



# BLAIR COUNTY SALARY BOARD

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

## Blair County Salary Board Meeting of January 23, 2020

10:30 AM in Commissioners' Meeting Room, Blair County Courthouse

### Board Members in Attendance:

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

### Board Members not in Attendance:

NONE

**Quorum:** Present

### Non-Board Members in Attendance:

Brenda Bryan, District Attorney Richard Consiglio<sup>1</sup>, President Judge Elizabeth Doyle<sup>2</sup>, Robin Gindlesperger, Deanna Heichel, Nicole Hemminger, Eric Lindskold, Janice Meadows, Prothonotary Robin Patton<sup>3</sup>, Jennifer Sleppy, Katherine Swigart, Angela Wagner

**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 Controller Stickel and seconded by Commissioner Webster that the minutes from the January 9, 2020 meeting be approved. The motion was unanimously carried.

### Positions:

#### Court Administration

#### Requested by President Judge Elizabeth Doyle

Custody Manager (acting): A motion was made by President Judge Doyle and seconded by Commissioner Webster to increase the wage of Katelyn Archer by 5% while she fills the void left by Kim Myers' transfer on January 13, 2020 as outlined in the UMWA contract. Katelyn's current wage is \$10.25 hourly, \$717.50 bi-weekly, and \$18,655.00 annually – new rate would be \$10.7625 hourly, \$753.38 bi-weekly and \$19,587.75 annually. Effective January 25, 2020. The motion was unanimously carried.

#### District Attorney's Office

#### Requested by District Attorney Richard Consiglio

Administrative Clerk: A motion was made by Controller Stickel and seconded by District Attorney Consiglio to maintain Nikki Burley's current wage of \$10.3781 hourly, \$726.47 estimated bi-weekly, \$18,888.22 annually. Effective 02-03-2020, Nikki Burley will transfer from Clerk Typist I in the Prothonotary's Office into the position of Administrative Clerk in the District Attorney's Office. This position is UMWA-Court, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$10.25 hourly, \$717.50 estimated bi-weekly, \$18,655.00 estimated annually. UMWA has approved this wage. The motion carried with Commissioner Erb voting yes, Commissioner Webster voting yes, Controller

<sup>1</sup> District Attorney Richard Consiglio is a voting member for agenda items listed under District Attorney's Office

<sup>2</sup> President Judge Doyle is a voting member for agenda items listed under Court Administration

<sup>3</sup> Prothonotary Patton is a voting member for agenda items listed under Prothonotary's Office

Stickel voting yes, District Attorney Consiglio voting yes, and Commissioner Burke choosing to abstain from voting.

**Assessment Office**

**Requested by DeAnna Heichel, Chief Assessor, Director**

Clean & Green Specialist-Temporary: A motion was made by Commissioner Burke and seconded by Controller Stickel to create this position as Non-Union, Non-Exempt (Hourly,) Part-time at estimated 10 hours per week, \$15.00 hourly, \$300.00 estimated bi-weekly, and \$3,900.00 estimated for the maximum period. This temporary position is limited to a maximum of 5 months, 29 days or until a Full-time Clean & Green Specialist is hired and appropriately trained, whichever comes first. This creation is due to the resignation of Danielle Mattern effective 01/03/2020. This temporary position will be filled by Danielle Mattern. HR Director Swigart and Ms. Heichel explained the reasons for requesting the rate of \$15.00/hour. The motion was unanimously carried.

**Controller's Office**

**Requested by Controller A.C. Stickel**

Accounts Payable Manager: A motion was made by Controller Stickel and seconded by Commissioner Erb to re-create and re-title this position as UMWA-Residual, Non-Exempt (Hourly,) Full-time at 35 hours per week at a range of \$15.1711-\$16.5753 hourly, \$1,061.98-\$1,160.27 bi-weekly and \$27,611.45-\$30,167.00 annually. A new job description is attached. The effective date is January 25, 2020. The job title was Second Deputy Controller. The motion was unanimously carried.

