

SALARY BOARD MINUTES DECEMBER 10, 2024

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

Samuel H Breene, Commissioner
Kenneth J Bryan, Commissioner
Chip Abramovic, Commissioner
Bridey Shawgo, Chief Clerk
Laura Anna, Commissioners Office
Rich Winkler, Solicitor
Jeannie Ritchey, Treasurer
Diona Brick, Fiscal
Justin Wolfe, HR

Amie Wood-Wessell, Human Services
Luke Kauffman, Park
Hilary Buchanan, Planning
Mark Seigworth, 911
Bill Buchna, Airport
Donna Fletcher
Jim Donston, Motorola Solutions
Kara O'Neil, The Derrick
Laura O'Neil, Commissioners Office

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 4:36pm

APPROVAL OF THE MINUTES FROM THE NOVEMBER 12, 2024 MEETING:

- Jeannie Ritchey, Treasurer, made a motion to approve the minutes from the November 12, 2024 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:

The following Salary Board items were presented for approval by Justin Wolfe:

DEPARTMENT #160 - MAINTENANCE

<u>#</u>	<u>Action</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>
1	ABOLISH:	Maintenance Worker IV (2 Positions)	FT	80	SEIU	12	1/1/2025
	CREATE:						

DEPARTMENT #180 – TREASURERS OFFICE

<u>#</u>	<u>Action</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>
1	ABOLISH:	Department Clerk II	PT	40	SEIU	6	1/1/2025
	CREATE:						

DEPARTMENT #205 - COURTS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Court Recording Monitor/Transcriptionist (2 Positions)	FT	80	NEHR	4	1/1/2025
2	CREATE:	Administrative Assistant II	FT	80	NEHR	5	1/1/2025

DEPARTMENT #240 – MDJ 3-4

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Legal Secretary II	FT	75	NEHR	5	1/1/2025
	CREATE:						

DEPARTMENT #265 - PROTHONOTARY

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Department Clerk II (2 positions)	FT	80	NEHR	2	1/1/2025
	CREATE:						

DEPARTMENT #270 – SHERIFFS OFFICE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Deputy Sheriff – SRO (2 positions)	PT	40	NEHR	6	1/1/2025
2	ABOLISH:	Deputy Sheriff	PT	40	NEHR	6	1/1/2025
3	REALLOCATE:	Deputy Sheriff – Corporal	FT	80	HSNEHR	6	
	INTO:	Deputy Sheriff	FT	80	HSNEHR	6	1/1/2025

DEPARTMENT #305 - PRISON

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Corrections Officer (3 Positions)	PT	48	AFSC	11	1/1/2025
2	ABOLISH:	Corrections Monitor (2 Positions)	PT	7	AFSC	11	1/1/2025
3	ABOLISH:	Correctional Nurse (2 Positions)	FT	80	NEHR	6	1/1/2025
4	ABOLISH:	Correctional Intern (2 Positions)	FT	80	NEHR	1	1/1/2025

DEPARTMENT #405 - AIRPORT

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH:	Maintenance Worker III	FT	80	SEIU	10	1/1/2025
	CREATE:						

CORRECTION TO 11/14/24 SALARY BOARD AGENDA
DEPARTMENT #530 – PIC UNIT

<u>#</u>	<u>Action</u>	<u>Position</u>	<u>Status</u>	<u>Hr/Pay</u>	<u>Group</u>	<u>Grade</u>	<u>Effective</u>
1	CREATE:	Older Adult Protective Services Investigator	FT	80	HSNEHR	4	11/24/2024
	Note: Position created should have been part-time, 40 hours/pay.						

- Commissioner Abramovic made a motion to approve the above Salary Board Agenda items, seconded by Commissioner Bryan, aye all.
- b.) Approval of Salary Board Memo Detailing 2025 Comp Plan. A copy is on display in the Commissioners Office for review. Commissioner Bryan made a motion to approve, 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 4:38 pm upon a motion by Jeannie Ritchey, Treasurer and a second by Commissioner Abramovic, aye all.

Respectfully submitted,

Laura E. Anna
Administrative Assistant

Reviewed by: Samuel H. Breene

Kenneth J. Bryan

Albert A. Abramovic