

~Minutes~

SALARY BOARD MEETING

July 9, 2026

(Meetings recorded and destroyed after mtg. mins. approval)

CALL TO ORDER Commissioner Nancy Grupp called the meeting to order at 11:00 a.m.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL Treasurer Krista Miller, Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel and Executive Secretary Paige Barroqueiro; all present.

PUBLIC COMMENT

MINUTES – April 2, 2026 ~ **Action** ~ Treasurer Miller moved to approve. Comm. Rossman seconded. Miller yes; Rossman yes; Grupp yes; Heimel yes.

NEW BUSINESS

Creation of Administrative Intern ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Rossman noted that this is a position the County has had for some time now but that this is a bookwork correction. Heimel yes; Rossman yes; Grupp yes. Miller yes.

Set the Salary Range for the Administrative Intern ~ **Action** ~ Comm. Heimel moved to set the salary range at \$10.00 - \$14.25. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes. Miller yes.

Creation of District Attorney Intern ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes. Miller yes.

Set the Salary Range for the District Attorney Intern ~ **Action** ~ Comm. Rossman moved to set the salary range at \$10.00 - \$14.25. Rossman yes; Grupp yes; Heimel yes. Miller yes.

Creation of Grant Administrator ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Commissioner Grupp explained that Potter County has received a DCED grant to help fund this position 50/50. This position can help the County and Municipalities find additional revenue through grant administration fees to help pay for itself. Commissioner Rossman added that this is long overdue and Commissioner Heimel added that this position was recommended through our Strategic Management Plan. Rossman yes; Heimel yes; Grupp yes. Miller yes.

Set the Salary Range of the Grant Administrator ~ **Action** ~ Comm. Rossman moved to set the salary range at \$57,000 - \$62,000 per year. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes. Miller yes.

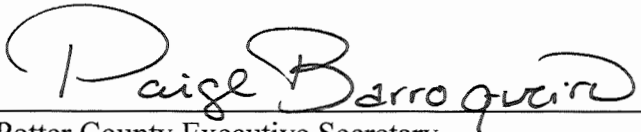
Elimination of Potter County Human Services Aging Senior Center Services Director 1 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes. Miller yes.

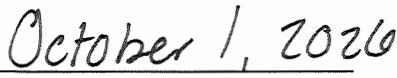
Elimination of Potter County Human Services Mental Health/Intellectual Disabilities-EI County Casework Supervisor. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes. Miller yes.

Approval of updated Potter County Human Services 2026 Compensation Base Rate Plan for Non-Union employees ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Commissioner Grupp clarified that this is to make updates from the one that was approved in December as the Potter County Human Services fiscal year runs from July to June and the state is requiring an updated version. Grupp yes; Rossman yes; Heimel yes. Miller yes.

NEXT MEETING - October 1, 2026

ADJOURNMENT ~ **Action** ~ Treasurer Miller moved to adjourn. Comm. Heimel seconded. Miller yes; Heimel yes; Grupp yes; Rossman yes.


Potter County Executive Secretary


Approval Date