



# BLAIR COUNTY SALARY BOARD

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

## Blair County Salary Board Meeting of May 25, 2023

10:30 a.m. In the Commissioners' Public Meeting Room

### Board Members in Attendance:

Commissioner Bruce Erb, Commissioner Laura Burke, Commissioner Amy Webster, Deputy Controller Angela Wagner

### Board Members not in Attendance:

Controller A.C. Stickel

### Non-Board Members in Attendance:

President Judge Elizabeth Doyle<sup>1</sup>, Joe Cox, Lindsay Dempsie, Nicole Hemminger, Melena Kogler, Cathy Lythgoe, Glenn Nelson, First Deputy Prothonotary Kristy Oakes<sup>2</sup>, Marc Seifert, Katherine Swigart, District Attorney Peter Weeks<sup>3</sup>, Molly Wink

**Quorum:** Present

**Media in Attendance:** Kay Stephens, Altoona Mirror

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

The roll was called by Commissioner Erb.

**Call for Public Comment:** Commissioner Erb called for public comment on Salary Board items. There were no comments.

Commissioner Erb announced an addendum to the agenda: a request to create 10 Part-Time, Temporary, Caseworker positions in Children, Youth, and Families. Commissioner Burke moved to add the request to the agenda. Commissioner Webster seconded the motion and it was unanimously carried.

**Approval of Minutes:** A motion was made by Commissioner Webster and seconded by Commissioner Burke that the minutes from the May 3, 2023 meeting be approved with the correction of the date of Dorothy Culbertson transferring to Administrative Support in the Public Defender's Office. It is stated as 04/17/2023 and should be 05/02/2023. The motion was unanimously carried.

<sup>1</sup> The Judge is a voting member for Court related office items.

<sup>2</sup> The First Deputy Prothonotary is a voting member for items in that office.

<sup>3</sup> The District Attorney is a voting member for items in that office.

**Court Administration**

**Requested by Director of Human Resources  
Katherine Swigart**

Criminal Case Manager Judge Doyle moved to set the salary for Paige McCarthy. This position is Non-Union, Non-Exempt (Hourly), Full-Time at 35 hours per week. Applying the pay policy to Paige's previous experience; she is eligible for \$14.63/hour, \$1,024.10 bi-weekly, \$26,626.60 annually. This is +4% above the minimum of, but within, the hiring range of pay grade H7 (\$14.07/hour to \$15.48/hour). The effective date would be 05/22/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**Domestic Relations**

**Requested by Director Marc Seifert  
Presented by President Judge Elizabeth A. Doyle**

Department Clerk I Judge Doyle 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 \$11.03, \$772.10 estimated bi-weekly, \$20,074.60 estimated annually. This position is funded at 66% by state reimbursement. This vacancy is due to the resignation of Vanessa Peterman effective 04/24/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**Domestic Relations**

**Requested by Director Marc Seifert  
Presented by President Judge Elizabeth A. Doyle**

Department Clerk II Judge Doyle 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 \$11.58, \$810.60 estimated bi-weekly, \$21,075.60 estimated annually. This position is funded at 66% by state reimbursement. This vacancy is due to Chloe Duraso's promotion to Case Manager effective 05/01/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**Judge Doyle**

**Requested by President Judge Elizabeth A. Doyle**

Tipstaff Judge Doyle moved to create this position. This position is UMWA-Court, Non-Exempt (Hourly), Full-Time at 35 hours per week with an hourly rate of \$11.58, \$810.60 estimated bi-weekly, \$21,075.60 estimated annually. This position is to replace the part-time 1500 hours per benefit plan year position vacated by Fred Guyer (moved to Part-Time 999-hour tipstaff effective 6/1/2023) to a full-time position. Commissioner Burke seconded the motion and it was unanimously carried.

