

*~Minutes~*

**SALARY BOARD MEETING**

**August 21, 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** Treasurer Krista Miller, Judge Stephen Minor, Commissioner Nancy Grupp, Commissioner Paul Heimel, Commissioner Robert Rossman, Chief Clerk Jessica Giebel and Executive Secretary Paige Barroqueiro; all present.

**PUBLIC COMMENT**

**MINUTES** – July 10, 2025 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

**NEW BUSINESS**

Create a Temporary Interim Warden position requested by the Potter County Board of Inspectors for the Jail ~ **Action** ~ Comm. Rossman moved to create a temporary Interim Warden position effective September 1, 2025 for a one-year term. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

Set Salary for Temporary Interim Warden position ~ **Action** ~ Comm. Rossman moved to set the salary at \$10,000 per year as recommended by the Jail Board. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

Amend one Seasonal Part-Time Maintenance Worker position to be a permanent Part-Time Maintenance Worker ~ **Action** ~ Comm. Heimel moved to approve. Comm. Rossman seconded. Heimel yes; Rossman yes; Grupp yes; Miller yes.

Amend the On Call/Part-Time Secretary Clerk II position in the Treasurer's Office to be an On Call/Part-Time Deputy II ~ **Action** ~ Treasurer Miller moved to approve. Comm. Grupp seconded. Miller yes; Grupp yes; Rossman yes; Heimel yes.

Set pay range for On Call/Part-Time Deputy II in the Treasurer's Office ~ **Action** ~ Comm. Rossman moved to set the pay range at \$14.50 - \$16.50. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

Amend the Executive Administrative Assistant to be a Fiscal Administrator ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes; Miller yes.

Amend the Full-Time Public Defender Secretary/Clerk position to a Part-Time Public Defender Secretary/Clerk ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Commissioner Rossman clarified this is to bring the position into Affordable Care Act compliance and would be reevaluated if the current employee were to retire. Rossman yes; Heimel yes; Grupp yes; Miller yes.

Amend the Floating Part-Time District Judge's Judicial Line Staff/Clerk position to be a Floating Full-Time District Judge's Judicial Line Staff/Clerk. Judge Minor advised that the Court has been unsuccessful in filling the current part-time position due to the hours, travel requirements, and lack of benefits. He said that is it likely that more candidates would apply is the position were full-time. ~ **Action** ~ Treasurer Miller moved to approve. Judge Minor seconded. Miller yes; Minor yes; Grupp yes; Heimel yes. Rossman no. Motion carries.

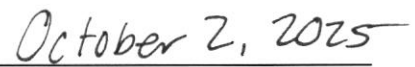
Create a temporary Part-Time District Judge's Judicial Line Staff/Clerk position. Judge Minor clarified this would be a temporary position to get the Shinglehouse Court some help until the full-time position can be filled. ~ **Action** ~ Comm. Heibel moved to Create a temporary Part-Time District Judge's Judicial Line Staff/Clerk for 90 days. Treasurer Miller seconded. Heibel yes; Miller yes; Grupp yes; Rossman yes; Minor yes.

Set pay range for the temporary Part-Time District Judge's Judicial Line Staff/Clerk position ~ **Action** ~ Treasurer Miller moved to set the salary range at \$13.50 - \$16.00. Comm. Grupp seconded. Miller yes; Grupp yes; Rossman yes; Heibel yes; Minor yes.

**PERSONNEL ACTIONS**

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

  
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Potter County Executive Secretary

  
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Approval Date