

(Board's Agenda)

SALARY BOARD MEETING

January 20, 2022
Immediately Following Public Meeting

Chairman calls meeting to order.

MOTION BY SALARY BOARD MEMBER –
To approve Minute No. SB 1-3-22 dated January 3, 2022.

Chairman asks for PUBLIC COMMENTS.

ELECTED OFFICIALS:
(CHAIRMAN CALLS EACH SEPARATELY –
COMMISSIONER TO CALL REGISTER OF WILLS JAMES ROMAN
COMMISSIONER TO CALL CONTROLLER APRIL SLOANE)

BOARD'S CONSIDERATION

James Roman – Register of Wills

MAKE MOTION PER AGENDA

April Sloane – 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 January 3, 2022 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 2022 salary schedule book may be corrected administratively by Human Resources.

RECESS

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, Larry Maggi, Nick Sherman and Controller April Sloane. Also being present: Chief of Staff Mike Namie; Solicitor Jana Grimm; Executive Secretaries Marie Trossman, Randi Marodi and Patrick Geho; Chief Clerk Cynthia Griffin; Secretary Paula Jansante; Human Resources Assistant Director Andrea Johnston; President Judge John DiSalle; Court Administrator Patrick Grimm; District Attorney Jason Walsh and employee Hollie Zavallo; Sheriff Anthony Andronas and employee Tony Mosco; Prothonotary Laura Hough and employees Tina Whited and Krystal Soukup; Treasurer Tom Flickinger; Clerk of Courts Brenda Davis; Recorder of Deeds Carrie Perrell; Public Defender Glenn Alterio; Coroner Tim Warco; Finance Director Josh Hatfield; Elections/Voter Registration Director Melanie Ostrander; Building and Grounds Director Justin Welsh; Director of Public Safety Gerald Coleman and employee Geoff Dewitt Observer-Reporter representative Mike Jones and concerned citizens Frank Byrd, Eric Perrell and Terri Fetchko.

Chairman Vaughan called the meeting to order at approximately 11:30 a.m.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving Minute No. SB 12-16-21 dated December 16, 2021, as written.

Roll call vote taken:

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

Motion carried unanimously.

PUBLIC COMMENT

None.

MOTION FOR 2022 WAGES

Moved by Mr. Sherman, seconded by Mr. Maggi, to approve the 2022 wages on the respective departmental salary schedules which reflect the negotiated wage increases for union employees as negotiated with the Service Employees International Union (SEIU) 668, the Service Employees International Union (SEIU) Court Appointed/Court Related 668, the Pennsylvania Social Services Union (PSSU) Local 668, and the Teamsters 249 (District Attorneys and Public Defenders). These wage rates are effective January 1, 2022.

Roll call vote taken:

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

Motion carried unanimously.

Moved by Mr. Sherman, seconded by Mr. Maggi, to approve the salaries of the National Correctional Employees Union (NCEU), the Deputy Sheriffs Association of Washington County Local 900, IUPA, AFL-CIO (DPSA), and the American Federation of State, County and Municipal Employees, District Council 84 (AFSCME – Probation Officers). These wage rates will remain the same as in 2021 since a contract agreement has not been reached.

Roll call vote taken:

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

Motion carried unanimously.

COURTS

Moved by President Judge DiSalle, seconded by Mr. Sherman, to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the court related offices and to approve the requests listed on page one of the For the Board's Consideration chart for the courts.

Adult Probation, CTS Collections Officer, \$16.3909/hour; abolish one (1) part-time salaried position effective 1/3/22.

Adult Probation, CTS Collections Officer, \$37,514.13/year; create one (1) full-time salaried position effective 1/3/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union positions.

Adult Probation, Chief Adult Probation Officer, \$89,103.33/year increased to \$91,603.33/year; Increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary does not include any increase that may be approved by the Salary Board for 2022 for non-union employees.

Juvenile Probation, Chief Juvenile Probation Officer, \$89,103.33/year increased to \$91,603.33/year; Increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary does not include any increase that may be approved by the Salary Board for 2022 for non-union employees.

Domestic Relations, Clerk Typist II, Pay Grade 4 – 90% - \$19.649/hour; abolish one (1) full-time union position effective 1/1/22.

