

Reviewed: _____

SALARY BOARD MINUTES
December 8, 2009

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Tim Brooks	Commissioner Jan Beichner
Commissioner Troy Wood	Denise Jones, Chief Clerk
Rich Winkler, Solicitor	Deb Sharpe, Treasurer
Connie Hazelton, Human Resources	Diona Brick, Fiscal
Bill Kresinski, MIS	Rich Mihalic, Park Director
Steve Rembold, 911	Sheila Boughner, News Herald
Ray Beichner, Taxpayer	Dave Hazelton, Taxpayer
Dave Graham, Taxpayer	Jill McAllen, Taxpayer
Mark Heim, WKQW Radio	Matt Edwards, Taxpayer
Rodney Bedow, Sr., Taxpayer	Bob Daugherty, CSS
Mike Thomas, Taxpayer	

Retirement Board was convened and adjourned prior to the Salary Board Meeting.

Commissioner Brooks called the meeting to order at 6:04 p.m.

Treasurer Deb Sharpe made a motion to approve the minutes from the November 10, 2009 meeting, seconded by Commissioner Wood, aye all.

No issues were raised by those in attendance on the agenda items presented for consideration labeled Attachment B:

We are presenting the 2010 salary increases for the eligible exempt and non-union hourly positions to be effective on 01/01/10. Exempt employees will be granted a 3% increase to their current salary. The eligible non-union hourly employees will be placed on the new 2010 pay scale that has been increased by a 2% COLA and in addition will receive a step increase of 1% within their current pay grade that will result overall in a 3% increase to their current rate of pay. (Receipt of increases will commence on the first full pay period in January 2010 to be issued on 01/15/10.)

For Non-Union Hourly Positions: The compensation plan that lists said positions with the pay grade assignment (attachment NU10.1); the corresponding pay scale (attachment NU10.2) which has been increased by 2% to reflect a cost of living increase; and departmental listing of employees' positions with their respective pay grades and step assignments (attachment NU10.3).

Exception: Employees that are currently at the 30 step will receive a 2% increase to their current rate of pay which brings them to the 2010 step 30. Employees over step 30 will receive a 2% COLA.

For Exempt Positions: The compensation plan that lists said positions with the pay grade assignments (attachment ES10.1); the corresponding pay scale (attachment ES10.2) which has been increased by 2% to reflect a cost of living increase; and departmental listing of employees' positions with their respective pay grades and salaries (attachment ES10.3).

Exception: Employees that are currently off scale will receive a 2% increase to their current rate of pay.

For Elected Row Officers: According to Resolution No. 2006-19 adopted by the previous Board of Commissioners on 12/06/06, all elected row officers will receive a 3.5% cost of living increase to their current salary with the exception of the District Attorney, whose 2010 annual salary will be approximately \$161,916.44. The District Attorney's salary is partially subsidized by the state. A departmental listing of elected official positions and respective salaries is included (attachment EO10.1).

The Human Resources Department will process pay adjustments within the assigned salary range once the Salary Board approves them.

Venango County Position Complement: This is the updated listing of job classifications by department specifying the number, job title, and type of position (full-time, part-time, on-call, temporary, etc.) effective January 1, 2010 (Attachment VCC-1).

DEPARTMENT #130 – HUMAN RESOURCES

EXTENSION OF TEMPORARY POSITION

Department Clerk Intern

Temporary Part-Time

Non-Union Hourly Pay Grade 1

Effective 01/01/10

Note: Temporary position not to exceed 1,000 hours.

DEPARTMENT #250 – REGISTER & RECORDER

ABOLISH

Department Clerk II (Index Room)

Full-Time

Non-Union Hourly Pay Grade 2

Effective 11/23/09

CREATE

Department Clerk II (Index Room)

Part-Time

Non-Union Hourly Pay Grade 2

Effective 11/23/09

DEPARTMENT #265 – PROTHONOTARY

EXTENSION OF TEMPORARY POSITION

Department Clerk Intern

Temporary Part-Time

Non-Union Hourly Pay Grade 1

Effective 01/01/10

Note: Temporary position not to exceed 700 hours in 2010.

DEPARTMENT #509 – HUMAN SERVICES FISCAL

ABOLISH

Accountant

SEIU position

Full-Time

SEIU Pay Grade 12

Effective 12/14/09

ABOLISH

Budget Analyst II

Full-Time Exempt

Exempt Pay Grade 4

Effective 12/14/09

ABOLISH

Fiscal Officer II

Full-Time Exempt

Exempt Pay Grade 6

Effective 12/14/09

ABOLISH

Fiscal Operations Officer I (**2 positions**)

Full-Time

Non-Union Hourly Pay Grade 8

Effective 12/14/09

ABOLISH

Fiscal Technician (**4 positions**)

SEIU position

Full-Time

SEIU Pay Grade 1

Effective 12/14/09

DEPARTMENT #510 – AAA

CREATE

Fiscal Operations Officer I

Full-Time

Non-Union Hourly Pay Grade 8

Effective 12/14/09

DEPARTMENT #520 – CHILDREN & YOUTH SERVICES

CREATE

Budget Analyst II
Full-Time Exempt
Exempt Pay Grade 4
Effective 12/14/09

CREATE

Fiscal Technician
SEIU position
Full-Time
SEIU Pay Grade 10
Effective 12/14/09

CREATE

Program Specialist II
Full-Time Exempt
Exempt Pay Grade 3
Effective 11/24/09

DEPARTMENT #530 – INTEGRATED CRISIS SERVICES

ABOLISH

Casework Supervisor
Full-Time Exempt
Exempt Pay Grade 3
Effective 11/16/09

DEPARTMENT #535 – SUBSTANCE ABUSE

CREATE

Fiscal Operations Officer I
Full-Time
Non-Union Hourly Pay Grade 8
Effective 12/14/09

DEPARTMENT #540 – MH/MR

CREATE

Casework Supervisor
Full-Time Exempt
Exempt Pay Grade 3
Effective 11/16/09

CREATE

Fiscal Technician (**2 positions**)
SEIU position
Full-Time
SEIU Pay Grade 10
Effective 12/14/09

DEPARTMENT #570 – OEO

CREATE

Accountant

SEIU position

Full-Time

SEIU Pay Grade 12

Effective 12/14/09

Upon a motion by Commissioner Beichner and seconded by Commissioner Wood, the meeting was adjourned at 6:08 p.m.

Respectfully submitted,

Lisa A. Mumford, Administrative Assistant