

SALARY BOARD MINUTES

MAY 16, 2025

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
 Dorothy "Dottie" Tawney, Chief Clerk
 Laura O'Neil, Admin. Assistant
 Rich Winkler, Solicitor
 Jeannie Ritchey, Treasurer
 Diona Brick, Fiscal
 Justin Wolfe, Human Resources
 Amie Wood-Wessell, Human Services
 Hilary Buchanan, Planning
 Laura Anna, Elections
 Isaac Hastings, Court Supervision

Eric Foy, Sheriff
 Merle Geisey, Sheriff Deputy
 Kara O'Neil, The Derrick
 Gavin Fish, EYT Media
 Randy Stachelrodt, Remake Learning Days
 Christine Sparks-DuPont, Remake Learning Days
 Delea Motter, Remake Learning Days
 Eryn Moore, Remake Learning Days
 Kristy Moore, Remake Learning Days
 Bob King, ABATE
 Leroy Shuffstall, ABATE
 Ken, ABATE

Commissioner Sam Breene said the Invocation before the meeting.

All rose and said the Pledge of Allegiance.

The Election Board meeting was convened and adjourned. The Retirement Board meeting was convened and adjourned.

1. Commissioner Breene called the Salary Board meeting to order at 1:07 p.m.
2. Jeannie Ritchey, Treasurer, made a motion to approve the minutes from the April 8, 2025, Salary Board meeting, seconded by Commissioner Bryan, aye all.
3. There was no public comment on the Salary Board meeting.
4. Salary Board Items for Consideration:
Justin Wolfe, Director of Human Resources, presented the Salary Board agenda for approval:
 - a. Salary Board Items for Consideration, Attachment B:

Attachment B – Salary Board

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create	205 – Courts	Legal Intern	TFT	80	NEHR	1	5/05/2025
<i>Note: Position to last through September 1st</i>								
1	Create	260 – District Attorney's Office	Legal Intern	TFT	80	NEHR	1	5/19/2025
<i>Note: Position to last through August 8th</i>								

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Abolish	590 – Housing/Community Support SVC	Senior Program Specialist	FT	80	HSEXEM	1	4/13/2025
2	Create	590 – Housing/Community Support SVC	CSS Supervisor	FT	80	HSNEHR	1	4/13/2025

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create	605 – Park	Snack Shack Attendant (8 positions)	TFT	80	NEHR	1	5/23/2025
<i>Note: Positions to last through September 8th</i>								
2	Create	605 – Park	Department Clerk Intern	TFT	80	NEHR	1	5/01/2025
<i>Note: Position to last through September 1st</i>								
3	Create	605 – Park	Lifeguard (10 positions)	TPT	60	NEHR	3	5/25/2025
<i>Note: Positions to last through September 8th</i>								
4	Create	605 – Park	Maintenance Worker Intern (2 positions)	TFT	80	NEHR	1	4/01/2025
<i>Note: Positions to last through September 30th</i>								

CORRECTION TO 04/08/2025 AGENDA:

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create	205 – Courts	Court Crier	TPT	20	NEHR	1	4/9/2025
<i>Note: Position was not created; alternative coverage for employee absence was found.</i>								

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

- b. Ratification of April Salary Board items (Attachment BB)
(Since there was no quorum, Salary Board was not convened in April)

Attachment BB – April Salary Board

Items for Consideration...

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Abolish	145 – Assessment	Field Assessor	FT	80	NEHR	7	3/16/2025
2	Create	145 – Assessment	Data Collector	FT	80	NEHR	5	3/16/2025
<i>Note: Temporary position for a period of up to 1 year to allow for CPE certification</i>								

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create	205 – Courts	Court Crier	TPT	20	NEHR	1	4/9/2025

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Abolish	509 – Human Services Fiscal	Fiscal Operations Officer I	FT	80	NEHR	8	4/13/2025
2	Create	509 – Human Services Fiscal	Budget Analyst II	FT	80	NEHR	10	4/13/2025

The following is the proposal for adjustments to the Human Services Non-Exempt Hourly (HSNEHR) and Human Services Exempt (HSEXEM) pay grades and pay ranges. Adjustments to the pay ranges was necessary to continue to maintain a competitive wage and ensure that agencies that provide protection and assistance to the children and vulnerable populations of our community are able to remain staffed and provide services without interruption. Details regarding each of the changes are listed below and outlined in the noted attachments.

