

Reviewed by: _____

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SB

SALARY BOARD MINUTES JULY 11, 2023

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

Commissioner Samuel Breene
Commissioner Chip Abramovic
Sabrina Backer, Chief Clerk
Melanie Bailey, Admin. Assistant
Ri h Winkler, Solicitor
Jeannie Ritchey, Acting Treasurer
Diona Brick, Fiscal
Vincent Witherup, Election Board
Bonnie Summers, Election Board

Justin Wolfe, Human Resources
Amie Wood – Wessell, Human Services
Mark Seigworth, Public Safety
Hilary Buchanan, Planning
Luke Kauffman, Two Mile Run Park
Ken Bryan, Citizen
Kara O'Neil, The Derrick
Rev. Mark Elliston, Christ Episcopal Church

Election Board meeting was convened and adjourned prior to the start of the Retirement Board meeting. 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 4:36 pm

APPROVAL OF THE MINUTES FROM THE JUNE 13, 2023 MEETING:

- Jeannie Ritchey, Acting Treasurer made a motion to approve the minutes from the June 13, 2023 meeting, seconded by Commissioner Abramovic, aye all.

PUBLIC COMMENT:

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

SALARY BOARD ITEMS FOR CONSIDERATION:

Justin Wolfe presented the Salary Board agenda for approval:

DEPARTMENT #130 – HUMAN RESOURCES

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Employee Benefits Coordinator	FT	80	NEHR	5	
	CREATE:	Human Services Liaison	FT	80	NEHR	8	07/03/2023

DEPARTMENT #260 – DISTRICT ATTORNEY

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Legal Secretary II	PT	24	NEHR	3	
	CREATE:	Legal Secretary II	FT	80	NEHR	3	06/26/2023

DEPARTMENT #509 – HUMAN SERVICES FISCAL

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Accounting Assistant	FT	80	SEIU	12	
	CREATE:	Fiscal Operations Officer I – Transportation Specialist	FT	80	NEHR	8	06/12/2023

DEPARTMENT #520 - CYS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE:	(1) Summer Food Crew Intern	TPT	50	NEHR	1	06/12/2023

*Position to last through 08/31/2023***DEPARTMENT #570 – CSS/HOUSING**

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE:	Department Clerk III	PT	40	SEIU	8	07/03/2023

REALLOCATION

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	FROM:	Housing Supports Coordinator	FT	80	HSNEHR	1	
	TO:	Housing Supports Trainee	FT	80	NEHR	5	06/23/2023

Position to reallocate back to Housing Supports Coordinator on 01/05/2024

- Commissioner Abramovic made a motion to approve the above Salary Board Agenda items, seconded by Jeannie Ritchey, Acting Treasurer, 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 pm upon a motion by Commissioner Abramovic and a second by Jeannie Ritchey, Acting Treasurer, aye all.

Respectfully submitted,


Melanie A. Bailey
Administrative Assistant