erb and seconded by Commissioner Tomassetti to add 5% to wages of Melissa Harpster effective 01/04/2020, who will be working out of class until Assistant County Administrator position is filled. Hourly rate in 2020 is \$15.8049 x 1.05 = \$16.5951 hourly and \$1,161.66 estimated bi-weekly. The motion carried unanimously.

10. **Human Resources** **Requested by Katherine Swigart, HR Director**
Benefits Administrator: A motion was made by Commissioner Erb and seconded by Commissioner Beam to re-create this position as Non-Union, Non-Exempt (Hourly,) at 35 hours per week, \$17.8037 hourly, \$1,246.26 estimated bi-weekly, and \$32,402.67 estimated annually. Current starting wage is \$16.82 hourly, \$1,177.40 estimated bi-weekly and \$30,612.40 estimated annually and was established 03/08/2018. The proposed change represents the 2020-budgeted figure for the incumbent, so is +2.5% above the incumbent rate. This vacancy is due to the resignation of Karin Bruich effective 12/19/2019. The motion was carried unanimously.

11. **Office Services** **Requested by Dwayne Raichle, Director**
Office Services Operator: A motion was made by Commissioner Beam and seconded by Controller Stickel to abolish this position as UMWA-Residual Unit, Non-Exempt (Hourly,) Full-time at 35 hours per week. This position was vacated when Dan Minielli retired effective 11/08/2019. The motion was carried unanimously.

12. **Office Services** **Requested by Dwayne Raichle, Director**
Office Services Operator: A motion was made by Commissioner Beam and seconded by Controller Stickel to create this new position as UMWA-Residual Unit, Non-Exempt (Hourly,) Part-time at 19 hours per week, \$10.00 hourly, \$380.00 estimated bi-weekly and \$9,880.00 estimated annually. Job is limited to 999 hours per anniversary year. The motion was carried unanimously.

13. **Prison** **Requested by Abbie Tate, Warden**
Correctional Case Manager – male inmates: A motion was made by Commissioner Beam and seconded by Commissioner Tomassetti to re-create this position as UMWA-Residual Unit, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$10.4648 hourly, \$732.54 estimated bi-

weekly, and \$19,045.94 estimated annually. This vacancy is due to the termination of April Stover effective 12/04/2019. The motion was carried unanimously.

- 14. Prothonotary's Office** **Requested by Robin Patton, Prothonotary**
Courtroom Clerk: A motion was made by Prothonotary Patton and seconded by Commissioner Beam to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Part-time at 19 hours per week, \$10.00 hourly, \$380.00 estimated bi-weekly and \$9,880.00 estimated annually. This vacancy is due to the termination of Philip Pick effective 12/10/2019. Job is limited to 999 hours per anniversary year. The motion was carried unanimously.
- 15. Sheriff's Office** **Requested by James Ott, Sheriff**
Office Manager: A motion was made by Sheriff Ott and seconded by Commissioner Beam to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$12.75 hourly, \$892.50 estimated bi-weekly and \$23,205.00 estimated annually. This vacancy is due to the retirement of Bonnie Schreiber effective 10/25/2019. This position did not have a starting wage set previously. UMWA has agreed to a \$12.75 hourly starting wage. The motion was carried unanimously.
- 16. Sheriff's Office** **Requested by James Ott, Sheriff**
Warrant Clerk: A motion was made by Sheriff Ott and seconded by Commissioner Beam to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$11.12 hourly, \$778.40 estimated bi-weekly, \$20,238.40 estimated annually. This vacancy is due to the promotion of Melanie Vinglish to the Office Manager position effective 12/14/2019. This position did not have a starting wage set previously. UMWA has agreed to an \$11.12 hourly starting wage. The motion was carried unanimously.
- 17. Veterans' Affairs** **Requested by Commissioner Ted Beam**
Veterans' Affairs Director: A motion was made by Commissioner Beam and seconded by Controller Stickel to re-create this position as Non-Union, Non-Exempt (Hourly,) Full-time at 35 hours per week at a range of \$14.84 to \$16.49 hourly, \$1,038.80 to \$1,154.30 estimated bi-weekly and \$27,008.80 to \$30,011.80 estimated annually. This vacancy is due to the termination of Patrick Young effective December 9, 2019. The motion was carried unanimously.
- 18. Veterans' Affairs** **Requested by Commissioner Ted Beam**
Interim Director: A motion was made by Commissioner Beam and seconded by Controller Stickel to designate Craig Swineford, temporary full-time Assistant Director, to Interim Director until director position is filled with no change in pay. The motion was carried unanimously.
- 19. Children, Youth & Families** **Requested by Ashley Gehrdes, CYF Administrator**
Social Services Aide: A motion was made by Commissioner Erb and seconded by Commissioner Beam to re-create this position and to create a new position as PSSU, Non-Exempt (Hourly,) Full-time at 37.50 hours per week, \$10.00 hourly, \$750.00 estimated bi-weekly and \$19,500.00 estimated annually. The vacancy is due to the retirement of Betsy Vannest effective 07/19/19. The request to create an additional position has been approved

by DHS (Department of Human Services) and NBB (needs-based budget.) The motion was carried unanimously.

20. Overtime Report

Controller A.C. Stickel

Report provided for the information of the board.

Commissioner Beam stated that this salary study and is the most aggravating thing he has in 8 years. It is a gross dereliction of their contract and duties and that legal action should be taken against them. Commissioner Erb, Commissioner Tomassetti and Controller Stickel agreed.

Controller Stickel acknowledged that today is Commissioner Tomassetti's and Commissioner Beam's last salary board meeting. He expressed what an honor it has been to serve with both commissioners and while they have not always agreed, it has been with respect and that there is validity in spirited discussion, debate, different approaches and compromise and that their leadership is appreciated. Commissioner Erb agreed and also thanked them for their service.

21. There being no further business to discuss, the meeting was adjourned at 12:20pm.

A reorganization meeting of the Salary Board will be held on Monday, January 6, 2020 at 2:00pm in the Commissioner's Meeting Room.

The next Salary Board Meeting will be held on January 9, 2020 at 10:30AM in the Commissioner's Meeting Room.

Respectfully Submitted,



August C. Stickel IV
Secretary