

**SALARY BOARD MINUTES
NOVEMBER 01, 2022**

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 Chip Abramovic
Sabrina Backer, Chief Clerk
Melanie Bailey, Admin. Assistant
Rich Winkler, Solicitor
Jeannie Ritchey, Acting Treasurer
Diona Brick, Fiscal

Justin Wolfe, Human Resources
Amie Wood – Wessell, Human Services
Luke Kauffman, Two Mile Run County Park
Hilary Buchanan, Planning
Harry Whittemore, Veterans' Affairs
Gavin Fish, Explore Venango
Eric R. Reamer, Oil City Free Christian Church
Kara O'Neil, The Derrick

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 4:33 pm

APPROVAL OF THE MINUTES FROM THE OCTOBER 11, 2022 MEETING:

Commissioner Abramovic made a motion to approve the minutes from the October 11, 2022 meeting, seconded by Jeannie Ritchey, acting 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:

See attached:

- 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.

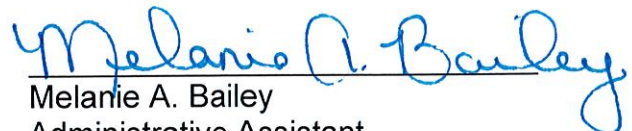
PUBLIC COMMENT:

There was no public comment offered.

ADJOURNMENT:

The meeting was adjourned at 4:34 pm upon a motion by Commissioner Dulaney and a second by Jeannie Ritchey, Acting Treasurer, aye all.

Respectfully submitted,


Melanie A. Bailey
Administrative Assistant

SALARY BOARD
ITEMS FOR CONSIDERATION

November 1, 2022

Effective 10/16/22, Human Service positions involved directly with casework, service delivery, or program administration, have underwent a compensation restructure. A detailed list of affected positions for reallocation/reclassification is listed on attachment HS22.01 for ratification.

Due to the restructure, new pay grades (HS22.02 & HS22.03) and pay scales (HS22.04) have been developed and are included for ratification purposes.

Additionally, the attached "step" plans have been developed (attachment HS22.05) and are being presented for ratification.

The Administrative Rules have been updated and prepared for approval to remove outdated language pertaining to prior positions of the Human Services departments that have been altered because of the new compensation structure.

