



BLAIR COUNTY SALARY BOARD

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

Blair County Salary Board Meeting of August 14, 2024, at 9:00 a.m. in the Commissioner’s Public Meeting Room.

Board Members in Attendance:

Commissioner David Kessling, Commissioner Amy Webster, Controller A.C. Stickel,

Non-Board Members in Attendance:

Kyle Brashear, Lindsay Dempsie (via phone), Lori Guyer, Melena Koepler, Glenn Nelson, Ken Ressler, Abbie Tate, Angela Wagner, Brian Walters

Board Members not in Attendance:

Commissioner Laura Burke

Media in Attendance: Kay Stephens

Quorum: Present

Call to Order: Commissioner Kessling called the meeting to order at 9:00 a.m.

Moment of Silent Refection: Led by Commissioner Kessling.

Pledge of Allegiance to the Flag: Led by Commissioner Kessling.

Roll Call: The roll was called by Commissioner Kessling. Lindsay Dempsie joined via phone.

Call for Public Comment: there were none.

Approval of Minutes: A motion was made by Commissioner Kessling and seconded by Commissioner Webster that the minutes from the July 24, 2024, meeting be approved. The motion was unanimously carried.

Positions:

7.

Department	Maintenance	Presented By:	Kenneth Ressler			
Type	Abolishment		# of Positions	1		
Position	Maintenance Technician - Plumber		Position #	321804		
Union	SEIU - Custodial/Highway/Maintenance	FLSA Status	Nonexempt			
PT/FT Status	Full-time	Schedule	40 hours per week			
Wage	\$19.52	Per hr.	\$1,561.60	expected bi-weekly	\$40,601.60	expected annually
Funding Source	General Fund – budgeted at this rate.			Primary Org Code		
Effective Date	8/19/2024					
Reason	Transfer of a Maintenance Technician - Plumber position to the Prison. Transfer of Doug Steberger.					
Comments	This change would reduce the number of approved vacancies for the Maintenance Technician - Plumber position from two to one.					

A motion was made by Commissioner Kessling and seconded by Commissioner Webster to abolish the position as stated. The motion was unanimously carried.

8.

Department	Prison		Presented By:	Warden Abbie Tate		
Type	Creation			# of Positions	1	
Position	Maintenance Technician - Plumber (Prison)			Position #	321805	
Union	SEIU - Custodial/Highway/Maintenance		FLSA Status	Nonexempt		
PT/FT Status	Full-time		Schedule	40 hours per week		
Wage	\$19.52	Per hr.	\$1,561.60	expected bi-weekly	\$40,601.60	expected annually
Funding Source	General Fund – See comment below.			Primary Org Code		
Effective Date	8/19/2024					
Reason	Transfer of a Maintenance Technician - Plumber position to the Prison. Transfer of Doug Steberger.					
Comments	This change would create a new position of Maintenance Technician - Plumber (Prison) with one vacancy. Budget availability subject to approval of item #7.					

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to create the position as stated. The motion was unanimously carried.

9.

Department	Prison		Presented By:	Warden Abbie Tate		
Type	Creation			# of Positions	1	
Position	Maintenance Technician - Prison			Position #	321806	
Union	SEIU - Custodial/Highway/Maintenance		FLSA Status	Nonexempt		
PT/FT Status	Full-time		Schedule	40 hours per week		
Wage	\$19.52	Per hr.	\$1,561.60	expected bi-weekly	\$40,601.60	expected annually
Funding Source	General Fund – Not budgeted at this rate.			Primary Org Code		
Effective Date	8/19/2024					
Reason	Prison need for a dedicated maintenance technician.					
Comments	This change would create a new position of Maintenance Technician - Prison with one vacancy.					

A motion was made to amend this motion to a transfer by Commissioner Kessler and seconded by Commissioner Webster to transfer the position as stated. The motion was unanimously carried.

10.

Department	Fort Roberdeau		Presented By:	Glenn Nelson		
Type	Other			# of Positions	1	
Position	Historical Site Assistant II			Position #	206601	
Pay Grade	H2	Rate or Range	\$11.03 - \$16.81			
Union	Nonunion		FLSA Status	Nonexempt		
PT/FT Status	Part-time (max 1,500 hours per benefit plan year)		Schedule	29 hours per week		
Wage	\$11.85	Per hr.	\$687.30	expected bi-weekly	\$17,869.80	expected annually
Salary	\$		bi-weekly	\$	annually	
Funding Source	Fort Reserve fund – budgeted at this rate.			Primary Org Code		
Effective Date	8/19/2024					
Reason	Changing position from 999 hours/anniversary year to 1500 hours/anniversary year.					
Comments	This position was full-time prior to Covid, and reduced thereafter to 999 hours/anniversary year. It was inadvertently budgeted at 1500 hours/anniversary year in last year's approved budget, but the change was not taken to salary board. This request would see the position moved to the budgeted 1500 hours, to help with meeting the Fort's operational requirements.					

