

~Minutes~

**SALARY BOARD MEETING**

**December 12, 2024**

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

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:01 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 Danielle Gietler; all present.

**PUBLIC COMMENT**

**MINUTES** – August 08, 2024 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

**NEW BUSINESS**

Adoption of the 2025 base-rate salary schedule for Potter County non-union/appointed employees ~ **Action** ~ Treasurer Miller moved to increase the base rate by 0%. Comm. Rossman seconded. Miller yes; Rossman yes; Grupp yes; Heimel yes.

Adoption of the 2025 base-rate salary schedule for Potter County Human Services non-union/appointed employees as proposed ~ **Action** ~ Comm. Heimel moved to increase the base rate by 0%. Treasurer Miller seconded. Heimel yes; Miller yes; Rossman yes; Grupp yes.

Set Complement for non-union Potter County Employees ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes; Miller yes.

Approval of increase for Potter County non-union/appointed employees for 2025 ~ **Action** ~ Comm. Grupp moved to increase by a COLA of 2.5%. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes; Miller yes.

Approval of increase for Potter County Human Services non-union/appointed employees for 2025 ~ **Action** ~ Comm. Grupp moved to increase by a COLA of 2.5%. Comm. Heimel seconded. Grupp yes; Heimel yes; Rossman yes; Miller yes.

Set Salary Range for Part Time Records Preservation Clerk ~ **Action** ~ Comm. Grupp moved to set the range at \$13.50 - \$15.50. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes; Miller yes.

Request to make the part-time Voter Registration/Elections Clerk full-time Voter Registration / Elections Clerk ~ **Action** ~ Comm. Grupp moved to approve. Comm. Rossman seconded. Grupp yes; Rossman yes; Heimel yes; Miller yes.

Request to eliminate the part-time Voter Registration/Elections Clerk ~ **Action** ~ Comm. Rossman moved to approve. Comm. Heimel seconded. Rossman yes; Heimel yes; Grupp yes; Miller yes.

**PERSONNEL ACTIONS**

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

  
Potter County Executive Administrative Assistant

January 9, 2025  
Approval Date

