



# BLAIR COUNTY SALARY BOARD

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

## Blair County Salary Board Meeting of February 18, 2021

1:30 PM By Conference Call

**Board Members in Attendance:**

Commissioner Bruce Erb, Commissioner Laura Burke, Controller A.C. Stickel, Commissioner Amy Webster

**Board Members not in Attendance:**

**Quorum:** Present

**Non-Board Members in Attendance:**

Judge Jackie Bernard, Keith Calhoun, Sarah Chuff, Judge Elizabeth Doyle, Rocky Greenland, Nicole Hemminger, Judge Wade Kagarise, Janice Meadows, Heather Meck, Judge Dan Milliron, Jennifer Sleppy, Katherine Swigart, Mark Taylor

**Media in Attendance:** Kay Stephens-Altoona Mirror

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**Call to Order:** Commissioner Erb called the meeting to order at 1:30 p.m.

Commissioner Erb explained the ground rules for today's teleconference. Only voting members of the Salary Board may leave their telephones unmuted during the entire meeting, but we would request each avoids excess noise from your location. All other participants should mute their telephones until called upon to speak. Public participants may speak only during the designated public comment period near the beginning of the meeting and must keep their phones muted during the rest of the meeting. Each person needs to avoid interrupting the person speaking. Each speaker **MUST** state his/her name before talking each time he/she speaks so others will know who is speaking and to ensure minutes will be accurate.

The roll was called by Tracy Miller.

**Call for Public Comment:** Commissioner Erb called for public comment on Salary Board items.

President Judge Elizabeth Doyle stated she hopes to take a step forward. The Compensation Study should be a floor not a ceiling. We need to create a policy that values the employees as the County's greatest asset. County employees are tax payers, local shoppers, and support our schools. We need a policy that employees perceive to be fair and adequate compensation.

Judge Dan Milliron requested to listen to the compensation policy and then make comments.

**Discussion Concerning the creation of a Compensation Policy:**

Chief Clerk Hemminger discussed the need and application of a Compensation Policy, stating the Salary Board would need to develop a strong framework for the classification system to continue to exist and thrive. This policy would be a step towards a classification system in which it would be clear to current employees, department heads, elected officials hiring for their office, and applicants their compensation with the County.

The Project Implementation Team is comprised of:

- Commissioner Bruce Erb
- Katherine Swigart – HR Director
- Heather Meck – HR Manager
- Jennifer Sleppy – Finance Director
- Nicole Hemminger – County Administrator

Katherine Swigart distributed to the Salary Board Members a draft policy comprised from Franklin County’s policy and Heather Meck’s experience. She also sent sample policies from Franklin, Centre, Cumberland, and Lancaster Counties. The members were asked to review the terms, concepts, and variables from each sample. These items will be discussed at future meetings.

Nicole Hemminger reviewed the purpose and scope on the draft policy. She made a call for any questions or comments:

Commissioner Erb stated the need to review each sample and see if we could do it better, equitable, or more efficient.

Controller Stickel stated it is better to get it right than to rush through it. This is a work in progress. It is important not only to pay adequate, but also to pay accurately on job duties. We need to have more objectivity with the process on salary range.

Commissioner Burke stated she was glad we were modeling the Franklin County Policy because it covers most everything and is easy to read. She also stated we need to add a category on how we handle seasonal employee returns. Be specific with Purpose and Scope. Add a Glossary Section.

Commissioner Webster stated the Glossary section is an excellent idea. The policy should be on the website for people to review if interested in employment. Issue of equity, new employee vs. current employee, needs to be a priority.

Nicole Hemminger recommended any changes or comments on the Purpose or Scope be submitted by the end of the day Friday, February 19, 2021. The changes would be made and a new draft prepared before the next meeting. The Salary Board is to read through the sample policies keeping in mind Katherine’s questions; and they are to be prepared to talk about Agenda Item 4 b iii: Creation of Positions and Item 4 b iv: New Hire Rate of Pay. Heather Meck recommended it be viewed through the employee’s perspective. Make it simple enough to understand, user friendly.

Commissioner Erb stated a special meeting of the Salary Board will be held every Thursday at 10:30 am until the completion of the project.

Meeting of February 18, 2021 continued. . .

There being no further business to discuss, the meeting was adjourned at 2:21 p.m.

The next Special Salary Board Meeting will be held on February 25, 2021 @ 10:30 AM  
By Conference Call

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "August C. Stickel IV". The signature is written in a cursive style with a large initial "A".

August C. Stickel IV  
Secretary