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to change the hours per anniversary year of the position as stated. The motion was unanimously carried.

11.

Department	Fort Roberdeau			Presented By:	Glenn Nelson		
Type	Other				# of Positions	1	
Position	Temporary Department Assistant (Tour Guide)				Position #	209405	
Union	Nonunion			FLSA Status	Nonexempt		
PT/FT Status	Part-time temporary (max 5 mos and 29 days)			Schedule	35 hours per week		
Wage	\$11.00	Per hr.	\$770.00	expected bi-weekly	\$8,470	expected annually	
Funding Source	Fort Reserve fund – budgeted at this rate.				Primary Org Code		
Effective Date	8/19/2024						
Reason	To reduce number of position vacancies from 2 to 1, increase hours budgeted per vacancy from 500 to 725, and end-date position as of 10/31/2024.						
Comments	The Fort currently has two seasonal tour guide positions, classified as Temporary Department Assistants with a maximum term of 5 months and 29 days. Each of them is budgeted at 500 hours for the season. One of the two incumbents will be transferring to a vacancy at the Historic Site Assistant I position, and the other is able to work until October 31. This change would set the position to one vacancy, at 725 hours for the incumbent able to work until October 31, and the temporary position would terminate on that date.						

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to extend hours to the position as stated. The motion was unanimously carried.

12.

Department	Human Resources			Presented By:	Director Melena Koegler		
Type	Abolishment				# of Positions	1	
Position	Manger				Position #	128201	
Pay Grade	S8	Rate or Range	\$46,805.06 - \$64,590				
Union	Nonunion			FLSA Status	Exempt		
PT/FT Status	Full-time			Schedule	35 hours per week		
Funding Source	General Fund – budgeted at this rate.				Primary Org Code		
Effective Date	8/17/2024						
Reason	Restructuring of Human Resources Department.						
Comments	Planned restructuring of Human Resources would see three budgeted HR positions (Manager, Benefits Specialist, and Payroll Administrator) abolished and replaced with two new vacancies - Assistant Director and Human Resources Analyst.						

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to abolish the position as stated. The motion was unanimously carried.

13.

Department	Human Resources			Presented By:	Director Melena Koegler		
Type	Abolishment				# of Positions	1	
Position	Benefits Specialist				Position #	23601	
Pay Grade	H8	Rate or Range	\$14.77 - \$20.43				
Union	Nonunion			FLSA Status	Nonexempt		
PT/FT Status	Full-time			Schedule	35 hours per week		
Funding Source	General Fund –budgeted at this rate.				Primary Org Code		
Effective Date	8/17/2024						
Reason	Restructuring of Human Resources Department.						
Comments	Planned restructuring of Human Resources would see three budgeted HR positions (Manager, Benefits Specialist, and Payroll Administrator) abolished and replaced with two new vacancies - Assistant Director and Human Resources Analyst.						

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to abolish the position as stated. The motion was unanimously carried.

14.

Department	Human Resources		Presented By:	Director Melena Koegler	
Type	Abolishment			# of Positions	1
Position	Payroll Administrator (HR)			Position #	138001
Pay Grade	H6	Rate or Range	\$13.40 - \$20.43		
Union	Nonunion		FLSA Status	Nonexempt	
PT/FT Status	Full-time		Schedule	35 hours per week	
Funding Source	General Fund –budgeted at this rate.			Primary Org Code	
Effective Date	8/17/2024				
Reason	Restructuring of Human Resources Department.				
Comments	Planned restructuring of Human Resources would see three budgeted HR positions (Manager, Benefits Specialist, and Payroll Administrator) abolished and replaced with two new vacancies - Assistant Director and Human Resources Analyst.				

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to abolish the position as stated. The motion was unanimously carried.

15.

Department	Human Resources		Presented By:	Director Melena Koegler	
Type	Creation and Set Salary			# of Positions	1
Position	Assistant Director			Position #	
Pay Grade	S10	Rate or Range	\$50,624.35 - \$69,861.61		
Union	Nonunion		FLSA Status	Exempt	
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$1,947.13	bi-weekly	\$50,642.35	annually	
Funding Source	General Fund – Not budgeted at this rate.			Primary Org Code	
Effective Date	8/17/2024				
Reason	Restructuring of Human Resources Department.				
Comments	Planned restructuring of Human Resources would see three budgeted HR positions (Manager, Benefits Specialist, and Payroll Administrator) abolished and replaced with two new vacancies - Assistant Director and Human Resources Analyst. Partial budget availability subject to #12 and #13				

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to create and set the rate of the position as stated. The motion was unanimously carried.

