

1. 10:00 A.M. Salary Board  
Butler County Salary Board

Documents:

[SALARY BOARD MEETING AGENDA 09-15-2021 DRAFT.PDF](#)  
[SALARY BOARD MEETING MINUTES 06-23-21D.PDF](#)



**Butler County Salary Board  
Regular Meeting  
September 15, 2021—10:00 A.M.**

**CALL TO ORDER**

**PUBLIC COMMENT**

**APPROVAL OF MINUTES—June 23, 2021**

**NEW BUSINESS**

**Ratification of the following actions:**

**Court Administration**

1. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for evaluation:
  - Administrative/Financial Assistant
  - In-Custody Coordinator/Law Librarian
  
2. Creation: In-Custody Coordinator/Law Librarian, Pay Grade 7 (20.81—29.14)  
Annual Salary: **[Salary Board will fix the salary at a later date]**  
Effective Date: 07/19/2021  
Status: Full Time (Benefits, Retirement)
  
3. Elimination: Administrative Assistant I, Pay Grade 4 (16.80—23.53)  
Effective Date: 07/19/2021  
Status: Full Time (Benefits, Retirement)

**District Attorney**

4. Elimination: Victim Witness Aide  
(30% VOJO, 70% RASA)  
Effective Date: 01/01/2021  
Status: Full Time (Benefits, Retirement)

5. Elimination: Victim Witness Clerk  
(30% VOJO, 70% RASA)  
Effective Date: 01/01/2021  
Status: Full Time (Benefits, Retirement)
6. Creation: Victim Witness Aide  
(2.5% VOJO, 67.5% RASA, 30% VOCA)  
Effective Date: 01/01/2021  
Status: Full Time (Benefits, Retirement)
7. Creation: Victim Witness Clerk  
(10% VOJO, 72.5% RASA, 17.5% VOCA)  
Effective Date: 01/01/2021  
Status: Full Time (Benefits, Retirement)

**Changes in grant funding sources retroactive to 01/01/2021.**

**Sheriff**

8. The Sheriff is requesting the following base rate:

Deputy Sheriff – Part Time  
Hourly Rate: \$18.3615  
Effective Date: 07/12/2021  
Status: Part Time (No Benefits, No Retirement)

9. The Sheriff is requesting the following base rate:

Deputy Sheriff – Part Time  
Hourly Rate: \$18.3615  
Effective Date: 08/16/2021  
Status: Part Time (No Benefits, No Retirement)

**Human Services**

10. Fix Salary: Administrative Services Manager, Pay Grade 9 (48,852—68,393)  
Annual Salary: \$62,654.00  
Effective Date: 08/15/2021  
Status: Full Time (Benefits, Retirement)

## Information Technology

11. Fix Salary: Systems Engineer, Pay Grade 11 (54,411—76,176)  
Annual Salary: \$56,000.00  
Effective Date: 08/23/2021  
Status: Full Time (Benefits, Retirement)

## Prison

12. Creation: Maintenance Supervisor, Pay Grade 7 (43,292—60,610)  
Annual Salary: **[Salary Board will fix the salary at a later date]**  
Effective Date: 07/01/2021  
Status: Full Time (Benefits, Retirement)

## Property & Revenue—Assessment

13. Creation: Property & Revenue Director, Pay Grade 14 (62,750—87,851)  
Annual Salary: \$75,300.00  
Effective Date: 03/14/2021  
Status: Full Time (Benefits, Retirement)
14. Fix Salary: Administrative Assistant II, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$22.2957  
Effective Date: 07/26/2021  
Status: Full Time (Benefits, Retirement)

## Property & Revenue—Tax Claim

15. Eliminate: Tax Claim Director, Pay Grade 11 (54,411—76,176)  
Annual Salary: \$59,676.02  
Effective Date: 03/14/2021  
Status: Full Time (Benefits, Retirement)

## Property & Revenue—Planning

16. Eliminate: Administrative Assistant I, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$17.6085  
Effective Date: 08/15/2021  
Status: Full Time (Benefits, Retirement)

17. Creation: Administrative Assistant III, Pay Grade 6 (19.48—27.27)  
Hourly Rate: \$23.3700  
Effective Date: 08/15/2021  
Status: Full Time (Benefits, Retirement)

