



BLAIR COUNTY SALARY BOARD

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

Blair County Salary Board Meeting of October 11, 2018 10:15 AM

Blair County Courthouse, Conference Room 2B

Board Members in Attendance:

Commissioner Beam, Commissioner Erb,
Commissioner Tomassetti, Controller Stickel

Board Members not in Attendance:

Quorum: Present

Non-Board Members in Attendance:

Jim Carothers, Robin Gindlesperger, Nicole Hemminger, Janice Meadows, Helen Schmitt, Katherine Swigart, Abbie Tate, Peter Weeks³

Media in Attendance: Kay Stephens, Altoona Mirror

Call to Order: Commissioner Erb called the meeting to order at 10:15 a.m.

Call for Public Comment: Commissioner Erb called for public comment on Salary Board items. There was no comment at this time.

Approval of Minutes: A motion was made by Commissioner Beam and seconded by Controller Stickel that the minutes from the September 27, 2018 Salary Board Meeting be approved. The motion was unanimously carried.

Positions:

1. Magistrate District Justice DeAntonio's Office

District Court Administrative Staff: A motion was made by Commissioner Beam and seconded by Commissioner Tomassetti to re-create this position as UMWA-Court, Non-Exempt (Hourly) at the starting hourly rate of \$8.64. This is a Full Time Hourly position at 35 hours per week. Opening is due to the resignation of Cindy Snyder effective September 7, 2018. The motion was carried unanimously.

2. Court Administration – Judge Doyle's Office

Tipstaff: A motion was made by Commissioner Beam and seconded by Commissioner Tomassetti to re-create this position as UMWA-Court, Non-Exempt (Hourly) at the starting hourly rate of \$8.84. This is a Full Time Hourly position at 35 hours per week. Opening is due to the resignation of Jon "Jack" Marquis effective September 27, 2018. Commissioner Tomassetti asked if the hourly rate is correct at \$8.84 compared to \$8.64 for the MDJ Administrative Staff. Katherine Swigart confirmed that the rate is correct. The motion was carried unanimously.

3. District Attorney's Office

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- Administrative Clerk: A motion was made by Peter Weeks and seconded by Commissioner Tomassetti to re-create this position as UMWA-Court, Non-Exempt (Hourly) at the starting

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hourly rate of \$8.82. This is a Full Time Hourly position at 35 hours per week. Opening is due to the transfer of Jennifer Kensinger to Social Services effective October 22, 2018. Discussion followed regarding the critical nature of this position to the District Attorney's Office. Mr. Weeks explained the process of creating criminal information files and that Jennifer Kensinger is the only person who knows how to process them accurately. Mr. Weeks stated that Jim Hudack, Director of Social Services, will allow Jennifer to spend some time in the D.A.'s office to train the new Administrative Clerk when one is hired. Discussion followed regarding the low wage for this position and that the job description is inaccurate compared to the skills and education this position requires. He requested a start date of Monday, October 15, 2018. The motion carried unanimously.

- Assistant District Attorney: The request to increase Assistant District Attorney Nicole Smith's salary from \$35,000.00 annually to \$55,400.80 annually was tabled pending further information requested by Commissioner Erb. The funds are currently not in the District Attorney's budget. This request is to retain an employee who has over a decade of experience as a prosecutor and is being paid as an entry level prosecutor. This position is Non-Union, Excluded (Salary) and Full Time at 35 hours per week.

4. **Victim Witness**

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- Victim Witness Advocate: A motion was made by Peter Weeks and seconded by Commissioner Tomassetti to re-create this position as UMWA-Court, Non-Exempt (Hourly) at the starting hourly rate of \$10.88. This is a Full Time Hourly position at 35 hours per week. Opening is due to the resignation of Christine Benzel effective October 12, 2018. Commissioner Erb commented that this position is covered by state and federal grants. The motion was carried unanimously.

5. **Prison**

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- Correctional Case Manager (Work Release) and Correctional Case Manager (Male Case Manager): A motion was made by Controller Stickel and seconded by Commissioner Tomassetti to re-create these two positions as UMWA-Residual Unit, Non-Exempt (Hourly) at a starting hourly rate of \$10.16. These are Full Time Hourly positions at 35 hours per week. Openings are due to the resignation of Krystal Payton effective October 18, 2018 and the transfer to Corrections Officer of Candice Kamler effective September 17, 2018. The motion was carried unanimously.

6. **Treasurer**

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- Seasonal Temporary Staff: A motion was made by Jim Carothers and seconded by Commissioner Tomassetti to create this position as Non-Union, Non-Exempt (Hourly) at the starting hourly rate of \$10.03. This is a Temporary Full time Hourly position anticipated not to exceed 210 hours. Treasurer Carothers commented that the primary purpose of this position is to process dog licenses. The motion was carried unanimously.

Overtime and Comp Time Report: Presented by Controller Stickel and will be kept on file. It was noted that a one-page document similar to what was made available in the past is preferred.

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Controller Stickel will have his office provide this document by email to the board and Kay Stephens of the Altoona Mirror and at future Salary Board meetings.

Adjournment: There being no further business to discuss, the meeting was adjourned at 10:45 a.m.

THE NEXT MEETING WILL BE HELD THURSDAY, OCTOBER 25, 2018, AT 10:15 AM IN ROOM 2B AT THE BLAIR COUNTY COURTHOUSE

Respectfully Submitted,



Secretary