

Controller  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant

**Motion to consider the change of the salary grade of the Auditor/Accounting Manager to a Non-Union supervisory salary pay grade 11 to pay grade 15 with a starting salary of \$17.57 per hour (\$34,261.50) effective immediately**

**Discussion:**

Controller Lally explained that the Susquehanna would be willing to reduce their fees, which would be where the additional funding would come from for the position. There is a person that he has in mind who has seven years experience with GASB and would cut down the consultant cost. There is a real need for the additional auditor position vacancy to be filled.

Commissioner Zapotosky questioned if Mr. Lally seems to have someone in mind and if that person would be the successful candidate what would happen if this person in two months decided to move on to a better job.

Commissioner Zimmerlink asked if the Controller anticipated posting the position. That it sounds like he already has someone in mind.

Controller Lally said that he does anticipate posting it but there could be someone out there with more qualifications but not have the GASB training so that is something that he would weigh.

Commissioner Zimmerlink questioned the contract between the County and Susquehanna and if there is anything in writing to verify they are willing to decrease the fee.

Controller Lally stated that he has a verbal commitment.

Commissioner Zimmerlink questioned the need for the consultant firm in the past and now it seems there isn't as much of a need for one.

Controller Lally commented that an experienced Accounting Auditor would be a plus for the department.

Commissioner Vicites wanted clarification of the need for the consultant if the change would be made. Commissioner Vicites pointed out that he said it appears that the consultant would be eliminated but wouldn't be utilized as much. He questioned if in the future the consultant could be eliminated all together.

Controller Lally did feel that was possible.

Commissioner Zapotosky pointed out that there is not any correspondence from Susquehanna stating they would agree to the decrease in fees.

Controller Lally explained that \$6,500.00 would have to be transferred from the GASB line item to the salary line item in order to cover the salary for 2008.

Commissioner Zapotosky is concerned that there isn't anything in writing from Susquehanna.

Controller Lally requested that a motion be made for the increase pending the written documentation from Susquehanna.

Commissioner Zapotosky does not feel comfortable with that he would rather table the item for right now.

Commissioner Vicites agrees that the issue of the written documentation needs to be received before moving forward with this motion.

**Motion to table Item Number 3 on the agenda**

Motion made by Commissioner Zapotosky  
Second made by Commissioner Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes

Motion carries unanimously

Emergency Management  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:  
Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
Guy Napollio, 911 Coordinator

**Discussion:**

The department will be responsible to do audits of various police departments. There are 19 plus agencies that Emergency Management will be responsible to audit. That is why they are asking for the reclassification of the dispatcher position.

Commissioner Zimmerlink explained that the change was budgeted.

**Motion to reclassify a dispatcher position to an Administrative Supervisor/TAC officer position SEIU 911 Supervisor Pay Grade 13 Step A at \$12.54 per hour effective date of hire.**

Motion made by Commissioner Zapotosky  
Second made by Commissioner Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes

Motion carries unanimously

Office of Human and Community Services/FACT  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
Michelle Grant Shumar, Director of Human and Community Services

**Discussion:**

Michelle Shumar explained that the change would be that the person would be a working supervisor.

Jen Cline added that the position would be a non-exempt position and it will be a part of the collective bargaining unit through SEIU. The union has agreed to this position being added to the union roster.

Commissioner Zimmerlink this is a part of the plan that Michelle Shumar submitted to the commissioners a few months ago.

**Motion to reclassify the Tech A position from a Non Union Supervisory Pay Grade 6 at \$12.35 per hour to an SEIU Tech Supervisor position at Pay Grade 14 Step A \$12.44 per hour effective upon hire.**

Motion made by Commissioner Zapotosky  
Second made by Commissioner Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes

Motion carries unanimously

Office of Human and Community Services/FACT  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
Michelle Grant Shumar, Director of Human and Community Services

**Discussion:**

Michelle Shumar explained that the change would be that the person would be a working supervisor.

Jen Cline added that the position would be a non-exempt position and it will be a part of the collective bargaining unit through SEIU. The union has agreed to this position being added to the union roster.

Commissioner Zimmerlink this is a part of the plan that Michelle Shumar submitted to the commissioners a few months ago.

**Motion to reclassify the Tech A position from a Non Union Supervisory Pay Grade 6 at \$12.35 per hour to an SEIU Tech Supervisor position at Pay Grade 14 Step A \$12.44 per hour effective upon hire.**

Motion made by Commissioner Zapotosky  
Second made by Commissioner Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes

Motion carries unanimously

Office of Human and Community Services/FACT  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
Michelle Grant Shumar, Director of Human and Community Services

**Discussion:**

Michelle Shumar explained that the change would be that the person would be a working supervisor.

