

Fayette County Salary Board
Commissioner's Conference Room
June 5, 2013
1:30 PM

Call to Order:

A meeting of the Salary Board was called to order on Wednesday, June 5, 2013 at 1:30pm in the Commissioner's Conference Room, Fayette County Courthouse Uniontown, Pennsylvania 15401.

Roll Call:

The following members were present at the time of roll call:

Commissioner Zapotosky, Commissioner Angela M. Zimmerlink and Controller Sean Lally. Commissioner Alfred F. Ambrosini arrived at 1:40pm.

- **Public Comment on Agenda Items:**

None

Approval of January 9, 2013 Meeting:

Moved by Controller Lally, Seconded by Commissioner Vince Zapotosky to Approve the January 9, 2013 Meetings Minutes:

Commissioner Ambrosini'	-	Aye
Commissioner Zapotosky	-	Aye
Commissioner Zimmerlink	-	Abstain
Controller Lally	-	Aye

Motion carries unanimously

Requested to advance to #7 as a courtesy to the courts

Commissioner Zimmerlink stated that Number #2 needed to be completed prior to moving onto

- **Adult Probation**

Discussion:

The Adult Probation office will be installing a new computer system and with the additional VA & BHA court and will need all documents scanned into the new system. The additional department clerk position will be created in order to do all the scanning and shredding of the hard copy of the document. The position will be funded through the IP fund through the end of the year. Funding will be revisited for the 2014 budget year. Rose Kendrick, Business agent for the SEIU supports the new position.

Commissioner Zimmerlink questioned if any of the summer helpers we have on staff through the summer would be able to be utilized? Judge Wagner emphasized that this person must be trustworthy and very responsible.

The Judge would like to interview the summer helper prior to committing to assigning them to the job.

Commissioner Zapotosky suggested that the position be created and then decide what direction the Judge will go.

Motioned by Judge John Wagner, and seconded by Commissioner Vince Zapotosky to create a Department Clerk I position SEIU Pay Grade 2 Step 1 hourly rate of \$9.69. This is will be funded through the IP Account with an expiration of December 31, 2013 and will be revisited in the 2014 budget.

Commissioner Ambrosini	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye
Controller Lally	Aye
President Judge Wagner	Aye

Motion carries unanimously

President Judge Wagner explained that the part time person would be shredding the documents that are scanned into the system and again needs a person who is trustworthy. The individuals that are doing community service would not be appropriate for this job. The judge explained that he is able to fund the department clerk position but would need the commissioners.

Commissioner Zimmerlink questioned if one of the summer helpers could do this job.

PJ Wagner said this is the same information that the department clerk would be handling so it would have to be a trustworthy person again. He would consider having one of the summer helpers if he and the commissioners sat down and interviewed them even though they are already on the payroll. The judge would feel more comfortable with this procedure.

Commissioner Zapotosky suggested the board move forward with the creation of the position and then take a look at all options.

rose Centric, Business Agent SEIU questioned if the part time position would be under 20 hours per week or more than 180 days. If so then in the contract this would justify the person be in the Union.

PJ Wagner made it clear that it will be on a temporary basis and would not go over the 20 hours or 180 days.

Motioned by President Judge John Wagner, and seconded by Commissioner Vince Zapotosky to create a part time clerk at \$7.25 per hour funding to be determined.

Commissioner Ambrosini	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Nay
Controller Lally	Aye
President Judge Wagner	Aye

Motion passes 4 Aye 1 Nay

Approval of January 9, 2013 reorganization meeting minutes. Motion made by Controller Lally, seconded Commissioner Zapotosky motion carries 3 ayes and 1 abstain

- **Chief Deputy and Director pay rate discussion:**

Discussion:

Director of Human Resource Dominick Carnicella, explained what will be accomplished with the pay study that he is proposing to bring all the Chief Deputies, Directors and Non Union employees in line.

Commissioner Zimmerlink questioned how Mr. Carnicella came up with the pay rates for the positions presented.

Mr. Carnicella compared by years of service, desk audits, comparison of the work being done by similar positions. The increases would range between 3% to 4% pay increase adjustment.

Commissioner Zap this would be for the 2014 budget.

The changes would be based on longevity but Mr. Carnicella has some of his notes that he is willing to share with the board.

