

Reviewed by: TSR

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**SALARY BOARD MINUTES
FEBRUARY 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	Jeffrey Ruditis, Prison
David Schwille, CYS	Deborah Sharpe, Treasurer
Mark Seigworth, 911	Sheila Boughner, News Media
Pastor Bruce Davis, Calvary United Methodist Church	
Craig Adams, Public	
Martha Breene, Venango County Republican Committee	
David Hull, Venango County Democratic Committee	
Jil McAleer, Public	Jeanette Thompson, Public
Erin Williams, Public	Brandon Winger, Public
Jerry Ziegler, Public	

Prior to the meeting, a public prayer was offered by Pastor Bruce Davis from the Calvary United Methodist Church located in Oil City, Pennsylvania. 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 meeting and the Salary Board meeting was convened and adjourned prior to the beginning of the Election Board and Commissioner Board meetings.

Call to Order:

Commissioner Brooks called the Salary Board meeting to order at 6:02pm.

Approval of the Minutes from the January 8, 2013 Meeting:

Commissioner Summers made a motion to approve the minutes from the January 8, 2013 meeting, seconded by Treasurer Sharpe, 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 #125 – PUBLIC DEFENDER

ABOLISH

Legal Secretary II
Full-Time
Non-Union Hourly Pay Grade 3
Effective 01/07/13

CREATE

Paralegal/Investigator
Full-Time
Non-Union Hourly Pay Grade 5
Effective 01/07/13

DEPARTMENT #190 – PLANNING

CREATE

Intern
Temporary Part-Time
Non-Union Hourly Pay Grade 1
Effective 01/24/13

Note: Temporary assignment for no more than 20 hours; funded through CDBG.

DEPARTMENT #265 – PROTHONOTARY

ABOLISH

Department Clerk II
Part-Time
Non-Union Hourly Pay Grade 2
Effective 01/14/13

ABOLISH

Department Clerk II
Part-Time
Non-Union Hourly Pay Grade 2
Effective 01/21/13

CREATE

Department Clerk II
Full-Time
Non-Union Hourly Pay Grade 2
Effective 01/21/13

DEPARTMENT #520 – CHILDREN AND YOUTH SERVICES

ABOLISH

Casework Manager
Full-Time Exempt
Exempt Pay Grade 4
Effective 02/12/13

ABOLISH

Senior Caseworker
Full-Time
Non-Union Hourly Pay Grade 7
Effective 01/22/13

CREATE

Program Manager
Full-Time Exempt
Exempt Pay Grade 4
Effective 02/12/13

DEPARTMENT #530 – PICs

CREATE

Senior Caseworker
Full-Time
Non-Union Hourly Pay Grade 7
Effective 01/14/13

CREATE

Senior Caseworker (2 positions)
Full-Time
Non-Union Hourly Pay Grade 7
Effective 01/22/13

DEPARTMENT #531 – HUMAN SERVICES CLERICAL

CREATE

Department Clerk II
SEIU position
Full-Time
SEIU Pay Grade 6
Effective 01/14/13

CREATE

Department Clerk II
SEIU position
Full-Time
SEIU Pay Grade 6
Effective 01/22/13

DEPARTMENT #535 – SUBSTANCE ABUSE

ABOLISH

Senior Caseworker
Full-Time
Non-Union Hourly Pay Grade 7
Effective 01/14/13

DEPARTMENT #540 – MH/DS

ABOLISH

Department Clerk II
SEIU position
Full-Time
SEIU Pay Grade 6
Effective 01/14/13

ABOLISH

Department Clerk II
SEIU position
Full-Time
SEIU Pay Grade 6
Effective 01/22/13

ABOLISH

Senior Caseworker
Full-Time
Non-Union Hourly Pay Grade 7
Effective 01/22/13

DEPARTMENT #570 – OEO

ABOLISH

Outreach Worker
SEIU position
Full-Time
SEIU Pay Grade 6
Effective 01/17/13

CREATE

Department Clerk III
SEIU position
Full-Time
SEIU Pay Grade 8
Effective 01/17/13

DEPARTMENT #590 – WEATHERIZATION

ABOLISH

Department Clerk III
SEIU position
Full-Time
SEIU Pay Grade 8
Effective 01/17/13

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:

PROBATIONARY NEW HIRE – In Department #270 (Sheriff) of **Kevin Lewis**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 02/04/13; Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / TRANSFER / INCREASE IN HOURS/ RATE ADJUSTMENT – In Department #250 (Register & Recorder) of **Melissa Confer**, from Department Clerk II, Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.0566/hr.), to Department #531 (Human Services Clerical), Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 01/22/13; Special Conditions:** Filling existing vacancy; benefits effective immediately.

INCREASE IN HOURS – In Department #265 (Prothonotary) of **Carol Brown**, Second Deputy Prothonotary, Full-Time, Non-Union Hourly Pay Grade 3 (\$11.2749/hr.), **from 75 hours/pay to 80 hours/pay, effective 01/21/13;** of **Penny Knupp**, First Deputy Prothonotary, Full-Time, Non-Union Hourly Pay Grade 5 (\$13.1954/hr.), **from 75 hours/pay to 80 hours/pay, effective 01/21/13;** of **Lana Linden**, Department Clerk II, Full-Time, Non-Union Hourly Pay Grade 2 (\$10.0566/hr.), **from 70 hours/pay to 80 hours/pay, effective 01/21/13;** of **Carolyn Proper**, Department Clerk II, Full-Time, Non-Union Hourly Pay Grade 2 (\$10.1598/hr.), **from 70 hours/pay to 80 hours/pay, effective 01/21/13;** of **Carol Sherbine**, Bookkeeper II, Full-Time, Non-Union Hourly Pay Grade 3 (\$11.3885/hr.), **from 70 hours/pay to 80 hours/pay, effective 01/21/13.**

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of **Keith Johnson**, Deputy Sheriff, **effective 02/19/13.** In Department #310 (Court Supervision) of **Marc Taylor**, House Arrest Officer, **effective 01/04/13.**

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #265 (Prothonotary) of **Billie Jo Vidovich**, Department Clerk II, **from** Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.8604/hr.), **to** Full-Time, 80 hours/pay, **effective 01/21/13**; **Special Conditions:** Filling newly created position ratified at the February Salary Board meeting; benefits effective immediately.

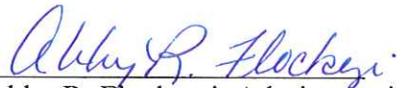
Other Business:

There was no other business to be conducted.

Adjournment:

The meeting adjourned at 6:03 p.m. upon a motion by Treasurer Sharpe and a second by Commissioner Summers, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.