Attachments for HSNEHR Positions: The compensation plan that lists said positions with the pay grade assignment (HSNE25.1) and the corresponding pay scales (attachment NE25.2).

Attachments for Exempt Salaried Positions: The compensation plan that lists said positions with the pay grade assignment (HSES25.1) and the corresponding pay scales (attachment ES25.2).

Salary Adjustments: Employees currently in affected positions that are earning less than the new starting rate will have their rate of pay adjusted to match the new starting rate. No additional increases in salary shall be granted as part of this adjustment.

Reallocation of Position: All current Service Coordination Supervisor positions and Senior Program Specialist positions that are classified as HSNEHR Pay Grade 6 will be reallocated to HSEXEM Pay Grade 1. Affected staff will be transitioned from hourly to exempt and, if necessary, will be adjusted to the new starting rate of HSEXEM Pay Grade 1.

Venango County Administrative Rules: This document was updated to support and detail the changes as they relate to the adjustments made in our Human Services Departments.

Attachment HSES25.1

2025 Human Services Exempt Hourly Pay Grade/Position Listing

Pay Grade	Position Listing
1	Aging Care Supervisor
	CSS/Housing Supervisor
	GPS/CPS Investigator Supervisor
	Hospital Liaison Supervisor
	Senior Program Specialist
	Service Coordination Supervisor (Family/Ongoing)
	Service Coordination Supervisor
2	Clinical Manager
	CSS/Housing Manager
	Program Manager
	Senior Service Coord. Supervisor
3	Program Director
	Older Adult Services Director
4	CYFS Director
	PIC Unit Director
	SCA Administrator
5	Human Services Administrator

Attachment ES25.2

2025 Human Services Exempt Pay Grade Ranges

Grade	Minimum	Maximum
1	\$51,188.80	\$77,806.98
2	\$54,260.13	\$82,475.40
3	\$57,515.74	\$87,423.92
4	\$60,966.68	\$92,669.35
5	\$64,624.68	\$98,229.51

2025 Human Services Non-Exempt Hourly Pay Grade/Position Listing

Pay Grade	Position Listing
1	Aging Care Manager I
	Case Manager I
	D&A Case Mgmt. Spec. I
	Housing Supports Coord. I
	Service Coord. I
	QA/Service Information Officer
	Outreach Case Consultant I
	Foster Care Case Consultant I
	Ind. Living Case Consultant I
	Volunteer/Apprise Coord. I
2	Aging Care Manager II
	Aging Well Assessor
	Case Manager II
	D&A Case Mgmt. Spec. II
	Foster Care Case Consultant II
	Housing Supports Coord. II
	HS Safety and Compliance Coordinator
	Ind. Living Case Consultant II
	Outreach Case Consultant II
	Service Coord. II
3	Volunteer/Apprise Coord. II
	Aging Care Manager III
	Case Manager III
	Community Health Nurse
	D&A Case Mgmt. Consultant III
	Foster Care Case Consultant III
	Housing Supports Coord. III
	Ind. Living Case Consultant III
	Outreach Case Consultant III
	Service Coord. III
4	Volunteer/Apprise Coord. III
	Assessor/Screeners I
	Family Case Consultant I
	GPS/CPS Investigator I
5	Older Adult Services Investigator I
	Assessor/Screeners II
	Crisis Investigation Spec. I
	Family Case Consultant II
	GPS/CPS Investigator II
	Older Adult Services Investigator II
6	Program Specialist
	Assessor/Screeners III
	CPS/GPS Investigator
	Crisis Investigation Spec. II
	Family Case Consultant III
	GPS/CPS Investigator III
7	Older Adult Services Investigator III
	Crisis Investigation Spec. III

2025 Human Services Non-Exempt Hourly Pay Grade Ranges

Grade	Minimum	Maximum
1	\$16.3700	\$24.8400
2	\$17.2500	\$26.1900
3	\$18.1700	\$27.6100
4	\$21.1000	\$32.0720
5	\$22.7900	\$34.6408
6	\$24.6100	\$37.4072
7	\$26.5800	\$40.4016

5. No other business was conducted
6. There was no public comment.
7. Jeannie Ritchey, Treasurer, made a motion to adjourn the meeting at 1:10 p.m., seconded by Commissioner Bryan, aye all.

Respectfully submitted,

Laura O'Neil
Administrative Assistant

Reviewed by:

Samuel H. Breene

Kenneth J. Bryan

Albert A. Abramovic