Jen Cline added that the position would be a non-exempt position and it will be a part of the collective bargaining unit through SEIU. The union has agreed to this position being added to the union roster.

Commissioner Zimmerlink this is a part of the plan that Michelle Shumar submitted to the commissioners a few months ago.

**Motion to reclassify the Tech A position from a Non Union Supervisory Pay Grade 6 at \$12.35 per hour to an SEIU Tech Supervisor position at Pay Grade 14 Step A \$12.44 per hour effective upon hire.**

Motion made by Commissioner Zapotosky  
Second made by Commissioner Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes

Motion carries unanimously

Children and Youth  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
Dave Madison, Director of Children and Youth Services

**Discussion:**

The request for the increase of the Casework Supervisor is connected to the request to add four additional County Caseworker positions, as this would be in line with a senior in house caseworkers salary in order to promote within.

Commissioner Vicites stated that this is part of the Needs Based Plan.

Dave Madison explained that it is a part of the Needs Based Plan and is also a budgeted item.

Commissioner Zimmerlink questioned if it was budgeted out of the General Fund.

Dave Madison explained that the funding is a match and that he has not received his allocations yet but the State has proposed a 9% increase in funds and he was not sure what the counties responsibility will be, however there is a decrease in Federal funds.

Commissioner Zapotosky asked if this were a requirement.

Dave Madison stated that it is not a requirement but there is a mandate that every child under the age of two be seen with in two hours and now the age is under three. There has been an increase of cases over the years. There is a requirement for newborn babies that are delivered to a drug-addicted mother that we see them immediately.

**Motion to approve the starting salary for Casework Supervisor from \$35,000. to \$37,000. effective November 1, 2008.**

Motion made by Commissioner Vicites  
Second made by Commissioner Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes

Motion carries unanimously

**Motion to consider adding four County Caseworker positions and on Casework Supervisor position effective November 1, 2008. (The current caseworker salary is \$13.18 (\$25,709.00) per hour through December 31, 2008.**

**Discussion:**

Dave Madison explained these caseworkers would work in the crisis response team. We were going to put two new caseworkers on however when Mr. Gold, Deputy Sheriff of the Office of Child, Youth and Families suggested they create four new positions because of the caseload.

Motion made by Commissioner Zimmerlink  
Second made by Commissioner Zapotosky

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes

Motion carries unanimously

Sheriff  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
Sheriff Gary Brownfield

**Motion to to reclassify a Deputy Sheriff position at an SEIU pay grade 9 Step A at \$10.48 per hour to a deputy sheriff supervisory position at an SEIU pay grade 11 Step A \$11.23 per hour effective February 19, 2008.**

**Discussion:**

Sheriff Brownfield explained that the union agreed to allow the current employee who has been acting as the Deputy Sheriff Supervisor work in that capacity since September 2007. This employee has had added job responsibilities and acts as a frontline supervisor in the case that the Sheriff or Chief Deputy would be unavailable. This position is also responsible for the training of the other deputy sheriffs and tracks all vehicles.

Commissioner Zimmerlink verified that this item was discussed at budget time.

Motion made by Sheriff Brownfield  
Second made by Commissioner Zapotosky

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes
Brownfield	Yes

Motion carries unanimously

Courts  
February 13, 2008  
11:00 AM

Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
President Judge Conrad Capuzzi

**Motion to consider increasing the Per Diem Court Security Officers from \$60.00 per day to \$65.00 per day effective February 19, 2008.**

Discussion:

This has been budgeted for 2008.

Motion made by President Judge Capuzzi  
Second made by Commissioner Vicites

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes

Motion carries unanimously

District Attorney  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
District Attorney Nancy Vernon

**Motion to reclassify the Legal Secretary position SEIU Pay Grade 8 \$10.15 per hour to a Pre Trial Coordinator SEIU Pay Grade 15 starting salary \$12.85 per hour effective February 19, 2008.**

Motion made by District Attorney Nancy Vernon  
Seconded by Commissioner Vincent Zapotosky

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes
Vernon	Yes

Motion carries unanimously

**Motion to reclassify the Office Manager position Non Union Supervisory Pay Grade 9 at \$13.88 per hour to Supervisor position Non Union Supervisory Pay Grade 11 at \$15.02 per hour effective February 19, 2008.**

Discussion:

DA Nancy Vernon explained the added job duties have increase substantially and this employee coordinates with the DJ offices up to the Federal Court level.

