



BLAIR COUNTY SALARY BOARD

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

Blair County Salary Board Meeting of November 14, 2019 10:30 AM

Blair County Courthouse, Conference Room 2B

Board Members in Attendance:

Commissioner Bruce Erb, Commissioner Ted Beam, Commissioner Terry Tomassetti, Deputy Controller Angela Wagner¹

Board Members not in Attendance:

Controller A.C. Stickel

Quorum: Present

Non-Board Members in Attendance:

Keith Calhoun, James Carothers², President Judge Elizabeth Doyle³, Robin Gindlesperger, Nicole Hemminger, Janice Meadows, Russ Montgomery⁴, Amanda Moore, Robin Patton⁵, Helen Schmitt, Beth Seidel, Chris Tatar

Media in Attendance: Kay Stephens, Altoona Mirror

1. **Call to Order:** Commissioner Erb called the meeting to order at 10:43 a.m.

Commissioner Erb recognized that Controller Stickel is not present at today's meeting and is represented by Deputy Controller Wagner.

One item will be added to the agenda as item 6a which is a request for a 3-month extension to the temporary Courtroom Deputy position in the Prothonotary's Office.

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 correction to the minutes was noted – Prothonotary Clerk Typist/Full-time should be \$10.00 hourly, \$700.00 bi-weekly, and \$18,200.00 annually. A motion was made by Commissioner Beam and seconded by Deputy Controller Wagner that the minutes from the October 24, 2019 meeting be approved as corrected. The motion was unanimously carried.

Positions:

4. **Adult Parole and Probation Office** **Requested by Amanda Moore, Chief Probation Office Aide I:** A motion was made by President Judge Doyle and seconded by Commissioner Beam to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 35.00 hours per week, \$10.00 hourly, \$700.00 estimated bi-weekly and \$18,200.00 annually. This vacancy is due to the resignation of Amber Kidd effective 10/14/2019, who transferred to a position at Blair County Prison.

¹ The Deputy Controller is authorized to represent the Controller in his absence

² James Carothers is a voting member for agenda items listed under the Treasurer's Office

³ President Judge Doyle is a voting member for agenda items listed under APO and Domestic Relations

⁴ Russell Montgomery is a voting member for agenda items listed under the Public Defender's Office

⁵ Robin Patton is a voting member for agenda items listed under the Prothonotary's Office

5. **Domestic Relations** **Requested by Keith Calhoun, Director**
Enforcement Specialist: A motion was made by President Judge Elizabeth Doyle and seconded by Commissioner Beam to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 35.00 hours per week, \$10.00 hourly, \$700.00 estimated bi-weekly and \$18,200.00 annually. This vacancy is due to the resignation of Janet McQuay effective 11/12/2019. The motion was unanimously carried.

6. **Prothonotary** **Requested by Robin Patton, Prothonotary**
Clerk Typist (Part-Time): A motion was made by Prothonotary Robin Patton and seconded by Commissioner Beam to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Part-time at 29 hours per week – limited to 1500 hours per anniversary year, \$10.00 hourly, \$580.00 estimated bi-weekly and \$15,080.00 estimated annually. This vacancy is due to the resignation of Claudia Beeney effective 11/12/2019. The motion was unanimously carried.

- 6a. **Prothonotary** **Requested by Robin Patton, Prothonotary**
Temporary Courtroom Deputy: A motion was made by Prothonotary Robin Patton and seconded by Commissioner Beam to extend this position an additional three months effective November 25, 2019 as Non-Union, Non-Exempt (Hourly,) Part-Time at estimated 32 hours per week, \$18.00 hourly, \$576.00 estimated bi-weekly and \$4,032.00 estimated annually. This position is occupied by Carol Newman and was first filled May 13, 2019 for three months. The motion was unanimously carried.

7. **Public Defender's Office** **Requested by Russell Montgomery, Public Defender**
Office Assistant – Part-time: A motion was made by Public Defender Russell Montgomery and seconded by Commissioner Beam to create this position as UMWA-Court, Non-Exempt (Hourly,) Part-time at \$10.00 hourly. There are two part-time assistants at this time, both limited to 999 hours per anniversary year, but neither works the full 999 hours. This request is for an additional office assistant who will work the hours that the other two do not, which by calculation is approximately 698 hours per anniversary year.
After some discussion, it was clarified that the three part-time office assistants will work no more than 1998 hours (999 times 2) combined and no more than 999 hours individually. Public Defender's Office Administrator, Tracy Mattern, will track the hours worked for all three employees. The motion was unanimously carried.

8. **Treasurer's Office** **Requested by James Carothers, Treasurer**
Second Deputy: A motion was made by Treasurer Carothers and seconded by Commissioner Erb to re-create this position as UMWA-Residual Unit, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$10.6605 hourly, \$946.24 estimated bi-weekly and \$19,402.11 estimated annually. This vacancy is due to the resignation of Lori Ferri effective 11/07/2019. The motion was unanimously carried.

9. **Treasurer's Office** **Requested by James Carothers, Treasurer**
Treasurer Staff Assistant: A motion was made by Treasurer Carothers and seconded by Commissioner Erb to re-create this position as UMWA-Residual Unit, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$10.00 hourly, \$700.00 estimated bi-weekly and \$18,200.00 estimated annually. Replaces Christina Weyandt, who is moving into the Second Deputy position effective 11/18/2019. The motion was unanimously carried.

10. Treasurer's Office **Requested by James Carothers, Treasurer**
Temporary Department Assistant: A motion was made by Treasurer Carothers and seconded by Commissioner Erb to create this new position as Non-Union, Non-Exempt (Hourly,) Part-Time at 20 hours per week, \$10.00 hourly, \$400.00 estimated bi-weekly, and \$2,000.00 annually starting December 1, 2019. The motion was unanimously carried.

11. Commissioner's Office **Requested by Commissioner Bruce Erb**
County Administrator: Discussion to occur regarding hiring of a County Administrator due to the retirement of Helen Schmitt effective 01/03/2020. The starting salary range was established at \$2654.40 to \$2807.70 bi-weekly and \$69,014.40 to \$73,000.20 annually at the Salary Board meeting on 10/10/2019.

This item was tabled until the reconvened meeting on Monday, November 18, 2019.

12. UMWA Incumbent Salary Increases (tabled from last meeting)
A motion was made by Commissioner Beam and seconded by Commissioner Tomassetti to approve increases to the hourly rates of the lowest-paid UMWA Administrative staff as detailed on the attached list from the MOU between UMWA and County of Blair effective October 15, 2019 as provided by Katherine Swigart, HR. The effective date of the increases is Monday, October 28, 2019. The motion was unanimously carried.

13. Non-Union Incumbent Wage Increases
A motion was made by Commissioner Erb and seconded by Commissioner Beam to approve a wage increase for all non-union employees at 2.5% effective 01/01/2020.

14. Overtime Report
Deputy Controller Wagner presented the October Overtime Report for the information of the board.

15. Adjournment: Today's meeting was recessed and will be re-convened on Monday, November 18, 2019 at 8:30 a.m. in Conference Room 4B.

Respectfully Submitted,



August C. Stickel IV
Secretary