Election Bureau Director	Pay grade 9 to Pay grade 15	\$41,100. - \$43,300.
Veterans Affairs Director	Pay Grade 11 to Pay Grade 15	\$39,300. - \$40,000.
Planning Director	Pay Grade 14 to Pay Grade 15	\$39,600. - \$40,800.
EMA Director	Pay Grade 15 to Pay Grade 25	\$56,430. - \$61,984.
Prison Warden	Pay Grade 20 to Pay Grade 25	\$55,800. - \$60,800
Deputy Warden	Pay Grade 18 to Pay Grade 20	\$54,700. - \$55,900.
Business Manager	Pay Grade 11 to Pay Grade 15	\$34,000. - \$39,600.
FACT Director	Pay Grade 15E to Pay Grade 20	\$49,400.
911 Coord	Pay Grade 11 to 18	\$54,600. - \$56,500

Commissioner Zimmerlink questioned if these increases would be the 3%. Mr. Carnicella explained that there would be the possible 3% COLA increase in 2014 this would be over and above. This is taking into account

- *Chief Deputies of the Fayette County Row Offices*

Clerk of Courts	Pay Grade 6 to Pay Grade 15	\$41,600. - \$43,300.
Prothonotary	Pay Grade 6 to Pay Grade 15	
Recorder of Deeds	Pay Grade 6 to Pay Grade 15	\$38,100 - \$39,600.
Register of Wills	Pay Grade 6 to Pay Grade 15	\$37,600. - \$39,600.
Treasurers	Pay Grade 6 to Pay Grade 15	\$41,300 - \$43,300.
Sheriff	Pay Grade 10 - Pay Grade 15	\$35,900. - 39,600.

Sheriff Brownfield questioned what will be done with the Chief Court Security employee that should be included in this pay adjustment. The Chief Security has been here 30 years. They do follow under the purview of the sheriff's department. There are three nonunion employees in the Sheriff's department under security that would be effected by this plan.

Clerk of Court Janice Snyder asked when these changes would take effect.

Commissioners Ambrosini' explained that for purposes of the 2014 budget he would suggest the department heads and Row officers incorporate the proposed rate into their budgets. Ms. Snyder confirmed that the proposed salary is what they should place in their budgets and all agreed.

Janice Snyder asked that all the Chief Deputies salary increases be effective back to when the Chief Deputy in the Controller's office was. The question was directed to the Controller asking why he didn't approach the other Row Officers when he proposed his Chief Deputy Salary increase to all other Row offices would have increased their Chief Deputies at the same time. There was discussion as to why there wasn't more clarity of the Chief Deputies increase effective dates by the Row Officers. Register of Wills Donald Redman expressed his appreciation of the Salary Board recognizing the much needed adjustments and that the board is moving to correct the inequities. However his Chief Deputy has the most seniority and is paid the lowest and would like this fixed immediately.

Commissioner Zapotosky explained the board is trying to work toward an equitable salary plan. He explained that there are some Chief Deputy's that have more Chief Deputy Experience but some have more time working with the County. We are playing catch up and hope to clear this matter up by 2014.

Commissioner Zimmerlink requested that from here forth any type of changes or inequities of this type should be discussed with the Commissioners and Row Officers prior to a salary board.

Commissioner Ambrosini requested a motion to approve the equity plan for purposes of the 2014 budgets.

Motion made by Commissioner Zapotosky and seconded by Controller Lally to accept the proposal presented by Director of Human Recourses Dominick Carnicella to adjust directors and Chief Deputy's salary and pay grades contingent upon the monies being placed into the 2014 budget.

Commissioner Ambrosini	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Nay
Controller Lally	Aye

Motion carries 3 ayes and 1 nay

Commissioner Zimmerlink pointed out that she feels the Row Officers should have a vote and should have had the opportunity to discuss the adjustments with the Human Resource department to find out how Felice & Assoc. came up with this plan.

She has concerns regarding the fashion with which this plan was presents.

Commissioner Zapotosky explained that this is simply to approve the proposal in order for the Human Resource department to proceed with the study and come back to the board with the changes and proposed salaries at the 2014 Reorganizational Salary Board meeting in order to vote on them. This is to show the commitment we have to make the pay adjustments for the positions that were mentioned.

Commissioner Zimmerlink explained that she is not the Row Officers spoke person but would have liked to have discussed this subject prior to a vote being taken on it.

Register of Wills Donald Redman stated that he was asked to present what he felt he wanted his staff to receive and did so. However, this is the commissioner's budget and he is in agreement with what the commissioners are proposing.

Controller Lally asked Commissioner Zimmerlink if the process had been done like she was suggesting would her vote be any different.

Commissioner Zimmerlink responded that she did not know that.

Commissioner Ambrosini' asked the Row Officers if any of them had a problem with what the Salary Board members were trying to do with the proposal for the increase of their Chief Deputies and to give them assurances that the Salary Board has every intention of fulfilling this commitment they have made by voting on the proposed plan.

All row officers agreed that it is what they want to see done.

- **Clerk of Courts**

Dominick Carnicella is not in favor of recommending this proposal at the reclassification, he feels that bench warrant part of the title could be assigned to another employee.

Janice Snyder explained that the employee that does the job currently has been doing both facets of the reclassification and have done it seamless. This is something that was discussed with Mr. Carnicella and is the way to settle a grievance that was filed by the current employee in the position.

