

Salary Board Minutes

August 11th, 2020

Those in Attendance: Randy Bartley, Evanne Gareis, Ron Wilshire, Mindy Frampton, Kristi Amato, Rose Logue, Christy Logue, Tereasa Holdren and Jeff Smathers

Call to Order: By Commissioner Brosius at 10:02 am

Roll Call:

Commissioner Brosius – Present Commissioner Tharan – Present
Commissioner Heasley – Present Treasurer McConnell – Absent

Approval of the Agenda: August 11th, 2020 Commissioner Heasley made a motion to approve as presented, Commissioner Tharan 2nd, motion passed all in favor.

Approval of the Minutes: July 28th, 2020 Commissioner Heasley made a motion to approve as presented, Commissioner Tharan 2nd, motion passed all in favor.

Business:

1. Maintenance. Create eight positions of Temporary, Part-time Maintenance Employees. Temporary, part-time, non-exempt. Salary Range: \$9.00 to \$40.00/hour. No more than 1000 hours/year. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to create eight positions of Temporary, Part-time Maintenance Employees. Temporary, the motion passed.

Roll Call: Commissioner Brosius – Yes Commissioner Tharan- Yes
 Commissioner Heasley – Yes Treasurer McConnell – Absent

2. Elections. Create six positions of Temporary, Part-time Elections Employees. Temporary, part-time, non-exempt. Salary Range: \$9.00 to \$12.00/hour. No more than 1000 hours/year. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to create six positions of Temporary, Part-time Elections Employees. Temporary, part-time, non-exempt, the motion passed.

Roll Call: Commissioner Brosius – Yes Commissioner Tharan- Yes
 Commissioner Heasley – Yes Treasurer McConnell – Absent

3. Commissioners. Abolish the position of Employee Relations & Asset Management. Full time, non-exempt, 35 hours/week. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to abolish the position of Employee Relations & Asset Management, the motion passed.

Roll Call: Commissioner Brosius – Yes Commissioner Tharan- Yes
 Commissioner Heasley – Yes Treasurer McConnell – Absent

4. Human Resources. Create the position of Human Resources Director. Full time, exempt, 37.5 hours/week. Salary Range: \$37,500 to \$48,500. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to create the position of Human Resources Director, the motion passed.

Roll Call: Commissioner Brosius – Yes
Commissioner Heasley – Yes

Commissioner Tharan- Yes
Treasurer McConnell – Absent

5. Commissioners. Create the position of Manager, Land Services. Full time, exempt, 37.5 hours/week. Salary Range: \$37,500 to \$48,500. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to create the position of Manager, Land Services, the motion passed.

Roll Call: Commissioner Brosius – Yes
Commissioner Heasley – Yes

Commissioner Tharan- Yes
Treasurer McConnell – Absent

6. Commissioners. Abolish the position of Chief Clerk. Full time, non-exempt, 35 hours/week. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to abolish the position of Chief Clerk, the motion passed.

Roll Call: Commissioner Brosius – Yes
Commissioner Heasley – Yes

Commissioner Tharan- Yes
Treasurer McConnell – Absent

7. Commissioners. Create the position of County Administrator/Chief Clerk. Full time, exempt, 40 hours/week. Salary Range: \$59,000 to \$70,000. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to create the position of County Administrator/Chief Clerk, the motion passed.

Roll Call: Commissioner Brosius – Yes
Commissioner Heasley – Yes

Commissioner Tharan- Yes
Treasurer McConnell – Absent

8. Commissioners. Reclassify the position of Deputy Chief Clerk. Full time, non-exempt, 35 hours/week to full time, non-exempt, 37.5 hours/week. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to reclassify the position of Deputy Chief Clerk, the motion passed.

Roll Call: Commissioner Brosius – Yes
Commissioner Heasley – Yes

Commissioner Tharan- Yes
Treasurer McConnell – Absent

9. Central Accounting. Reclassify the position of Accounts Payable/Procurement Coordinator. Full time, non-exempt, 35 hours/week to full time, non-exempt, 37.5 hours/week. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to reclassify the position of Accounts Payable/Procurement Coordinator, the motion passed.

Roll Call: Commissioner Brosius – Yes
Commissioner Heasley – Yes

Commissioner Tharan- Yes
Treasurer McConnell – Absent

10. Public Safety. Reclassify the position of Director of Public Safety. Full time, exempt, 35 hours/week to full time, exempt, 37.5 hours/week. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to reclassify the position of Director of Public Safety, the motion passed.

Roll Call: Commissioner Brosius – Yes

Commissioner Tharan- Yes

11. Compensation Plan Profile as listed in Clarion County Merit System 2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the Compensation Plan Profile as listed in Clarion County Merit System 2020, the motion passed.

