

~Minutes ~
SALARY BOARD MEETING

July 10, 2025
(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 Judge Steven Minor, Treasurer Krista Miller, Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, and Executive Administrative Assistant Paige Barroqueiro; present. Chief Clerk Jessica Giebel; absent.

PUBLIC COMMENT

MINUTES – June 12, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Miller abstain.

NEW BUSINESS

Amend the Galeton, Shinglehouse, and Coudersport District Judge's Secretary to be District Judge's Judicial Line staff. Judge Minor addressed the Board to explain that the proposed title changes were requested by the District Judges. He emphasized that the intent behind these changes is not to increase pay or benefits, but rather to boost employee morale. While he believes the affected employees deserve higher compensation, he acknowledged that a wage increase is not currently feasible. A title change, however, would serve as a meaningful gesture of recognition. He clarified that the proposed changes would not alter job duties or wages. Commissioner Rossman noted that, based on his research, "Judicial Line Staff" is considered a category rather than a formal job title. Judge Minor responded that surrounding counties, including Tioga, have implemented similar title changes for Magisterial staff and expressed that Potter County should remain consistent with regional standards. Commissioner Grupp stated she is not opposed to a title change but concurred with Commissioner Rossman that "Judicial Line Staff" is a category, not a specific title. Commissioner Rossman then suggested the alternative title of "Judicial Clerk." Judge Minor reiterated that a title change carries no downside and would serve as a form of recognition. Commissioner Heimel recommended making the change within the job description. Treasurer Miller requested clarification from the County Solicitor. Solicitor Chris Gabriel confirmed that the procedure for making job title changes is critical. Any such changes must be approved by a vote of the Salary Board to ensure that no elected official can unilaterally create or alter positions. This approach also ensures accurate recordkeeping for the County. ~ **Action** ~ Judge Minor moved to amend the four District Judge's Secretary/Clerks to be District Judge's Judicial Line Staff. Treasurer Miller seconded. Minor yes; Miller yes. Grupp no; Rossman no; Heimel no. Motion fails. ~ **Action** ~ Commissioner Grupp moved to amend the four District Justice Secretary/Clerks to be District Justice Judicial Line Staff/Clerks. Comm. Heimel seconded. Grupp yes; Heimel yes; Minor yes; Miller yes. Rossman no.

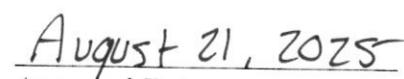
Amend the Part-Time Galeton District Judge's Secretary position to be a Floating Part-Time District Judge's Judicial Line Staff. ~ **Action** ~ Judge Minor moved to amend the Part-Time Galeton District Justice Secretary/Clerk position to be a Floating Part-Time District Judge's Judicial Line Staff/Clerk. Comm. Grupp seconded. Minor yes; Grupp yes; Heimel yes; Miller yes; Rossman yes.

PERSONNEL ACTIONS

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



Potter County Executive Secretary



Approval Date

