

(Board's Agenda)

SALARY BOARD MEETING

July 18, 2024
Immediately Following Public Meeting

Chairman calls meeting to order.

MOTION BY SALARY BOARD MEMBER –
To approve Minute No. SB 6-20-24 dated June 20, 2024.

Chairman asks for PUBLIC COMMENTS.

ELECTED OFFICIAL: (COMMISSIONER CALLS PRESIDENT JUDGE GILMAN)

BOARD'S CONSIDERATION

President Judge Gilman – 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 June 20, 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

FOR THE BOARD'S CONSIDERATION - JULY 18, 2024

DEPARTMENT	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Adult Probation	Assistant Chief - APO				Abolish two (2) full-time salaried positions effective 7/28/24.
Adult Probation	Bookkeeper II				Abolish one (1) full-time union position effective 7/28/24.
Adult Probation	Clerk Typist II				Abolish five (5) full-time union positions effective 7/28/24.
Adult Probation	Clerk Typist II				Abolish one (1) vacant full-time union position effective 7/28/24.
Adult Probation	Collections Coordinator				Abolish one (1) full-time salaried position effective 7/28/24.
Adult Probation	CTS Collections Officer				Abolish two (2) full-time salaried positions effective 7/28/24.
Adult Probation	Diagnostic Assessor				Abolish two (2) full-time salaried positions effective 7/28/24.
Adult Probation	Lab Manager				Abolish one (1) full-time salaried position effective 7/28/24.
Adult Probation	Office Manager				Abolish one (1) full-time salaried position effective 7/28/24.
Adult Probation	Probation Monitor				Abolish four (4) full-time salaried positions effective 7/28/24.
Adult Probation	Probation Monitor				Abolish five (5) part-time salaried positions effective 7/28/24.
Adult Probation	Probation Officer I				Abolish eight (8) full-time union positions effective 7/28/24.
Adult Probation	Probation Officer I				Abolish one (1) vacant full-time union position effective 7/28/24.
Adult Probation	Probation Officer II				Abolish thirteen (13) full-time union positions effective 7/28/24.

FOR THE BOARD'S CONSIDERATION - JULY 18, 2024

DEPARTMENT	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Juvenile Probation	Assistant Chief - JPO				Abolish one (1) full-time salaried position effective 7/28/24.
Juvenile Probation	Clerk Typist II				Abolish four (4) full-time union positions effective 7/28/24.
Juvenile Probation	Community Based Manager				Abolish one (1) full-time salaried position effective 7/28/24.
Juvenile Probation	Financial Coordinator				Abolish one (1) full-time salaried position effective 7/28/24.
Juvenile Probation	Juvenile Probation Monitor				Abolish twelve (12) full-time salaried positions effective 7/28/24.
Juvenile Probation	Lead Juvenile Probation Monitor				Abolish two (2) full-time salaried positions effective 7/28/24.
Juvenile Probation	Leader Program Coordinator				Abolish one (1) full-time salaried position effective 7/28/24.
Juvenile Probation	Office Manager				Abolish one (1) full-time salaried position effective 7/28/24.
Juvenile Probation	PO Supervisor				Abolish two (2) full-time salaried positions effective 7/28/24.
Juvenile Probation	Probation Officer I				Abolish five (5) full-time union positions effective 7/28/24.
Juvenile Probation	Probation Officer I				Abolish one (1) vacant full-time union position effective 7/28/24.
Juvenile Probation	Probation Officer II				Abolish nine (9) full-time union positions effective 7/28/24.
Juvenile Probation	Booking Center Monitor				Abolish three (3) full-time salaried positions effective 7/28/24.
Juvenile Probation	Booking Center Monitor				Abolish two (2) part-time salaried positions effective 7/28/24.

FOR THE BOARD'S CONSIDERATION - JULY 18, 2024

DEPARTMENT	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Probation Services			Assistant Chief - APO		Create two (2) full-time salaried positions effective 7/28/24.
Probation Services			Bookkeeper II		Create one (1) full-time union position effective 7/28/24.
Probation Services			Clerk Typist II		Create ten (10) full-time union positions effective 7/28/24.
Probation Services			Collections Coordinator		Create one (1) full-time salaried position effective 7/28/24.
Probation Services			CTS Collections Officer		Create two (2) full-time salaried positions effective 7/28/24.
Probation Services			Diagnostic Assessor		Create two (2) full-time salaried positions effective 7/28/24.
Probation Services			Lab Manager		Create one (1) full-time salaried position effective 7/28/24.
Probation Services			Office Manager		Create two (2) full-time salaried positions effective 7/28/24.
Probation Services			Probation Monitor		Create four (4) full-time salaried positions effective 7/28/24.
Probation Services			Probation Monitor		Create five (5) part-time salaried positions effective 7/28/24.
Probation Services			Probation Officer I		Create fifteen (15) full-time union positions effective 7/28/24.
Probation Services			Probation Officer II		Create twenty-two (22) full-time union positions effective 7/28/24.
Probation Services			Assistant Chief - JPO		Create one (1) full-time salaried position effective 7/28/24.
Probation Services			Community Based Manager		Create one (1) full-time salaried position effective 7/28/24.
Probation Services			Financial Coordinator		Create one (1) full-time salaried position effective 7/28/24.
Probation Services			Juvenile Probation Monitor		Create twelve (12) full-time salaried positions effective 7/28/24.
Probation Services			Lead Juvenile Probation Monitor		Create two (2) full-time salaried positions effective 7/28/24.
Probation Services			Leader Program Coordinator		Create one (1) full-time salaried position effective 7/28/24.
Probation Services			PO Supervisor		Create two (2) full-time salaried positions effective 7/28/24.
Probation Services			Booking Center Monitor		Create three (3) full-time salaried positions effective 7/28/24.
Probation Services			Booking Center Monitor		Create two (2) part-time salaried positions effective 7/28/24.

