



BLAIR COUNTY SALARY BOARD

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

Blair County Salary Board Meeting of March 26, 2020

10:30 AM in Commissioners' Meeting Room, Blair County Courthouse

Board Members in Attendance:

Commissioner Bruce Erb, Commissioner Laura Burke (by phone,) Commissioner Amy Webster (by phone,) Controller A.C. Stickel

Board Members not in Attendance:

NONE

Quorum: Present

Non-Board Members in Attendance:

President Judge Elizabeth Doyle¹, Janice Meadows, Public Defender Russell Montgomery², Katherine Swigart (all by phone)

Media in Attendance: Kay Stephens, Altoona Mirror

1. **Call to Order:** Commissioner Erb called the meeting to order at 10:30 a.m.
2. **Call for Public Comment:** Commissioner Erb called for public comment on Salary Board items. There was no comment at this time.
3. **Approval of Minutes:** A motion was made by Controller Stickel and seconded by Commissioner Webster that the minutes from the March 12, 2020 meeting be approved. The motion was unanimously carried.

Positions:

4. **Adult Parole & Probation** Requested by President Judge Elizabeth A. Doyle
Probation/Parole Officer: A motion was made by President Judge Doyle and seconded by Commissioner Burke to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 37.50 hours per week, \$12.8802 hourly, \$966.02 estimated bi-weekly and \$25,116.29 estimated annually. This vacancy is due to the transfer of Aaliyah Feight into the Specialty Court Administrative Assistant position effective Monday, March 9, 2020. The motion was unanimously carried.
5. **Court Administration** Requested by President Judge Elizabeth A. Doyle
Administrative Technician: A motion was made by President Judge Doyle and seconded by Commissioner Burke to set the starting salary for this position as UMWA-Court, Non-Exempt (Hourly,) Full-time at 35.00 hours per week, \$10.3781 hourly, \$726.47 estimated bi-weekly and \$18,888.22 estimated annually. This request is to maintain the starting wage for Alysha Walker who is moving from the Prothonotary's Office to Court Administration. The starting wage for this position is \$10.2500. Ms. Swigart noted that this rate is approved by UMWA. The motion was unanimously carried.

¹ President Judge Elizabeth Doyle is a voting member for agenda items listed under Adult Parole & Probation, Court Administration and Magisterial District Court.

² Public Defender Russell Montgomery is a voting member for agenda items listed under Public Defender.

6. District Court 24-3-01 Requested by President Judge Elizabeth A. Doyle
Temporary District Court Administrative Staff: A motion was made by President Judge Doyle and seconded by Commissioner Burke to create this new position in Judge Miller's office as Non-Union, Non-Exempt (Hourly,) Per Diem at 35.00 hours per week, \$10.2500 hourly, \$717.50 estimated bi-weekly and \$9,327.50 estimated annually. A full-time position was re-created on 12/05/2019 due to the resignation of Jennifer Keen effective 12/31/19. However, the position has not yet been filled. This temporary position cannot exceed 5 months and 29 days. The motion was unanimously carried.

7. Public Defender's Office Requested by Public Defender Russell Montgomery
Administrative Assistant: A motion was made by Public Defender Russell Montgomery and seconded by Commissioner Burke to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-Time at 35.00 hours per week, \$10.2500 hourly, \$717.50 estimated bi-weekly and \$18,655.00 estimated annually. This vacancy is due to the resignation of Marina Bennetti effective 03/27/2020. Ms. Swigart noted that the effective date is actually 03/22/2020 because Ms. Bennetti was furloughed as of 03/22/2020 before she resigned effective 03/27/2020. The motion was unanimously carried.

8. Veteran's Affairs Requested by Nicole Hemminger
Veteran's Affairs Director: Request is to set the starting salary for this position as Non-Union, Non-Exempt (Hourly,) Full-time at 35.00 hours per week, \$16.4900 hourly, \$1,154.30 estimated bi-weekly and \$30,000.10 estimated annually. This position was re-created on 12/12/2019 with a salary range of \$27,000.22-\$30,000.10. The requested salary is for Craig Swineford.

Katherine Swigart explained that those conducting the job search had discussed offering a salary higher than the bottom of the range.

Commissioner Webster commented that Craig does have the necessary experience and the training required to justify offering a salary higher than the bottom of the range, but not the \$30,000.10 annually.

Controller Stickel commented that the policy is to offer the bottom of the range unless the candidate has exceptional qualifications and experience. Craig has the certification necessary, which is a cost savings, and experience and recommends \$28,500.00 annually.

Commissioner Erb commented that he has received several calls complimenting Craig Swineford on his job performance as Acting Director over the last few months.

Mr. Swineford's current rate as Acting Director is \$12.0822 hourly.

Commissioner Burke commented that the policy was discussed at the last salary board meeting. She does support the appointment of Mr. Swineford and the proposed salary of \$28,500.00, but not in terms of how the policy is being interpreted in this case versus last week. The only difference is that he is currently working in that position.

Commissioner Erb clarified that the Director is required to be state certified which would be a cost to the county and he has been acting as the department head and is able to step into the position from the first day.

It was noted that the \$28,501.20 annual rate is lower than what was previously budgeted for director.

A motion was made by Commissioner Webster and seconded by Controller Stickel to set the salary at \$15.66 hourly, \$1,096.20 biweekly and \$28,501.20 annually. The motion was unanimously carried.

9. Prothonotary's Office

Requested by Prothonotary Robin Patton

Clerk Typist: A motion was made by Commissioner Webster and seconded by Controller Stickel to re-create this position as UMWA-Court, Non-Exempt (Hourly,) Full-Time at 35.00 hours per week, \$10.2500 hourly, \$717.50 estimated bi-weekly and \$18,655.00 estimated annually. This vacancy is due to Alysha Walker transferring to Court Administration effective 03/27/2020. The motion was unanimously carried.

10. There being no further business to discuss, the meeting was adjourned at 10:55 a.m.

The next regular Salary Board Meeting will be held on April 9, 2020 at 10:30AM in the Commissioner's Meeting Room. Commissioner Erb commented that the meeting will likely be by conference call due to the NOVID-19 pandemic.

Respectfully Submitted,

August C. Stickel IV
Secretary