



BLAIR COUNTY SALARY BOARD

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

Blair County Salary Board Meeting of August 6, 2021

11:00 AM In Conference Room 2B

Board Members in Attendance:

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

Non-Board Members in Attendance: Sarah Chuff, Nicole Hemminger, Janice Meadows, Helen Schmitt, Register & Recorder Anita Terchanik¹

Board Members not in Attendance:

Commissioner Laura Burke

Media in Attendance: Phil Ray, Altoona Mirror

Quorum: Present

Call to Order: Commissioner Erb called the meeting to order at 11:01 a.m.

The roll was called by Tracy Miller.

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 Webster and seconded by Controller Stickel that the minutes from the July 21, 2021 meeting be approved. The motion was unanimously carried.

Court Administration

Requested by President Judge Elizabeth A. Doyle

Tipstaff Commissioner Webster moved to re-create this position with Judge Sullivan. This position is UMWA-Court, Non-Exempt (Hourly). Full-Time at 35 hours per week with an hourly rate of \$10.5063, \$735.44 estimated bi-weekly, \$19,121.47 estimated annually. This position is not within the existing Tipstaff complement. This vacancy is due to Crystall Miller being promoted to Advocate in Victim Witness effective 8/2/2021. Controller Stickel seconded the motion and it was unanimously carried.

¹ The Register and Recorder is a voting member of the board for items in that office.

**District Court,
MDJ DeAntonio's Office**

Requested by President Judge Elizabeth A. Doyle

District Court Administrative Support Commissioner Webster 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 \$10.5063, \$735.44 estimated bi-weekly, \$19,121.47 estimated annually. This vacancy is due to Sandra Corey transferring to MDJ Dunio's Office effective 8/2/2021. Controller Stickel seconded the motion and it was unanimously carried.

**District Court,
MDJ Dunio's Office**

Requested by President Judge Elizabeth A. Doyle

District Court Administrative Support Commissioner Webster Request to set the salary of incumbent. This position is UMWA-Court, Non-Exempt (Hourly). Full-Time at 35 hours per week. Sandra Corey moved from MDJ DeAntonio's Office to MDJ Dunio's Office when the position was vacated by the resignation of Brenda McGarvey effective July 30, 2021. Her current wage is \$10.6376 an hour, \$744.63 estimated bi-weekly, \$19,360.43 estimated annually. This is above the \$10.5063 start for this title. UMWA has approved Sandra retaining her current wage. Controller Stickel seconded the motion and it was unanimously carried.

Register and Recorder

Requested by Register and Recorder Anita Terchanik

Deputy Register of Wills and Recorder of Deeds Register and Recorder Anita Terchanik 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 \$10.5063, \$735.44 estimated bi-weekly, \$19,121.47 estimated annually. This vacancy is due to the resignation of Dawn Murray effective 8/6/2021. Commissioner Webster seconded the motion and it was unanimously carried.

Elections and Voter Registration

Requested by Sarah Seymour, Director

Temporary Department Assistants Commissioner Webster moved to re-create 10 temporary positions. These positions are Non-Union, Non-Exempt (Hourly). Full-Time at 35 hours per week with an hourly rate of \$10.5000, \$7,644.00 estimated annually. This is the anticipated total for 2 people for September 27 thru November 9, 2021; and 8 people for November 3 thru November 9, 2021. These positions are needed for the November 2, 2021 municipal election, and were not included in the 2021. Chief Clerk Nicole Hemminger questioned if these positions should be paid the same \$10.0000/hour rate as the other County of Blair temporary employees. She also stated the start date for the 8 people should be November 2, 2021. Commissioner Webster amended her motion to the rate of \$10.0000 per hour and the start date of November 2, 2021. Controller Stickel seconded the motion and it was unanimously carried.

Human Resources

Requested by Katherine Swigart, Director

Payroll Administrator Commissioner Erb moved to re-create this position within the hiring range of H6 (\$13.40 to \$14.74/hour). This position is Non-Union, Non-Exempt (Hourly). Full-Time at 35 hours per week. This vacancy is due to the resignation of Rebecca Dimond effective 7/18/2021. Controller Stickel seconded the motion and it was unanimously carried.

Prison

Requested by Warden Abbie Tate

Deputy Warden-Facility Services Controller Stickel moved to re-create this position. This position is Non-Union, Exempt (Salary). Full-Time at 35 hours per week. Shaun Edmundson will be offered this position at \$2,105.98 bi-weekly, \$54,755.48 annually. This is the minimum of the S12 hiring range. Upon starting as Deputy Warden-Facility Services, the additional 5% he was receiving as Interim Deputy Warden will cease. The position and pay rate is effective 8/7/2021. This vacancy is due to resignation of Jayme McMahon effective 7/19/2021. Commissioner Webster seconded the motion and it was unanimously carried.

Prison

Requested by Warden Abbie Tate

Lieutenant Controller Stickel moved to re-create this position within the S9 hiring range (\$48,677.26 to \$52,571.45). This position is Non-Union, Exempt (Salary). This vacancy is due to Shaun Edmundson being promoted to Deputy Warden-Facility Services effective 8/7/2021. Commissioner Webster seconded the motion and it was unanimously carried.

Tax Claim Bureau

Requested by Nicole Hemminger, Chief Clerk

Director Commissioner Webster moved to re-create this position within the S10 hiring range (\$50,624.35 to \$54,674.30). This position is Non-Union, Exempt (Salary). Full-Time at 35 hours per week. This vacancy is due to the retirement of Polly Cardone effective 7/26/2021. Controller Stickel seconded the motion and it was unanimously carried.

Tax Claim Bureau

Requested by Nicole Hemminger, Chief Clerk

Coordinator Commissioner Webster moved to re-set salary of incumbent for this position. This position is Non-Union, Non-Exempt (Hourly). Full-Time With the absence of a Director, Shelley Berry will be performing out-of-classification duties on a temporary basis. In compliance with our Pay Policy, Shelley is eligible to receive +5% to her hourly rate. This would increase her hourly rate to \$20.93/hour, \$1,465.10 estimated bi-weekly, \$19,046.30 estimated for the maximum 13 pay periods. The increase is to be effective July 31, 2021. Controller Stickel seconded the motion and it was unanimously carried.

Veteran Affairs

Requested by Nicole Hemminger, Chief Clerk

Director Commissioner Webster moved to re-create this position within the H15 hiring range (\$20.79 to \$22.45/Hour). This position is Non-Union, Non-Exempt (Hourly). Full-Time at 35 hours per week. This vacancy is due to the resignation of Craig Swineford effective 07/29/2021. Controller Stickel seconded the motion and it was unanimously carried.

Commissioner Erb asked Controller Stickel for an update on the new Salary Board Request Form. Controller Stickel stated he was trying to make it simple to use and have more consistent information. Controller Stickel had a few more changes to make. The form should be completed and ready for final review Monday or Tuesday.

Meeting of August 6, 2021 continued. . .

There being no further business to discuss, the meeting was adjourned at 11:23 a.m.

The next Regular Salary Board Meeting will be held on August 18, 2021 @ 2:00 PM
In the Commissioners' Public Meeting Room

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "August C. Stickel IV". The signature is fluid and cursive, written in a professional style.

August C. Stickel IV
Secretary