

**August 16, 2024
County of Elk Special Salary Board
Meeting Minutes**

Elk County, Ridgway, PA

The County of Elk Salary Board met on Friday, August 16, 2024 at 9:00AM, County of Elk Courthouse Thomas G. Wagner Conference Room. The meeting was opened with the Pledge of Allegiance. Present were Commissioners M. Fritz Lecker, Matthew G. Quesenberry and Gregory J. Gebauer, and Matthew Frey, Treasurer. Also present were Patrick Straub, Chief Clerk; Emily Anders, Office Administrator; and Calvin Moore, IT Director.

FORMALITY:

Commissioners M. Fritz Lecker, Matthew Quesenberry, and Gregory Gebauer along with Treasurer, Matthew Frey comprise the members of the Elk County Salary Board.

The Chair of the Salary Board is M. Fritz Lecker as she is Chair for the County Commissioners.

APPROVAL OF AGENDA

Approval motion by Matthew G. Quesenberry, second by Matthew Frey and carried unanimously.

NEW BUSINESS

1. Collapse one (1) part-time Office Manager position for the Elk County Public Defender's Office. This position was approved at the Salary Board meeting on October 3, 2023.
2. Collapse one (1) part-time Administrative Assistant for the Elk County Public Defender's Office. This position was approved at the Salary Board meeting on October 3, 2023.
3. Create two (2) Paralegal positions for the Elk County Public Defender's Office as per attached job description. These positions will be at salary grade J as defined under the J.L. Nick Salary System.

Matthew G. Quesenberry clarified the two new positions would be part-time. M. Fritz Lecker stated the positions require more specialized skills. Patrick Straub stated upon review, the positions are more like paralegals due to the job duties. He also stated that two part-time employees are better fiscally than one full-time employee. Matthew G. Quesenberry stated that in talks with Gary Knaresboro, Public Defender, the position is more legal work than office administration. Patrick Straub stated the position increased in pay grade by one grade. A motion by Matthew G. Quesenberry to approve the two part-time positions, second by Gregory J. Gebauer and carried unanimously.

QUESTIONS FROM THE PRESS – N/A

QUESTIONS FROM TAXPAYERS N/A

ADJOURN MEETING - Meeting was adjourned at 9:17 AM on a motion by M. Fritz Lecker.

**Next Meeting:
Thursday October 3, 2024
Immediately Following the 10:00AM Commissioners Meeting
Thomas G. Wagner Conference Room, Courthouse Annex**

Attest: _____