Domestic Relations, Customer Service Representative, Pay Grade 6 – 90% - \$20.079/hour; create one (1) full-time union position effective 1/1/22.

Roll call vote taken:

President Judge DiSalle – Yes; Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes;

Ms. Sloane – Yes.

Motion carried unanimously.

DISTRICT ATTORNEY

Moved by Mr. Walsh, seconded by Mr. Sherman, to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the District Attorney's Office and the District Attorney's Victim Services Office.

Roll call vote taken:

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

Motion carried unanimously.

SHERIFF

Moved by Mr. Andronas, seconded by Mr. Sherman, to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Sheriff's Office.

Roll call vote taken:

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

Motion carried unanimously.

PROTHONOTARY

Moved by Mrs. Hough, seconded by Mr. Sherman, to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Prothonotary's Office.

Roll call vote taken:

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

Motion carried unanimously.

REGISTER OF WILLS

Moved by Mr. Sherman, seconded by Mr. Maggi, to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Register of Wills Office.

Roll call vote taken:

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

Motion carried unanimously.

TREASURER

Moved by Mr. Flickinger, seconded by Mr. Sherman, to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Treasurer's Office and to approve the request listed on page two of the For the Board's Consideration chart for the Treasurer's Office.

Treasurer, Office Manager. \$46,507.71/year reduced to \$43,000.00/year; reduction in annual salary for one (1) full-time salaried position effective 1/12/22.

Roll call vote taken:

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

Motion carried unanimously.

CORONER

Moved by Mr. Warco, seconded by Mr. Sherman to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Coroner's Office.

Roll call vote taken:

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

Motion carried unanimously.

CLERK OF COURTS

Moved by Ms. Davis, seconded by Mr. Sherman to establish two clerk typist II positions in the Office of the Clerk of Courts, effective today, and to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Clerk of Courts Office.

Roll call vote taken:

Ms. Davis – Yes; Mr. Sherman – Yes; Mr. Maggi – Mr. Maggi questioned adding two positions.

Mrs. Vaughan stated that even if the motion passes here, the positions have not been budgeted and therefore, cannot be created and the budget has already been passed.

Mr. Sherman withdrew seconding the motion and stated that he had no prior knowledge of additional positions.

Seconded by Ms. Sloane to establish two clerk typist II positions in the Office of the Clerk of Courts, effective today, and to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Clerk of Courts Office.

Roll call vote taken:

Ms. Davis – Yes; Mr. Sherman – No; Mr. Maggi – No; Mrs. Vaughan – No; Ms. Sloane – Yes.

Motion denied.

Moved by Ms. Davis, seconded by Mr. Sherman to retain all employees at the classifications and salaries as contained in the 2021 salary schedule book for the Clerk of Courts Office.

Roll call vote taken:

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

Motion carried unanimously.

Ms. Davis thanked the board for reestablishing the positions in her office under the 2021 budget.

Mrs. Vaughan clarified that the salary book was updated to reflect the changes prior to the end of the year and therefore, Ms. Davis was incorrect.

CONTROLLER

Moved by Ms. Sloane, seconded by Mr. Sherman, to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Controller's Office.

Roll call vote taken:

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

Motion carried unanimously.

RECORDER OF DEEDS

Moved by Mrs. Perrell, seconded by Mr. Sherman, to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Recorder of Deeds Office.

Roll call vote taken:

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

Motion carried unanimously.

PUBLIC DEFENDER

Moved by Mr. Alterio, seconded by Mr. Sherman, to retain all employees at the classifications and salaries as contained in the 2022 salary schedule book for the Public Defender's Office.

Roll call vote taken:

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

Motion carried unanimously.

BUILDING & GROUNDS

Building & Grounds, Custodial Worker, Pay Grade 1 – 90% - 19.065/hour; create four (4) part-time positions effective 1/3/22.

Building & Grounds, Maintenance Worker I, Pay Grade 3 – 90% - 19.355/hour; create one (1) full-time union position effective 1/3/22.

