

(Board's Agenda)

SALARY BOARD MEETING

July 20, 2023
Immediately Following Public Meeting

Chairman calls meeting to order.

MOTION BY SALARY BOARD MEMBER –
To approve Minute No. SB 6-22-23 dated June 22, 2023.

Chairman asks for PUBLIC COMMENTS.

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

CHAIRMAN – NOTES FOR THE RECORD – All leaves of absence that occurred since June 22, 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 (via phone), Controller April Sloane and Judge Gary Gilman on behalf of President Judge DiSalle and Court Administrator Patrick Grimm. Also present: Solicitor Jana Grimm; Chief of Staff Mike Namie; Finance Director Josh Hatfield; Human Resources Assistant Director Andrea Johnston; Administrative Assistants Marie Trossman, Randi Marodi and Patrick Geho; Chief Clerk Cynthia Griffin; WJPA representative Joe Jasek and citizen Anne Shaner

Chairman Vaughan called the meeting to order at approximately 3:02 p.m.

Moved by Mr. Maggi, seconded by Mrs. Vaughan, approving Minute No. SB 5-18-23 dated May 18, 2023, as written.

Roll call vote taken:

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

Motion carried unanimously.

PUBLIC COMMENT

None.

FOR THE BOARD'S CONSIDERATION MAGISTERIAL DISTRICT JUDGES

Judge Gilman, on behalf of President Judge DiSalle and the Magisterial District Judges, presented to the board, Magisterial District Judge's Secretaries; abolish eleven (11) full-time union positions effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and the Magisterial District Judges, presented to the board, Magisterial District Judge's Clerks; abolish twenty-three (23) full-time union positions effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and the Magisterial District Judges, presented to the board, Magisterial District Judge's Clerk; abolish one (1) vacant part-time position effective 6/22/23.

Moved by Judge Gilman, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Judge Gilman – Yes; Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Slone – Yes.

Motion carried unanimously.

COURT ADMINISTRATION

Judge Gilman, on behalf of President Judge DiSalle and Court Administration, presented to the board, Magisterial District Judge's Secretaries; create eleven (11) full-time union positions effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and Court Administration, presented to the board, Magisterial District Judge's Clerks; create nineteen (19) full-time union positions effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and Court Administration, presented to the board, Legal Secretary, Pay Grade 6-90%-\$20.681/hour; create one (1) full-time union position effective 6/22/23.

Moved by Judge Gilman, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Judge Gilman – Yes; Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Slone – Yes.

Motion carried unanimously.

Judge Gilman, on behalf of President Judge DiSalle and Court Administration, presented to the board, Clerk Typist II, Pay Grade 4-90%-\$20.238/hour; create three (3) full-time union positions effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and Court Administration, presented to the board, Clerk Typist II, Pay Grade 4-90%-\$20.238/hour; create one (1) part-time position effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and Court Administration, presented to the board, Court Administrator's Secretary title change to Office Manager; for one (1) full-time salaried position effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and Juvenile Probation, presented to the board, Job Training Program Site Monitor title change to Juvenile Probation Monitor; for four (4) full-time salaried positions effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and Juvenile Probation, presented to the board, Site Based Monitor title change to Juvenile Probation Monitor; for eight (8) full-time salaried positions effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and Juvenile Probation, presented to the board, Lead Site Based Monitor title change to Lead Juvenile Probation Monitor; for two (2) full-time salaried positions effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and Juvenile Probation, presented to the board, Juvenile Probation Monitor; to approve an increase in annual salary to \$42,640/year; and increase weekly hours to forty (40) per week for twelve (12) full-time salaried positions effective 6/22/23.

Judge Gilman, on behalf of President Judge DiSalle and Juvenile Probation, presented to the board, Lead Juvenile Probation Monitor; to approve an increase in annual salary to \$45,760/year; and increase weekly hours to forty (40) per week for two (2) full-time salaried positions effective 6/22/23.

Moved by Judge Gilman, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

Judge Gilman – Yes; Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Slone – 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 \$65,775.81/year to \$48,500 per year for one (1) vacant full-time Office Manager salaried position effective 6/22/23.

Moved by Mr. Maggi, seconded by Mrs. Vaughan, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried unanimously.

HUMAN SERVICES

Human Services, Human Services Deputy Director, a \$2,500.00 monthly stipend in addition to the individual's annual 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 the responsibilities of the Human Services Administrator position until such time the position of Human Services Administrator is filled.

Moved by Mr. Maggi, seconded by Mrs. Vaughan, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Slone – No.
Motion carried.

CHILDREN & YOUTH SERVICES

Mrs. Vaughan presented to the board, on behalf of Children & 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 6/22/23.

Moved by Mr. Maggi, seconded by Mrs. Vaughan, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried.

Mrs. Vaughan presented to the board, on behalf of Children & Youth Services, to approve the increase in annual salary from \$78,000/year to \$80,340/year for one (1) vacant full-time Deputy Administrator salaried position effective 6/22/23, including any increase that may be approved by the Salary Board for 2024 for non-union employees effective 1/1/24.

Moved by Mr. Maggi, seconded by Mrs. Vaughan, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried.

CHIEF CLERK

Mrs. Vaughan presented to the board, on behalf of the Chief Clerk, creation of a position with an annual salary of \$48,871.76/year for one (1) full-time Administrative Coordinator salaried position effective 6/22/23.

Moved by Mr. Maggi, seconded by Mrs. Vaughan, approving the foregoing personnel request.

Roll call vote taken:

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

Motion not passed.

Chairman Vaughan stated for the record, that all leaves of absence that occurred since May 18, 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 3:08 p.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2023

ATTEST: _____

CHIEF CLERK

FOR THE BOARD'S CONSIDERATION - JULY 20, 2023

| DEPARTMENT | EMPLOYEE | CURRENT POSITION | CURRENT SALARY | NEW POSITION | REQUESTED SALARY | NOTES |
|---------------------|----------|--|------------------|--------------|------------------|--|
| Children & Youth | | Casework Supervisor | \$62,315.03/year | | \$60,500.00/year | Reduction in annual salary for one (1) vacant full-time salaried position effective 7/20/23. |
| | | | | | | |
| Children & Youth | | Casework Manager | \$71,027.27/year | | \$73,158.10/year | Increase in annual salary for one (1) vacant full-time salaried position effective 7/20/23. |
| | | | | | | |
| Jail Administration | | Maintenance Engineer | \$57,024.73/year | | \$59,524.73/year | Increase in annual salary for one (1) full-time salaried position effective 7/20/23. |
| | | | | | | |
| Finance | | Financial Analyst I | | | \$1,250.00/month | Increase in salary for one (1) full-time salaried position to include a stipend effective 7/20/23. This is in addition to the individual's current annual salary to assume additional responsibilities in Finance until such time the position of Finance Director is filled. |
| | | | | | | |
| Human Resources | | Assistant Director Human Resources & Labor Relations | | | \$1,250.00/month | Increase in salary for one (1) full-time salaried position to include a stipend effective retroactive to 7/1/23. This is in addition to the individual's current annual salary to assume additional responsibilities of Human Resources Director until such time the position of Human Resources Director is filled. |
| | | | | | | |
| Chief Clerk | | Administrative Assistant | \$48,871.76/year | | \$53,560.00/year | Increase in annual salary for one (1) vacant full-time salaried position effective 7/20/23. |
| | | | | | | |
| | | | | | | |
| | | | | | | |