

Salary Board Minutes

September 13, 2011

Those Present:

Ron Wilshire	Kay Rupert	David Dunn	Jim McConnell
Donna Reinsel	Jeff Himes	Greg Faller	Theresa Snyder
Patty Anderson	Angi Keller	Wayne Brosius	Frank Stacy

Roll Call:

Commissioner Cyphert: present

Commissioner Hartle: present

Commissioner Reddinger: absent

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 August 23. The motion passed.

Business:

1.) Prothonotary – Deputy Clerk of Courts-New Hire. Requested hourly wage: \$8.65. Beth Stewart will fill the position left vacant after the re-classify of Alexander Craig. Level 2 / less than 35 hours/week. Beth Ann Stewart. Effective Date: 09/07/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #1 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

Prothonotary Himes: yes

2.) Prothonotary- Deputy Clerk of Courts-Promotion. Requested hourly wage: \$10.78. Alexandra Craig completed her probationary period. Level 1/35 hrs/week. Alexandra Craig. Effective Date: 08/29/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #2 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

Prothonotary Himes: yes

3.) Communications- 9-1-1 Telcommunicator-Promotion. Requested hourly wage: \$10.52. Ashley Polka completed her training period. Level 1 / Range 12/ Step D. Ashley Polka. Effective Date: 09/ 07/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #3 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

4.) Human Service-Create Position-Adult Services/ HAP Caseworker. Requested Hourly Wage: \$13.32. Level 2/Range 20/ Step C. This position was previously housed in the Aging office, which is no longer a County agency. These services will remain county services, but funding cuts require it be reduced to a

part time position. Effective Date: 09/12/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #4 as presented. The motion passed.

*Position was created due to grant funding.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

5.)Human Service- Adult Services/HAP Caseworker- New Hire. Requested Hourly Wage: \$13.32. Level 2/Range 20/ Step C. Jennifer Haight will fill the position. The position is funded by both HSDF and HAP grant funds. Jennifer Haight. Effective Date: 09/12/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #5 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

6.)Tax Claim- Create Position- Deputy Director of Tax Claim. Requested Salary: \$14,950. Level 2/ Range 5 / Step A. Provide assistance to the Director of Tax Claim. Effective Date: 09/13/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #6 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

7.)Tax Claim – Deputy Director of Tax Claim- New Hire. Requested Salary: \$14,950.00. Level 2/ Range 5 / Step A. Megan Kerr will fill the Deputy Director of Tax Claim position. She will learn all job duties in regards to Tax Claim and provide assistance to the Director of Tax Claim. Megan Kerr. Effective Date:

09/13/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #7 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

8.)Assessment-Create New Position- Clerk/Data Collector. Requested Salary Wage: \$22, 855. Level 1/Range 14/ Step C. This position will involve all clerical and counter duties as well as accompany and assist a field assessor in the collector of data used for determining the assessed value of improvements on property for taxation. Effective Date: 09/12/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #8 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

9.) Assessment- Clerk/Data Collector- New Hire. Requested Salary: \$22,855. Level 1/ Range 14/ Step I. Misty Daum will fill the vacant position. Misty Daum. Effective Date: 09/12/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #9 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

10.) OES – Operations & Training Officer- New Hire. Requested Salary: \$24,710/Range 22/ Step D/ Level 1. William Logue will fill position left vacant from Randy Stahlman. William Logue .Effective Date: 09/19/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #10 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

11.) Treasurer’s Office – First Deputy – promotion. Requested Salary: \$30,452/ Range 15/ Step V/ Level 1. Karen Wolbert has taken on additional job duties and responsibilities. Karen Wolbert. Effective Date: 09/12/2011. On a motion made by Commissioner Hartle and second by Commissioner Reddinger to approve Business Item #11 as presented. The motion passed.

Roll Call:

Commissioner Cyphert: yes

Commissioner Hartle: yes

Commissioner Reddinger: yes

Treasurer Snyder: yes

Other Business:

There were no other business items presented before the board at this time.

Questions 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 9:20 a.m. The motion passed.