

Reviewed by: _____

**SALARY BOARD MINUTES
AUGUST 14, 2012**

Those present at the public meeting of the Salary Board held in Room 100 of the Courthouse Annex:

Commissioner Tim Brooks
Commissioner Bonnie Summers
Abby Flockerzi, Admin. Asst.
Diona Brick, Fiscal
Pennie Maclean, HR
David Schwille, Human Services
Sheila Boughner, News Media

Commissioner Vince Witherup
Denise Jones, Chief Clerk
Rich Winkler, Solicitor
Bill Kresinski, MIS
Rich Mihalic, Park
Deborah Sharpe, Treasurer
Pastor Paul Baker, Pilgrim Holiness Church

Prior to the meeting, a public prayer was offered by Pastor Paul Baker from the Pilgrim Holiness Church. Commissioner Brooks then led the group in the Pledge of Allegiance.

The Retirement Board meeting was convened and adjourned prior to the beginning of the Salary Board and the Salary Board meeting was convened and adjourned prior to the beginning of the Commissioner Board meeting.

Call to Order:

Commissioner Brooks called the Salary Board meeting to order at 6:03pm.

Approval of the Minutes from the July 10, 2012 Meeting:

Treasurer Sharpe made a motion to approve the minutes from the July 10, 2012 meeting, seconded by Commissioner Summers, aye all.

Public Comment:

There was no public comment on the agenda as presented.

Salary Board Items for Consideration:

Ms. Maclean presented the Salary Board agenda for approval:

DEPARTMENT #320 - EMA

ABOLISH

Department Clerk II
SEIU position

Full-Time
SEIU Pay Grade 6
Effective 07/23/12

CREATE
Department Clerk III
SEIU position
Full-Time
SEIU Pay Grade 8
Effective 07/23/12

CREATE
Operations & Training Officer
Part-Time
Non-Union Hourly Pay Grade 5
Effective 07/23/12

DEPARTMENT #507 – VETERANS AFFAIRS

CREATE
Veterans Service Officer
Temporary Part-Time On Call
Non-Union Hourly Pay Grade 5
Effective 08/27/12

Note: Temporary assignment until no later than 10/05/12; filling in during Director's absence.

Commissioner Summers made a motion to approve the above Salary Board Agenda items, seconded by Commissioner Witherup, aye all.

Row Offices Items for Informational Purposes:

Ms. Maclean presented the Row Offices items for informational purposes:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

APPOINTMENT – In Department #205 (Courts) of **Emma Finney**, Law Clerk, Full-Time Exempt, Legal Exempt Pay Grade 1 (\$43,012/yr.), **effective 08/20/12; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #265 (Prothonotary) of **Paula Milliren**, Department Clerk II, Part-Time, 60 hours/pay, **effective 06/29/12;** of **Billie Vidovich**, Department Clerk II, Part-Time, 68 hours/pay, **effective 08/03/12.**

SEPARATION OF EMPLOYMENT – In Department #205 (Courts) of **Melissa Presto**, Law Clerk, **effective 09/04/12.**

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TRANSFER / RATE ADJUSTMENT / INCREASE IN HOURS / JOB TITLE CHANGE – In Department #250 (Register & Recorder) of **Janis Cochran**, from Department Clerk II, Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.93/hr.), to Department #320 (EMA), Department Clerk III, Full-Time, 75 hours/pay, SEIU Pay Grade 8 (\$9.60/hr.), **effective 08/27/12; Special Conditions:** Filling newly created position ratified at the August Salary Board meeting; part-time service credited toward probationary period; benefits effective immediately.

Other Business:

There was no other business to be conducted.

Adjournment:

The meeting adjourned at 6:05 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

Abby R. Flockerzi, Admin. Assist.