**Approval of the following actions:**

**Clerk of Courts**

18. Eliminate: Second Deputy Clerk of Courts, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

19. Creation: Second Deputy Clerk of Courts, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

**Controller**

20. Creation: First Deputy Controller, Pay Grade 14 (62,750—87,851)  
Annual Salary: \$75,300.97  
Effective Date: 09/20/2021  
Status: Full Time (Benefits, Retirement)

**Prothonotary**

21. Eliminate: Second Deputy Prothonotary, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$22.6683  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

22. Creation: Second Deputy Prothonotary, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$22.6683  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

## Recorder

23. Eliminate: Account Clerk I \*  
Hourly Rate: \$15.3425 (Hired after April 3, 2019)  
Hourly Rate: \$19.6577 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

**\*Must meet the requirements for an Accounts Clerk II and at the recommendation and discretion of the Recorder of Deeds and at least one (1) year after hire or later, each separate position would be eligible for promotion to Accounts Clerk II.**

24. Creation: Account Clerk II  
Hourly Rate: \$16.1897 (Hired after April 3, 2019)  
Hourly Rate: \$20.7431 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

25. Eliminate: Account Clerk I \*  
Hourly Rate: \$15.3425 (Hired after April 3, 2019)  
Hourly Rate: \$19.6577 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

**\*Must meet the requirements for an Accounts Clerk II and at the recommendation and discretion of the Recorder of Deeds and at least one (1) year after hire or later, each separate position would be eligible for promotion to Accounts Clerk II.**

26. Creation: Account Clerk II  
Hourly Rate: \$16.1897 (Hired after April 3, 2019)  
Hourly Rate: \$20.7431 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

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27. Eliminate: Second Deputy Recorder, Pay Grade 4 (16.80—23.53)  
Hourly Rate: **[Position is vacant]**  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

28. Creation: Reconciliation Clerk I  
Hourly Rate: \$18.0472 (Hired after April 3, 2019)  
Hourly Rate: \$23.1230 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

29. Eliminate: Account Clerk II  
Hourly Rate: \$16.1897 (Hired after April 3, 2019)  
Hourly Rate: \$20.7431 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

30. Creation: Reconciliation Clerk I  
Hourly Rate: \$18.0472 (Hired after April 3, 2019)  
Hourly Rate: \$23.1230 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

### Register

31. Eliminate: Second Deputy Register, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

32. Creation: Second Deputy Register, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

### Treasurer

33. Eliminate: First Deputy Treasurer, Pay Grade 7 (43,293—60,610)  
Annual Salary: \$60,610.02  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

34. Creation: First Deputy Treasurer, Pay Grade 8 (46,073—64,502)  
Annual Salary: \$60,610.02  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

35. Eliminate: Second Deputy Treasurer, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)
36. Creation: Second Deputy Treasurer, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

### **Elections**

37. Creation: Poll Worker & Precinct Coordinator, Pay Grade 6 (19.48—27.27)  
Hourly Rate: \$20.00  
Effective Date: 09/20/2021  
Status: Full Time (Benefits, Retirement)

### **Property & Revenue—Assessment**

38. Elimination: Chief Assessor, less than 1,000 hours  
Hourly Rate: \$25.0000  
Effective Date: 09/15/2021  
Status: Part Time, Temporary (No Benefits, No Retirement)

### **Property & Revenue—Planning**

39. Eliminate: CDBG Coordinator, Pay Grade 7 (43,293—60,610)  
Annual Salary: \$60,610.02  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)
40. Creation: CDBG Coordinator, Pay Grade 8 (46,073—64,502)  
Annual Salary: \$60,610.02  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)



## All Offices and Departments

41. Approval of the following Pay Scale, for all non-union County employees, including employees of the Court, the Clerk of Courts, the Controller, the Coroner, the District Attorney, the Prothonotary, the Register, the Recorder, the Sheriff, and the Treasurer, effective January 1, 2022:

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>3</b>	33,538.74	40,246.48	46,954.23
<b>4</b>	36,436.35	43,723.62	51,010.89
<b>5</b>	39,333.96	47,200.75	55,067.54
<b>6</b>	42,231.56	50,677.88	59,124.19
<b>7</b>	45,129.18	54,155.01	63,180.85
<b>8</b>	48,026.79	57,632.15	67,237.51
<b>9</b>	50,924.40	61,109.28	71,294.16
<b>10</b>	53,822.01	64,586.41	75,350.81
<b>11</b>	56,719.62	68,063.54	79,407.47
<b>12</b>	59,617.23	71,540.68	83,464.12
<b>13</b>	62,514.83	75,017.80	87,520.77
<b>14</b>	65,412.45	78,494.94	91,577.43
<b>15</b>	68,310.06	81,972.07	95,634.08
<b>16</b>	72,656.47	87,187.77	101,719.06
<b>17</b>	78,451.70	94,142.04	109,832.38
<b>18</b>	84,246.91	101,096.30	117,945.68
<b>19</b>	90,042.13	108,050.56	126,058.98
<b>20</b>	95,837.36	115,004.83	134,172.30
<b>21</b>	101,632.57	121,959.09	142,285.60

42. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union department and agency employees, subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
43. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Court** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
44. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Clerk of Courts** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
45. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Controller** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
46. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Coroner** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
47. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **District Attorney** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
48. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Prothonotary** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
49. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Register** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
50. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Recorder** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
51. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Sheriff** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
52. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Treasurer** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.

53. Review of the following positions, vacant for greater than six (6) months:

- AAA – Clerk Typist II (1,000 hours)
- AAA – RN (20 hours/week)
- Commissioners – Solicitor (1,000 hours)
- Controller – Deputy Controller
- Courts/DRS – Clerk I (1,000 hours)
- Courts/DRS – Clerk Typist I
- DA's Office – Victim Witness Clerk (1,000 hours)
- Election Bureau – Election Clerk (1,000 hours)
- Election Bureau – Election Clerk (1,000 hours)
- Election Bureau – Election Clerk (1,000 hours)
- Election Bureau – Election Clerk (1,000 hours)
- Facilities – Custodial Worker I / On-call (1,000 hours)
- Facilities – Laborer (1,000 hours)
- Recorder – Accounts Clerk I
- Treasurer – Reconciliation Clerk I

#### **CONFERENCE TIME WITH MEDIA**

#### **ADJOURNMENT**

**Next Meeting: Wednesday, December 22, 2021 @ 10:00 AM**

# **BUTLER COUNTY SALARY BOARD**

**Wednesday, June 23, 2021**

**10:00 a.m.**

## **MINUTES**

### **PRESENT**

Commissioner Leslie Osche, Chairman  
Commissioner Kimberly Geyer  
Commissioner Kevin Boozel  
Controller Ben Holland, Secretary  
Treasurer Diane Marburger  
H. William White, Solicitor  
Lori Altman, Chief Clerk  
Leo Stepanian II, Stepanian & Menchyk

Ann Brown, Commissioner's Office  
Maria Malloy, Commissioner's Office  
Lori Shah, Commissioner's Office  
Pam Hammonds, Commissioner's Office  
Leslie Powers, Controller's Office  
Kristin Wilson, Controller's Office  
Linda Sell, Controller's Office  
Charlie Johns, Children & Youth  
Aaron Sheasley, Elections  
Steve Bicehouse, Emergency Services  
Brandon Savochka, Human Services  
Amanda Feltenberger, Human Services  
Lance Welliver, Parks & Recreation  
Kevin Gray, Planning  
Sheryl Kelly, Planning  
Wendy Leslie, Planning  
Paula Grubbs, Butler Eagle  
Tyler Friel, Butler Radio

### **CALL TO ORDER**

Chairman Leslie Osche called the public meeting to order at 11:01 a.m. in the Government Center Annex Large (Planning) Conference Room, Butler County Government Center Annex, 124 W. Diamond Street, Butler, PA.

Ms. Osche announced that an executive session was held on June 3, 2021, and on June 16, 2021 for the purposes of discussing personnel matters.

### **PUBLIC COMMENT**

No public comment was made.

<sup>1</sup> Whenever the board shall consider the number or salaries of the deputies or other employees of any county officer, such officer shall sit as a member of the board, as long as any matter affecting the office is under consideration and no longer.

## APPROVAL OF THE MINUTES

Ms. Geyer motioned to approve the minutes from March 17, 2021; seconded by Ms. Boozel. Motion carried unanimously.