16.

Department	Human Resources		Presented By:	Director Melena Koegler	
Type	Creation and Set Salary			# of Positions	1
Position	Analyst			Position #	
Pay Grade	S6	Rate or Range	\$43,273.91 - \$59,718.00		
Union	Nonunion		FLSA Status	Exempt	
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$1,688.00	bi-weekly	\$43,888.00	annually	
Funding Source	General Fund – Not budgeted at this rate.			Primary Org Code	
Effective Date	8/17/2024				
Reason	Restructuring of Human Resources Department.				
Comments	Planned restructuring of Human Resources would see three budgeted HR positions (Manager, Benefits Specialist, and Payroll Administrator) abolished and replaced with two new vacancies - Assistant Director and Human Resources Analyst. Partial budget availability subject to #12 and #14				

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to create and set the rate of the position as stated. The motion was unanimously carried.

17.

Department	Human Resources		Presented By:	Commissioner's office	
Type	Set Rate			# of Positions	1
Position	Human Resources Director			Position #	124809
Pay Grade	S14	Rate or Range	\$64,055.69 - \$88,397.22		
Union	Nonunion		FLSA Status	Exempt	
PT/FT Status	Full-time		Schedule	35 hours per week	
Salary	\$2,710.06	bi-weekly	\$70,461.56	annually	
Funding Source	General Fund - budgeted at this rate.			Primary Org Code	
Effective Date	7/6/2024				
Reason	Setting the rate of incumbent Melena Koegler.				
Comments	County pay policy for internal promotions affords a one percent increase per year of experience in excess of job description requirements, up to the position midpoint. Melena exceeds the necessary years of experience by ten years, which would move her to \$70,461.56/year.				

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to set the rate of the position as stated. The motion was unanimously carried.

18.

Department	Commissioners Office		Presented By:	Commissioner Laura Burke	
Type	Temporary Rate			# of Positions	1
Position	Administrative Coordinator			Position #	201801
Pay Grade	H8	Rate or Range	\$14.77 - \$22.53		
Union	Nonunion		FLSA Status	Nonexempt	
PT/FT Status	Full-time		Schedule	35 hours	
Wage	\$	Per hr.	\$	expected bi-weekly	expected annually
Funding Source	General Fund - budgeted at this rate.			Primary Org Code	
Effective Date	7/22/2024				
Reason	Out of Class wages				
Comments	Due to the resignation of Allison Senkevich, Administrative Coordinator Lori Guyer will be handling portions of the Assistant County Administrator's job duties which are above her current pay grade. Request for her to receive an extra 5.00% per pay policy either for 5 months 29 days or until Assistant County Administrator is filled (Or otherwise changes are made to the structure of the office such that Lori's duties return to items solely within her job description). \$0.80 hourly; \$56.18 bi weekly.				

A motion was made by Commissioner Kessler and seconded by Commissioner Webster to set this temporary rate for this position as stated. The motion was unanimously carried.

19.

Department	Controller's Office		Presented By:	Controller Stickel	
Type	Creation			# of Positions	1
Position	Payroll Administrator (Controller)			Position #	138001
Pay Grade	H6	Rate or Range	\$13.40 - \$14.74		
Union	Nonunion		FLSA Status	Nonexempt	
PT/FT Status	Full-time		Schedule	35 hours per week	
Wage	\$15.11	Per hr.	\$1,057.60	expected bi-weekly	expected annually
Funding Source	General Fund – see comment below.			Primary Org Code	
Effective Date	8/17/2024				
Reason	Transition of Payroll duties to Controller's Office.				
Comments					

A motion was made by Controller Stickel and seconded by Commissioner Kessler to create the position as stated. The motion was unanimously carried.

Meeting of August 14, 2024 continued. . .

20. Overtime Report was presented by Controller Stickel and which will be kept on file with the minutes.

21. Vacancy Report was presented by Kyle Brashear and which will be kept on file with the minutes.

22. Adjournment. The meeting was called to adjourn at 9:34 a.m. by Commissioner Kessler and seconded by Commissioner Webster. The motion was unanimously carried.

The next regular Salary Board Meeting will be August 28, 2024, at 9:00 a.m.
in the Commissioner's Public Meeting Room

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "August C. Stickel IV". The signature is fluid and cursive, written over a white background.

August C. Stickel IV
Secretary