



BLAIR COUNTY SALARY BOARD

c/o Blair County Controller, 423 Allegheny St., Ste 141, Hollidaysburg, PA 16648

Blair County Salary Board Meeting of May 22, 2024, at 9:00 a.m.
in Commissioners' Public Meeting Room

Salary Board meetings are being held in person and by Zoom. To participate in the meeting, please dial 1-301-715-8592 or 1-646-876-9923 and enter Meeting ID 935 7690 9088 and then the meeting passcode 868993.

AGENDA

1. Call to Order.....Commissioner David Kessler
2. Moment of Silent Reflection.
3. Pledge of Allegiance.
4. Roll Call.
5. Call for Public Comment on Salary Board Items.
6. Approval of Minutes from the May 8, 2024, meeting.

Positions:

7.

Department	Domestic Relations			Requested By:	President Judge Wade A. Kagarise		
Type	Re-creation				# of Positions	1	
Position	Department Clerk I				Position #		
Pay Grade		Rate or Range					
Union	UMWA-Court Related			FLSA Status	Nonexempt		
PT/FT Status	Full-time nonexempt			Schedule	35 hours per week		
Wage	\$11.03	Per hr.	\$772.10	expected bi-weekly	\$20,074.60	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source	Title IV – E fund – budgeted at this rate. This position is funded 66% by state reimbursement.				Primary Org Code	34156	
Effective Date	5/24/2024						
Reason	Resignation of Sharon Lynn Henry						
Comments	Starting wage for this position is set in UMWA-Court CBA at \$11.03/hour.						



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8.

Department	Juvenile Probation			Requested By:	President Judge Wade A. Kagarise		
Type	Re-creation				# of Positions	1	
Position	Supervisor - vacant				Position #		
Pay Grade	S6	Rate or Range	\$43,273.91 - \$46,735.82				
Union	Nonunion			FLSA Status	exempt		
PT/FT Status	Full-time exempt				Schedule	35 hours per week	
Wage	\$11.03	Per hr.	\$772.10	expected bi-weekly	\$20,074.60	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source	Title IV – E fund – budgeted at this rate. This position is funded 66% by state reimbursement.				Primary Org Code	01202	
Effective Date	7/1/2024						
Reason	Resignation of Mike Wieland						
Comments	Pay grade S6, salary range \$43,273.91 to \$59,718.00, with a hiring maximum of \$46,735.82. Opening due to the resignation of Mike Wieland.						

9.

Department	Coroner			Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate				# of Positions	1	
Position	Deputy Coroner				Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06				
Union	Nonunion			FLSA Status			
PT/FT Status	Part-time (max 1,500 hours per benefit plan year)				Schedule	29 hours average per week	
Wage	\$16.46	Per hr.	\$477.34	expected bi-weekly	\$12410.84	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source					Primary Org Code		
Effective Date	5/25/2024						
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to set the hourly rate for Richard Brant as part of converting the Deputy Coroner positions from per diem positions to part time hourly positions.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>						
Comments	Deputy Coroner Brant's existing work as has caused him to exceed the 999/anniversary year threshold, therefore this position is requested as part-time, 1500 hours per anniversary year. His start date of 9/27/2021 would give him a rate calculation of the starting rate of the H9 pay grade plus three 2-percent year over year adjustments.						



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10.

Department	Coroner			Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate				# of Positions	1	
Position	Deputy Coroner				Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06				
Union	Nonunion			FLSA Status			
PT/FT Status	Part-time (max 1,500 hours per benefit plan year)			Schedule	29 hours average per week		
Wage	\$16.46	Per hr.	\$477.34	expected bi-weekly	\$12410.84	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source					Primary Org Code		
Effective Date	3/30/2024						
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to set the hourly rate for Terry Dellinger as part of converting the Deputy Coroner positions from per diem positions to part time hourly positions.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>						
Comments	<p>Deputy Coroner Dellinger's existing work as has caused him to exceed the 999/anniversary year threshold, therefore this position is requested as part-time, 1500 hours per anniversary year. His start date of 5/30/2023 would give him a rate calculation of the starting rate of the H9 pay grade plus two percent.</p> <p>Requested effective date of 3/30 to capture training hours worked but uncompensated while per-diem.</p>						

11.

