

Reviewed by: WD  
AS  
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**SALARY BOARD MINUTES  
FEBRUARY 08, 2022**

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Samuel Breene	Bridey Keller, Human Resources
Commissioner Michael Dulaney	Marie Plumer, Human Services
Commissioner Chip Abramovic	Luke Kauffman, Two Mile Run County Park
Sabrina Backer, Chief Clerk (via Zoom)	Hilary Buchanan, Planning
Melanie Bailey, Admin Asst	Garrett Dvorkin, Titusville Herald
Rich Winkler, Solicitor	Kara O'Neil, The Derrick
Jeannie Ritchey, Acting Treasurer	Pastor Sam Wagner, Christ United Methodist Church
Diona Brick, Fiscal	
Justin Wolfe, Human Resources	

Election Board meeting was convened and adjourned prior to the start of the Retirement Board meeting. The Retirement Board meeting was convened and adjourned prior to the start of the Salary Board meeting. The Salary Board meeting was convened and adjourned prior to the start of the Commissioner Board meeting.

**CALL TO ORDER:**

Commissioner Breene called the Salary Board meeting to order at 4:36 p.m.

**APPROVAL OF THE MINUTES FROM THE JANUARY 11, 2022 MEETING:**

- Jeannie Ritchey made a motion to approve the minutes from the January 11, 2022 meeting, seconded by Commissioner Abramovic, aye all.

**PUBLIC COMMENT:**

There was no public comment offered on the agenda as presented.

**SALARY BOARD ITEMS FOR CONSIDERATION:**

Justin Wolfe presented the Salary Board agenda for approval:

## ITEMS FOR CONSIDERATION

### DEPARTMENT #235 - DJ 3-3

#	Action	Position	Status	Group	Grade	Effective
1	CREATE: Legal Secretary II		TFT	NEHR	3	1/24/2022

*Notes: Temporary position to last through 2/11/22 for training purposes*

### DEPARTMENT #510 - OLDER ADULT SERVICES

#	Action	Position	Status	Group	Grade	Effective
1	CREATE: Management - OAS	Senior Program Specialist - Guardianship Liason/Quality	FT	EXEMPT	1	1/31/2022

### DEPARTMENT #535 - SUBSTANCE ABUSE

#	Action	Position	Status	Group	Grade	Effective
1	ABOLISH: Department Clerk III		FT	SEIU	8	1/14/2022

### DEPARTMENT #540 - MHDS

#	Action	Position	Status	Group	Grade	Effective
1	ABOLISH: Administrative Officer I		FT	NEHR	8	
	CREATE: Administrative Officer I		FT	NEHR	6	1/24/2022

### DEPARTMENT #570 - COMMUNITY SUPPORT SERVICES

#	Action	Position	Status	Group	Grade	Effective
1	CREATE: Department Clerk III - CSS/Housing		FT	SEIU	8	1/14/2022

- Jeannie Ritchey made a motion to approve the above Salary Board Agenda items, seconded by Commissioner Dulaney, aye all.
- Commissioner Dulaney made a motion to approve the Ratification of Legal Exempt Pay Grades 2, 3 and 4, seconded by Commissioner Abramovic, aye all

### OTHER BUSINESS:

There was no other business to be conducted.

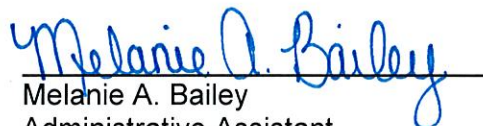
### PUBLIC COMMENT:

There was no public comment offered.

### ADJOURNMENT:

The meeting was adjourned at 4:39 p.m. upon a motion by Jeannie Ritchey and a second by Commissioner Abramovic, aye all.

Respectfully submitted,

  
Melanie A. Bailey  
Administrative Assistant