

APRIL 20, 2011

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; Al Flora; Public Defender, Andy Check, Director of Human Resources; Joe Piazza, Warden, LCCF; Art Bobbouine, Deputy Prothonotary

PUBLIC COMMENT:

No Public Comment

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

REQUEST A MOTION TO APPROVE THE MINUTES FROM THE SALARY BOARD MEETINGS ON MARCH 8, 2011 AND MARCH 23, 2011.

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

REQUEST A MOTION TO APPROVE THE FOLLOWING SALARY BOARD

ACTIONS FOR:

CHILDREN & YOUTH:

Eliminate: One (1) Caseworker 2 at an annual salary of \$37,491 effective February 4, 2011.

Create: One (1) Children, Youth and Families Program Specialist at an annual salary of \$41,240 effective February 4, 2011.

Eliminate: One (1) Caseworker 2 at an annual salary of \$41,524 effective February 4, 2011.

Create: One (1) Children, Youth and Families Program Specialist at an annual salary of \$45,676

Eliminate: One (1) Casework Supervisor at an annual salary of \$59,008 effective February 4, 2011.

Create: One (1) Children, Youth and Families Program Specialist at an annual salary of \$61,958 effective February 4, 2011.

Eliminate: One (1) Caseworker 2 at an annual salary of \$35,056 effective February 22, 2011.

Create: One (1) Clerk Typist 3 at an annual salary of \$35,056 effective February 22, 2011.

Eliminate: One (1) Caseworker 2 at an annual salary of \$31,295 effective May 2, 2011.

Create: One (1) Legal Assistant 1 at an annual salary of \$25,169 effective May 2, 2011.

Controller Griffith

Is there a job description for these between the one we are eliminating and the one we are creating?

Joseph DeVizia

I don't have one with me.

Controller Griffith

Is there a reason why I don't have that information so I can vote on these items? I have no way of knowing why we are creating these positions.

Andy Check

These positions are falling within the quality assurance functional activity at Children & Youth, in compliance with the Department of Public Welfare and as a result of ongoing functional activities linked to the positions and responsibilities. As the regulations evolve, as the duties evolve, we had submitted to the Civil Service Commission the job description, which included what would be considered the new duties and responsibilities. They turned around and made a statement that these positions are in fact this grade and compensation level. So driven by civil service and driven by quality assurance and the evolving nature of the function, I reviewed that with Children & Youth and Human Resources at Human Services.

Controller Griffith

We're talking about almost a \$10,000 increase in salaries across the board with Children & Youth. As a member of the Salary Board I feel very uncomfortable not knowing why we are creating these positions just based they are on an agenda to vote on them. If there is a criteria it should have been shared with myself. Information is very important if I'm going to vote to increase salaries by \$10,000.

Commissioner Petrilla

You could have met with the Human Resources Office yesterday. They could have explained it all in great detail after the agenda was released.

Controller Griffith

I understand that but did the commissioners get any of this information before yesterday?

Commissioner Petrilla

I got the agenda and asked Andy what it was all about. I'm the Chairman of the Salary Board so I got to review the agenda. The agenda was released in time for everybody to ask questions.

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

REQUEST A MOTION TO APPROVE THE FOLLOWING SALARY BOARD ACTIONS FOR:

PRISON:

Eliminate: One (1) Chef Supervisor (Management) at an Annual Salary of \$53,490 effective April 20, 2011.

Create: One (1) Sergeant (Union) at an Annual Salary of \$ 55,637.92 effective April 20, 2011.

Eliminate: One (1) Treatment Coordinator at an Annual Salary of \$41,200 effective March 26, 2011.

Create: One (1) Treatment Coordinator at a Salary Range of \$33,000 to \$37,000 effective March 26, 2011.

Controller Griffith

When we had our session there was a Lieutenant taking that position. Is that correct?

Warden Joe Piazza

No, the Lieutenant stays. The Sergeant position is taking the K9 position and we're eliminating the Food Service Position.

Commissioner Urban

You are taking a Lieutenant off the K9.

Warden Joe Piazza

The Lieutenant is going to become a Sergeant but the Lieutenant position that he currently holds right now will be Security as well as Food Service.

Controller Griffith

So the Sergeant is not going to be doing the kitchen work. The Lieutenant will be doing the kitchen work.

Warden Joe Piazza

The Lieutenant will be doing that as well as security.

Controller Griffith

Is the increase in salary in the job description? Does it allocate for the Sergeant for the Lieutenant that is taking over the kitchen position, all the duties the Food Service Manager did. Are they incorporated in his job description?

Warden Joe Piazza

It will be incorporated in the new job description.

Controller Griffith

So we don't have a new job description?

Warden Joe Piazza

Not yet.

Controller Griffith

So how do we know if it's a union position?

Warden Joe Piazza

It's a Management Position.

It was moved by Warden Piazza, seconded by Commissioner Cooney
"AYES" PETRILLA, COONEY, URBAN, PIAZZA "NAY" GRIFFITH

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

BUREAU OF ELECTIONS:

Eliminate: One (1) Clerk Typist I at an Annual Salary of \$19,300 effective April 20, 2011.

Create: One (1) Clerk Typist II at an Annual Salary of \$20,300 effective April 20, 2011.

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:

PROTHONOTARY:

Eliminate: One (1) Clerk Typist I at an Annual Salary of \$21,000 effective April 20, 2011.

Create: One (1) Cashier Position at an Annual Salary of \$23,000 effective April 20, 2011.

Eliminate: One (1) Clerk I at an Annual Salary of \$21,000 effective April 20, 2011.

Create: One (1) Clerk II at an Annual Salary of \$22,000 effective April 20, 2011.

It was moved by Deputy Prothonotary Bobbouine, seconded by Commissioner Urban
"AYES" COONEY, URBAN, GRIFFITH, BOBBUINE "NAY" PETRILLA

REQUEST A MOTION TO RATIFY AND APPROVE THE FOLLOWING SALARY BOARD ACTION:

PUBLIC DEFENDERS OFFICE:

Eliminate: One (1) Part Time Assistant Public Defender at an Annual Salary of \$29,843.71 effective April 20, 2011.

Create: One (1) Full Time Assistant Public Defender at an Annual Salary of \$40,000 effective April 20, 2011.

Controller Griffith

Do we have any way to keep track of their time in the Public Defenders Office?

Al Flora

The full and part timers fill out time sheets. I know how many cases the lawyers are handling. Based on their case load I can tell the amount of time.

Controller Griffith

How many part timers do we have left?

Al Flora

Off the top of my head about fifteen. We want to go to attrition to eliminate part time and go to full time. It's more consistent with what's happening in other parts of the state. It gives better coverage.

It was moved by PD Flora, seconded by Commissioner Urban
"AYES" PETRILLA, COONEY, URBAN, GRIFFITH, FLORA

MOTION TO ADJOURN:

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

Respectfully submitted,



Jennifer Thomas, Recording Secretary