Department	Coroner			Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate				# of Positions	1	
Position	Deputy Coroner				Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06				
Union	Nonunion			FLSA Status			
PT/FT Status	Part-time (max 1,500 hours per benefit plan year)			Schedule	29 hours average per week		
Wage	\$16.46	Per hr.	\$477.34	expected bi-weekly	\$12410.84	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source					Primary Org Code		
Effective Date	5/25/2024						
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to set the hourly rate for Marcus Whiteford as part of converting the Deputy Coroner positions from per diem positions to part time hourly positions.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>						
Comments	<p>Deputy Coroner Whiteford's existing work as has caused him to exceed the 999/anniversary year threshold, therefore this position is requested as part-time, 1500 hours per anniversary year. His start date of 9/27/2021 would give him a rate calculation of the starting rate of the H9 pay grade plus three 2-percent year over year adjustments.</p>						



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12.

Department	Coroner			Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate				# of Positions	1	
Position	Deputy Coroner				Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06				
Union	Nonunion			FLSA Status			
PT/FT Status	Part-time (max 999 hours per anniversary year)			Schedule	19 hours average per week		
Wage	\$15.51	Per hr.	\$294.69	expected bi-weekly	\$7661.94	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source					Primary Org Code		
Effective Date	3/30/2024						
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to set the hourly rate for Danielle Brown as part of converting the Deputy Coroner positions from per diem positions to part time hourly positions.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>						
Comments	<p>Deputy Coroner Brown began her employment on 12/11/2023 and will be set at the minimum of the pay grade. Her position would be part time, 999 hours per anniversary year.</p> <p>Requested effective date of 3/30 to capture training hours worked but uncompensated while per-diem.</p>						

13.

Department	Coroner			Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate				# of Positions	1	
Position	Deputy Coroner				Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06				
Union	Nonunion			FLSA Status			
PT/FT Status	Part-time (max 999 hours per anniversary year)			Schedule	19 hours average per week		
Wage	\$19.54	Per hr.	\$371.26	expected bi-weekly	\$9,652.76	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source					Primary Org Code		
Effective Date	5/25/2024						
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to set the hourly rate for William Forsht as part of converting the Deputy Coroner positions from per diem positions to part time hourly positions.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>						
Comments	<p>Deputy Coroner Forsht's start date of 5/14/2012 would give a rate calculation of \$19.54, from a starting rate of \$15.41 and 12 two-percent year-over-year adjustments.</p>						



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14.

Department	Coroner			Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate				# of Positions	1	
Position	Deputy Coroner				Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06				
Union	Nonunion			FLSA Status			
PT/FT Status	Part-time (max 999 hours per anniversary year)			Schedule	19 hours average per week		
Wage	\$15.51	Per hr.	\$294.69	expected bi-weekly	\$7661.94	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source					Primary Org Code		
Effective Date	5/25/2024						
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to set the hourly rate for Lisa Holmberg as part of converting the Deputy Coroner positions from per diem positions to part time hourly positions.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>						
Comments	Deputy Coroner Holmberg began her employment on 4/8/2024 and will be set at the hiring minimum of the pay grade. Her position would be part time, 999 hours per anniversary year.						

15.

Department	Coroner			Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate				# of Positions	1	
Position	Deputy Coroner				Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06				
Union	Nonunion			FLSA Status			
PT/FT Status	Part-time (max 999 hours per anniversary year)			Schedule	19 hours average per week		
Wage	\$15.51	Per hr.	\$294.69	expected bi-weekly	\$7661.94	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source					Primary Org Code		
Effective Date	30/30/2024						
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to set the hourly rate for Katherine Lytle as part of converting the Deputy Coroner positions from per diem positions to part time hourly positions.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>						
Comments	<p>Deputy Coroner Lytle began her employment on 8/14/2023 and will be set at the pay grade's hiring minimum. Her position would be part time, 999 hours per anniversary year.</p> <p>Requested effective date of 3/30 to capture training hours worked but uncompensated while per-diem.</p>						



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16.

