

MEETING OF THE MERCER COUNTY SALARY BOARD

July 11, 2024

Members Present: Controller Sherman, Commissioner McGonigle (by phone),
Commissioner Finley, Commissioner Coleman

2024-19 RESOLUTION to approve 05/16/2024 Salary Board MINUTES:

Moved: Mr. Finley

Seconded: Mr. Sherman

Vote: Yes-Mr. Sherman Yes-Mr. McGonigle Yes-Mr. Finley Yes-Dr. Coleman

HUMAN RESOURCES

2024-20 RESOLUTION to approve the following Salary Board actions:

Resolution to create one (1) Temporary Part-Time Senior Procedure Clerk position set at the TCN06 Level in District Justice Straub's Department effective July 15, 2024.

Discussion: Magistrate District Justice Straub discussed personnel levels in his office, stating his office staff currently consists of two filled positions, one full-time and one part-time. Adding the temporary part-time position will significantly improve the workload.

Moved: Mr. Sherman

Seconded: Mr. Finley

Vote: Yes-Mr. Sherman Yes-Mr. McGonigle Yes-Mr. Finley Yes-Dr. Coleman

HUMAN RESOURCES

2024-21 RESOLUTION to approve the following Salary Board actions:

Resolution to create one (1) Full-Time Administrative Assistant position set at the PA05 Level in the Sheriff's Office effective June 12, 2024. (This allows for four weeks of overlap.) **Correction on date of creation.**

Moved: Mr. Sherman

Seconded: Mr. Finley

Vote: Yes-Mr. Sherman Yes-Mr. McGonigle Yes-Mr. Finley Yes-Dr. Coleman

HUMAN RESOURCES

2024-22 RESOLUTION to approve the following Salary Board actions:

Resolution to eliminate one (1) Temporary Full-Time Administrative Assistant position in the Sheriff's Office effective June 10, 2024. (Temporary position was redundant due to elimination of Administrative Assistant position at the SC Level.) **Correction on date of Elimination.**

Moved: Mr. Sherman

Seconded: Mr. Finley

Vote: Yes-Mr. Sherman Yes-Mr. McGonigle Yes-Mr. Finley Yes-Dr. Coleman

Old Business: None

New Business: None

Motion to Adjourn.

Moved: Mr. Sherman

Seconded: Mr. Finley

Attest:

Chief Clerk

Mercer County Salary Board