2022 Human Service Position Reclassification/Reallocations

Effective 10/16/2022

Dept. #	# of Positions	Current Title	Current Pay Group	Current Pay Grade	New Title	New Pay Group	New Pay Grade
510	1	Older Adult Services Director	EXEMPT	3	Older Adult Services Director	HS EXEMPT	3
510	4	Aging Care Manager II	NEHR	6	Aging Care Manager I	HS NEHR	1
510	1	Aging Care Supervisor	NEHR	9	Aging Care Supervisor	HS EXEMPT	1
510	2	Community Health Nurse I	NEHR	7	Community Health Nurse	HS NEHR	3
510	1	Sr. Prog. Specialist	EXEMPT	1	Senior Program Specialist	HS EXEMPT	1
510	1	Volunteer Program/Apprise Coord.	NEHR	6	Volunteer Program/Apprise Coord. I	HS NEHR	1
520	1	CYFS Director	EXEMPT	4	CYFS Director	HS EXEMPT	4
520	1	Clinical Manager	NEHR	10	Clinical Manager	HS EXEMPT	2
520	1	Compliance Coordinator (PT)	NEHR	6	Compliance Coordinator	HS NEHR	1
520	1	CYFS Program Director	EXEMPT	3	CYFS Program Director	HS EXEMPT	3
520	1	Program Manager	EXEMPT	2	Program Manager	HS EXEMPT	2
520	4	Program Specialist	NEHR	8	Program Specialist	HS NEHR	5
520	3	Sr. Program Specialist	NEHR	9	Senior Program Specialist	HS NEHR	6
520	4	Service Coord. Supervisor	NEHR	9	Service Coordination Supervisor	HS NEHR	6
520	2	Service Coord. Supervisor	EXEMPT	1	Service Coordination Supervisor	HS EXEMPT	1
520	2	Service Coordinator I	NEHR	5	Service Coordination Trainee	NEHR	5
520	12	Service Coordinator II	NEHR	6	Family Case Consultant I	HS NEHR	2
520	6	Service Coordinator II	NEHR	6	Outreach Case Consultant I	HS NEHR	1
520	3	Service Coordinator II	NEHR	6	Independent Living Case Consultant I	HS NEHR	2
520	1	Service Coordinator II	NEHR	6	Foster Care Case Consultant I	HS NEHR	3
520	4	Service Coordinator II	NEHR	6	Family Case Consultant I (Temp PT/OC)	HS NEHR	2
530	1	PIC Program Director	EXEMPT	3	PIC Program Director	HS EXEMPT	3
530	18	Crisis Investigation Specialist	NEHR	7	Crisis Investigation Specialist I	HS NEHR	3
530	1	PIC Program Manager	EXEMPT	2	PIC Program Manager	HS EXEMPT	2
530	4	Sr. Service Coord. Supervisor	NEHR	10	Senior Service Coord. Supervisor	HS EXEMPT	2
530	1	Sr. Service Coord. Supervisor	EXEMPT	2	Senior Service Coord. Supervisor	HS EXEMPT	2
530	7	Service Coordinator II	NEHR	6	Assessor/Screening I	HS NEHR	2
535	1	Dep. HS Admin. / SAP Director	EXEMPT	4	Deputy HS Administrator	HS EXEMPT	4
535	4	D&A Case Mgmt. Specialist II	NEHR	6	D&A Case Mgmt. Specialist I	HS NEHR	1
535	2	Sr. Program Specialist	NEHR	9	Senior Program Specialist	HS NEHR	6
535	1	Sr. Program Specialist	NEHR	9	Senior Program Specialist	HS EXEMPT	1
535	1	Service Coord. Supervisor	EXEMPT	1	Service Coordination Supervisor	HS NEHR	6
535	2	Service Coordinator II	NEHR	6	Service Coordinator I	HS NEHR	1
540	1	HS Administrator / MHDS Director	EXEMPT	6	Human Services Administrator	HS EXEMPT	5
540	1	Dep. HS Admin / Svc. Mgmt.	EXEMPT	4	Deputy HS Administrator	HS EXEMPT	4
540	3	Program Manager	EXEMPT	2	Program Manager	HS EXEMPT	2
540	3	Service Coord. Supervisor	NEHR	9	Service Coordination Supervisor	HS NEHR	6
540	1	Hospital Liason/Supervisor	NEHR	9	Hospital Liason Supervisor	HS NEHR	6
540	19	Service Coordinator II	NEHR	6	Service Coordinator I	HS NEHR	1
540	1	Service Information Officer/QA	NEHR	6	QA / Service Information Officer	HS EXEMPT	1
570	1	CSS/Housing Manager	NEHR	10	CSS / Housing Manager	HS EXEMPT	2
570	2	Case Manager	NEHR	8	Case Manager I	HS NEHR	1
570	1	Program Specialist	NEHR	10	Program Specialist	HS NEHR	5
570	1	Program Manager	NEHR	10	Program Manager	HS EXEMPT	2
570	3	Housing Supports Coord.	NEHR	6	Housing Supports Coordinator I	HS NEHR	1

2022 Human Services Non-Exempt Hourly Pay Grade / Position Listing

Pay Grade	Position Listing	
1	Aging Care Manager I	
	Case Manager I	
	Compliance Coordinator	
	D&A Case Mgmt. Spec. I	
	Housing Supports Coord. I	
	Service Coord. I	
	Service Information Officer/QA	
	Outreach Case Consultant I	
	Foster Care Case Consultant I	
	Ind. Living Case Consultant I	
	Volunteer/Apprise Coord. I	
	2	Administrative Officer
Aging Care Manager II		
Case Manager II		
D&A Case Mgmt. Spec. II		
ERAP Supports Coord.		
Family Case Consultant I		
Foster Care Case Consultant II		
Housing Supports Coord. II		
Ind. Living Case Consultant II		
Outreach Case Consultant II		
Service Coord. II		
Volunteer/Apprise Coord. II		
3	Aging Care Manager III	
	Case Manager III	
	Community Health Nurse	
	Crisis Investigation Spec. I	
	D&A Case Mgmt. Consultant III	
	Family Case Consultant II	
	Foster Care Case Consultant III	
	Housing Supports Coord. III	
	Ind. Living Case Consultant III	
	Outreach Case Consultant III	
	Service Coord. III	
	Volunteer/Apprise Coord. III	
4	Crisis Investigation Spec. II	
	Family Case Consultant III	
5	Crisis Investigation Spec. III	
	Program Specialist	
6	Aging Care Supervisor	Transition to Exem @ 47,476.00 / yr.
	Hospital Liaison Supervisor	Transition to Exem @ 47,476.00 / yr.
	Senior Program Specialist	Transition to Exem @ 47,476.00 / yr.
	Service Coordination Supervisor	Transition to Exem @ 47,476.00 / yr.

