

~Minutes~

SALARY BOARD MEETING

April 2, 2026

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

CALL TO ORDER Commissioner Paul Heimel called the meeting to order at 11:01 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

Mike Pepper, Veterans Affairs Director, stated that he does not dispute the Salary Board's discretion to provide a bonus for work performed outside of an employee's job description. However, he noted that over the past year, he and his staff have assisted McKean County Veterans after McKean County lost its Veterans Affairs Department employees, while continuing to serve Potter County Veterans. He described a recent case from McKean County that required overtime hours which he did not submit for compensation. After dedicating additional time to the matter, he was successful in winning the appeal. He stated that neither he nor his Deputy received additional compensation for the increased workload, aside from being informed that the Commissioners would work with McKean County to seek reimbursement for the services provided.

Bryan Phelps questioned if the bonus amounts will be voted on. Judge Minor replied that the bonuses related to Probation and Domestic Relations will not be voted on as they will be out of his discretionary funding and have not been decided on at this time. Commissioner Heimel confirmed that the amount of the onetime bonus for the Executive Secretary will be voted on.

Resident John Martin questioned how evaluations are handled related to these bonuses. He expressed that "hard work" is not reason enough. He also questioned why Commissioners' meetings are held at 11am on weekdays rather than in the evenings.

MINUTES – January 8, 2026 ~ **Action** ~ Comm. Rossman moved to approve. Comm. Grupp seconded. Rossman yes; Grupp yes; Heimel yes. Miller abstain.

NEW BUSINESS

One-time bonus for Paige Barroqueiro for additional duties related to the county website. ~ **Action** ~ Comm. Rossman moved to approve a \$1,500 one-time bonus for additional duties outside of the job description. Comm. Heimel seconded. Commissioner Heimel stated that this bonus it related to a total reconstruction of the County website done by Executive Secretary Barroqueiro not once but twice. It was a two-year process in which county employees were invited to participate at the start of the project, but no interest was received. Commissioner Grupp clarified that while the Executive Secretary's job description does include maintaining the County website, this project went well beyond normal maintenance duties. Treasurer Miller requested clarification regarding the different vendors involved throughout the two-year process. After reviewing the job description, she stated that she felt the work may have fallen within those duties, though possibly above and beyond. She reiterated that many County employees go above and beyond as needed for the betterment of the County and its taxpayers. She also questioned whether each department would have a designated individual responsible for website updates and whether those individuals would also receive a bonus. Commissioner Rossman responded that each department should want to ensure the public has accurate and up-to-date information available, and that such responsibilities could reasonably fall under "other duties as assigned." Rossman yes; Heimel yes; Grupp yes. Miller nay.

Amend the Domestic Relations Assistant Director to be a Domestic Relations Case Manager ~ **Action** ~ Judge Minor moved to approve. Treasurer Miller seconded. Judge Minor requested this change due to having Case Managers that could move up at a later date, but it has proven difficult to keep Case Managers. He stated that at the time when one of these Case Managers is ready to be an Assistant Director, he will return to the Salary Board requesting that change. Commissioner Rossman questioned if the Assistant Director position should be eliminated and a Case Manager position be created instead. ~ **Action** ~ Judge Minor moved to amend his prior motion to temporarily eliminate the Domestic Relations Assistant Directors position and Create a Case Manager position. Treasurer Miller seconded. Minor yes; Miller yes; Rossman yes; Grupp yes; Heimel yes.

Set the salary range for the Domestic Relations Case Manager ~ **Action** ~ Judge Minor moved to set the salary range at \$13.50 - \$16.00. Treasurer Miller seconded. Minor yes; Miller yes; Rossman yes; Grupp yes; Heimel yes.

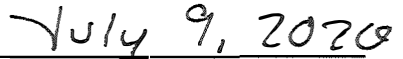
MOU with the Association of Probation Officers for Bonuses from the President Judge out of his Supervision Fund subject to approval on the Commissioners Meeting ~ **Action** ~ Judge Minor moved to approve. Commissioner Grupp seconded. Judge Minor clarified that Supervision funds are not taxpayer funds, but rather funds under the exclusive control of the Court. He noted that he occasionally transfers portions of those funds to the County General Fund, though he is not required to do so. He compared the funds to IV-D funds associated with Domestic Relations. Judge Minor stated that if funds are available, he does not believe it is unfair to evaluate Probation and Domestic Relations employees and reward them for quality work performed. Treasurer Miller expressed that there is a proper time and place to establish salaries, specifically during negotiations or the budget process. She stated that although these funds are not taxpayer dollars, they could instead be used to reimburse taxpayer dollars already spent on established salaries. Judge Minor reiterated that these are Court-controlled funds generated from individuals under supervision and are not related to salaries established during the budget process. Minor yes; Grupp yes; Rossman yes; Heimel yes. Miller nay.

Additional compensation for Probation non-union staff from the President Judge out of his Supervision Fund ~ **Action** ~ Judge Minor moved to approve. Commissioner Grupp seconded.

Additional compensation for Domestic Relation non-union staff from the President Judge out of the IV-D Incentive Fund ~ **Action** ~ Judge Minor moved to approve. Commissioner Grupp seconded. Minor yes; Grupp yes; Rossman yes; Heimel yes. Miller nay.

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


Potter County Executive Secretary


Approval Date