

**SALARY BOARD MINUTES
JANUARY 09, 2024**

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

Justin Wolfe, Human Resources
Amie Wood – Wessell, Human Services
Hilary Buchanan, Planning
Mark Seigworth, EMA/911
Patrick Servey, EMA/911
Kara O'Neil, The Derrick
Julie Bullard, Court Supervision Services
Pastor Eric Reamer, Free Christian 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 4:35 pm

APPROVAL OF THE MINUTES FROM THE DECEMBER 12, 2023 MEETING:

Commissioner Abramovic made a motion to approve the minutes from the December 12, 2023 meeting, seconded by Commissioner Bryan, aye all.

PUBLIC COMMENT:

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

SALARY BOARD ITEMS FOR CONSIDERATION:

Justin Wolfe, Human Resources presented the Salary Board agenda for approval:

ITEMS FOR CONSIDERATION

DEPARTMENT #155 - MIS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	MIS Director	FT	80	EXEM	4	01/01/2024
2	CREATE:	MIS Director	FT	80	EXEM	5	01/01/2024

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

Note: Inaccurately reported as Department #225 on December Salary Board Agenda

DEPARTMENT #260 – DISTRICT ATTORNEY

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Chief Deputy Assistant DA	FT	80	LEGL	2	01/01/2024
	CREATE:	Assistant District Attorney	FT	80	LEGL	2	01/01/2024
<i>**Re-title of position – no change to pay grade or responsibilities</i>							

DEPARTMENT #520 – CHILDREN & YOUTH SVC.

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Service Coordination Supervisor – Ongoing (2 positions)	FT	80	HSNEHR	6	01/01/2024
2	CREATE:	Service Coordination Supervisor – Ongoing (2 positions)	FT	80	HSEXEM	1	01/01/2024
<i>**Incumbents have reached the salary threshold necessary for overtime exemption</i>							
1	ABOLISH:	Service Coordination Supervisor – Ongoing	FT	80	HSEXEM	1	01/07/2024
2	CREATE:	Service Coordination Supervisor – Ongoing	FT	80	HSNEHR	6	01/07/2024
<i>**Incumbent has left position – reset for recruitment purposes</i>							
3	ABOLISH:	Sr. Program Specialist – Training/QA	FT	80	HSNEHR	6	01/01/2024
4	CREATE:	St. Program Specialist – Training/QA	FT	80	HSEXEM	1	01/01/2024
<i>**Incumbent has reached the salary threshold necessary for overtime exemption.</i>							

DEPARTMENT #535 – SUBSTANCE ABUSE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Sr. Program Specialist – Addictions	FT	80	HSNEHR	6	01/01/2024
2	CREATE:	Sr. Program Specialist – Addictions	FT	80	HSEXEM	1	01/01/2024
<i>**Incumbents have reached the salary threshold necessary for overtime exemption</i>							

DEPARTMENT #540 – MH/DS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Service Coordination Supervisor - DS	FT	80	HSNEHR	6	01/01/2024
2	CREATE:	Service Coordination Supervisor - DS	FT	80	HSEXEM	1	01/01/2024
<i>**Incumbents have reached the salary threshold necessary for overtime exemption</i>							

DEPARTMENT #570 – CSS/HOUSING

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	CSS/Housing Supervisor	FT	80	HSNEHR	6	01/01/2024
2	CREATE:	CSS/Housing Supervisor	FT	80	HSEXEM	1	01/01/2024
<i>**Incumbents have reached the salary threshold necessary for overtime exemption</i>							

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

OTHER BUSINESS:

There was no other business to be conducted.

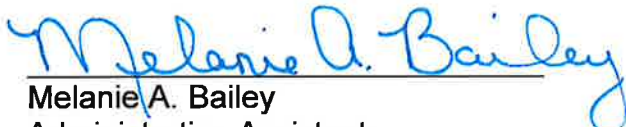
PUBLIC COMMENT:

There was no public comment offered.

ADJOURNMENT:

The meeting was adjourned at 4:34 pm upon a motion by Commissioner Abramovic and a second by Commissioner Bryan, aye all.

Respectfully submitted,

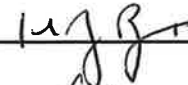

Melanie A. Bailey
Administrative Assistant

Reviewed by:

Samuel H. Breene



Kenneth J. Bryan



Albert A. Abramovic

