

(Board's Agenda)

**SALARY BOARD MEETING**

May 16, 2024  
Immediately Following Public Meeting

Chairman calls meeting to order.

**MOTION BY SALARY BOARD MEMBER –**  
To approve Minute No. SB 5-2-24 dated May 2, 2024.

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 May 2, 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; and Clerk of Courts Ray Phillips. Also present were: Solicitor Gary Sweat; Human Resources Assistant Director Andrea Johnston; Chief Clerk Cynthia Griffin and Administrative Assistant Debbie Corson; and WJPA Reporter Joe Jasek

Chairman Sherman called the meeting to order at approximately 10:57 a.m.

Chairman Sherman entertained a motion to approve Minute No. SB 4-4-24 dated April 4, 2024 as written.

Moved by Ms. Janis, seconded by Mr. Maggi.

Roll call vote taken:

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

Motion carried unanimously.

#### PUBLIC COMMENT

None.

#### COURTS

Ms. Janis entertained a motion, on behalf of Court Administration, presented to the board Clerk Typist II; Pay Grade 4 - 90% - \$20.846/hour. Abolish one (1) part-time position effective 5/2/24.

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

Roll call vote taken:

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

Motion carried unanimously.

Ms. Janis entertained a motion, on behalf of Court Administration, presented to the board Receptionist/Secretary; \$23.00/hour. Abolish one (1) part-time position effective 5/2/24.

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

Roll call vote taken:

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

Motion carried unanimously.

#### FOR THE BOARD'S CONSIDERATION

Clerk of Courts Ray Phillips, on behalf of Clerk of Courts, presented to the board Clerk Typist II; Pay Grade 4 - 90% - \$20.846/hour. Create one (1) full-time union position effective 5/2/24.

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

Roll call vote taken:

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

Motion carried unanimously.

Mr. Sherman entertained a motion, on behalf of Human Services, presented to the board Deputy Director; Increase in annual salary from \$78,785.59/year to \$94,000.00/year for one (1) full-time salaried position effective 5/2/24.

Moved by Ms. Janis, seconded by Mr. Maggi, approving the foregoing personnel request.  
Roll call vote taken:  
Ms. Sloane – Yes; Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.  
Motion carried unanimously.

LEAVES OF ABSENCES – April 4, 2024 to May 1, 2024

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

Aberegg, Melissa, Program Specialist, Children and Youth, 4/11/24 to 5/3/24  
Bailey, Samantha, Treatment Counselor, WCCF Administration, 3/25/24 to 5/21/24  
Davidson-Fidler, Elizabeth, Deputy Sheriff I, Sheriff, 4/23/24 to 7/16/24  
Thorne, David, Correctional Officer I, WCCF- Security, 4/7/24 to 6/30/24

Chairman Sherman stated for the record, that all leaves of absence that occurred since April 4, 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 11:00 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

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

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

**FOR THE BOARD'S CONSIDERATION - MAY 16, 2024**

DEPARTMENT	EMPLOYEE	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Emergency Telephone - 911				Assistant Operations Manager	\$60,577.66/year	Create one (1) full-time salaried position effective 5/16/24.
Emergency Telephone - 911				TCO Shift Supervisor	\$60,194.08/year	Create one (1) full-time salaried position effective 5/16/24.
Human Resources		Employee Wellness & Activities Coordinator	\$45,894.52/year			Abolish one (1) full-time salaried position effective 4/27/24.
Human Resources		HR Administrative Assistant	\$39,795.60/year			Abolish one (1) full-time salaried position effective 5/16/24.
Human Resources				HR Coordinator	\$45,000.00/year	Create one (1) full-time salaried position effective 5/16/24.
Finance		Finance Director	\$103,809.06/year		\$84,000.00/year	Reduction in annual salary for one (1) full-time salaried position effective 5/16/24.
Finance		Financial Analyst	\$51,358.16/year		\$62,000.00/year	Increase in annual salary for one (1) full-time salaried position effective 5/16/24.