

(Board's Agenda)

**SALARY BOARD MEETING**

March 21, 2024  
Immediately Following Public Meeting

Chairman calls meeting to order.

**MOTION BY SALARY BOARD MEMBER –**

To approve Minute No. SB 3-7-24 dated March 7, 2024.

Chairman asks for PUBLIC COMMENTS.

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

**CHAIRMAN – NOTES FOR THE RECORD –** All leaves of absence that occurred since March 7, 2024 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 2024 salary schedule book may be corrected administratively by Human Resources.

**RECESS**



The Washington County Salary Board reconvened in Public Meeting Room G-16 of the Crossroads Center at 95 West Beau Street, Washington, Pennsylvania, for the purpose of reconvening with the following members being present: Commissioners Nick Sherman, Larry Maggi, Electra Janis, Controller April Sloane, Treasurer Tom Flickinger. Also present: Solicitor Gary Sweat; Public Defender Rose Semple; Human Resources Director Brian Guyton; Chief Clerk Cynthia Griffin and Administrative Assistant Debbie Corson.

Chairman Sherman called the meeting to order at approximately 2:53 p.m.

Mr. Sherman entertained a motion to approve Minute No. SB 2-15-24, dated February 15, 2024. Moved by Ms. Janis, seconded by Mr. Maggi, approving Minute No. SB 2-15-24 dated February 15, 2024, as written.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Ms. Janis – Yes; Ms. Sloane – Yes.

Motion carried unanimously.

#### PUBLIC COMMENT

None.

#### COURTS

Public Defender Rose Semple, on behalf of the Public Defender's office, presented to the board, Office Manager/Client Liaison; create one (1) full-time \$54,000/year salaried position effective 3/7/24.

Moved by Rose Semple, seconded by Ms. Janis, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Ms. Janis – Yes; Ms. Sloane – Yes.

Motion carried unanimously.

Public Defender Rose Semple, on behalf of the Public Defender's office, presented to the board, Legal Secretary; Pay Grade 6- 90%-\$21.301/hour; Abolish one (1) vacant full-time union position effective 3/7/24. The current annual salary of the position is equivalent to \$42,554.20 and the earned overtime in 2023 was \$484.56.

Moved by Rose Semple, seconded by Ms. Janis, approving the foregoing personnel request.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Ms. Janis – Yes; Ms. Sloane – Yes.

Motion carried unanimously.

#### FOR THE BOARD'S CONSIDERATION

Mr. Sherman presented to the board, on behalf of Building & Grounds, Director of Building & Grounds; Increase in annual salary for one (1) full-time salaried position from \$91,789.07/year to \$97,789.07/year effective 3/7/24.

Moved by Ms. Janis, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried.

Mr. Sherman presented to the board, on behalf of Children & Youth, Confidential Administrative Aide; Increase in annual salary for one (1) full-time salaried position from \$38,762.93/year to \$41,762.93/year effective 3/7/24.

Moved by Ms. Janis, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried.

Mr. Sherman presented to the board, on behalf of Finance, Summer Employee; Create one (1) position, not to exceed budgeted amount, \$15.00/hour, equivalent to \$6,825.00, calculated based on 14 weeks, effective 5/1/24 to 8/30/24. The position is paid by Southwest Training Services, Inc. and no county funds are required.

Moved by Ms. Janis, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried.

Mr. Sherman presented to the board, on behalf of Human Services, Human Services Director; Reduction in annual salary for one (1) full-time salaried position from \$123,510.09/year to \$115,000.00/year effective 3/7/24.

Moved by Ms. Janis, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried.

Mr. Sherman presented to the board, on behalf of Human Services, Community Outreach Liaison; Increase in annual salary for one (1) full-time salaried position from \$53,560.00/year to \$53,981.89/year effective 3/7/24. The increase in annual salary for this position is being requested in accordance with the 2024 start rate for this position.

Moved by Ms. Janis, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried.

Mr. Sherman presented to the board, on behalf of the entire County, Increase in annual salary for all salaried positions, including vacant positions, that are not currently paid in accordance with the 2024 start rate effective 3/7/24. The increase in annual salary for these positions are being requested in accordance with the 2024 start rate for the positions. It is the consensus of the Salary Board that any procedural errors in the 2024 salary schedule book may be corrected administratively by Human Resources.

Moved by Ms. Janis, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried.

Mr. Sherman presented to the board, on behalf the entire County, As part of the 2024 budget process, 42 Summer Employee positions were approved with a budget allocation of \$262,110.00 across 21 Washington County departments. An additional request for 68 Summer Employee positions, at \$15.00/hour will be paid by Southwest Training Services, Inc. effective 6/17/24 to 7/26/24.

Moved by Ms. Janis, seconded by Mr. Maggi, approving the foregoing personnel request.

Roll call vote taken:

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

Motion carried.

#### LEAVES OF ABSENCES – February 15, 2024 to March 6, 2024

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

Bailey, Samantha, Treatment Counselor, WCCF - Administration, 2/8/24 to 2/8/25

Coffield, Samantha, Correctional Officer I, WCCF Administration, 2/13/24 to 2/13/25

Falcon, Kelley, TCO, Emergency Telephone – 911, 2/19/24 to 5/13/24

Klobucar, Judith, Treatment Supervisor, WCCF – Administration, 2/21/24 to 2/21/25

Kozak, David, Custodial Worker, Building & Grounds, 3/4/24 to 5/27/24

McMillan, Joseph, Custodial Worker, Building & Grounds, 3/4/24 to 3/4/25

O'Neill, Michael, TCO Shift Supervisor, Emergency Telephone – 911, 2/29/24 to 5/23/24

Snyder, Nicole, Caseworker III, Children and Youth, 2/19/24 to 4/15/24

Thomas, Aleesha, Probation Officer I, Juvenile Probation, 2/26/24 to 5/20/24  
West, Tracy, Security/Custodial Worker, Building & Grounds, 1/23/24 to 4/2/24

Chairman Sherman stated for the record, that all leaves of absence that occurred since February 15, 2024, until the present are to be noted for the record. It is the consensus of the Salary Board that any procedural errors in the 2024 salary schedule book may be corrected administratively by Human Resources.

There being no further business, Chairman Sherman declared the meeting recessed at approximately 2:54 p.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

\_\_\_\_\_, 2024

ATTEST: \_\_\_\_\_

CONTROLLER

DRAFT