## NEW BUSINESS

### Ratification of the following action:

#### Prison

Fix Salary: Correction Officer **[20 positions]**  
Hourly Rate: \$20.0000 / hour (per CBA)  
Effective Date: 05/09/2021  
Status: Part Time

Fix Salary: Correction Officer **[20 positions]**  
Hourly Rate: \$18.0000 / hour  
Effective Date: 05/09/2021  
Status: Part Time, Irregular, less than 1,000 hours  
(No Benefits, No Retirement)

Mr. Boozel motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

Creation: Shift Commander, Pay Grade 9 (23.49—32.88)  
Hourly Rate: \$31.6702  
Effective Date: 05/10/2021  
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Mr. DeMore is requesting the following job description be sent to a third party for evaluation:

- Maintenance Supervisor

Mr. Holland motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

#### Information Technology

Creation: IT Manager, Pay Grade 13 (59,971—83,959)  
Annual Salary: \$75,060.00  
Effective Date: 05/10/2021  
Status: Full Time (Benefits, Retirement)

Mr. Boozel motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

### Property & Revenue—Mapping

Fix Salary: Mapping Director, Pay Grade 8 (46,072—64,501)  
Annual Salary: \$57,500.00  
Effective Date: 05/03/2021  
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

### Property & Revenue—Assessment

Creation: Clerk Typist II \*  
Hourly Rate: 19.6577 / hour (per CBA) hired before April 2019  
17.6919 / hour (per CBA) hired after April 2019  
Effective Date: 05/04/2021  
Status: Full Time (Benefits, Retirement)

\*Position shall be eliminated upon vacancy of a Clerk Typist II.

Mr. Boozel motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

### Central Mail Room

Eliminate: Central Postal Circulation Clerk **[2 positions]**  
Hourly Rate: \$15.9035 / hour (per CBA)  
Effective Date: 06/07/2021  
Status: Part Time, less than 1,000 hours (No Benefits, No Retirement)

Creation: Central Mail Clerk  
Hourly Rate: \$15.9035 / hour (per CBA)  
Effective Date: 06/07/2021  
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

### Parks & Recreation

Fix Salary: Parks Program Director, Pay Grade 6 (19.48—27.27)  
Hourly Rate: \$22.0000 / hour  
Effective Date: 05/17/2021  
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Fix Salary: Parks & Recreation Director, Pay Grade 13 (59,971—83,959)  
Annual Salary: \$82,009.18  
Effective Date: 05/24/2021  
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Eliminate: Head Lifeguard  
Hourly Rate: \$10.2500 / hour (1<sup>st</sup> year)  
\$10.5000 / hour (2<sup>nd</sup> year)  
\$10.7500 / hour (3<sup>rd</sup> year)  
Effective Date: 05/27/2021  
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Assistant Head Lifeguard **[2 positions]**  
Hourly Rate: \$09.5000 / hour (1<sup>st</sup> year)  
\$09.7500 / hour (2<sup>nd</sup> year)  
\$10.0000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/27/2021  
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Cashier **[2 positions]**  
Hourly Rate: \$08.7500 / hour (1<sup>st</sup> year)  
\$09.0000 / hour (2<sup>nd</sup> year)  
\$09.2500 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Seasonal (No Benefits, No Retirement)

Eliminate: FT Lifeguard **[14 positions]**  
Hourly Rate: \$08.7500 / hour (1<sup>st</sup> year)  
\$09.0000 / hour (2<sup>nd</sup> year)  
\$09.2500 / hour (3<sup>rd</sup> year)  
Effective Date: 05/27/2021  
Status: Seasonal (No Benefits, No Retirement)

Eliminate: PT Lifeguard **[14 positions]**  
Hourly Rate: \$08.7500 / hour  
Effective Date: 05/27/2021  
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Head Camp Counselor  
Hourly Rate: \$10.2500 / hour (1<sup>st</sup> year)  
\$10.5000 / hour (2<sup>nd</sup> year)  
\$10.7500 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Assistant Head Camp Counselor  
Hourly Rate: \$09.5000 / hour (1<sup>st</sup> year)  
\$09.7500 / hour (2<sup>nd</sup> year)  
\$10.0000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Camp Counselor **[6 positions]**  
Hourly Rate: \$08.7500 / hour (1<sup>st</sup> year)  
\$09.0000 / hour (2<sup>nd</sup> year)  
\$09.2500 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Maintenance Worker **[2 positions]**  
Hourly Rate: \$10.7500 / hour (1<sup>st</sup> year)  
\$11.0000 / hour (2<sup>nd</sup> year)  
\$11.5000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Part Time, less than 1,000 hours (No Benefits, No Retirement)

