

Reviewed by:





SALARY BOARD MINUTES DECEMBER 12, 2023

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 Asst
Rich Winkler, Solicitor
Jeannie Ritchey, Acting Treasurer
Diona Brick, Fiscal
Justin Wolfe, Human Resources
Amie Wood – Wessell, Human Services
Hilary Buchanan, Planning
Bonnie Summers, Election Board

Vince Witherup, Election Board
Sarah Margherio, ORLA
Judith Etzel, ORLA
Jessica Struthers, ORLA
Jennifer Taylor, ORLA
Dan Flaherty, ORLA
David Mayer, ORLA
Jessica Rudegeair, ORLA
Ken Bryan
Kevin Dulaney
Sandy Dulaney
Doug Strawn, Canal Wesleyan 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 4:38 pm

APPROVAL OF THE MINUTES FROM THE NOVEMBER 14, 2023 MEETING:

- Commissioner Abramovic made a motion to approve the minutes from the November 14, 2023 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:

Justin Wolfe presented the Salary Board agenda for approval:

DEPARTMENT #235 – MDJ 3 - 3

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE:	Administrative Assistant II	FT	80	NEHR	5	11/29/2023
<i>Note: Position to be used to train new Administrative Assistant II due to upcoming retirement. Current Administrative Assistant II position will be abolished on 12/15/23 upon retirement of current staff.</i>							

DEPARTMENT #535 – SUBSTANCE ABUSE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE:	SCA Administrator	FT	80	HSEXEM	4	10/10/2023

- Sabrina Backer, Chief Clerk 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.

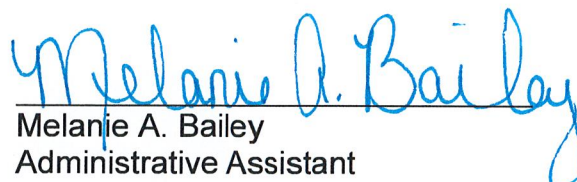
PUBLIC COMMENT:

There was no public comment offered.

ADJOURNMENT:

The meeting was adjourned at 4:40 pm upon a motion by Jeannie Ritchey, Acting Treasurer and a second by Commissioner Dulaney, aye all.

Respectfully submitted,


Melanie A. Bailey
Administrative Assistant