

~Minutes~

POTTER COUNTY SALARY BOARD MEETING

December 14, 2023

(Meetings recorded and destroyed after mtg. mins. approval)

CALL TO ORDER Commissioner Grupp called the meeting to order at 11:00 a.m.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Barry Hayman, Recording Secretary Danielle Gietler; all present. Chief Clerk Jessica Giebel absent. Treasurer Krista Miller, in attendance at 11:11 a.m.

PUBLIC COMMENT

- None -

MINUTES – October 5, 2023, ~Action ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Comm. Heimel yes. Miller absent for vote.

NEW BUSINESS

Adoption of the 2024 Base-Rate Salary Schedule for non-union/appointed employees Potter County at 2%. ~Action ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Comm. Heimel yes; Grupp yes. Miller absent for vote.

Adoption of the 2024 Base-Rate Salary Schedule for non-union/appointed employees Potter County Human Services as proposed. ~Action ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Comm. Heimel yes; Grupp yes; Hayman yes; Miller absent for vote.

Approval for Potter County increase of 5% for non-union/appointed employees for 2024. ~Action ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Comm. Heimel yes. Miller absent for vote.

Approval for PCHS increase of 5% for non-union/appointed employees for 2024. ~Action ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Comm. Hayman yes. Miller absent for vote.

Elimination of the multi-function clerk position ~Action ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Comm. Heimel yes; Grupp yes. Miller absent for vote. ~Action ~ Comm. Hayman moved to rescind approval. Comm. Heimel seconded. Hayman yes; Comm. Heimel yes; Grupp yes. Miller absent for vote.

Elimination of the multi-function clerk position; Elimination of the part-time jail cook; Elimination of the full-time jail cook ~Action ~ Comm. Heimel moved to table. Comm. Hayman seconded. Heimel yes; Hayman yes; Comm. Grupp yes. Miller absent for vote.

Set number of part-time correction officer to eight (8) positions ~Action ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Comm. Heimel yes; Grupp yes. Miller absent for vote.

Request for modification in the Treasurer's Office for the on call/scheduled part-time secretary/clerk II to an on call/scheduled part-time Deputy II ~Action ~ Comm. Grupp moved to table. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman nay. Miller absent for vote.

~Action ~ Comm. Grupp moved to rescind table and open for discussion. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman nay.

~Action ~ Treasurer Miller moved to modify job description. Comm. Grupp seconded. Miller yes; Grupp nay; Heimel nay; Hayman nay.

Request to make the part-time Administrative Assistant full-time Administrative Assistant
~**Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Comm.
Heimel yes; Grupp yes; Miller nay.

Request to eliminate the part-time Administrative Assistant ~**Action** ~ Comm. Hayman moved
to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Comm. Heimel yes; Miller nay.

PERSONNEL ACTIONS

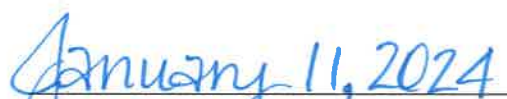
- None -

ADJOURNMENT ~**Action**~ Treasurer Miller moved to adjourn. Comm. Grupp seconded.
Miller yes; Grupp yes; Hayman yes; Heimel yes.

Prepared by Danielle Gietler



Potter County Executive Secretary



Approval Date