

Reviewed by: TSB
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**SALARY BOARD MINUTES
MARCH 12, 2013**

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

Commissioner Tim Brooks	Commissioner Vince Witherup
Commissioner Bonnie Summers	Denise Jones, Chief Clerk
Abby Flockerzi, Admin. Asst.	Rich Winkler, Solicitor
Diona Brick, Fiscal	Bill Kresinski, MIS
Pennie Maclean, HR	Rich Mihalic, Park
Jayne Romero, MH/DS	David Schwille, CYS
Julie Thompson, Tax Claim	Sheila Boughner, News Media
Pastor William Hastings, Seneca United Methodist Church	

Prior to the meeting, a public prayer was offered by Pastor William Hastings from the Seneca United Methodist Church located in Seneca, Pennsylvania. Commissioner Brooks then led the group in the Pledge of Allegiance.

The Retirement Board meeting was convened and adjourned prior to the start of the Salary Board meeting and the Salary Board meeting was convened and adjourned prior to the start of the Election Board and Commissioner Board meetings.

Call to Order:

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

Approval of the Minutes from the February 12, 2013 Meeting:

Commissioner Summers made a motion to approve the minutes from the February 12, 2013 meeting, seconded by Commissioner Witherup, 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 #250 – REGISTER & RECORDER

ABOLISH

Department Clerk II – 2 positions
Part-Time
Non-Union Hourly Pay Grade 2
Effective 03/18/13

CREATE

Department Clerk II
Full-Time
Non-Union Hourly Pay Grade 2
Effective 03/18/13

DEPARTMENT #265 – PROTHONOTARY

EXTENSION OF POSITION

Department Clerk Intern
Temporary Part-Time
Non-Union Hourly Pay Grade 1
Effective 03/16/13

Note: Temporary position extended for an additional 6 months.

DEPARTMENT #325 – 911

CREATE

Telecommunicator I – 2 positions
Part-Time
Non-Union Hourly Pay Grade 3
Effective 03/01/13

CREATE

Telecommunicator I
Full-Time
Non-Union Hourly Pay Grade 3
Effective 03/01/13

DEPARTMENT #510 – AAA

ABOLISH

Department Clerk II
SEIU position
Full-Time
SEIU Pay Grade 6
Effective 01/07/13

ABOLISH

Community Health Nurse I
Full-Time
Non-Union Hourly Pay Grade 7
Effective 03/18/13

DEPARTMENT #520 – CHILDREN AND YOUTH SERVICES

ABOLISH

Senior Caseworker
Full-Time
Non-Union Hourly Pay Grade 7
Effective 02/13/13

ABOLISH

Department Clerk II – 2 positions
SEIU position
Full-Time
SEIU Pay Grade 6
Effective 01/07/13

DEPARTMENT #530 – PICs

CREATE

Community Health Nurse I
Full-Time
Non-Union Hourly Pay Grade 7
Effective 03/18/13

CREATE

Senior Caseworker
Full-Time
Non-Union Hourly Pay Grade 7
Effective 02/13/13

DEPARTMENT #531 – HUMAN SERVICES CLERICAL

CREATE

Department Clerk II – 4 positions
SEIU position
Full-Time
SEIU Pay Grade 6
Effective 01/07/13

DEPARTMENT #535 – SUBSTANCE ABUSE

ABOLISH

Department Clerk II

SEIU position
Full-Time
SEIU Pay Grade 6
Effective 01/07/13

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

NEW HIRE – In Department #255 (Coroner) of **Adam Guthrie**, Deputy Coroner, Part-Time, On Call, Per Diem (\$75.00), **effective 03/07/13; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #250 (Register & Recorder) of **Millisia Smith**, Department Clerk II, Part-Time, 68 hours/pay, **effective 03/17/13.**

LATERAL TRANSFER – In Department #270 (Sheriff) of **Andrew Falco**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.9919/hr.), **to** Department #310 (Court Supervision Services), Adult House Arrest Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.9919/hr.), **effective 02/25/13; Special Conditions:** Filling existing vacancy.

INCREASE IN HOURS – In Department #250 (Register & Recorder) of **Lisa Allison**, Department Clerk II, Full-Time, Non-Union Hourly Pay Grade 2 (\$10.2527/hr.), **from** 70 hours/pay **to** 80 hours/pay, **effective 03/18/13;** of **Cori Sharpe**, First Deputy Register & Recorder, Full-Time, Non-Union Hourly Pay Grade 5 (\$13.1954/hr.), **from** 70 hours/pay **to** 80 hours/pay, **effective 03/18/13;** of **Donna Manross**, Second Deputy Register & Recorder, Full-Time, Non-Union Hourly Pay Grade 3 (\$11.2749/hr.), **from** 70 hours/pay **to** 80 hours/pay, **effective 03/18/13.**

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

EXTENSION OF TEMPORARY ASSIGNMENT – In Department #265 (Prothonotary) of **Clarice Koby**, Department Clerk Intern, Temporary Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.7143/hr.), **effective 03/16/13; Special Conditions:** Temporary assignment extended for an additional 6 months; ratified at March Salary Board meeting.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #250 (Register & Recorder) of **Millisia Smith**, Department Clerk II, **from** Probationary Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.8604/hr.), **to** Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.8604/hr.), **effective 03/18/13; Special Conditions:** Filling newly created position ratified at March Salary Board meeting; benefits effective immediately.

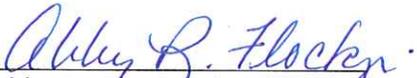
Other Business:

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.