Department	Coroner			Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate				# of Positions	1	
Position	Deputy Coroner				Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06				
Union	Nonunion			FLSA Status			
PT/FT Status	Part-time (max 999 hours per anniversary year)			Schedule	19 hours average per week		
Wage	\$15.82	Per hr.	\$300.58	expected bi-weekly	\$7815.08	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source					Primary Org Code		
Effective Date	5/25/2024						
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to set the hourly rate for Ronald McConahy as part of converting the Deputy Coroner positions from per diem positions to part time hourly positions.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>						
Comments	Deputy Coroner McConahy's start date of 5/30/2023 would give him a rate calculation of the starting rate of the H9 pay grade plus the 2% 2023 nonunion cost-of-living adjustment. His position would be part time, 999 hours per anniversary year.						

17.

Department	Coroner			Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate				# of Positions	1	
Position	Deputy Coroner				Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06				
Union	Nonunion			FLSA Status			
PT/FT Status	Part-time (max 999 hours per anniversary year)			Schedule	19 hours average per week		
Wage	\$	Per hr.	\$	expected bi-weekly	\$	expected annually	
Salary	\$			bi-weekly	\$	annually	
Funding Source					Primary Org Code		
Effective Date	5/25/2024						
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to convert the vacant Deputy Coroner's positions (8 total) from per diem positions to part time hourly positions with a maximum of 999 hours per anniversary year.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>						
Comments							



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18.

Department	Coroner		Requested By:	Coroner Ray S. Benton		
Type	Setting of Rate			# of Positions	1	
Position	Deputy Coroner			Position #		
Pay Grade	H9	Rate or Range	\$15.51 - \$17.06			
Union	Nonunion			FLSA Status		
PT/FT Status	Part-time (max 999 hours per anniversary year)			Schedule	19 hours average per week	
Wage	\$	Per hr.	\$	expected bi-weekly	\$	expected annually
Salary	\$			bi-weekly	\$	annually
Funding Source				Primary Org Code		
Effective Date	5/25/2024					
Reason	<p>Pursuant to discussion at the May 8, 2024 Salary Board meeting, this is a request to set the on-call pay amount for part-time deputy coroners to \$80/shift after their conversion from per-diem positions.</p> <p>These positions were not budgeted at an hourly rate, but are necessary and will be paid from contingency. Positions were budgeted as per-diem/per shift flat rate, but conversion to hourly is necessary for FLSA compliance and operational necessity.</p>					
Comments	Positions were originally approved for \$80/shift. This request seeks to preserve existing per-shift pay as an on-call pay structure, with the hourly rate in related requests supplementing the on-call pay. This mirrors the structure of union-eligible employees who perform duties on-call.					

19.

Department	Prothonotary		Requested By:	Prothotary Robin G. Patton		
Type	Re-creation			# of Positions	1	
Position	Receptionist/Clerk			Position #		
Pay Grade		Rate or Range				
Union	UMWA-Court related			FLSA Status		
PT/FT Status	Full-time nonexempt (hourly)			Schedule	35 hours per week	
Wage	\$11.03	Per hr.	\$772.10	expected bi-weekly	\$20074.60	expected annually
Salary	\$			bi-weekly	\$	annually
Funding Source	General Fund budgeted at this rate.			Primary Org Code		
Effective Date	5/2/2024					
Reason	Resignation of Molly Tenley.					
Comments	Starting wage for this position is set in UMWA CBA at \$11.03/hour.					

20.

Department	Highway		Requested By:	Manager, Public Works-Highway Paul E. Shaffer		
Type	Setting of Rate			# of Positions	1	
Position	Head Groundskeeper			Position #		
Pay Grade	H7	Rate or Range	\$14.07 - \$15.48			
Union	Nonunion			FLSA Status		
PT/FT Status	Full-Time nonexempt (hourly)			Schedule	37.5 hours per week	
Wage	\$15.48	Per hr.	\$1,161.00	expected bi-weekly	\$30,186.00	expected annually
Salary	\$			bi-weekly	\$	annually
Funding Source	General Fund budgeted at this rate.			Primary Org Code		
Effective Date						
Reason	Moving from Groundskeeper to Head Groundskeeper.					
Comments	Eric Espenlaub has 14 years of experience, which would place him at the top of the hiring range of \$15.48. This position is full time, seasonal at 37.5 hours per week.					