Rose Kendrick questioned if the board understands the language in the contract for the advancement.

Janice mentioned that the commissioners and controller should have placed the higher salary in the Clerk of Courts budget due to the ongoing grievance.

Dominick Carnicella' s recommendation would be to reclass the position but not to advance the employee for another 3 years from a Pay Grade 7 to a Pay Grade 9.

This was met with questions and Commissioner Zapotosky commented this would be going backward. If the employee was not reclassified she would go from a PG 4 to a PG 6 at \$11.04 per hour. With the reclass she will go to \$11.40 which is a \$.35 hourly increase.

Commissioner Zapotosky mentioned that reclass is for the position not for the longevity.

Motion made by Janice Snyder and seconded by Commissioner Zapotosky to reclassify a Criminal Division Secretary1 Position from SEIU Pay Grade 4 Step A to a Criminal Division Secretary1/Bench Warrant Clerk Pay Grade 7 Step A at \$11.40 remaining at the appropriate step per the contract language for the Clerk of Courts office advancing upon her longevity in October effective immediately.

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye

Controller Lally **Aye**
Clerk of Court Janice Snyder **Aye**

Motion carries unanimously

- **EMA/911**

Dominick Carnicella explained that the motions under EMA/911 are to settle grievances that have been filed but have not been budgeted.

Commissioner Zimmerlink questioned if the money was budgeted. Would tabling this be a problem to do this upon the budget?

Rose Kendrick stated that she would be agreeable to extending the time line however would want this to be retroactive at that time due to the fact the grievance was filed back in June of 2012. She was not given budget information so is unable to address the salary increase and how it would affect the budget.

Dominick Carnicella does not feel these employees are working out of class and the contract that these employees are under will be negotiated at the end of 2013 or the beginning of 2014 and this issue can be discussed through negotiations.

Even though the volume of the work has increased the position remains the same as far as job description goes.

Motion made by Commissioner Zimmerlink and seconded by Controller Lally to table the EMA/911 section of the agenda.

Commissioner Ambrosini' **Aye**
Commissioner Zapotosky **Aye**
Commissioner Zimmerlink **Aye**
Controller Lally **Aye**

Motion to table carries unanimously

- **FACT**

Dominick Carnicella is recommending this reclassification as the employee is working out of class.

Lori Groover Smith explained that the employee in the position is doing more by verifying and performing prior checking on the eligibility of the individual that would be transported by FACT transportation. This is more work however has saved the FACT department tens of thousands of dollars.

Motioned by Commissioner Zimmerlink and seconded by Commissioner Zapotosky to reclassify a Transportation Clerk position from SEIU Pay Grade 3 (\$10.00/hr.) to a Transportation Clerk II at SEIU Pay Grade 5 (\$10.70/hr.) effective immediately.

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye
Controller Lally	Aye

Motion carries unanimously

- **Tax Claim Bureau**

Discussion:

This individual is working out of the class and stands in while the director therefore Dominick Carnicella feels this position should be reclassified.

Sarah Minnick, Director of Tax Claim Bureau would like to see the reclass be retroactive back to when the grievance was filed.

Motioned by Commissioner Zimmerlink and seconded by Commissioner Zapotosky to reclassify the Accounts Clerk II from SEIU Pay Grade 5 (\$10.70/hr.) to Accounts Clerk III at SEIU Pay Grade 7 (\$11.40/hr.) effective immediately.

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye
Controller Lally	Aye

Motion carries unanimously

- **Commissioner's office**

Discussion:

This is the position that was created as the Receptionist/Confidential Secretary performing front desk duties and working part time in the Human Resource department.

Commissioner Zimmerlink questioned the time that was spent at the front desk and in the HR department.

Commissioner Zapotosky explained the experience the individual brings to the table and the much needed help required in the HR department. It would only behoove us to place this individual into the HR department.

The position as the Receptionist/Confidential Secretary would then be eliminated. A question was asked what the job responsibilities would be for the new position. Mr. Carnicella explained the vast duties this position would have and how the position would take on some of the administrative duties that he as a director has been doing. This will be a good complement to our staff in the HR department.

Motioned by Commissioner Zapotosky and seconded by Controller Lally to reclassify the Receptionist/Confidential Secretary position from Non-Union Non-Supervisory Pay Grade 4 (\$10.45/hr.) to a Human Resource Coordinator position in the Human Resource department at Non-Union Non-supervisory Pay Grade 10-(\$13.09/hr.) effective immediately.

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Nay
Controller Lally	Aye

Motion carries 3 Ayes and 1 Nay

Discussion:

Mr. Carnicella recommends the position of Confidential Secretary position from Non-Union Non-Supervisory Pay Grade 4 (\$10.45/hr.) to a Purchasing Clerk/Administrative Secretary 2 at a Non-Union Non-Supervisory Pay Grade 6 A (\$11.26/hr.)

