

(Board's Agenda)

SALARY BOARD MEETING

June 22, 2023
Immediately Following Public Meeting

Chairman calls meeting to order.

MOTION BY SALARY BOARD MEMBER –
To approve Minute No. SB 5-18-23 dated May 18, 2023.

Chairman asks for PUBLIC COMMENTS.

**ELECTED OFFICIAL: (COMMISSIONER TO MAKE MOTION ON BEHALF OF PRESIDENT
JUDGE DISALLE IN HIS ABSENCE)**

BOARD'S CONSIDERATION

President Judge DiSalle – Courts

MAKE MOTION PER AGENDA

MOTION – (made by Salary Board Member) To approve the remaining personnel requests found on the FOR THE BOARD'S CONSIDERATION chart.

CHAIRMAN – NOTES FOR THE RECORD – All leaves of absence that occurred since May 18, 2023 until the present are to be noted for the record.

CHAIRMAN NOTES FOR THE RECORD – It is the consensus of the Salary Board that any procedural errors in the 2023 salary schedule book may be corrected administratively by Human Resources.

RECESS

The Washington County Salary Board met in session in Public Meeting Room G-16 of the Crossroads Center, 95 West Beau Street, Washington, Pennsylvania, for the purpose of reconvening with the following members being present: Commissioners Diana Irey Vaughan, Larry Maggi, Nick Sherman, and Controller April Sloan. Also present: Solicitor Jana Grimm; Chief of Staff Mike Namie; Finance Director Josh Hatfield; Human Resources Assistant Director Andrea Johnston; Administrative Assistant Marie Trossman; Chief Clerk Cynthia Griffin; Office Assistant Debbie Corson; **Mr. Sherman, citizen.**

Chairman Vaughan called the meeting to order at approximately 3:14 p.m.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving Minute No. SB 4-20-23 dated April 20, 2023, as written.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – Yes.

Motion carried unanimously.

PUBLIC COMMENT

None.

FOR THE BOARDS CONSIDERATION

Mr. Sherman made a motion to table the Chief Clerk's creation of a position with an annual salary of \$48,871.76/year for one (1) full-time Administrative Coordinator salaried position effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – Yes.

Motion carried unanimously.

INFORMATION TECHNOLOGY

Mrs. Vaughan presented to the board, on behalf of the Information Technology, to approve the reduction in annual salary from \$55,916.93/year to \$50,000/year for one (1) vacant full-time Network & Systems Administrator salaried position effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – Yes.

Motion carried unanimously.

Mrs. Vaughan presented to the board, on behalf of the Information Technology, to approve the reduction in annual salary from \$57,030.45/year to \$50,000/year for one (1) vacant full-time Network & Systems Administrator salaried position effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – Yes.

Motion carried unanimously.

Mrs. Vaughan presented to the board, on behalf of the Information Technology, to approve the reduction in annual salary from \$52,450.92/year to \$48,000/year for one (1) vacant full-time Database & Application Administrator salaried position effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – Yes.

Motion carried unanimously.

Mrs. Vaughan presented to the board, on behalf of the Information Technology, Office Manager, \$252.9839/day; create one (1) temporary full-time salaried position, effective 5/18/23, with the intent to abolish said position effective 7/3/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – No.

Motion carried.

CHILDREN & YOUTH SERVICES

Mrs. Vaughan presented to the board, on behalf of Children and Youth Services, to approve the reduction in annual salary from \$62,315.01/year to \$60,500/year for one (1) vacant full-time Casework Supervisor salaried position effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – Yes.

Motion carried unanimously.

Mrs. Vaughan presented to the board, on behalf of Children and Youth Services, to approve the increase in annual salary from \$65,000.00/year to \$70,657.78/year for one (1) vacant full-time Program Manager salaried position effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – No.

Motion carried.

Mrs. Vaughan presented to the board, on behalf of Children and Youth Services, to approve the adjustment in annual salary from \$65,000/year to \$71,027.27/year for the Casework Manager position effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – No.

Motion carried.

Mrs. Vaughan presented to the board, on behalf of Children and Youth Services, Program Specialist, \$55,000/year; create one (1) full-time salaried position, effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – No.

Motion carried.

Mrs. Vaughan presented to the board, on behalf of Children and Youth Services, to approve the increase in salary for one (1) full-time CYS Administrator III salaried position to include a stipend of \$1,500/month, effective 5/18/23. This is in addition to the individual's current annual salary to assume responsibilities of the Deputy Administrator position until such time the position of Deputy Administrator is filled.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – No.

Motion carried.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES (BHDS)

Mrs. Vaughan presented to the board, on behalf of Behavioral Health and Developmental Services, Program Specialist II (MH), \$47,426/year; create one (1) full-time salaried position, effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – No. Ms. Sloan made a motion to table the vote until such time that job descriptions are made available, but her motion was not seconded.

Motion carried.

Mrs. Vaughan presented to the board, on behalf of Behavioral Health and Developmental Services, Program Specialist II (ID/Autism), \$47,426/year; create one (1) full-time salaried position, effective 5/18/23.

Moved by Mr. Sherman; seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloan – No. Ms. Sloan made a motion to table the vote until such time that job descriptions are made available, but her motion was not seconded.

Motion carried.

