

~Minutes~

POTTER COUNTY SALARY BOARD MEETING

April 4, 2024

(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**

**PUBLIC COMMENT ON THE AGENDA**

A military veteran thanked the commissioners creating a full-time Veterans Services Officer position. Another veteran expressed concern that the proposed salary for the position might be too low to attract qualified applicants. A union representative expressed concern about not being consulted on decisions related to elimination of county positions.

**ROLL CALL** Commissioner Nancy Grupp, Commissioner Robert Rossman, Commissioner Paul Heimel, Chief Clerk Jessica Giebel, Recording Secretary Danielle Gietler; all present. Treasurer Krista Miller; absent

**MINUTES** – January 11, 2024, ~Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Elimination of two Caseworker I position for Domestic Relations Office. ~Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Elimination of the Assistant Probation Administrator position in Probation Department. ~Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Base Rate Adjustment for Deputy Jail Warden position to a range of \$46,275 to \$48,275. ~Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Increase in Deputy Warden salary to \$48,275, effective April 8, 2024. ~Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Increase of Deputy Sheriff base rate (without certification) from \$13.08 to \$17.00 per hour; with Act 120 certification from \$17.33 to \$18.00 per hour; and with full certifications to remain at current rate of \$19.80 per hour. ~Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Creation of full-time Veterans Services Officer position in the Veterans Affairs Department. ~Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Setting starting salary range of \$15.00 per hour to \$16.00 per hour for Veterans Services Officer position. ~Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

Modification of title and job description MSAG Coordinator; title change from MSAG Coordinator to 911 Addressing/Quality Assurance Coordinator; effective April 8, 2024, as a non-exempt position. ~Action ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes.

911 Addressing/QA Coordinator base rate adjustment increase from the current \$36,313 to \$41,313. ~**Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Salary increase of \$2,500 for the current 911 Addressing/QA Coordinator. ~**Action** ~ Comm. Rossman moved to approve. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

Request from Magisterial District Judges. ~**Action** ~ Comm. Rossman moved to table. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

**PUBLIC COMMENT**

A lengthy discussion was held by Salary Board members and meeting attendees, culminating with the board announcing that some of the issues that had been raised would be referred to legal counsel for guidance.

**ADJOURNMENT** ~**Action**~ Commissioner Robert Rossman moved to adjourn. Comm. Heibel seconded. Rossman yes; Heibel yes; Grupp yes.

  
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Potter County Executive Secretary

Prepared by Danielle Gietler  
  
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Approval Date