

~Minutes~

**POTTER COUNTY SALARY BOARD MEETING**

**July 15, 2021**

**CALL TO ORDER** Commissioner Grupp called the meeting to order at 11:03 a.m.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

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

**MINUTES** – February 11, 2021 ~Action~ Comm. Hayman moved to approve. Treasurer Miller seconded. Hayman yes; Miller yes; Heimel yes; Grupp yes.

**NEW BUSINESS**

Annual salary increase of \$11,000 for PCHS Drug & Alcohol Administrator as compensation for additional job responsibilities, effective July 15, 2021. Among the supplemental responsibilities assigned are administrator of Potter County Criminal Justice Advisory Board, Potter County Re-entry Council and Potter County Alcohol, Tobacco and Other Drugs Advisory Board; grant writing and consultation; and administrative services for Potter County DUI/Drug Treatment Courts and Pre-Trial Diversion Initiative. **Action** ~ Comm. Hayman moved to approve. Treasurer Miller seconded. Hayman yes; Miller yes; Heimel yes; Grupp yes.

**PERSONNEL ACTIONS**

New employees from Jan. 2021 to July 1, 2021:

- Kristie Potter – Administrative Assistant - 01/12/2021
- Mary Freeman – PCHS – CYS Case Worker II – 01/26/2021
- Jamie Wood – PCHS – CYS Case Worker II – 01/26/2021
- Michael Crippen – P-T Correction Officer – 02/01/2021
- Rea Gible – Domestic Relations F-T Assistant Director – 02/02/2021
- Deb Miller – P-T Courthouse Security Guard – 03/16/2021
- Tamala O’Donnell – P-T Secretary/Clerk – 03/22/2021
- Dan Foster – P-T Maintenance Worker – 03/23/2021
- Vicki Flewellyn – Public Defender P-T Secretary/Clerk – 04/01/2021
- Kiara Perkins – PCHS – Mental Health Caseworker I – 04/19/2021
- Zachary Hamilton – P-T Correction Officer – 06/07/2021
- David Verbocy – P-T Correction Officer – 06/07/2021
- Hannah Taylor - Temp. Help Treasurer Office – 06/30/2021
- Avery Taylor – Temp. Help Treasurer Office – 06/30/2021
- Dan Foster – F-T Maintenance Worker – 07/01/2021

~Action~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes; Miller yes.

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

Prepared by Danielle Gietler

  
Potter County Executive Secretary

  
Approval Date