CHILDREN & YOUTH SERVICES

Children & Youth, Supervising Agency Attorney, \$75,000.00/year; create one (1) full-time salaried position effective 1/3/22. The requested salary does not include any increase that may be approved by the Salary Board for 2022 for non-union positions.

Children & Youth, Casework Supervisor, \$55,000.00/year increased to \$60,500.00/year; increase in annual salary for four (4) vacant full-time salaried positions effective 1/3/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union positions.

Children & Youth, Casework Supervisor, \$55,000.00/year increased to \$60,500.00/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union employees.

Children & Youth, Casework Supervisor, \$55,000.00/year increased to \$60,500.00/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union employees.

Children & Youth, Casework Supervisor, \$60,099.96/year increased to \$63,104.96/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union employees.

Children & Youth, Casework Supervisor, \$60,099.96/year increased to \$63,104.96/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union employees.

Children & Youth, Casework Supervisor, \$61,902.96/year increased to \$64,998.11/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union employees.

Children & Youth, Casework Supervisor, \$64,713.01/year increased to \$67,948.66/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union employees.

Children & Youth, Casework Supervisor, \$69,196.84/year increased to \$72,656.68/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union employees.

Children & Youth, Social Work Supervisor, \$61,902.96/year increased to \$64,998.11/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary includes any increase that may be approved by the Salary Board for 2022 for non-union employees.

ELECTIONS

Elections, Director of Elections, \$68,958.50/year increased to \$78,958.50/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary does not include any increase that may be approved by the Salary Board for 2022 for non-union employees.

PURCHASING

Purchasing, Fixed Asset Manager/Buyer, \$43,709.08/year increased to \$44,959.08/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary does not include any increase that may be approved by the Salary Board for 2022 for non-union employees.

FINANCE

Finance, Financial Analyst I, \$51,499.99/year increased to \$55,999.99/year; increase in annual salary for one (1) full-time salaried position effective retroactive to 1/1/22. The requested salary does not include any increase that may be approved by the Salary Board for 2022 for non-union employees.

Chief Clerk, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Controller, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Human Resources, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Planning, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Information Technology, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Building & Grounds, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Flood Control, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Motor Pool, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Parks, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, 5/2/22 through 8/31/22

Clerk of Courts, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Coroner, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

District Attorney, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Prothonotary, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Register of Wills, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Sherriff, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Court Administrator, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Drug Task Force, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Jail Administration, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Community Services/FITS, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Aging Services, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Children & Youth, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

Liquid Fuels, summer employee, \$10.00/hour; create position(s) not to exceed budget amount, effective 5/2/22 through 8/31/22

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

Roll call vote taken:

Mr. Sherman – Yes; Mr. Maggi – Yes; Mrs. Vaughan – Yes; Ms. Sloane – Ms. Sloan made a motion to table the vote for 24 hours so that she may review the pay increases.

Mrs. Vaughan stated that a motion is already on the floor and that if Ms. Sloan is not comfortable, she can vote no.

Ms. Sloane voted No.

Motion carried.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving to retain all of the positions in the offices under jurisdiction of the Commissioners, as listed in each department, at the salaries as contained in the 2022 salary schedule book.

Roll call vote taken:

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

Motion carried unanimously.

Moved by Mr. Sherman, seconded by Mr. Maggi, approving the salaried employees' 2021 rates will reflect a 3% across the board increase effective retroactive to January 1, 2022. This is in accordance with the budget allotment assigned to each department. Salaried employees hired during 2021 that are eligible to receive a 3% across the board increase will receive it on their anniversary date.

Roll call vote taken:

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

Motion carried unanimously.

LEAVES OF ABSENCES –December 16, 2021 to January 2, 2022

Chairman Irey Vaughan noted for the record the following leaves of absences:

Sheila Fullerton, ID Director, FMLA, 12/27/21 to 02/21/22

Chairman Irey Vaughan stated for the record, that all leaves of absence that occurred since December 16, 2021 until the present are to be noted for the record. It is the consensus of the Salary Board that any procedural errors in the 2022 salary schedule book may be corrected administratively by Human Resources.

There being no further business, Chairman Irey Vaughan declared the meeting recessed at approximately 11:42 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2022

ATTEST: _____

CHIEF CLERK

