

**AUGUST 18, 2010**

On the above date the Luzerne County Board of Commissioners convened a Salary Board Meeting with the following present: Maryanne Petrilla, Chairman; Thomas P. Cooney, Commissioner; Stephen A. Urban, Commissioner; Walter Griffith, Controller; Douglas Pape, County Manager for Legislation/Chief Clerk; Vito DeLuca, Solicitor; John Corcoran, Coroner; Al Flora, Public Defender

**CALL TO ORDER.....Maryanne C. Petrilla, Chairperson**

**PUBLIC COMMENT: None**

**COMMUNICATIONS:.....Douglas A. Pape  
County Manager/Chief Clerk**

**REQUEST A MOTION TO APPROVE THE MINUTES FROM THE SALARY BOARD MEETING ON JULY 15, 2010.**

It was moved by Commissioner Urban, seconded by Commissioner Cooney  
**“AYES” PETRILLA, COONEY, URBAN, GRIFFITH**

**REQUEST A MOTION TO APPROVE THE FOLLOWING SALARY BOARD ACTION FOR:**

**PUBLIC DEFENDERS:**

- Create: (1) Public Defender at an Annual Salary of \$47,015.72 effective August 18, 2010.
- (1) Public Defender at an Annual Salary of \$47,015.72 effective August 18, 2010.  
(This position is 100% funded through Mental Health)
- (1) Caseworker 2 at an Annual Salary of \$31,468 effective August 18, 2010.  
(100 % Funded by Mental Health)
- (1) Clerk I at an Annual Salary of \$20,500 effective August 18, 2010  
(Position to be funded by the Balance of Mental Health Money and Remainder is funded through General Fund).

**Controller Griffith**

Is this the analysis you discussed with the commissioners regarding the hiring of these folks?

**Public Defender Flora**

This is the recommendations I gave the commissioners to create a model juvenile unit for the county and it is consistent with the position taken by the Juvenile Defenders Association of Pa. (inaudible) with a letter supporting my position on this and with this we will be in compliance with the Inter-Branch Commission.

**Controller Griffith**

As a member of the Salary Board I didn't get a copy of that report. Is there a reason I didn't get a copy?

**Public Defender Flora**

I provided a copy to each of the commissioners and I believe it was up to them whether they wanted to share the report.

**Controller Griffith**

I did not receive that.

**Commissioner Petrilla**

It was a structuring of the office. It wasn't really a Salary Board report.

**Controller Griffith**

Well it has to do with these positions correct? That report has to do with those positions correct?

**Public Defender Flora**

Not only the report, a letter I gave the commissioners specifically in regard to these positions.

**Controller Griffith**

Well I did not receive that report so I'm not privy to the information that was in it. I would like to make a motion to table this until I get a copy of the report and get an opportunity to review it as a member of the Salary Board. I think it's highly unfair to me as a member of the Salary Board not to know why you are requesting these positions and have that information readily available so I can figure that out. I make a motion to table this.

**Commissioner Petrilla**

There is a motion that has been moved and seconded.

It was moved by Public Defender Flora, seconded by Commissioner Cooney  
"AYES" PETRILLA, COONEY, URBAN, FLORA "NAY" GRIFFITH

**Commissioner Urban**

I would strongly recommend to you that any time an action deals with the Salary Board, that there are four permanent members of the Salary Board, and distribute the information to the Salary Board.

**Commissioner Petrilla**

I did provide Walter with the Salary Board information on August 7<sup>th</sup>.

**Controller Griffith**

Salary Board agenda?

**Commissioner Petrilla**

If you look at your email, you were given an email on August 7<sup>th</sup> from Doug Pape to all Salary Board members briefing the members on this issue and you didn't call any of us with questions.

**Controller Griffith**

I did get the email but I didn't see the report.

**Commissioner Petrilla**

You had a week to call and ask questions.

**Controller Griffith**

I need to call and do that? I thought that was part of the Salary Board.