**Judge Kagarise**

**Requested by President Judge Elizabeth A. Doyle**

Tipstaff Judge Doyle moved to abolish this position. This position is UMWA-Court, Non-Exempt (Hourly), Full-Time at 35 hours per week with an hourly rate of \$11.58, \$810.60 estimated bi-weekly, \$21,075.60 estimated annually. This vacancy is due to the resignation of Evan Cottle effective 12/12/2022. This position was re-created and advertised but never filled. Commissioner Burke seconded the motion and it was unanimously carried.

**Judge Kagarise**

**Requested by President Judge Elizabeth A. Doyle**

Tipstaff Judge Doyle moved to create this position. This position is UMWA-Court, Non-Exempt (Hourly), Part-Time at 29 hours per week (limited to 1500 hours per benefit year) with an hourly rate of \$11.58, \$671.64 estimated bi-weekly, \$17,462.64 estimated annually. Commissioner Burke seconded the motion and it was unanimously carried.

**Juvenile Probation**

**Requested by Deputy Chief Juvenile Probation Officer  
Molly Wink**

**Presented by President Judge Elizabeth A. Doyle**

Juvenile Probation Officer Judge Doyle moved to re-create this position. This position is UMWA-Court, Non-Exempt (Hourly), Full-Time at 37.5 hours per week with an hourly rate of \$16.30, \$1,222.50 estimated bi-weekly, \$31,785.00 estimated annually. This vacancy is due to Steffan Housum transferring to Maintenance Technician-Truck Driver in Public Works-Highway effective 05/15/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**Juvenile Probation**

**Requested by Director of Human Resources  
Katherine Swigart**

Chief Judge Doyle moved to set the salary for Joseph Cox. This position is Non-Union, Exempt (Salary), Full-Time at 35 hours per week. Applying the pay policy to Joseph's previous experience; he is eligible for \$2,460.05 bi-weekly, \$63,961.30 annually. This is the maximum of the hiring range of pay grade S13 (\$59,223.33 to \$63,961.20). This wage is to be effective 5/22/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**Juvenile Probation**

**Requested by Deputy Chief Juvenile Probation Officer  
Molly Wink**

**Presented by President Judge Elizabeth A. Doyle**

Juvenile Probation Officer Judge Doyle moved to re-create this position. This position is UMWA-Court, Non-Exempt (Hourly), Full-Time at 37.5 hours per week with an hourly rate of \$16.30, \$1,222.50 estimated bi-weekly, \$31,785.00 estimated annually. This vacancy is due to the resignation of Joseph Labriola effective 05/12/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**District Attorney**

**Requested by District Attorney Peter Weeks**

Assistant District Attorney District Attorney Weeks moved to re-create this position. This position is SEIU-Professionals Unit, Exempt (Salary), Full-Time at 35 hours per week with bi-weekly rate of \$1,730.77, \$45,000.02 annually. This vacancy is due to the resignation of Ian Hausner effective 05/26/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**District Attorney**

**Requested by District Attorney Peter Weeks**

Certified Legal Intern District Attorney Weeks moved to create this position. This position is Non-Union, Non-Exempt (Hourly), Full-Time at 35 hours per week with an hourly rate of \$22.87. The hire would be limited to 999 hours per anniversary year until they sit for the Bar exam in July 2023. Upon passing the Bar, they would transfer to the Assistant District Attorney position. Commissioner Burke seconded the motion and it was unanimously carried.

**Prothonotary**

**Requested by Prothonotary Robin Patton**

Second Deputy-Orphans' Court First Deputy Oakes 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 \$12.77, \$893.90 estimated bi-weekly, \$23,241.40 estimated annually. This vacancy is due to the resignation of Cynthia Bundy effective 05/12/2023. Commissioner Webster seconded the motion and it was unanimously carried.

**Prothonotary**

**Requested by Prothonotary Robin Patton**

Receptionist/Clerk First Deputy Oakes 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 \$11.03, \$772.10 estimated bi-weekly, \$20,074.60 estimated annually. This vacancy is due to Erin George transferring to Second Deputy-Orphans' Court effective 05/27/2023. Commissioner Webster seconded the motion and it was unanimously carried.

