

Warren County Salary Board Minutes
February 10, 2021 1:00 p.m.
Virtual by GoToMeeting

Board Present: Commissioner Benjamin Kafferlin, Commissioner Tricia Durbin, and Commissioner Jeff Eggleston, and Dennis Munksgard, Treasurer

Staff Present: Pamela J. Matve, Chief Clerk, Kim Exley, H.R. Administrator, Judge Skerda, Linda Critzer, Court Administrator, Kaylan Miller, Employee Benefits & Risk Administrator, and Sheriff Brian Zeybel

Citizens Present:

Commissioner Benjamin Kafferlin called the meeting to order stating the meeting is being recorded.

Executive Session: None

Approval of Minutes:

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to approve the minutes from December 9, 2020. Motion carried unanimously.

Old Items:

New Business:

Setting Wage for Court Reporter: Judge Skerda stated that in light of the current court reporter resigning the position they are asking that the wage be set at a salary of \$50,000.00 plus transcript fees.

Judge Skerda stated that she and Kim Exley, Employee Relations Administrator had a conversation on how the transcript fees are paid; in W2 rather than 1099. The rules of the PA Rules of procedure state that it is paid through W2 as this is part of the job.

Judge Skerda stated that they had one applicant and that is Jackie Sherwood. Jackie used to work for the county as a court reporter so she has 8 years' experience plus has experience with real time transcription. Which allows the sitting judge to see as she is typing.

Linda Critzer, Court Administrator stated that if we were to hire out the court reporting it would cost \$300-\$450 per day.

Commissioner Tricia Durbin asked what the difference would be to have staff or a free-lance reporter to which Judge Skerda stated that to do free lance court reporting would cost upwards of \$100,000.00 per year.

Commissioner Benjamin Kafferlin asked if this increase is included in the budget. Linda Critzer, Court Administrator stated it will be as we will have a two-month lapse in paying the current court reporter as Ms. Sherwood cannot start until June, and Elsie is leaving in April.

Dennis Munksgard, Treasurer stated that during that time what will you do and the Judge stated we will have to hire free lance court reporters. Dennis Munksgard, Treasurer stated then, you really are not saving any money.

Kim Exley, Employee Relations Administrator stated that the midpoint from the Hess Survey is at \$47,653. Commissioner Benjamin Kafferlin stated that the current rate is right in line. You are asking that we deviate from our policy that we have been following for the past three years to get the nonunion employees to the midpoint of the salary.

Commissioner Jeff Eggleston explained the process that has been followed to try and avoid raising salaries without evaluating the position.

Commissioner Benjamin Kafferlin stated that there are two options; one, set the rate at \$48,053 as it stands, or two, set the salary at \$50,000 given the prior years of employment and experience.

Motion was made by Judge Skerda, seconded by Dennis Munksgard, Treasurer to approve the salary of \$50,000.00 plus transcripts based on prior employment and experience.

Judge Skerda reviewed again the experience of having real time transcription and how that helps the sitting Judges.

Commissioner Tricia Durbin asked if this is a requirement to which Judge Skerda stated no, it is a bonus if you can find a court reporter that has it.

Commissioner Jeff Eggleston stated that we have done quite a bit with people leaving and coming back, we have a procedure we have been following for the past three years and we need to stick to it.

Judge Skerda again stated that the court reporters have to be certified, and Jacki was the only applicant they received. She went onto state that in a larger city it is not hard to find court reporters, but in the rural settings it is very difficult.

The above motion was called and the motion carried four yes to one no. With Commissioner Jeff Eggleston being the nay vote.

Additional PT guard for single point: Sheriff Brian Zeybel stated that his staff is stretched as he has one deputy in school, another to go, and now the school resource officer is back in the schools. If an additional PT guard is hired for single point, it would free up a higher paid Deputy for Sheriff Deputy duties.

Discussions took place as to sending a single point guard to school to become ACT 235 certified to carry a weapon. But then they are not ACT 120 certified, so cannot be taken to another police department due to higher wages.

Commissioner Benjamin Kafferlin stated that Adult Probation gets \$1.00 more per hour to carry a firearm and we will not deviate from that. Commissioner Benjamin Kafferlin then stated that this was suggested a few years ago and was shot down, he feels this is a good move; it may reduce the overtime.

Commissioner Jeff Eggleston gave insight as to his concerns and the prior discussions that were had. He asked if there should be a time study done, and feels that further discussions need to be had before making a decision.

Commissioner Tricia Durbin stated that she cannot support this until we learn more about how this is done by other counites such as do they contract out their security. She would like to take a little more time to digest.

Commissioner Benjamin Kafferlin stated that there are two options on the table; one, to create a third part-time position for single point, and two, table this.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to table this until further research and discussions are had. Motion carried unanimously.

Dennis Munksgard, Treasurer asked, before we adjourn, if we did not have single point, what would our liability be. Maybe we should contact CCAP.

Commissioner Benjamin Kafferlin stated that those discussions with CCAP have already happened.

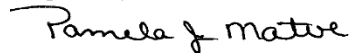
Old Items:

Adjournment

Motion was made by Dennis Munksgard, Treasurer, by Commissioner Jeff Eggleston to adjourn the. Motion carried unanimously.

Meeting adjourned at 1:52 p.m.

Respectfully,



Pamela J. Matve
Chief Clerk

