

Warren County Salary Board Minutes
November 10, 2021 1:00 p.m.
Commissioners Conference Room

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

Staff Present: Pamela J. Matve, Chief Clerk, Lisa Hagberg, Finance Director, Kim Exley, H.R. Administrator, and Kaylan Miller, Employee Benefits & Risk Administrator

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 the September 8 and October 13, 2021 meetings.

Old Items:

New Business:

Salary Increase for Finance Administrator: Lisa Hagberg, Finance Director stated that Reilly Enlow has a bachelors in accounting and does a great job. She has also been doing a lot of the analyzing of accounts. I would like to retain the staff I have at this time, and look to reorganizing the Finance Department in the coming year.

Lisa stated that she has done research looking at what other local staff accountants make and she proposed a \$6,000.00 increase for this position for 2022. She then stated that their budget has a line item for a part time person that they are not utilizing, therefore their budget would not be changed.

Dennis Munksgard, Treasurer stated that this takes away from what is normally done. We have always compared to other counties our size or class; by going outside this may open up a can of worms. Denny then stated that this position has gotten increases over the past to bring it to where it is.

Commissioner Benjamin Kafferlin stated that this position is not a paper pushing position.

Lisa Hagberg, Finance Director stated that this person is now doing all things budget related, and this takes expertise.

Commissioner Jeff Eggleston stated that it is not a significant increase, and he can support this and agrees that we need to do more in finance and her skills provide this.

Dennis Munksgard, Treasurer again stated that this is taking it outside of CCAP comparisons.

Commissioner Benjamin Kafferlin asked Lisa if she looked CCAP at all and she stated she did not.

Commissioner Benjamin Kafferlin then stated that it is hard to compare this position with other counties as every county uses this position in different ways.

Dennis Munksgard, Treasurer suggested that maybe we need to look into this further.

Kim Exley, Employee Relations Administrator stated that maybe another study needs to be done, as the Nancy Hess survey was done in 2018.

Dennis Munksgard, Treasurer went onto state that some positions are over paid.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the \$6,000.00 per year increase for the Finance Administrator bringing the salary to \$43,740.00 effective January 2022.

Dennis Munksgard, Treasurer stated that this is not personal.

Commissioner Benjamin Kafferlin stated this is budget neutral.

Commissioner Jeff Eggleston stated that we need to have a discussion about the structure of the finance department.

Dennis Munksgard, Treasurer stated that it may be budget neutral for this year, but what other wages will also increase.

Commissioner Benjamin Kafferlin asked Kim Exley, Employee Relations Administrator to call JL Nick and get a quote for a new salary survey.

After no further discussion, the above motion was called to vote and the motion carried two to one with Commissioner Jeff Eggleston and Commissioner Benjamin Kafferlin for and Dennis Munksgard, Treasurer against.

Salary for the Elections Director: Commissioner Benjamin Kafferlin stated that Lisa Rivett, Director of Elections is retiring as of December 31, 2021, therefore, we need to come to an agreement for the salary for the new Elections Director. He then stated that he thinks the starting salary for new positions should be 10% less than the current salary for those vacating positions.

Kim Exley, Employee Relations Administrator presented a starting wage of \$39,647.80 giving room to grow. We could start less and in one year give another increase.

Commissioner Jeff Eggleston stated that Armstrong County is the only other county that runs their election with one person paying \$18.79 per hour. Other counties have one or more support staff.

There is an emence amount of responsibility that no one is aware of. He stated that he is concerned that if we set it too low, how can we expect somone to stay in that position long term.

Commissioner Jeff Eggleston then stated he will support the \$39,647.80 but would like to discuss the wage being a little higher at \$42,000.00.

Kim Exley, Employee Relations Administrator asked if the Deputy Director position will be vacant, or disappear as a position.

Commissioner Benjamin Kafferlin stated that the Deputy Director position sunsets at December 31, 2021 and is no longer a valid position.

Kim Exley, Employee Relations Administrator asked if the Tax Claim assistant will assist the elections department.

Commissioner Jeff Eggleston stated yes, she is already being trained.

Dennis Munksgard, Treasurer stated that we do not appreciate people until they are gone. The CCAP information that we were given supports the salary that is being proposed.

Commissioner Benjamin Kafferlin agreed, and this allows room for increase. The Elections Director works 35 hours per week, if it takes longer to do the work so be it.

Dennis Munksgard, Treasurer ageed, salary is salary, if you accept the position you agree to the parameters and you work as long as it takes to get the job done.

Kim Exley, Employee Relations Administrator asked if the job needs to be posted as it is a non union position. Dennis Munksgard, Treasurer stated that unless it is mandated by the union, why bother.

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to set the Director of Elections salary to \$42,000.00 effective January 2022. Motion carried unanimously.

2022 wages for non-union: Commissioner Benjamin Kafferlin stated that H.R. has given us increase values of 1.5%, 2% and 2.5%. We do not know what the union is going to settle on.

Commissioner Benjamin Kafferlin stated that seeing the cost of living and interest rates he could support the 2.5% increase.

Commissioner Jeff Eggleston stated that this is for budgeting, and this is only for one year.

Commissioner Benjamin Kafferlin agreed, he stated that the union is negotiating a four year term; we can make it up in 2023 for the non union employees if the union gives a higher increase.

Dennis Munksgard, Treasurer asked, if we do this today, will it affect the negotiations.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to do the 2% increase for 2022 expect for the Elections Director and the Finance Administrator.

Dennis Munksgard, Treasurer stated that we need to revisit this before we take vote. We need to sharpen our pencils and compare these position rates to other counties. We can go with a % today, but going forward we need to do more work.

Commissioner Jeff Eggleston stated that the counties that we should use to compare to us is Clarion, McKean, Elk and Venango counties.

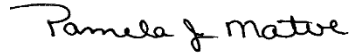
After no further discussion the above motion was called and the Motion carried unanimously.

Adjournment

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

Meeting adjourned at 1:49 p.m.

Respectfully,



Pamela J. Matve
Chief Clerk

