

January 06, 2004

On the above date at 9:00 A.M., the Luzerne County Board of Commissioners convened a Salary Board Meeting with the following present: Gregory A. Skrepenak, Chairman; Todd A. Vonderheid and Stephen A. Urban, Commissioners; Patricia Wilk, Acting Chief Clerk; James Blaum, County Solicitor; Joseph Loftus-Vergari, Director of Human Services; James Miller, Administrator of Valley Crest; Michael L. Morreale, Treasurer; Stephen L. Flood, Controller; James J. Brozena, County Engineer; John J. Glushefski, Director of Road & Bridge; William P. Burke, Director of Property and Supply,; Adrian F. Merolli, Director of Planning; Sandra Russell, Director of Community Development; Russell Arnone, Director of Budget /Finances.

Mr. Skrepenak called the meeting to order and asked everyone to join in saying the Pledge of Allegiance followed by a moment of Silent Prayer. It is noted that all meetings are electronically recorded.

#### **PUBLIC COMMENT**

Carl Goodwin, Former Chair of the Government Study Commission, expressed his concerns regarding the seventeen Court Positions created. Commissioner Urban and Stephen Flood replied the issue was addressed in November 2003. Mr. Goodwin, addressing Commissioners Vonderheid and Skrepenak, requested to give their opinion on the recently approved three percent pay raises for management employees and the \$32 million bond issue. Commissioner Skrepenak responded that the pay raises are being looked into and on the bond issue, he and Commissioner Vonderheid support the capital projects in the bond issue and they are investigating the option and alternatives further. Mr. Goodwin expressed his concerns and requested clarification regarding the proposed twenty-two new positions. Commissioner Vonderheid responded that the proposed structure creates 11 new positions, changing the roles and responsibilities of the positions, which already exist. Mr. Goodwin expressed his concerns regarding the 2004 Budget approved under the direction of the previous administration and requested the media be apprised of the ongoing details of the budget meetings. Commissioner Urban responded the Commissioners will begin with guidance of the County Code as a guide and will work together to resolve budget issues.

Mary Camp, questioned if there will be layoffs with the budget revisions. Commissioner Skrepenak responded all three Commissioners are currently reviewing the budget and the goal is to create budget neutral changes, layoffs would be a last resort. Marguerite Woelfel, Sugarloaf, recommended financial management is the key to the budget issues. Ms. Camp questioned the salary range for the proposed positions. Commissioner Vonderheid responded the Commissioners are changing the structure on hiring practices, creating a system that would allow for merit raises and allow personnel to run their departments more effectively. Ms. Camp expressed her concerns on the recommended number of solicitors. Commissioner Vonderheid responded the solicitor positions are not new hires; the positions are listed to create salary ranges only.

Dorothy Endriczi recommended that the performance requirements and personnel reviews should be available for public review. Commissioner Vonderheid responded the Commissioners should be the parties responsible for ensuring all personnel policies are complied with and performance evaluations are completed accurately and fairly, further, personnel records should not be available to the general public as private information may be included within.

The Salary Board retired to Executive Session at 9:30 A.M. and reconvened at 9:45 A.M.

#### **SALARY BOARD**

Request a Motion to approve the following Salary Board actions:

To ELIMINATE –

- One (1) EXECUTIVE SECRETARY @ \$39,435 per annum
- One (1) EXECUTIVE SECRETARY @ \$30,000 per annum
- One (1) EXECUTIVE SECRETARY @ \$27,500 per annum

And CREATE

- Three (3) EXECUTIVE SECRETARIES with a Salary Range of \$25,000 to \$40,000 per annum.
- Four (4) SOLICITORS with a Salary Range of \$35,000 to \$60,000 per annum.
- One (1) CHIEF OF HUMAN SERVICES with a Salary Range of \$60,000 to \$85,000 per annum.
- One (1) CHIEF OF BUDGET AND FINANCE with a Salary Range of \$60,000 to \$85,000 per annum.
- One (1) CHIEF OF OPERATIONS/ENGINEERING with a Salary Range of \$60,000 to \$85,000 per annum.
- One (1) EXECUTIVE SECRETARY TO COUNTY MANAGER with a Salary Range of \$25,000 to \$40,000 per annum.
- One (1) COUNTY MANAGER FOR LEGISLATION AND CHIEF CLERK with a Salary Range of \$55,000 to \$75,000 per annum.

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**SALARY BOARD: (cont.)**

- One (1) CHIEF OF ECONOMIC GROWTH AND PLANNING with a Salary Range of \$60,000 to \$85,000 per annum.
- One (1) CHIEF OF RECREATION AND ENVIRONMENT with a Salary Range of \$60,000 to \$85,000 per annum.
- One (1) CHIEF OF PUBLIC SAFETY AND CORRECTIONS with a Salary Range of \$60,000 to \$85,000 per annum.
- One (1) GRANT WRITER with a Salary Range \$45,000 to \$65,000 per annum.
- One (1) PARALEGAL/LEGAL SECRETARY with a Salary Range of \$25,000 to \$42,500 per annum.
- One (1) MANAGEMENT AND PRODUCTIVITY OFFICER with a Salary Range of \$45,000 to \$65,000 per annum.
- One (1) HUMAN RESOURCES OFFICER with a Salary Range of \$45,000 to \$65,000 per annum.
- One (1) PUBLIC INFORMATION OFFICER with a Salary Range of \$40,000 to \$55,000 per annum.
- One (1) COLLECTIVE BARGAINING OFFICER with a Salary Range of \$35,000 to \$55,000 per annum.

Commissioner Stephen Urban agreed with some of the changes but objected to the use of salary ranges rather than fixed compensation citing this was the role and responsibility of the Salary Board. Commissioner Urban also voiced his concerns for the positions of County Manager for Administrator and Deputy Clerk, Chief of Economic Growth and Planning, Chief of Public Safety and Corrections, Management and Productivity Officer, Public Information Officer and Collective Bargaining Officer prior to the vote.

Stephen Flood said he understands the salary ranges and supports the recommended positions and their relationship to the reorganization.

It was moved by Commissioner Vonderheid, seconded by Mr. Flood.  
**“AYES” SKREPENAK, VONDERHEID, FLOOD “NAY” URBAN**

Request a Motion to approve the following Salary Board actions:

To ELIMINATE:

- One (1) CPA 1 IN THE CONTROLLER’S OFFICE at an Annual Salary of \$41,600
- and
- One (1) DEPUTY CONTROLLER IN THE CONTROLLER’S OFFICE at an Annual Salary of \$42,900.

And CREATE

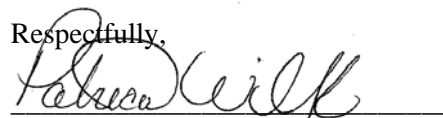
- One (1) CPA 1 IN THE CONTROLLER’S OFFICE at an Annual Salary of \$52,900
- and
- One (1) DEPUTY CONTROLLER IN THE CONTROLLER’S OFFICE at an Annual Salary of \$51,600.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN, FLOOD**

A Motion was entertained to adjourn the Salary Board Meeting.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN, FLOOD**

Respectfully,



Patricia Wilk, Recording Secretary