**Commissioner Petrilla**

Excuse me Walter, as part of the Salary Board, thirteen days ago you were given this information and you didn't address.....you were provided the information.

**Controller Griffith**

I did address the information. I asked for the report when it first went out.

**Commissioner Petrilla**

The complaint is you didn't have the information. You were given the information 10/13 days ago.

**Controller Griffith**

Just to go on the record I did ask for the information when that report was made available. I was denied.

**ROAD & BRIDGE DEPARTMENT:**

**Create:** (1) One Bridge Foreman with an Annual Starting Salary of \$27,500 effective July 15, 2010.

**Eliminate:** (1) Foreman Position with an Annual Starting Salary of \$27,500. (This position is currently vacant and funded).

It was moved by Commissioner Urban, seconded by Commissioner Cooney  
"AYES" PETRILLA, COONEY, URBAN, GRIFFITH

**Controller Griffith**

Did we do the one with the magistrates?

**Commissioner Petrilla**

That was removed because it was an error. We approved that last month.

**CORONERS OFFICE:**

**Create:** (1) Field Investigator at an Annual Salary of \$11,000 effective August 18, 2010. Part Time Position with no Benefits. (Funding to be Paid from Managerial and Consulting Services Line Item in the Coroners Office).

**Controller Griffith**

Can I make a motion to table this now?

**Commissioner Petrilla**

You can make a motion to go off of the agenda.

**Request a motion to go off of the agenda.**

It was moved by Controller Griffith, seconded by Commissioner Urban  
“AYES” URBAN, GRIFFITH ‘NAY” PETRILLA, COONEY, CORCORAN

**Doug Pape**

**Duties:** Assist with Coroner investigations. Conduct independent investigations of deaths when needed. Compile appropriate data sheets; make all legal arrangements for the interment of all unclaimed bodies which become the responsibility of Coroners Office. Will assist at autopsies.

**Qualifications:** College degree, background in biological sciences; Licensed Funeral Director if possible; ability to communicate freely with distressed individuals.

**Compensation:** In addition to the proposed salary which will be funded by monies collected from fees collected for cremation permits, Deputy will continue to receive compensation for regular coroner calls/removals.

**Background Summary:** Death investigation is becoming more demanding and requires more detailed information on the deceased. Forensic Sciences are becoming more complex and print and visual media are acquainting public with new procedures which should be developed by Coroners Office.

**Commissioner Urban**

What is the true purpose of this position?

**Coroner Corcoran**

This position had been established by Dr. Hudock back in 2004. What we are doing here today is clarifying, Walter had questions on it and we’re clarifying the position as it had been carried out since 2004 when it was put in place by Dr. Hudock. The person handles all unclaimed bodies, which the county has the responsibility of burying, assist in autopsies, as well as we need an extra set of hands. It’s an availability thing in case we are all tied up on a call. It was something the Doctor felt was a necessary item. We’re just clarifying it today because Walter needed some clarification.

**Commissioner Urban**

There are no benefits? It is a part time position?

**Coroner Corcoran**

No benefits. It is a part time position. His duties if need to be said we’re getting a great bang for our buck.

**Commissioner Urban**

Does this have any budgetary impact?

**Coroner Corcoran**

No. The money is paid out of cremation permits.

**Controller Griffith**

So at the risk of not having the proper Salary Board agenda here, if we are creating a field investigator at an annual salary of \$11,000 is that correct? It doesn’t say we are creating a field investigator per diem, correct?

**Coroner Corcoran**

Yes

**Controller Griffith**

If it's a private contractor why is the Salary Board voting on this? If he doesn't work for the county why are we approving this at the Salary Board?

**Commissioner Urban**

This should say Field Investigator Part Time at an annual salary of \$11,000 with no benefits.

**Commissioner Petrilla**

Create one Part Time Field Investigator at an annual salary of \$11,000 with no benefits.