Roll Call: Commissioner Brosius – Yes
Commissioner Heasley – Yes

Commissioner Tharan- Yes
Treasurer McConnell – Absent

Other Business: None

Question and Answer Period:

Ron Wilshire asked, “Can you explain the positions your creating and thoughts of what they will do?”

Commissioner Brosius answered, “Okay, what we are basically doing here is and you’ll see this in the next meeting also, as who’s going to fill them all.

Randy Bartley asked, “Can you explain the overall changes and what the process is? By my count you are adding at least three positions and reclassify three others and abolish two. It’s a whole lot of action here.”

Commissioner Brosius answered, “What we are doing in making Jill Stephens our new Chief Clerk but also giving her the title of County Administrator. What we want to do is have all information, requests and communication with the Commissioner goes through her and we will have regular meetings with Jill and get all information of what’s going on in the county, different departments and outside inquiries as well. And then that way we can make decisions.

Randy Bartley asked, “And, Jill is currently?”

Commissioner Brosius answered, “Jill is currently our Human Services director.”

Randy Bartley asked, “Does the Salary Board have job descriptions available for all these new positions?”

Commissioner Brosius answered, “As far as I know we do, yes.”

Ron Wilshire asked, “So, she is the position at CYS and that’s the Human Services right?”

Commissioner Brosius answered, “Yes, she’s overseeing CYS and MH/DD right now. So, what we are doing is getting rid our liaison format that we have been using which is Ted has a third of the departments, I have a third and Ed had a third. And we are called the liaison of those departments or even row officers. That way all the information is funneled through Jill and we have our meetings and all three of us will hear the information simultaneously at the same time and get all of the information instead of me having to remember who I talk to. You know, like, did I tell Ted what’s going in my departments? Did I tell Ed? Did I tell both of them? And so forth with the three of us, vice versa.”

Randy Bartley commented, “It seems like you increased the salary range significantly in some of these positions.”

Commissioner Brosius commented, “Well actually Jillian is staying at her same salary where she’s at now. It’s a lateral move.”

Randy Bartley asked, "Does it have an impact on payroll?"

Ron Wilshire commented, "Salary range here says \$59,000 - \$70,000 for County Administrator/Chief Clerk."

Commissioner Brosius answered, "Yes, that's the salary range."

Ron Wilshire asked, "And, she's about?"

Commissioner Brosius answered, "She's at sixty some, \$68,000."

Randy Bartley asked, "So, you're saying this will have a neutral impact on payroll?"

Commissioner Brosius answered, "I didn't say that."

Randy Bartley commented, "No, you didn't say anything when I asked."

Commissioner Brosius answered, "Correct."

Randy Bartley asked, "So, it's going to add to the payroll?"

Commissioner Brosius answered, "Probably it will add something to payroll. Do you know those numbers Ed?"

Commissioner Tharan answered, "Actually it will add because of increasing the hours that will get paid of the hours that they work. They won't get an increase in salary; they will get an increase in hours worked so it might mean more money. So, for example if someone is currently working 35 and they go to 37.5, they will receive compensation for those two and a half hours a week. Jillian's stays the same. It will actually be a negative impact on the salary because didn't filled the position that Brett Whitling had when he moved to EMA. So, it will actually be a negative impact on the salary."

Commissioner Heasley commented, "Additionally, some of the COVID money will cover some of this."

Randy Bartley asked, "The eight temporary part-time maintenance employees, what are you going to do with all of those people?"

Commissioner Tharan answered, "You will understand after the next meeting. Actually, we may never need them, but we may need them. And with COVID money they way it is and you have to spend it by December 31st the longer you wait the further you get behind the eight ball in trying to get someone to do something you need to do to spend the money before the date that you have to spend it."

Commissioner Brosius answered, "We are going to have some work."

Commissioner Tharan answered, "Same as with the election people. We are getting prepared."

Commissioner Brosius answered, "We don't have fill all of them."

Ron Wilshire asked, "What about the Human Resources and Manager, Land Services is that splitting the part?"

Commissioner Tharan answered, "Jillian will still be over HS, CYS and MH."

Ron Wilshire commented, "I mean Human Resources."

Commissioner Brosius answered, "That's currently Tim and he's going to take the newly created position of Manager, Land Services."

Ron Wilshire asked, "Before he kind of had both areas?"

Commissioner Brosius answered, "We didn't have Land Services Manager before."

Randy Bartley asked, "What does the Land Services Manger do?"

Commissioner Brosius answered, “He will be overseeing three different department heads; Assessment, Planning and Tax Claims. And we will be going over that at the next meeting too.”

Executive Session: None

Adjournment: A motion was made by Commissioner Tharan and 2nd by Commissioner Heasley to adjourn at 10:06 am, the motion passed.

Clarion County Salary Board

Commissioner Theodore W. Tharan

Commissioner Wayne R. Brosius

Attest:

Commissioner C. Edward Heasley

Mindy Frampton, Deputy Chief Clerk

Treasurer Thomas J. McConnell