**Public Defender**

**Requested by Public Defender Russell Montgomery**

Administrative Support Commissioner Burke 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 \$12.16, \$851.20 estimated bi-weekly, \$22,131.20 estimated annually. This vacancy is due to Dorothy Culbertson transferring to Administrative Support in Juvenile Probation effective 05/02/2023. Commissioner Webster seconded the motion and it was unanimously carried.

**Children, Youth and Families**

**Requested by Commissioner Laura Burke**

Clerk Typist II-Court Aide Commissioner Burke moved to re-create this position. This position is PSSU, Non-Exempt (Hourly), Full-Time at 37.5 hours per week with an hourly rate of \$11.13, \$834.75 estimated bi-weekly, \$21,703.50 estimated annually. This position is funded at 80% by state reimbursement. This vacancy is due to the resignation of Christine Pitts effective 05/01/2023. Commissioner Webster seconded the motion and it was unanimously carried.

**Children, Youth and Families**

**Requested by Director of Human Resources  
Katherine Swigart**

Casework Manager Commissioner Burke moved to set the salary for Karen Bonanno. This position is Non-Union, Exempt (Salary), Full-Time at 35 hours per week. Applying the pay policy to Karen's previous experience; she is eligible for \$1,947.10 bi-weekly, \$50,624.60 annually. This is +4% above the minimum of, but within, the hiring range of pay grade S9 (\$48,677.26 to \$52,571.45). Karen moved into this title effective 05/15/2023. Commissioner Webster seconded the motion and it was unanimously carried.

**Custody**

**Requested by Director of Human Resources  
Katherine Swigart**

Custody Processor Judge Doyle moved to document (for the purpose of the minutes) the setting of temporary rate for out-of-class duties for Nevaeh Brubaker. This position is UMWA-Court Non-Exempt (Hourly), Full-Time at 35 hours per week. Per the Collective Bargaining Agreement, Nevaeh's current wage of \$11.75/hour should increase +%5 (+\$.59) to \$12.34/hour for assuming responsibilities out of her job classification. This is due to the resignation of Jessica Miller effective 04/30/2023. This increase would be effective 05/01/2023 for a max of 180 days per calendar years or at the date of hire of a Custody Manager. Commissioner Burke seconded the motion and it was unanimously carried.

**Fort Roberdeau**

**Requested by Director Glenn Nelson**

Temporary Department Assistant Commissioner Webster moved to re-create this position. This position is Non-Union, Non-Exempt (Hourly) with an hourly rate of \$11.00. This position is budgeted for 500 hours at \$10.00/hour. This position is needed to provide educational services to schools and the general public during the May 1, 2023 to October 31, 2023 tour season. This vacancy is due to the resignation of Alicia Endress effective 05/17/2023. Commissioner Burke seconded the motion and it was unanimously carried.

**Children, Youth and Families**

**Requested by Commissioner Laura Burke**

Temporary Caseworker Commissioner Burke moved to create ten positions. These positions are Non-Union, Non-Exempt (Hourly), Part-Time with an hourly rate of \$17.29/hour. These positions are needed to address the queue of triage cases. These positions would not exceed 5 months and 29 days. Commissioner Webster seconded the motion and it was unanimously carried.

After review and discussion, Commissioner Erb moved to accept the proposed Pay Policy revision submitted by Katherine Swigart, Director of Human Resources, to address compensation to Chief/First Deputy for an Elected Official who has an extended absence and is unable to perform duties. Chief Clerk Hemminger stated the Chief Clerk Job Title would be removed from the list in Sec.D-1.-c.-2 on page 6 of the Pay Policy because the Chief Clerk is not a replacement for a Commissioner. Commissioner Webster seconded the motion and it was unanimously carried.

There being no further business to discuss, the meeting was adjourned at 10.56 a.m.

The next regular Salary Board Meeting will be June 7, 2023 at 10:30 a.m.  
In the Commissioners' Public Meeting Room.

Respectfully Submitted,



August C. Stickel IV  
Secretary