**Controller Griffith**

Should it not say per diem because we are approving a salary for an employee who doesn't work here? This is a private contractor who doesn't work for the county.

**Commissioner Urban**

This is not going to be a private contractor.

**Commissioner Petrilla**

He's not going to be a private contractor anymore. That's the purpose of the Salary Board. He'll have taxes taken out.

**Controller Griffith**

He'll be a per diem employee?

**Coroner Corcoran**

Walter at this point whatever you want to call it. I know I need the manpower.

**Controller Griffith**

I just want to make sure we're not saying he's a Field Investigator at an annual salary when in fact he is an employee.

**Commissioner Petrilla**

He's going to be an employee.

**Commissioner Urban**

County employee, Part Time Field Investigator at an annual salary of \$11,000 with no benefits effective August 18, 2010.

**Controller Griffith**

But it doesn't say that in the job description. That's my concern. The job description does not say he is a private contractor.

**Commissioner Petrilla**

We can have that revised.

**Controller Griffith**

Solicitor, is that correct? If he's a private contractor in this job description.

**Vito DeLuca**

We had discussions about this throughout the month. The fact he was not listed as a private contractor, he was not an employee so we felt the best resolution was to have it come before a public meeting to create position as it should have been at a public meeting. The money was in the budget. He will be a part time employee with an annual salary of \$11,000 with no benefits.

**Controller Griffith**

I totally agree with you. I want to make sure the Salary Board doesn't get caught in a situation down the road where someone submits a position as a private contractor. Should we not change the description of that position to a per diem employee?

**Commissioner Petrilla**

He's not going to be a per diem employee he's going to be a Part Time Field Investigator.

**Controller Griffith**

A part time employee, correct? But I'm saying that's not on this job description.

**Commissioner Petrilla**

The job description's purpose is to discuss the duties of the position.

**Controller Griffith**

That's why I'm looking for Vito's advice. Are we ok with job description to match the approval of the Salary Board?

**Vito DeLuca**

I don't see an issue removing.....

**Commissioner Petrilla**

We're not adopting the job description, we're adopting the position. If there are revisions that need to be done to the job description they can be done anytime. We are not adopting this job description. He just gave it to us for informational purposes.

It was moved by Commissioner Cooney, seconded by Commissioner Petrilla  
**"AYES" PETRILLA, COONEY, URBAN, GRIFFITH**

**Commissioner Urban**

Walter I just want to thank you for bringing this to the attention of the board and clarifying this.

**Commissioner Petrilla**

I want something to go on record with this job so we don't have an issue. The person you are hiring for this position has another function in the county. So let's get it on the record so we don't have an issue.

**Coroner Corcoran**

We did list it on the record. Under compensation this proposed salary will be funded by money from fees collected for cremation permits. The deputy will continue to be compensated for regular coroner calls/removals.

**Commissioner Petrilla**

We need to work on this job description because that shouldn't be in there. I just want for the record so that the Controller understands that the person you are hiring for this Field Investigator position is currently doing the job but he will also have another job which he will submit like all the other deputy coroners \$65 every time he declares a death. It may be one person but its two different positions.

**Controller Griffith**

That's fine. My question is the on call Field Investigator's in the past distributing money he was paid. I don't know if the Salary Board has issues or if we need to go to the commissioners to get that money back or not. That's something to look at.

**Coroner Corcoran**

Our office is sort of unique. The services the deputy coroners provide is very special. They need sensitivity, they have training. Thanks to Walter we're clarifying the situation and thanks to Commissioner Petrilla and the other Commissioners. We just want to make sure this stays in effect because it is a great job for the county.

**MOTION TO ADJOURN:**

It was moved by Commissioner Cooney, seconded by Commissioner Urban  
**"AYES" PETRILLA, COONEY, URBAN, GRIFFITH**

*Respectfully submitted,*



*Jennifer Thomas, Recording Secretary*