SALARY BOARD MINUTES
September 15, 2026

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Samuel Breene
Commissioner Kenneth J. Bryan
Commissioner Timothy Heffernan
Dorothy "Dottie" Tawney, Chief Clerk
Regina Meador, Admin. Assistant
Rich Winkler, Solicitor
Jeannie Ritchey, Treasurer
Michael Anderson - Fiscal
Amanda Virgile, HR
Laura Anna, Elections and Voter Registration
Joshua Sterling - Planning
Irene McCabe
Ralph Montgomery, Oil Region Rising Indivisible
Peter Fitzpatrick
Katherine Ulisky

Commissioner Samuel Breene, said the invocation before the meeting.

All rose and said the Pledge of Allegiance.

The Election Board meeting was convened and adjourned. The Retirement Board meeting was convened and adjourned.

1. Commissioner Breene called the Salary Board meeting to order at 2:50 p.m.

2. Jeannie Ritchey, Treasurer, made a motion to approve the minutes from the June. 9, 2026, Salary Board meeting, seconded by Commissioner Heffernan, aye all.

3. There was no public comment on the Salary Board meeting.

4. Salary Board Items for Consideration:
   a. Salary Board Items for Consideration, Attachment B:

Attachment B – Salary Board

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Reallocate	130 – HUMAN RESOURCES	Assistant Director of Human Resources	FT	80	EXEM	2	
	To:	130 – HUMAN RESOURCES	Assistant Director of Human Resources	FT	80	EXEM	3	7/19/2026
#	**Action**	**Dept**	**Position**	**Status**	**Hr/Pay**	**Group**	**Grade**	**Effective**
1	Create	135 –Fiscal	Airport Consultant	TFT	80	NEHR	11	6/15/2026
Note: Temporary position to last approximately 6 weeks, assisting with transition of Airport duties.								
#	**Action**	**Dept**	**Position**	**Status**	**Hr/Pay**	**Group**	**Grade**	**Effective**
1	Reallocate	205 – Courts	Court Recording Monitor / Transcriptionist (1 position)	FT	80	NEHR	4	
	To:	205 – Courts	Court Reporter	FT	80	AFSCME	6	07/06/2026
Note: Employee has completed necessary training and certification to become a Court Reporter.								

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create	240 – MDJ 3-4	Legal Secretary II	FT	75	NEHR	3	
Note: Position created to allow training for upcoming separation of current staff. Position to last no longer than December 18th, 2026.								

- Jeannie Ritchey, Treasurer made a motion to approve the above (Attachment B), seconded by Commissioner Bryan, aye all.

5. No other business was conducted.

6. There was no public comment.

7. Jeannie Ritchey, Treasurer, made a motion to adjourn the meeting at 2:51 p.m., seconded by Commissioner Bryan, aye all.

Respectfully submitted,

Regina Meador
Administrative Assistant

Reviewed by:

Samuel H. Breene

Kenneth J. Bryan

Timothy M. Heffernan

Jeannie Ritchey, Treasurer