

Fayette County Salary Board
Commissioner's Conference Room
September 3, 2014
1:30 PM

Call to Order:

A meeting of the Salary Board was called to order on Wednesday, September 3, at 1:30pm in the Commissioner's Conference Room, Fayette County Courthouse Uniontown, Pennsylvania 15401.

1. Roll Call:

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

Commissioner Alfred Ambrosini, Acting Controller Jeanine Wrona.

Also in attendance were the following Row Officers: Sheriff, Gary Brownfield, Clerk of Courts, Janice Snyder and Prothonatary, Nina Frankhouser.

Commissioner Al Ambrosini stated that he learned a new term today. Stated this is called a Rolling Quorum as long as we have 3 out of 5.

2. Public Comment on Agenda Items:

None

3. Approval of July 2, 2014 Meeting Minutes:

Moved by Acting Controller Jeanine Wrona, Seconded by Commissioner Al Ambrosini

Acting Controller Wrona	Aye
Commissioner Ambrosini	Aye
Sheriff, Gary Brownfield	Aye

Motion Carries (Unanimous)

4. Sheriff

Moved by Sheriff, Gary Brownfield, seconded by Commissioner Al Ambrosini

- Consider reclassifying the Chief Court Constable position from Pay Grade 9 (\$36,462.40) to the Chief of Security at Pay Grade 13 (\$42,764.80) effective July 1, 2014.

Discussion:

Dominick Carnicella, Director of HR stated that the security aspect that was previously in the courts was transitioned to the Sheriff's Department. A review of the management equity and job analysis was completed for this position. The Chief Court Constable is performing the role of Chief of Security. This position would be responsible for the following duties: Ft Staffing, PT Per Diem Staffing, Overseeing the Budget, Disciplinary

Action, Interviewing & Hiring and assisting with the coordination of transports for the Sheriff's Department.. Carnicella added that the request is to be effective July 1, 2014 and the reason is that a salary Board had been requested previously on this matter but had been postponed until today's date due to various reasons such as cancelled meetings or different people not being available. Carnicella also stated that the approximate cost would be \$3,000.00 for the remaining 2014 budget which after speaking with Sheriff Brownfield, he stated that those funds were available.

Commissioner Ambrosini interjected to ask if this falls within the policies that were established through the equity adjustment process that was implemented this year. Carnicella responded "That is correct".

Discussion then took place as to the line items that the monies would come from to cover this increase through the end of the 2014 budget year. Sheriff Brownfield then interjected that at his request, this position be 2 pay grades lower. Requested a Pay Grade 13 rather than a Pay Grade 15. Stated that when the Chief Deputies re-classed to a Pay Grade 15, his department was overlooked. Sheriff Brownfield stated he would have a Chief and an Asst. Chief. The Asst. Chief would be a pay Grade 9 with no change to his current status. He requested this individual still get the 3% increase if given to all other employees.

Discussion then took place between Acting Controller Wrona and Sheriff Brownfield concerning titles being changed already and the Controller's Office not being made aware. Also, not being able to flip flop titles back and forth to which Sheriff Brownfield responded that we've been trying to have this salary Board Meeting since June and he's been doing the job for years.

A discussion then took place between Carnicella and Acting Controller Wrona concerning the clarification of pay grades and salaries noted on the agenda. Commissioner Ambrosini then clarified with Sheriff, Brownfield that what he was requesting in the 1st motion to change the title of the Chief Constable to Chief of Security. The change would take this position from a Pay Grade 9 to a 13. Sheriff Brownfield responded by saying "Yes sir".

The initial motion was made by Sheriff Brownfield, seconded by Commissioner Ambrosini, however Acting Controller Wrona said nay. Wrona stated that it wasn't worded correctly. The motion was then restated.

Clerk of Courts, Janice Snyder interjected to Sheriff Brownfield that this is an Ethics Violation. Stated that he is your son and you cannot ask for a raise for a family member. The discussion continued on the subject that because the specific salaries were clearly noted on the agenda that it is referencing a person and not a specific position. Carnicella responded by stating that the salaries were placed on the agenda to show the difference in the cost for budget purposes. Carnicella stated that this change was justified from the equity study that was completed and suggested taking the dollar amounts out of the motion so that it was then about the position and not an assumed person. The motion was then restated eliminating the salaries from the wording.

☐ **Moved by Sheriff, Gary Brownfield, seconded by Commissioner Al Ambrosini**

- Consider reclassifying the Chief Court Security Officer position from Pay Grade 9 to the Chief of Security in the Sheriff's Department at Pay Grade 13 effective July 1, 2014.