Commissioner Zimmerlink pointed out that this increase was not in the 2008 budget.

Motion made by District Attorney Nancy Vernon  
Seconded by Commissioner Vincent Zapotosky

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Nay
Lally	Yes
Vernon	Yes

Motion carries 4 - 1

Prison  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
Warden Larry Medlock

**Motion to approve a 8.5% increase for non-union supervisory management personnel (6 Lieutenants, 1 Warden, 2 Deputies and 2 Counselors effective February 19, 2008.**

Commissioner Zapotosky questioned if this was in the Prison budget.

Commissioner Zimmerlink shared that it was not.

Jen Cline explained that it would have to be transferred from another line item in the General fund.

Commissioner Zapotosky commented that the UMWA employees in the Prison have been getting salary increases through the contract and they are closing the gap between Union employees and non-union employees very quickly.

Warden Medlock agreed and explained this issue started with two contracts ago.

Commissioner Zimmerlink questioned if the 8.5% was the correct percentage and what the dollar figure would be.

Jen Cline explained that it would be a \$34,394.93 increase in his salary line item.

Motion made by Commissioner Zimmerlink  
Second made by Commissioner Zapotosky

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes

Motion carries unanimously

Domestic Relations  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
President Judge Conrad Capuzzi

**Motion to reclassify the Conference Officer position at \$36,256.71 to Enforcement Officer position to \$34,776.69 effective upon hiring.**

Motion made by President Judge Conrad Capuzzi  
Second made by Commissioner Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes
Capuzzi	Yes

Motion carries unanimously

**Motion to reclassify a Locator position Pay Grade 6 at \$9.49 per hour to a Part time Department Clerk at \$7.15 per hour effective upon hiring.**

Motion made by President Judge Conrad Capuzzi  
Second made by Commissioner Angela Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes
Capuzzi	Yes

Motion carries unanimously

**Motion to abolish the Domestic Relations Locator position effective immediately.**

Motion made by President Judge Conrad Capuzzi  
Seconded by Commissioner Angela Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes
Capuzzi	Yes

Motion carries unanimously

Coroner  
February 13, 2008  
11:00 AM  
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky  
Commissioner Angela M. Zimmerlink  
Commissioner Vincent A. Vicites  
Controller Sean Lally  
Jennifer Cline, Director of Human Resource Department  
Tammy Boyle, Administrative Assistant  
Dr. Phillip Reilly, Coroner

**Motion to reclassify a part time Department Clerk I position to a full time Department Clerk I position Pay Grade 2, Step A at \$8.32 per hour effective April 1, 2008.**

Discussion:

Commissioner Zapotosky questioned the number of hours that the part time employee had worked in 2007.

Jen Cline explained that the employee had worked an average of 30 hours a week part of the year of 2007. At that time she was eligible to participate in the pension benefits.

Dr. Reilly said that this was the way to correct the mistake that had been made so he would like to make the position full time, as there is a need in his office for it.

Commissioner Zimmerlink asked if the position could have an effective date of June 1, 2008 and have the employee stay at the \$7.18 per hour 20 hours a week status.

Jen Cline felt that was not the proper effective date to fix the problem.

Commissioner Zapotosky asked Dr. Reilly if he wanted his motion to stand.

Dr. Reilly said that he did.

Motion made by Dr. Reilly

Second made by Commissioner Vicites

Roll Call Vote

Zapotosky	Nay
Vicites	Yes
Zimmerlink	Nay
Lally	Yes
Reilly	Yes

Motion carries 3-2

**Motion to set the salary for a part time Deputy Coroner at \$1,000.00 per month effective April 1, 2008.**

Discussion:

Dr. Reilly explained that in the past Dr. Phillip Hart held this position however he has since moved out of the area. He is recruiting area doctors to be a part of the Coroner's office and has Dr. Kimberly Rabatin and Dr. Peran interested in the position. Dr. Reilly wasn't sure if one individual would be needed or two part time deputies.

Commissioner Zimmerlink explained that Dr. Reilly would have to be specific regarding one individual or two.

Commissioner Vicites suggested that he start out with one position and if in the future they would need to add or adjust the complement they could do that.

Motion made by Dr. Reilly

Second made by Controller Lally

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Lally	Yes
Reilly	Yes

Motion carries unanimously