LEAVES OF ABSENCES – April 20, 2023 to May 17, 2023

Chairman Vaughan noted for the record the following leaves of absences:

Deanna Bergles, MDJ Clerk, 5/4/23 to 6/20/23

Colleen Cimino, Legal Secretary, 3/24/23 to 9/24/23

John Kadash, FITS Foreman, 4/14/23 to 7/7/23

Betsy Chrzastek Squires, Fiscal Operations Officer I, 5/11/23 to 5/11/24

Cedric Thomas, Probation Officer I, 5/16/23 to 6/8/23

Joyce Thornburg, Administrative Assistant, 4/17/23 to 7/10/23

Alex Vankirk, Chief Coroner's Assistant, 4/24/23 to 7/17/23

Chairman Vaughan stated for the record, that all leaves of absence that occurred since April 20, 2023 until the present are to be noted for the record. It is the consensus of the Salary Board that any procedural errors in the 2023 salary schedule book may be corrected administratively by Human Resources.

There being no further business, Chairman Vaughan declared the meeting recessed at approximately 3:21 p.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2023

ATTEST: _____

CHIEF CLERK

DRAFT

FOR THE BOARD'S CONSIDERATION - JUNE 22, 2023

DEPARTMENT	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Magisterial District Judge Stewart Magisterial District Judge Wilson Magisterial District Judge Porter Magisterial District Judge Saieva Magisterial District Judge Melograne Magisterial District Judge Thompson Magisterial District Judge Kanalis Magisterial District Judge Manfredi Magisterial District Judge McQuillan Magisterial District Judge Havelka Magisterial District Judge Bruner	Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1 Magisterial District Judge Secretary - 1				Abolish eleven (11) full-time union positions effective 6/22/23.
Magisterial District Judge Stewart Magisterial District Judge Wilson Magisterial District Judge Porter Magisterial District Judge Saieva Magisterial District Judge Melograne Magisterial District Judge Thompson Magisterial District Judge Kanalis Magisterial District Judge Manfredi Magisterial District Judge McQuillan Magisterial District Judge Havelka Magisterial District Judge Bruner	Magisterial District Judge Clerk - 4 (including 1 vacancy) Magisterial District Judge Clerk - 2 Magisterial District Judge Clerk - 2 Magisterial District Judge Clerk - 2 Magisterial District Judge Clerk - 2 (including 1 vacancy) Magisterial District Judge Clerk - 1 Magisterial District Judge Clerk - 1 Magisterial District Judge Clerk - 4 (including 2 vacancies) Magisterial District Judge Clerk - 2 Magisterial District Judge Clerk - 1 Magisterial District Judge Clerk - 1				Abolish twenty-three (23) full-time union positions effective 6/22/23.
Magisterial District Judge Kanalis	Magisterial District Judge Clerk				Abolish one (1) vacant part-time position effective 6/22/23.
Court Administration	Magisterial District Judge Secretary				Create eleven (11) full-time union positions effective 6/22/23.
Court Administration	Magisterial District Judge Clerk				Create nineteen (19) full-time union positions effective 6/22/23.
Court Administration	Legal Secretary			Pay Grade 6 - 90% - \$20.681	Create one (1) full-time union position effective 6/22/23.

FOR THE BOARD'S CONSIDERATION - JUNE 22, 2023

DEPARTMENT	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Court Administration	Clerk Typist II			Pay Grade 4 - 90% - \$20.238	Create three (3) full-time union positions effective 6/22/23.
Court Administration	Clerk Typist II			Pay Grade 4 - 90% - \$20.238	Create one (1) part-time position effective 6/22/23.
Court Administration	Court Administrator's Secretary		Office Manager		Title change for one (1) full-time salaried position effective 6/22/23.
Juvenile Probation	Job Training Program Site Monitor		Juvenile Probation Monitor		Title change for four (4) full-time salaried positions effective 6/22/23.
Juvenile Probation	Site Based Monitor		Juvenile Probation Monitor		Title change for eight (8) full-time salaried positions effective 6/22/23.
Juvenile Probation	Lead Site Based Monitor		Lead Juvenile Probation Monitor		Title change for two (2) full-time salaried positions effective 6/22/23.
Juvenile Probation	Juvenile Probation Monitor			\$42,640.00/year	Increase in annual salary for twelve (12) full-time salaried positions and increase in hours per week to 40 effective 6/22/23.
Juvenile Probation	Lead Juvenile Probation Monitor			\$45,760.00/year	Increase in annual salary for two (2) full-time salaried positions and increase in hours per week to 40 effective 6/22/23.

FOR THE BOARD'S CONSIDERATION - JUNE 22, 2023

DEPARTMENT	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Information Technology	Office Manager	\$65,775.81/ year		\$48,500.00/ year	Reduction in annual salary for one (1) vacant full-time salaried position effective 6/22/23.
Human Services	Deputy Director			\$2,500.00/ month	Increase in salary for one (1) full-time salaried position to include a stipend effective 7/1/23. This is in addition to the individual's current annual salary to assume responsibilities of the Human Services Administrator position until such time the position of Human Services Administrator is filled.
Children & Youth	Casework Supervisor	\$62,315.01/ year		\$60,500.00/ year	Reduction in annual salary for one (1) vacant full-time salaried position effective 6/22/23.
Children & Youth	Deputy Administrator	\$78,000.00/ year		\$80,340.00/ year	Increase in annual salary for one (1) vacant full-time salaried position effective 6/22/23. In addition, increase in annual salary that includes any increase that may be approved by the Salary Board for 2024 for non-union employees effective 1/1/24.
Chief Clerk			Administrative Coordinator	\$48,871.76/ year	Create one (1) full-time salaried position effective 6/22/23.