(Board's Agenda)

SALARY BOARD MEETING

November 4, 2021
Immediately Following Public Meeting

Chairman calls meeting to order.

MOTION BY SALARY BOARD MEMBER –
To approve Minute No. SB 10-21-21 dated October 21, 2021.

Chairman asks for PUBLIC COMMENTS.

ELECTED OFFICIALS: (CHAIRMAN CALLS EACH SEPARATELY –
COMMISSIONER TO CALL PRESIDENT JUDGE DISALLE
COMMISSIONER TO MAKE MOTION ON BEHALF OF CLERK OF COURTS BRENDA DAVIS
COMMISSIONER TO MAKE MOTION ON BEHALF OF CONTROLLER MICHAEL NAMIE)

	BOARD'S CONSIDERATION
President Judge DiSalle – Courts	MAKE MOTION PER AGENDA
Brenda Davis – Clerk of Courts	MAKE MOTION PER AGENDA
Michael Namie – Controller	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 October 21, 2021 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 2021 salary schedule book may be corrected administratively by Human Resources.

RECESS

Salary Board Minute No. SB 10-21-21 October 21, 2021

The Washington County Salary Board met in session in the Public Meeting Room of the Courthouse Square Office Building, Washington, Pennsylvania, for the purpose of reconvening with the following members being present: Commissioners Diana Irey Vaughan, Nick Sherman and Controller Mike Namie; Commissioner Maggi participated via phone. Also being present: Solicitor Jana Grimm; Chief of Staff John Haynes; Human Resources representative Shelli Arnold; Finance Director Josh Hatfield; Executive Secretary Randi Marodi; Chief Clerk Cindy Griffin and Administrative Assistant Joyce Thornburg.

Mrs. Vaughan called the meeting to order at approximately 2:55 p.m.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving Minute No. SB 10-7-21 dated October 7, 2021, as written.

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Mr. Namie – Yes.

Motion carried unanimously.

PUBLIC COMMENT

None.

FOR THE BOARD'S CONSIDERATION

CHILDREN AND YOUTH SERVICES

Children and Youth Services, Casework Manager, $66,950.00/year reduced to $65,000.00/year; reduction in annual salary for one (1) vacant full time salaried position effective 10/21/21.

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; Mr. Namie – Yes.

Motion carried unanimously.

LEAVES OF ABSENCES – October 7, 2021 to October 20, 2021

Mrs. Vaughan noted for the record the following leaves of absences:

Jacklyn Avolio, Asst. Deputy Prothonotary, FMLA, 10/12/21 to 01/04/22

Breann Wacker, Custodial Worker, FMLA, 09/27/21 to 12/20/21

Tracy West, Security/Custodial Worker, FMLA, 09/27/21 to 10/18/21

Mrs. Vaughan stated for the record, items noted during 2021 were incorporated into the Salary Book. It is the consensus of the Salary Board that any procedural errors in the 2021 salary schedule book may be corrected administratively by Human Resources.

There being no further business, Mrs. Vaughan declared the meeting recessed at approximately 2:56 p.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2021

ATTEST: _____

CHIEF CLERK

FOR THE BOARD'S CONSIDERATION - NOVEMBER 4, 2021

DEPARTMENT	EMPLOYEE	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Adult Probation				Probation Officer II	Step A - $25.74	Create one (1) full-time union position effective 11/4/21.
Adult Probation				Diagnostic Assessor	$42,000.00/year	Create two (2) full-time salaried positions effective 11/4/21.

FOR THE BOARD'S CONSIDERATION - NOVEMBER 4, 2021

DEPARTMENT	EMPLOYEE	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Clerk of Courts		Clerk Typist II	Pay Grade 4 - 90% - $19.123			Abolish two (2) full-time union positions effective no later than 11/30/21.

FOR THE BOARD'S CONSIDERATION - NOVEMBER 4, 2021

DEPARTMENT	EMPLOYEE	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Controller		Payroll Supervisor	$59,775.69/year			Abolish one (1) full-time salaried position effective 11/4/21.
Controller		Payroll Administrator	$44,392.71/year			Abolish one (1) full-time salaried position effective 11/4/21.

FOR THE BOARD'S CONSIDERATION - NOVEMBER 4, 2021

DEPARTMENT	EMPLOYEE	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Finance				Payroll Supervisor	$59,775.69/year	Create one (1) full-time salaried position effective 11/4/21.
Finance				Payroll Administrator	$44,392.71/year	Create one (1) full-time salaried position effective 11/4/21.

FOR THE BOARD'S CONSIDERATION - NOVEMBER 4, 2021

DEPARTMENT	EMPLOYEE	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
Human Services				Human Services Coordinator	$43,000.00/year	Create six (6) full-time salaried positions effective 11/4/21.
Human Services				Community Outreach Liaison	$52,000.00/year	Create one (1) full-time salaried position effective 11/4/21.
Human Services				Human Services Centralized Intake Director	$60,000.00/year	Create one (1) full-time salaried position effective 11/4/21.
Human Services				Human Services Clinical Director	$60,000.00/year	Create one (1) full-time salaried position effective 11/4/21.
Human Services				Human Services Clinician	$52,000.00/year	Create three (3) full-time salaried positions effective 11/4/21.
Human Services				Human Services Care Manager	$44,000.00/year	Create five (5) full-time salaried positions effective 11/4/21.
Human Services				Deputy Director	$72,099.96/year	Create one (1) full-time salaried position effective 11/4/21.
Human Services		Fiscal Manager	$60,099.96/year			Abolish one (1) full-time salaried position effective 11/4/21.
Human Services				Fiscal Technician	$38,192.39/year	Create one (1) full-time salaried position effective 11/4/21.
Human Services				Office Assistant	$32,000.00/year	Create one (1) full-time salaried position effective 11/4/21.

FOR THE BOARD'S CONSIDERATION - NOVEMBER 4, 2021

DEPARTMENT	EMPLOYEE	CURRENT POSITION	CURRENT SALARY	NEW POSITION	REQUESTED SALARY	NOTES
BHDS		BHDS Administrator	$81,000.00/year	Human Services Care/BHDS Director	$84,000.00/year	Title change and increase in annual salary for one (1) full-time salaried position effective 11/4/21.
BHDS		Fiscal Technician	$38,192.39/year			Abolish one (1) full-time salaried position effective 11/4/21.
BHDS		Human Services Care Manager	$44,000.00/year			Abolish two (2) full-time salaried positions effective 11/4/21.
Buildings & Grounds		Maintenance Coordinator	$56,485.68/year	Maintenance Supervisor	$50,000.00/year	Title change and reduction in annual salary for one (1) vacant full-time salaried position effective 11/4/21.