

Warren County Salary Board Minutes  
May 11, 2022 1:00 p.m.  
Commissioners Conference Room

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

Staff Present: Pamela J. Matve, Chief Clerk, Kaylan Miller, Employee Benefits & Risk Administrator, Lisa Hagberg, Finance Director, Phil Gilbert and Ronna Tipton, Director of Human Services

Citizens Present:

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

**Approval of Minutes:** Motion was made by Commissioner Tricia Durbin, seconded by Dennis Munksgard, Treasurer to approve the minutes from the April 13, 2022 meeting.

**Old Items:**

**FWHS Salary Increases (ARPA funding):** Commissioner Benjamin Kafferlin stated that this item has been tabled a couple months now. He asked Ronna to review the requests that are being made.

Ronna stated that the first part of the request is for \$3,000.00 increase for ID Program Specialist II, Caseworker Supervisor, and the ID Program Specialist II positions. These positions have taken on more responsibilities and the increases would be paid by ARPA funds. Ronna then stated that when the ARPA funds diminish, this can be absorbed by the budget.

The second request is for \$5,000.00 increases for the following positions, HS Administrator, Mental Health Director, and Special County Authority Director. These positions have added responsibilities by taking over the duties that BEHARP provided; to which they are no longer providing. These added responsibilities include additional monitoring of vendor contracts and reporting.

The Mental Health Director was added a couple of years ago and has taken on many new responsibilities and never compensated for that. This position can bill for many of the services that will help to cover the additional salary request.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to approve the requested salary increases as presented; \$3,000.00 per year for the ID Program Specialist II, Caseworker Supervisor, and the ID Program Specialist II positions and \$5,000.00 per year for the HS Administrator, Mental Health Director, and Special County Authority Director.

Commissioner Jeff Eggleston stated that after being involved with Human Services he has seen the additional responsibilities that have been added.

Dennis Munksgard, Treasurer commented that from hearing the comments, the Mental Health Director has had pay held back? Ronna stated no, they have gotten the increases that all employees have gotten just not any additional for taking on the added responsibilities and with the additional ARPA funds we can now give the increase.

Commissioner Jeff Eggleston recommended a separate discussion on that issue.

Dennis Munksgard, Treasurer then stated that if they have taken on additional responsibilities over the past couple of years, should that increase be larger?

The effective date of these increases will be May 23, 2022.

With no further discussion the above motion was called and motion carried unanimously.

**New Business:**

**Grant Writer Position:** Lisa Hagberg, Finance Director stated that after discussions and seeing the many grants that Commissioner Jeff Eggleston is writing she is requested to add to the finance department a grant writer position. She did provide to the board the job description and she stated that after doing some research she is recommending a salary of \$65,000.00.

Lisa stated that for 2022 we can use ARPA funds to cover the cost, and going forward place it in the finance budget. With the administrative fees from the grants, this will help offset the wages.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to approve the creation of the full-time grant writer position at a rate of \$65,000.00.

Commissioner Jeff Eggleston stated that this person can coordinate with the state and federal grants and work with non-profits.

Dennis Munksgard, Treasurer asked what does Erie County pay to which Lisa stated they pay \$70,000 - \$75,000. This person can also help other county offices go after grants.

Commissioner Tricia Durbin stated that this is a position that is needed.

Phil Gilbert asked if the City of Warren will be able to use this grant writer to which Commissioner Benjamin Kafferlin stated that is a separate discussion.

Denny asked when will this position be advertised? Lisa Hagberg, Finance Director stated that if it is approved, it would be tomorrow.

With no further discussion the above motion was called and motion carried unanimously.

### **Adjournment**

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 1:40 p.m.

**Executive Session:** None

Respectfully,



Pamela J. Matve  
Chief Clerk

