

SALARY BOARD MINUTES

FEBRUARY 20, 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 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

Bridey Keller, Human Resources
Amie Wood – Wessell, Human Services
Hilary Buchanan, Planning
Julie Bullard, Court Supervision Services
Kara O'Neil, The Derrick
Luka Krneta, The Derrick
Irene McCabe, Citizen
Ken Duffee, Rocky Grove Grace 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 2:06 pm

APPROVAL OF THE MINUTES FROM THE JANUARY 09, 2024 MEETING:

- Commissioner made a motion to approve the minutes from the January 09, 2024 meeting, seconded by Commissioner, 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 #115 – VOTER REGISTRATION

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create:	Department Clerk II	TPT	48	NEHR	2	02/01/2024

Note: Position to last through April 2024 to assist with preparation and execution of election.

DEPARTMENT #235 – MDJ 3-3

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	Abolish:	Administrative Assistant II	FT	75	NEHR	5	12/15/2023

Note: Position used to train new employee no longer needed.

DEPARTMENT #260 – DISTRICT ATTORNEY

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create:	Administrative Assistant II	PT	48	NEHR	5	01/17/2024

DEPARTMENT #270 – SHERIFF’S OFFICE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create:	Deputy Sheriff	FT	80	NEHR	6	02/01/2024
<i>Note: Position used to cover for extended employee leave – to be reassessed at time employee returns.</i>							

DEPARTMENT #509 – HUMAN SERVICE FISCAL

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	Abolish:	Accounting Assistant	FT	80	SEIU	12	02/04/2024
2	Create:	Accounting Assistant	PT	48	SEIU	12	02/04/2024

DEPARTMENT #535 – SUBSTANCE ABUSE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	Abolish:	SCA Administrator	FT	80	HSEXEM	4	01/11/2024
2	Create:	Assistant SCA Administrator	FT	80	HSEXEM	2	01/11/2024

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

OTHER BUSINESS:

There was no other business to be conducted.

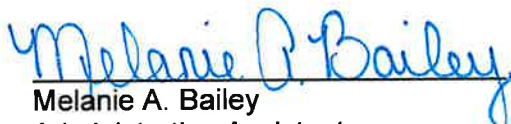
PUBLIC COMMENT:

There was no public comment offered.

ADJOURNMENT:

The meeting was adjourned at 2:07 pm upon a motion by Jeannie Ritchey, Treasurer 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