FOR THE BOARD'S CONSIDERATION - JULY 18, 2024

DEPARTMENT	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Juvenile Probation	Chief Juvenile Probation Officer	\$100,097.43/year			Abolish one (1) vacant full-time salaried position effective 7/28/24.
Adult Probation	Chief Adult Probation Officer	\$100,097.40/year			Abolish one (1) full-time salaried position effective 7/28/24.
Probation Services			Director of Probation Services	\$112,500.00/year	Create one (1) full-time salaried position effective 7/28/24.
Juvenile Probation	PO Supervisor	\$92,858.43/year			Abolish one (1) full-time salaried position effective 7/28/24.
Probation Services			Deputy Chief Probation Officer	\$96,660.00/year	Create one (1) full-time salaried position effective 7/28/24.
Probation Services	Assistant Chief - APO (2) Assistant Chief - JPO (1)		Deputy Chief Probation Officer		Title change for three (3) full-time salaried positions effective 7/28/24.
Probation Services	Deputy Chief Probation Officer	\$94,660.80/year		\$96,660.00/year	Increase annual salary for three (3) full-time salaried positions effective 7/28/24.
Probation Services	Office Manager	\$48,377.65/year		\$54,500.00/year	Increase annual salary for one (1) full-time salaried position effective 7/28/24.
Juvenile Probation	Office Manager	\$48,377.65/year			Abolish one (1) full-time salaried position effective 7/28/24.
Probation Services			Case Flow Manager	\$54,500.00/year	Create one (1) full-time salaried position effective 7/28/24.
Probation Services	Collections Coordinator	\$46,032.12/year		\$49,032.00/year	Increase annual salary for one (1) full-time salaried position effective 7/28/24.
Probation Services	Financial Coordinator		Fiscal Officer		Title change for one (1) full-time salaried position effective 7/28/24.

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 District Attorney Jason Walsh. Also present were: Solicitor Gary Sweat; Human Resources Assistant Director Andrea Johnston; Chief Clerk Cynthia Griffin and Administrative Assistant Debbie Corson.

Chairman Sherman called the meeting to order at approximately 10:29am.

Chairman Sherman entertained a motion to approve Minute No. SB 5-16-24 dated May 16, 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.

FOR THE BOARD'S CONSIDERATION

District Attorney Jason Walsh made a motion, on behalf of the District Attorney's office, presented to the board Criminal Investigator; Create one (1) full-time salaried position, \$47,000.00/year, effective 6/20/24.

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

Roll call vote taken:

Ms. Sloane – Recused herself from the vote; Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried.

Mr. Sherman entertained a motion, on behalf of the Sheriff's office, presented to the board Deputy Sheriff II; Abolish one (1) vacant full-time union position, \$25.83/hour, effective 6/20/24.

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.

Mr. Sherman entertained a motion, on behalf of the Sheriff's office, presented to the board Deputy Sheriff I; Create one (1) full-time union position, \$25.08/hour, effective 6/20/24.

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.

Mr. Sherman entertained a motion, on behalf of Elections, presented to the board Elections Office Manager; Increase in annual salary for one (1) full-time salaried position due to FLSA requirements, from \$43,709.07/year to \$43,888.00/year, effective 7/1/24.

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.

Mr. Sherman entertained a motion, on behalf of Human Services/BHDS, presented to the board Deputy Director of Human Services Human Services Care/BHDS, Director in BHDS Deputy Administrator in BHDS, MH Program Director I (Crisis/Emergency/Disaster) in BHDS, MH Program Director I (Quality/Planning/Development) in BHDS; Approve on-call compensation be awarded to five (5) full-time salaried positions for covering on-call shifts during evenings, weekends and holidays. The individual who is assigned on-call duty shall be compensated for all time spent on such duty, \$95.00/day, effective 7/1/24. This is due to the current Mental Health Procedures Act effective 7/1/24 and, as a result, the outside vendor is no longer permitted to perform the work.

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.

Mr. Sherman entertained a motion, on behalf of CYS, presented to the board CYS Administrator III; Create one (1) temporary full-time salaried position of Interim CYS Administrator III, \$82,750.20/year plus \$1,500.00 monthly stipend, effective 7/1/24, including a monthly stipend in addition to the individual's current annual salary for the additional responsibilities. The stipend will be removed upon the hire of the position of CYS Administrator III and abolishment of the position on that date.

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 – May 16, 2024 to June 19, 2024

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

Grooms, Savannah, Land Use Planner, Planning, 6/7/24 to 6/22/24

Ighnat, Karlie, Correctional Officer I, WCCF- Security, 5/22/24 to 7/31/24

Saylor, Bernadette, Program Manager, Children & Youth, 6/13/24 to 7/10/24

Chrzastek Squires, Betsy, Fiscal Operations Officer I, Children & Youth, 6/14/24 to 6/14/25

Chairman Sherman stated for the record, that all leaves of absence that occurred since May 16, 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 10:33 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2024

ATTEST: _____

CONTROLLER