Eliminate: Maintenance Worker  
Hourly Rate: \$10.7500 / hour (1<sup>st</sup> year)  
\$11.0000 / hour (2<sup>nd</sup> year)  
\$11.5000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Part Time, 500 hours (No Benefits, No Retirement)

Eliminate: Maintenance Worker **[2 positions]**  
Hourly Rate: \$08.7500 / hour (1<sup>st</sup> year)  
\$09.0000 / hour (2<sup>nd</sup> year)  
\$09.2500 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Part Time, 500 hours (No Benefits, No Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Creation: Lead Lifeguard **[2 positions]**  
Hourly Rate: \$12.0000 / hour  
Effective Date: 05/27/2021  
Status: Seasonal (No Benefits, No Retirement)

Creation: Lifeguard **[22 positions]**  
Hourly Rate: \$10.0000 / hour \*  
Effective Date: 05/27/2021  
Status: Seasonal (No Benefits, No Retirement)



\* Positions shall be eligible for certification reimbursement not to exceed \$200.00; and the positions shall be eligible for additional pay of \$200.00, if the employee instructs at least three (3) swimming lesson sessions; and the positions shall be eligible for additional pay of \$200.00, if the employee works at least half of the lane rental sessions; and the positions shall be eligible for additional pay not to exceed \$500.00, if the employee recruits another lifeguard for the season; and, the positions shall be eligible for additional pay of \$500.00, if the employee works more than 250 hours in the 2021 season.

Creation: Head Camp Counselor  
Hourly Rate: \$11.5000 / hour (1<sup>st</sup> year)  
\$11.7500 / hour (2<sup>nd</sup> year)  
\$12.0000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Seasonal (No Benefits, No Retirement)

Creation: Assistant Head Camp Counselor  
Hourly Rate: \$10.5000 / hour (1<sup>st</sup> year)  
\$10.7500 / hour (2<sup>nd</sup> year)  
\$11.0000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Seasonal (No Benefits, No Retirement)

Creation: Supervisor Cashier **[2 positions]**  
Hourly Rate: \$10.5000 / hour (1<sup>st</sup> year)  
\$10.7500 / hour (2<sup>nd</sup> year)  
\$11.0000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Seasonal (No Benefits, No Retirement)

Creation: Cashier **[4 positions]**  
Hourly Rate: \$10.0000 / hour (1<sup>st</sup> year)  
\$10.2500 / hour (2<sup>nd</sup> year)  
\$10.5000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Seasonal (No Benefits, No Retirement)

Creation: Maintenance Worker **[2 positions]**  
Hourly Rate: \$12.0000 / hour (1<sup>st</sup> year)  
\$12.2500 / hour (2<sup>nd</sup> year)  
\$12.5000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Part Time, less than 1,000 hours (No Benefits, No Retirement)

Creation: Maintenance Worker **[2 positions]**  
Hourly Rate: \$10.5000 / hour (1<sup>st</sup> year)  
\$10.7500 / hour (2<sup>nd</sup> year)  
\$11.0000 / hour (3<sup>rd</sup> year)  
Effective Date: 05/06/2021  
Status: Part Time, 500 hours (No Benefits, No Retirement)

Creation: Maintenance Worker  
Hourly Rate: \$12.5000 / hour  
Effective Date: 05/06/2021  
Status: Part Time, 500 hours (No Benefits, No Retirement)

Mr. Boozel motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

### Facilities & Operations

1. Creation: Custodial Worker I \*  
Hourly Rate: \$23.6979 / hour (base) | \$25.3568 (longevity)  
Effective Date: 05/17/2021  
Status: Full Time (Benefits, Retirement)

\*Position shall be eliminated upon vacancy.

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

### Property & Revenue

Mr. Gordon is requesting the following job description be sent to a third party for evaluation:

- Property & Revenue Director

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

### Elections

Fix Salary: Judge of Elections  
Daily Rate: \$200 / day \*  
Effective Date: 05/11/2021  
Status:

\*Position is eligible to receive \$20 plus mileage for transporting returns.