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21.

Department	Highway	Requested By:	Manager, Public Works-Highway Paul E. Shaffer		
Type	Setting of Rate			# of Positions	1
Position	Groundskeeper		Position #		
Pay Grade	H6	Rate or Range	\$13.40 - \$14.74		
Union	Nonunion		FLSA Status		
PT/FT Status	Full-Time temporary (max 5 mos and 29 days)		Schedule	37.5 hours per week	
Wage	\$	Per hr.	\$	expected bi-weekly	\$
Salary	\$		bi-weekly	\$	expected annually
Funding Source	General Fund budgeted at this rate.		Primary Org Code		
Effective Date	5/18/2024				
Reason	Promotion of Eric Epenlaub				
Comments	Full-time, temporary, 880 hours per year, \$13.40 - \$14.74 per hour.				

22.

Department	Social Services	Requested By:	Director Tricia Johnson		
Type	Setting of Rate			# of Positions	1
Position			Position #		
Pay Grade		Rate or Range			
Union	Nonunion		FLSA Status		
PT/FT Status	Full-time exempt		Schedule	35 hours per week	
Wage	\$	Per hr.	\$	expected bi-weekly	\$
Salary	\$700.00		bi-weekly	\$18,200.00	expected annually
Funding Source			Primary Org Code		
Effective Date	3/1/2024				
Reason	<p>Due to changes in personnel in the Social Services office, exempt employees are periodically assuming the duties of the Mental Health Delegates. When Union employees and contracted private providers perform this work they are paid \$350 per week. Work is performed on an as needed/emergency basis and can occur at any time including overnights and weekends.</p> <p>Salaries in Social Services are reimbursed 95% by the state. \$350 per week was budgeted for the entire year regardless of person filling each shift.</p>				
Comments	Requesting effective date be considered by Salary Board to be either 2/17/2024 or 3/2/2024, as 3/1/2024 is the last day of the 2/17/2024-3/1/2024 pay period.				



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23.

Department	Human Resources			Requested By:	Human Resources Manager Melena Koegler		
Type	Temporary Rate				# of Positions	1	
Position	Benefits Specialist				Position #		
Pay Grade		Rate or Range					
Union	Nonunion			FLSA Status			
PT/FT Status					Schedule		
Wage	\$	Per hr.	\$	expected bi-weekly	\$	expected annually	
Salary	\$				bi-weekly	\$	annually
Funding Source					Primary Org Code		
Effective Date	4/29/2024						
Reason	<p>Assumption of Out of Class duties by Brian Walters.</p> <p>The vacancy of the Human Resources Director position effective 4/29/2024, and HR Manager Melena Koegler's assumption of the role of interim director, has necessitated the delegation of a portion of administrative duties normally undertaken by the HR Manager and HR Director to other members of Human Resources.</p>						
Comments	Pay policy permits a 5% rate increase for a duration not to exceed 13 pay periods. Rate of 5% or \$66.61 Bi-weekly.						

24.

Department	Human Resources			Requested By:	Human Resources Manager Melena Koegler		
Type	Temporary Rate				# of Positions	1	
Position	Payroll Administrator				Position #		
Pay Grade		Rate or Range					
Union	Nonunion			FLSA Status			
PT/FT Status					Schedule		
Wage	\$	Per hr.	\$	expected bi-weekly	\$	expected annually	
Salary	\$				bi-weekly	\$	annually
Funding Source					Primary Org Code		
Effective Date	4/29/2024						
Reason	<p>Assumption of Out of Class duties by Kyle Brashear.</p> <p>The vacancy of the Human Resources Director position effective 4/29/2024, and HR Manager Melena Koegler's assumption of the role of interim director, has necessitated the delegation of a portion of administrative duties normally undertaken by the HR Manager and HR Director to other members of Human Resources.</p>						
Comments	Pay policy permits a 5% rate increase for a duration not to exceed 13 pay periods. Rate of 5% or \$49.00 Bi-weekly.						

Adjournment.

The next regular Salary Board Meeting will be June 12, 2024, at 9:00 a.m. in Commissioners' Public Meeting Room.