

**SALARY BOARD MINUTES
DECEMBER 8, 2020**

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

Commissioner Samuel Breene
Commissioner Michael Dulaney
Commissioner Albert Abramovic
Sabrina Backer, Chief Clerk
Jamie Kirkwood, Admin. Asst.
Richard Winkler, Solicitor
Deborah Sharpe, Treasurer (via Zoom)
Diona Brick, Fiscal
Justin Wolfe, Human Resources
Pastor Jon Bell, Franklin Wesleyan Church

Marie Plumer, Human Services (via Zoom)
Luke Kauffman, Two Mile Run County Park
Jason Ruggiero, Planning (via Zoom)
Rich Ruditis, Airport
Robert Daugherty, Court Supervision
Nathan Roggenkamp, The Stream
Sydney Herde, Titusville Herald (via Zoom)
Kara O'Neil, The Derrick (via Zoom)

The Retirement Board meeting was convened and adjourned prior to the start of the Salary Board Meeting. The Salary Board Meeting was convened and adjourned prior to the start of the Commissioner Board Meeting.

CALL TO ORDER:

Commissioner Breene called the Salary Board meeting to order at 4:34 p.m.

APPROVAL OF THE MINUTES FROM THE NOVEMBER 10, 2020 MEETING:

Commissioner Dulaney made a motion to approve the minutes from the November 10, 2020 meeting, seconded by Deborah Sharpe, Treasurer, aye all.

PUBLIC COMMENT:

There was no public comment offered on the agenda as presented.

SALARY BOARD ITEMS FOR CONSIDERATION:

Mr. Wolfe presented the Salary Board agenda for approval:

DEPARTMENT #305 PRISON

CREATE

Corrections Officer (4 positions)
Part-Time
AFSCME Pay Grade 11
Effective 11/15/2020

DEPARTMENT #530 PICS

ABOLISH

Senior Service Coordination Supervisor
Full-Time
Exempt Pay Grade 2
Effective: 11/16/2020

CREATE

Service Coordination Supervisor
Full-Time
Non-Exempt Pay Grade 9
Effective: 11/16/2020

Following is the proposed 2021 salary increases for the eligible exempt and non-exempt hourly positions to be effective on 01/01/21 contingent on ratification of the 2021 budget on this date. Exempt salaried employees will be granted a \$1040.00 increase to their current annual salary. Non-exempt hourly employees will be granted an increase of \$0.50 to their hourly rate. (Receipt of increases will commence on the first full pay period in January 2021 to be issued on 01/29/21). Also, a \$0.25 increase has been applied to the minimum and a \$0.25 to the maximum of all grades on the non-exempt hourly pay scales. An increase of \$520.00 has been applied to the minimum of the non-transitional exempt pay grades 4 through 6. An increase of \$520.00 has been applied to the maximum of all exempt pay grades.

Special notation: The 2021 salary increase shall not increase an employee's pay beyond the maximum of the pay range to which their position is assigned.

Attachments for Non-Exempt Hourly Positions: The compensation plan that lists said positions with the pay grade assignment (attachment NE21.1); the corresponding pay scale (attachment NE21.2); and departmental listing of employees' positions with their respective pay grades and salaries (attachment NE21.3).

Attachments for Exempt Salaried Positions: The compensation plan that lists said positions with the pay grade assignments (attachment ES21.1); the corresponding pay scale (attachment ES21.2); and departmental listing of employees' positions with their respective pay grades and salaries (attachment ES21.3).

Attachments for Elected Row Officers: According to the motion approved by the Board of Commissioners at the September 11, 2018 public meeting, all elected row officers, with the exception of the County Coroner, will receive a 2.5% increase to their calculated 2020 salary. The County Coroners salary will be \$35,378.39. Row officers' salaries are detailed in a departmental listing of elected officials which is included (attachment EO21.3).

Exception: The salary for the Venango County District Attorney is set in accordance with the Administrative Office of Pennsylvania Courts. This information has not been communicated as yet.

The Human Resources Department will process pay adjustments once the Salary Board approves them.

Venango County Position Complement: This is the updated listing of job classifications by department specifying the number, job title, and type of position (full-time, part-time, on-call, temporary, etc.) effective January 1, 2021 (attachment VCC-1).

Select Premium Pay Rates: To ensure compliance with provisions of the Fair Labor Standards Act, employees performing the following duties shall be compensated at \$35.00 per hour:

- Court Reporting Network (CRN) Evaluations
- Think Right Program
- Victim Community Awareness Program
- Bad Check Offenders Program
- Crossroads Program (NCTI)
- Forensic Interviewing

Venango County Administrative Rules: This document reflects the rules for 2021 that ensure the administration of the pay plan for all employees is consistent and equitable.

- Commissioner Dulaney made a motion to approve the above Salary Board Agenda items, seconded by Commissioner Abramovic, aye all.

OTHER BUSINESS:

There was no other business to be conducted.

PUBLIC COMMENT:

There was no public comment offered.

ADJOURNMENT:

The meeting was adjourned at 4:37 p.m. upon a motion by Commissioner Dulaney and a second by Commissioner Abramovic, aye all.

Respectfully submitted,



Jamie L. Kirkwood
Administrative Assistant