Commissioner Ambrosini *Aye*
Acting Controller Wrona *Aye*
Sheriff Brownfield *Aye*

Motion Passed (Unanimous)

Moved by Sheriff, Gary Brownfield, seconded by Commissioner Al Ambrosini

- Consider reclassifying the Assistant Chief Court Security Officer position from Pay Grade 8 to Assistant Chief of Security in the Sheriff Department at Pay Grade 9 effective July 1, 2014.

Discussion:

Sheriff Brownfield asked that this position also receive the 3% increase if given to all other employees.

Commissioner Ambrosini *Aye*
Acting Controller Wrona *Aye*
Sheriff Brownfield *Aye*

Motion Passed (Unanimous)

5. Prothonotary

Discussion on office and position needs.

Discussion:

Prothonotary, Nina Frankhouser wanted to propose adding an additional Full Time Department Clerk I position for help offset the workload of additional duties that have been placed on the office, however she stated that she had made a mistake when looking at the budget and does not have the needed funds in the 2014 budget. Frankhouser stated that she thought she had a part Time position when in fact she had a ½ of a Part Time position. Frankhouser stated that she would like to eliminate the Part Time position in her department and replace it with a Full Time position. Frankhouser discussed the additional duties for which she would need this position such as scanning and additional assistance with new PFA's requirements that were enacted into law July. She stated that she would re-address again during the 2015 budget meetings.

Commissioner Ambrosini asked Frankhouser if she had any other needs in her department and a discussion then took place concerning the hierarchy of the office. Frankhouser would like to separately classify the

employees who took and passed the test for the administration of passports. The test took approximately 2 weeks to pass and it a nice money maker for the county.

6. Clerk of Courts

Discussion on office and position requests.

Discussion:

Discussion took place with Clerk of Courts, Janice Snyder stating that she has asked repeatedly to be placed on the Salary Board Agenda. Snyder started out by stating that Frankhouser briefly touched on changes that keep coming down the pike for the Row offices. Snyder discussed the closure of MDJ Joseph George's office per an order handed down by the president Judge that morning. She stated we would be down to 6 magistrate offices once the closure took place and that the workload criminal wise continues to grow. Snyder also touched on the fact that there have been additional categories added to PFA's also the way that we issue a bench warrant. Officers are now directed to come to the Clerk of Courts Office between 8am - 4:30pm if they need a warrant for an arrest on PFA violation. The employee then needs to stop what they are doing and issue a case # so that Margie Yauger can create a warrant while the officer waits. The timelines and requirements were discussed. Snyder then went on to discuss 2 people in her office that have become flood gated with new duties. It has become an impossibility to keep up with the work. Everything in my office is time sensitive.

Snyder proposed changing the titles of her 2nd Deputy and Bench Warrant Clerk. She stated that she has monies in her budget to accommodate the change in salaries she is proposing through the end of the year. Snyder provided a copy of the proposal with titles and salaries during this part of the meeting. She also stated that she would be willing to fully give up any monies set aside for conferences going forward to secure these positions. Snyder stated that they 2 particular individuals are fully trained, very good at their jobs and she cannot afford to lose them and start the training process over again. Snyder also stated that the work coming from her office determines funding from the state.

Snyder reiterated again that she has the funding to cover this request through the remainder of the end. Requesting that Kim her 2nd Deputy title be change to Criminal Court Management Specialist and Margie's title be change to Bench Warrant Administrator / Criminal Court Specialist. The changes in salaries are noted on proposed sheet provided at meeting. Discussed the Pay Grade changes for each. \$3018 is the difference in the monies needed for the remainder of the 2014 budget year.

Carnicella stated to Snyder that there is a procedure in the collective bargaining agreement that must be completed. Snyder responded that these were completed and turned into Dominick a week ago. Carnicella stated as part of the re-class, he would perform a desk audit / job analysis to assess the request.

Commissioner Ambrosini stated that we cannot make a motion now as Snyder has requested because the item was not on the agenda, He recommended that between now and next Salary Board meeting that Dominick complete the desk audit. Commissioner Ambrosini also stated for Dominick to be sure we are consistent with the equity adjustment policies.

A discussion then took place between Snyder and Wrona concerning the variances in the two proposed salaries. If it was calculated in start steps or the actual person in question steps. Wrona stated that per contract you only get the difference in the start steps. Snyder clarified that we did utilize start steps. Approximately 2.5% between steps. Snyder and Wrona agreed to look it over and make adjustments if necessary. Snyder and Carnicella discussed coordinating a day to complete the desk audit.

7. Public Comment

None- No public presence

8. Adjournment

- Moved by Controller Wrona, seconded by Commissioner Al Ambrosini

<i>Commissioner Ambrosini</i>	<i>Aye</i>
<i>Acting Controller Wrona</i>	<i>Aye</i>
<i>Sheriff Brownfield</i>	<i>Aye</i>
<i>Clerk of Courts Snyder</i>	<i>Aye</i>