Fix Salary: Majority Inspector of Elections  
Daily Rate: \$185 / day  
Effective Date: 05/11/2021  
Status:

Fix Salary: Minority Inspector of Elections  
Daily Rate: \$185 / day \*  
Effective Date: 05/11/2021  
Status:

\*Position is eligible to receive \$20 plus mileage for transporting returns.

Fix Salary: Clerks | Constables  
Daily Rate: \$185 / day  
Effective Date: 05/11/2021  
Status:

Ms. Geyer motioned to approve; seconded by Mr. Holland. Motion carried unanimously.

### **Approval of the following action:**

#### **Treasurer**

Ms. Marburger is requesting the following job description be sent to a third party for re-evaluation:

- First Deputy Treasurer
- Second Deputy Treasurer

Ms. Marburger motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

#### **Clerk of Courts**

Ms. Lotz is requesting the following job description be sent to a third party for re-evaluation:

- First Deputy Clerk of Courts
- Second Deputy Clerk of Courts

Mr. Holland motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

#### **Register of Wills**

Ms. Edwards is requesting the following job description be sent to a third party for re-evaluation:

- First Deputy Register of Wills
- Second Deputy Register of Wills

Mr. Holland motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

## **Controller**

Creation: Internal Auditor II  
Hourly Rate: \$20.5192 / hour (per CBA)  
Effective Date: 06/24/2021—09/15/2021  
Status: Full Time (Benefits, Retirement)

Mr. Holland motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

## **Elections**

Mr. Sheasley is requesting the following job description be sent to a third party for evaluation:

- Poll Worker & Precinct Coordinator

Mr. Boozel motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

## **Human Services**

Mr. Savochka is requesting the following job description be sent to a third party for re-evaluation:

- Housing Coordinator

Ms. Geyer motioned to approve; seconded by Ms. Osche. Mses. Osche and Geyer and Mr. Boozel voted in favor of the motion; Mr. Holland opposed the motion. Motion carried with three votes in favor; and one vote opposed.

Creation: Administrative Services Manager, Pay Grade 9 (48,852—68,393) \*  
Annual Salary: [Salary Board will fix the salary at a later date]  
Effective Date: 07/01/2021  
Status: Full Time (Benefits, Retirement)

\*Position shall be eliminated upon vacancy of an Administrative Services Manager.

Mr. Holland motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

## **Planning**

Mr. Gordon is requesting the following job description be sent to a third party for re-evaluation:

- CDBG Coordinator

Ms. Geyer motioned to approve; seconded by Ms. Osche. Motion carried unanimously.

Mr. Gordon is requesting the following job description be sent to a third party for evaluation:

- Deputy Director of Economic Development

Mr. Boozel motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

### **Amending the Compensation Policy:**

Amend Section II

**Add: Subsection B: Pay Scale Increases:** The Pay Scale (pay grade midpoints) shall be adjusted annually, on January 1st, by the percentage change in the **Employment Cost Index (E.C.I.) for wages and salaries, for state and local government workers, by occupational group and industry (currently Table 11)** for *All workers*, for the 12-month period ending June 30<sup>th</sup> for the year preceding the adjustment.\*

\*Percentage changes shall be retrospective to January 1, 2021, effective on January 1, 2022.

Mr. Holland motioned to approve the revised Compensation Policy, as amended; seconded by Mr. Boozel. Motion carried unanimously. Ms. Marburger voted in favor of the motion, as the matter also affects her office of Treasurer.

### **Facilities & Operations**

Eliminate: Maintenance Repairman **[3 positions]**  
Hourly Rate: \$24.2903/ hour (per CBA)  
Effective Date: 06/20/2021  
Status: Full Time (Benefits, Retirement)

### **Prison**

Creation: Maintenance Repairman **[3 positions]**  
Hourly Rate: \$24.2903/ hour (per CBA)  
Effective Date: 06/20/2021  
Status: Full Time (Benefits, Retirement)

Mr. Boozel motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

### **CONFERENCE TIME WITH MEDIA**

The minutes were suspended for conference time with the media.

## ADJOURNMENT

Chairman Osche called for a motion to adjourn the meeting. Mr. Boozel motioned to adjourn; seconded by Ms. Geyer. The motion carried and the meeting was adjourned at 12:02 p.m.

Respectfully submitted,

Benjamin Holland  
Secretary

*Approved: September XX, 2021*

DRAFT