**Controller's Office**

**Requested by Controller A.C. Stickel**

Accounts Payable Manager:

A motion was made by Controller Stickel and seconded by Commissioner Erb to set the salary for this position at \$15.70 hourly, \$1,099.00 estimated bi-weekly and \$28,574.00 estimated annually effective January 25, 2020. The motion was unanimously carried.

**Controller's Office**

**Requested by Controller A.C. Stickel**

Accounts Payable Specialist: A motion was made by Controller Stickel and seconded by Commissioner Erb to re-create and re-title this position as Non-Union, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$11.0181 hourly, \$771.27 estimated bi-weekly and \$20,052.94 estimated annually. A new job description is attached. Ms. Swigart noted that this is an increase to the starting wage. The starting wage was \$10.20 plus the 2019 and 2020 non-union annual increases adds up to \$11.0181. The motion was unanimously carried.

**Prothonotary's Office**

**Requested by Prothonotary Robin Patton**

First Deputy: A motion was made by Prothonotary Patton and seconded by Commissioner Webster to re-create this position as Non-Union, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$14.0110 hourly, \$980.77 estimated bi-weekly, \$25,500.02 estimated annually. This vacancy is due to the transfer of Vicki Claar effective January 13, 2020. The motion was unanimously carried.

**Prothonotary's Office**

**Requested by Prothonotary Robin Patton**

Second Deputy: A motion was made by Prothonotary Patton and seconded by Commissioner Burke to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$13.1019 hourly, \$917.13 estimated bi-weekly, \$23,845.38 estimated annually. This vacancy is due to the transfer of Kristy Oakes into First Deputy Prothonotary position effective January 25, 2020. The motion was unanimously carried.

**Prothonotary's Office**

**Requested by Prothonotary Robin Patton**

Clerk Typist I: A motion was made by Prothonotary Patton and seconded by Commissioner Webster to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$10.2500 hourly, \$717.50 estimated bi-weekly, \$18,655.00 estimated annually. This vacancy is due to the transfer of Brittany Smith into Second Deputy Prothonotary position effective January 25, 2020. The motion was unanimously carried.

**Prothonotary's Office**

**Requested by Prothonotary Robin Patton**

Clerk Typist I (PT): A motion was made by Prothonotary Patton and seconded by Commissioner Webster to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Part-time at 29 hours per week, \$10.2500 hourly, \$594.50 estimated bi-weekly, \$15,457.00 estimated annually. This vacancy is due to the transfer of Castine Rott into Clerk Typist FT effective January 25, 2020. The motion was unanimously carried.

**Prothonotary's Office**

**Requested by Prothonotary Robin Patton**

Clerk Typist I: A motion was made by Prothonotary Patton and seconded by Commissioner Webster to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 35 hours per week, \$10.2500 hourly, \$717.50 estimated bi-weekly, \$18,655.00 estimated annually. This vacancy is due to the transfer of Nikki Burley into the District Attorney's Office position effective January 30, 2020. The motion was unanimously carried.

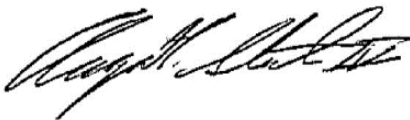
Controller Stickel presented a proposed policy for non-union employees temporarily filling supervisory positions, which is attached. Controller Stickel asked board members to send any suggestions or changes to him by the end of next week so that a revised draft may be presented at the next salary board meeting.

Controller Stickel reported that he sent an email to department heads reminding them of the deadlines for salary board items to be submitted.

The next regular Salary Board Meeting will be held on February 13, 2020 at 10:30 a.m. in the Commissioner's Meeting Room.

There being no further business to discuss, the meeting was adjourned at 11:45 a.m.

Respectfully Submitted,



August C. Stickel IV  
Secretary