

SALARY BOARD MINUTES

JUNE 9, 2026

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 Timothy Heffernan
 Dorothy "Dottie" Tawney, Chief Clerk
 Laura O'Neil, Admin. Assistant
 Rich Winkler, Solicitor
 Jeannie Ritchey, Treasurer
 Laura Anna, Elections
 Justin Wolfe, HR
 Michael Anderson, Fiscal
 Amie Wood-Wessell, Human Services

Kara Kauffman, Park
 Kelly Holden, Domestic Relations
 Tahara Bish, Domestic Relations
 Amy McCracken, Domestic Relations
 Jeremy Coyer, Pastor
 Randy Bartley, Explore
 Karter Hoffman, Guest
 Brooke Hoffman, Guest
 Shelly Walters, Guest
 Vince Witherup, Election Board

Pastor Jeremy Coyer, Christ Covenant Church, Franklin, 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 4:38 p.m.
2. Jeannie Ritchey, Treasurer, made a motion to approve the minutes from the Dec. 9, 2025, Salary Board meeting, seconded by Commissioner Heffernan, aye all.
3. There was no public comment on the Salary Board meeting.
4. Salary Board Items for Consideration:
 - a. Salary Board Items for Consideration, Attachment B:

Attachment B – Salary Board

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create	135 – Fiscal	Director of Finance, Management, and Fiscal Svc.	FT	80	EXEM	6	5/4/2026

Note: Position to be used for training purposes and will be abolished upon retirement of current Fiscal Director 6/26/26

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Reallocate	145 – Assessment	Data Collector	FT	80	NEHR	5	
	To:		Field Assessor	FT	80	NEHR	7	3/30/2026

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create	205 – Courts	Legal Intern	TFT	80	NEHR	1	5/19/26

Note: Position to last no longer than August 31st and will be abolished upon hire of new Law Clerk.

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Reallocate	270 – Sheriff's Office	Administrative Assistant I	FT	80	NEHR	4	
	To:	270 – Sheriff's Office	Administrative Assistant II	FT	80	NEHR	5	3/1/2026
#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Reallocate	305 – Prison	Corrections Officer (2 positions)	FT	80	AFSCME	11	
	To:	305 – Prison	Field Training Officer (2 positions)	FT	80	AFSCME	11	4/12/2026
1	Reclassify	305 – Prison	Field Training Officer (All positions)	FT	80	AFSCME	11	
	To:	305 – Prison	Corporal	FT	80	AFSCME	11	6/1/2026
<i>Note: Reclassification only changes title. No change in rate of pay.</i>								
1	Reclassify	305 – Prison	Captain	FT	80	NEHR	9	
	To:	305 – Prison	Major	FT	80	NEHR	9	6/1/2026
<i>Note: Reclassification only changes title. No change in rate of pay.</i>								

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Reallocate	509 – HS Fiscal	Fiscal Operations Officer II	FT	80	NEHR	9	
	To:	509 – HS Fiscal	Budget Analyst II	FT	80	NEHR	10	5/24/2026

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Abolish	510 – Older Adult Services	Community Health Nurse	FT	80	HSNEHR	3	3/10/2026

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Reallocate	570 – CSS/Housing	CSS/Housing Supervisor	FT	80	HSEXEM	1	
	To:	570 – CSS/Housing	CSS Program Manager	FT	80	HSEXEM	2	3/1/2026

#	Action	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Create	605 – Park	Maintenance Worker IV	PT	40	NEHR	4	3/30/2026
2	Create	605 – Park	Park Maintenance Manager	FT	80	EXEM	2	3/30/2026

- Commissioner Bryan made a motion to approve the above (Attachment B), seconded by Commissioner Heffernan, aye all.

b. Approval of Salary Board Narrative

SALARY BOARD ITEMS FOR CONSIDERATION

June 9, 2026

Like many public and private employers across the region, the County is facing ongoing challenges attracting and retaining employees in critical roles. Maintaining a stable workforce helps reduce turnover, training costs, and disruptions of important services for our community. The changes above are meant to address these serious concerns. The County remains committed to balancing fiscal responsibility with the need to provide dependable services to our community.

Pay grades, detailed in attachments HSNEHR26.01 & HSEXEM26.01, have been updated to remove outdated classifications. This change will result in some employees being reclassified downward as they are moved out of obsolete position classifications. All remaining positions maintain their current classification and are detailed on the attachments noted above. All current employees will be placed into the new pay grades with consideration of their current placement within their current pay grade.

Effective 07/05/26, the HSNEHR and HSEXEM pay ranges have been updated, detailed in attachments HSNEHR26.02 and HSEXEM26.02.

Effective 01/01/27, the NEHR and EXEM pay ranges will be updated, detailed in attachments NEHR26.02 and EXEM26.02. The pay grades for each have been updated as well to remove a number of positions from the hourly grades that transitioned to exempt upon reaching the County designated exempt threshold. The updated pay grades are included as attachments NEHR26.01 and EXEM26.01.

Additionally, the "Step Program" that was previously part of the compensation plan for Human Services positions, will no longer be in effect, effective 07/05/26. Employees will no longer be eligible for "step" increases or promotions after this date.

Finally, the Administrative Rules have been updated and prepared for approval to remove mention of any recruitment and retention bonus programs for the Human Service Departments. Any employee that is currently entered into an agreement for an annual retention bonus shall receive their payments as detailed in the agreement; however, there will be no option to continue the agreement at the conclusion of the annual obligation.

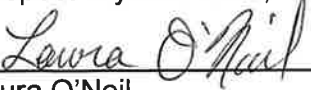
- Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

5. No other business was conducted.

6. There was no public comment.

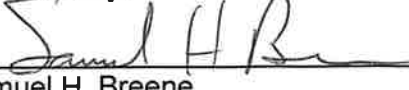
7. Jeannie Ritchey, Treasurer, made a motion to adjourn the meeting at 4:41 p.m., seconded by Commissioner Heffernan, aye all.

Respectfully submitted,



Laura O'Neil
Administrative Assistant

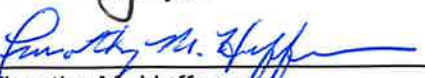
Reviewed by:



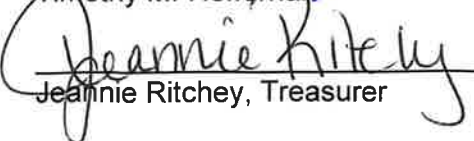
Samuel H. Breene



Kenneth J. Bryan



Timothy M. Heffernan



Jeannie Ritchey, Treasurer