Commissioner Zimmerlink questioned if there is any other purchasing clerk in the County? Dominick Carnicella explained that the position does about 60% purchasing and 40% secretarial.

Motioned by Commissioner Zimmerlink and seconded by Commissioner Zapotosky to reclassify the Confidential Secretary position from Non Union Non-Supervisory Pay Grade 4 (\$10.45/hr.) to a Purchasing clerk/Administrative Secretary 2 at a Non Union Non-Supervisory Pay Grade 6 (\$11.26/hr.) effective immediately.

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye
Controller Lally	Aye

Motion carries unanimously

- **Building & Grounds**

Bob Carson Director of Buildings & Grounds requested the creation of an Electrician position at SEIU Pay Grade 10 (\$12.64/hr.)

Discussion:

This has not been budgeted and he would like to revisit this when the salary is placed into the budget.

Motion is withdrawn.

Discussion:

Bob Carson Director of Building and Grounds questioned why his maintenance staff was not given their increase in working hours per day and the compensation that was to be given to them. Dominick Carnicella clarified the information was sent to the Controllers and the payroll coordinator is calculating the retroactive pay and will include it in the individuals pay checks.

- **Commissioner’s office**

Discussion:

Consider approving the annual pay adjustment of \$3,000.00 for the Chief Clerk reimbursable through the Safe Haven Grant for her extra work requirements as the Governmental Representative and Financial Point of Contact for the duration of this grant. This pay adjustment would expire on the date of this grants expiration. This grant is currently set to expire November of 2015, though there is an option to submit for an extension.

Commissioner Zimmerlink questioned why the Chief Clerk is being assigned to this grant when we have two grant writers on staff? Under the commissioners unit there currently is grant writers that should administer this grant.

Dominick Carnicella explained that the Chief Clerk was designated as the contact person to be responsible for financial reports and conference calls.

Sean Lally verified that it was specifically mentioned in the grant that the Chief Clerk will be in the point position.

Commissioner Zimmerlink questioned why the County will be taking \$3,000. From the grant.

There will not be any action taken on this item.

- **EMA/911**

Roy Shipley explained that these are needed positions due to the need for floaters in the center. There is going to be additional monies coming in at the end of the year so these positions would be funded out of the EMA line item.

Motioned by Commissioner Zapotosky seconded by Controller Lally to approve the creation of 2 Floating 911 Dispatchers SEIU 911 Pay Scale Pay Grade 9(\$12.79/hr.) effective immediately.

<i>Commissioner Ambrosini</i>	<i>Aye</i>
<i>Commissioner Zapotosky</i>	<i>Aye</i>
<i>Commissioner Zimmerlink</i>	<i>Aye</i>
<i>Controller Lally</i>	<i>Aye</i>

Motion carries unanimously

- **FACT**

There is a need for the FACT office to take over additional shared ride routes that were handled by Goodwill Services. At this time Goodwill is not submitting a RFQ therefore the County will have services any longer. In order for the service to continue the County will need to add staff on in order to continue transportation services through the FACT office.

Motioned by Commissioner Zapotosky and seconded by Commissioner Zimmerlink to approve the creation of a FACT Dispatcher at Non Union Supervisory Pay Grade 6 (\$14.46/hr.) effective immediately.

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye
Controller Lally	Aye

Motion carries unanimously

Motioned by Commissioner Zapotosky and seconded by Commissioner Zimmerlink to approve the creation of 4 full time Bus Drivers at SEIU Pay Grade 7 (\$14.46/hr.) effective immediately

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye
Controller Lally	Aye

Motion carries unanimously

Motioned by Commissioner Zapotosky and seconded by Commissioner Zimmerlink to approve the creation of 6 part time Bus Drivers at (\$11.40/hr.) effective immediately

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye
Controller Lally	Aye

Motion carries unanimously.

- **Prison**

Consider approving the creation of 2 Lieutenants at Non Union Supervisory Pay Grade 16 (\$21.10/hr.)

No action

Discussion:

There is a need for more Part time Correction officers as the part time employees are only to work 20 hours or less and have been averaging 30 hours per week. This would help to eliminate overtime and the issue of part time employees having pension credits taken.

Motioned by Commissioner Zapotosky and seconded by Controller Lally the creation of 10 Part Time Correction Officers at \$15.12 per hour effective immediately.

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye
Controller Lally	Aye

Motion carries unanimously.

- **Motion to adjourn**

Commissioner Ambrosini'	Aye
Commissioner Zapotosky	Aye
Commissioner Zimmerlink	Aye
Controller Lally	Aye

Motion carries unanimously.