

**Salary Board Minutes
March 8, 2011**

Those present:

Steve Allison
Stephanie Wilshire

Donna Reinsel
Jeff Himes

Frank Stacy
Jayne Smail

Roll Call:

Commissioner Cyphert: present
Commissioner Hartle: present
Commissioner Reddinger: present
Treasurer Snyder: present
Prothonotary Himes: present

Approval of the Agenda:

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to accept the agenda as presented. The motion passed.

Approval of the Minutes:

On a motion made by Commissioner Hartle and second by Commissioner Reddinger to accept the minutes dated February 22, 2011. The motion passed.

Business:

1.) Prothonotary- Deputy Clerk of Courts- Re-Classify. Requested hourly wage: \$8.72. Range 7 Step A. 34 hr/week. Level 2. Increase of case load assignments, as well as, implementation of scanning civil documents. Effective Date: 3/8/11. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #1 as presented. The motion passed.

Roll Call Vote:

Commissioner Cyphert: yes
Commissioner Hartle: yes
Commissioner Reddinger: yes
Treasurer Snyder: yes
Prothonotary Himes: yes

2.) Commissioners – Confidential Secretary – Create Position. Requested Salary: \$21, 330. Range 13 Step G. 35 hr/week. Level 1. Effective Date: 2/25/11. On a motion made

by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #2 as presented. The motion passed.

Roll Call Vote:

Commissioner Cyphert: yes
Commissioner Hartle: yes
Commissioner Reddinger: yes
Treasurer Snyder: yes

3.) Commissioners – Confidential Secretary- Re-assignment. Requested Salary: \$21, 330. Range 13 Step G. 35 hr/week. Level 1. Carol Clinger. Effective Date: 2/25/11. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #3 as presented. The motion passed.

Roll Call Vote:

Commissioner Cyphert: yes
Commissioner Hartle: yes
Commissioner Reddinger: yes
Treasurer Snyder: yes

4.) Human Resources- Human Resource Manager – Promotion. Requested Salary: \$42,587. Range 30 Step S. 35 hr/week. Level 1. Change in position and roles. Brianna Kline. Effective Date: 3/7/11. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #4 as presented. The motion passed.

Roll Call Vote:

Commissioner Cyphert: yes
Commissioner Hartle: yes
Commissioner Reddinger: yes
Treasurer Snyder: yes

5.) Area Agency on Aging – Clerk Typist 2 – New Hire. Requested Salary: \$15,861. Range 7 Step A 35 hr/wk. Level 1. Adjusted 2011 pay rate increase. Lethia Seitz. Effective Date: 3/7/11. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #5 as presented. The motion passed.

Roll Call Vote:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

Other Business: No other business was brought before the Board at this time.

Question and Answer Period: There were no questions asked of the Board at this time.

Adjournment: On a motion made by Commissioner Hartle and second by Commissioner Reddinger to adjourn the meeting at 9:18 a.m. The motion passed.