2022 Human Services Non-Exempt Hourly Pay Grade / Position Listing

Pay Grade	Position Listing	
1	Aging Care Supervisor	HSNEHR 6 until 47,476.00 / yr.
	Hospital Liaison Supervisor	HSNEHR 6 until 47,476.00 / yr.
	Senior Program Specialist	HSNEHR 6 until 47,476.00 / yr.
	Service Coordination Supervisor	HSNEHR 6 until 47,476.00 / yr.
2	Clinical Manager	
	CSS/Housing Manager	
	Program Manager	
	Senior Service Coord. Supervisor	
3	CYFS Program Director	
	Older Adult Services Director	
	PIC Program Director	
4	CYFS Director	
	Deputy HS Administrator	
5	Human Services Administrator	

2022 HS Non-Exempt Hourly

Grade	Minimum	Maximum
1	\$ 15.8700	\$ 24.3400
2	\$ 16.7500	\$ 25.6900
3	\$ 17.6700	\$ 27.1100
4	\$ 18.6300	\$ 28.5800
5	\$ 20.1200	\$ 30.8600
6	\$ 21.7200	\$ 33.3200

2022 HS Exempt

Grade	Minimum	Maximum
1	\$ 47,476.00	\$ 69,334.45
2	\$ 48,814.34	\$ 74,881.20
3	\$ 52,719.49	\$ 80,871.70
4	\$ 56,937.05	\$ 87,341.43
5	\$ 61,492.01	\$ 94,328.74

Longevity Plan #1

Titles Included:

Assessor/Screeners, Crisis Investigation Specialist, Family Case Consultant

Steps:

1. After 12 months of service and completion of 36 hours of training within this time frame, promote one step.
2. After 24 months of service and completion of 36 hours of training within this time frame, promote one step.
3. After 36 months of service and completion of 36 hours of training within this time frame, rate adjustment of \$0.50 / hr.
4. After 48 months of service and completion of 36 hours of training within this time frame, rate adjustment of \$0.75 / hr.
5. After 60 months of service and completion of 36 hours of training within this time frame, rate adjustment of \$1.00 / hr.

Longevity Plan #2

Titles Included:

Aging Care Manager, Case Manager, Drug & Alcohol Case Mgmt. Specialist, Foster Care Case Consultant, Housing Supports Coordinator, Independent Living Case Consultant, Outreach Case Consultant, Service Coordinator, Volunteer Program/Apprise Coordinator

Steps:

1. After 18 months of service and completion of 54 hours of training within this time frame, promote one step.
2. After 36 months of service and completion of 54 hours of training within this time frame, promote one step.
3. After 54 months of service and completion of 54 hours of training within this time frame, rate adjustment of \$0.75 / hr.

Longevity Plan #3

Titles Included:

Service Coordination Supervisor (Ongoing & PIC), Senior Service Coordination Supervisor

Steps:

1. After 12 months of service and completion of 36 hours of training within this time frame, rate adjustment of \$0.50 / hr.
2. After 24 months of service and completion of 36 hours of training within this time frame, rate adjustment of \$0.50 / hr.
3. After 36 months of service and completion of 36 hours of training within this time frame, rate adjustment of \$0.75 / hr.
4. After 48 months of service and completion of 36 hours of training within this time frame, rate adjustment of \$0.75 / hr.
5. After 60 months of service and completion of 36 hours of training within this time frame, rate adjustment of \$0.75 / hr.

Longevity Plan #4

Titles Included:

Aging Care Supervisor, Clinical Manager, Compliance Coordinator, Community Health Nurse, CSS/Housing Manager, CYFS Director, CYFS Program Director, Deputy Human Services Administrator, Hospital Liaison Supervisor, Human Services Administrator, Older Adult Services Director, PIC Program Director, PIC Program Manager, Program Manager, Program Specialist, QA/Service Information Officer, Senior Program Specialist, Service Coordination Supervisor (except Ongoing & PIC)

Steps:

1. After 18 months of service and completion of 54 hours of training within this time frame, rate adjustment of \$0.50 / hr.
2. After 36 months of service and completion of 54 hours of training within this time frame, rate adjustment of \$0.50 / hr.
3. After 54 months of service and completion of 54 hours of training within this time frame, rate adjustment of \$0.75 / hr.