

SALARY BOARD MINUTES

WEDNESDAY, APRIL 16, 2025

9:30 A.M.

MEMBERS PRESENT: Chairman Camp, Commissioner Amadio, Commissioner Manning,
Deputy Controller Zorich

ABSENT: Maria Longo, Controller
Sandie Egley, Treasurer

OTHER'S PRESENT: Joshua Edenhofer, Children & Youth
Pamela Hupp, Treasurer
Tony Guy, Sheriff
Paul Radatovich, Sheriff
Eric Brewer, Emergency Services
Pat Young, Detectives/District Attorney
Bernadette Atterbury, Human Resources
Tammy Jones, Human Resources
Garen Fedeles, Solicitor
Nathan Morgan, Solicitor
Samantha Mullenax, Payroll

Chairman Camp called the voting/work session meeting to order at 9:35 a.m.

VISITORS: None

APPROVAL OF FEBRUARY 13, 2025 SALARY BOARD MINUTES

Commissioner Manning made a motion to approve the February 13, 2025 Salary Board Minutes.
Commissioner Amadio seconded the motion. All Ayes. **CARRIED.**

Note this date was incorrect, and should have been the March 13, 2025 meeting and will need to be correct during the next Salary Board.

Unless otherwise indicated, effective date will be the beginning of the payroll cycle 04/27/2025.

1. CHILDREN AND YOUTH

- a. Request to reclassify position #5260-41001 from Data Analyst III GR3 to Non-Union Budget Analyst and increase the salary range to \$50,531.83 - \$76,807.87.

Commissioner Amadio made a motion to accept the request presented. Commissioner Manning seconded the motion. Deputy Controller Zorich asked Director Edenhofer if there was a union agreement due the position going from a Union position to a Non-Union position? Director Edenhofer responded indicating he did have a conversation with Jody from the Union and she was ok and had no issue with the position being reclassified. He further explained that she advised she could send something in the next few days stating she was ok with this position changing. Commissioner Manning requested Solicitor Fedeles or Deputy Solicitor Morgan to obtain documentation from the Union and attached to the salary board minutes for the record. All Ayes. Motion **CARRIED.**

2. TREASURER

- a. Motion to create one (1) Intern position with a salary rate of \$14.00 per hour effective 5/19/2025 to 8/15/2025.

Treasurer First Deputy Hupp made a motion to accept the request presented. Commissioner Manning seconded the motion. Treasurer First Deputy Hupp explained via a scope of work what duties the intern would handle (attached). Ayes: Chairman Camp, Commissioner Manning, Commissioner Amadio, Treasurer First Deputy Hupp Nays: Deputy Controller Zorich. Motion **CARRIED**.

3. SHERIFF/ DISTRICT ATTORNEY

- a. Motion to create one (1) Full-Time Non-Union ESU Coordinator. This position will be filled by Tom Shane at his current rate of \$96,866.43 per year effective 4/13/2025.

Sheriff Guy made a motion to accept the request presented. Chairman Camp seconded the motion. This position will remain under the Sheriff's Department, but will work closely with the District Attorney. This will open the Sergeant position to focus on Sheriff Department related duties and needs. Further information was provided by both Sheriff Guy and Detective Young including the intention to provide quarterly updates on the new contributions the ESU Coordinator provides to country schools, government buildings, and houses of worship. Ayes: Chairman Camp, Commissioner Amadio, Commissioner Manning, Sheriff Guy, Nays: Deputy Controller Zorich. Motion **CARRIED**.

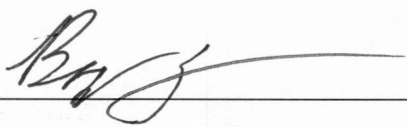
4. EMS

- a. Request to create one (1) Full-Time Non-Union Planner and Trainer position with a salary range of \$52,000 to 56,000.

Commissioner Manning made a motion to accept the request presented. Chairman Camp seconded the motion. Director Brewer indicated this would be funded salary and benefits through the RERF (Radiological Emergency Response Fund) and the individual will focus on grants, and emergency manager mitigation none of which will be 9-1-1 related. Ayes Chairman Camp, Commissioner Manning, Commissioner Amadio Nays: Deputy Controller Zorich. Motion **CARRIED**.

ADJOURNMENT:

Commissioner Amadio made a motion at 9:47 am to adjourn the meeting. Commissioner Manning seconded the motion. All Ayes. Motion **CARRIED**.



MARIA LONGO, SECRETARY

BEAVER COUNTY CHILDREN & YOUTH SERVICES



March 20, 2025

Board of Commissioners

Daniel C. Camp, III, Chairman
Jack Manning
Tony Amadio

Salary Board
Beaver County Courthouse
810 Third Street
Beaver, PA 15009

Administrator

Joshua Edenhofer, MSW

1080 Eighth Avenue
Beaver Falls, PA 15010

724-891-5800
800-615-7743
724-891-5801 FAX

www.bccys.org

Re: Position Classification Change

To Whom It May Concern:

I am writing this letter to request a reclassification of our Data Analyst position, position number (5260) 41001 to a Budget Analyst. We anticipate this change will cost the county an additional \$1,204 per year. This change is already accounted for in our 2025 county budget and 2024/2025 state budget and will not require an increase to our county budget.

The person who has been our Data Analyst is retiring in March, and reclassifying this position to a Budget Analyst will better meet the agency's needs. By reclassifying this position, we will be able to enhance our contract monitoring process, improve internal fiscal controls, and increase efficiency in our state budgeting process and implementation.

If any additional information is needed, please feel free to contact me at 724-891-5800.

Sincerely,

BEAVER COUNTY
CHILDREN & YOUTH SERVICES

Joshua R. Edenhofer, MSW
Administrator

JRE/maf

Budget analyst: job description

This is a professional position which is responsible for compiling and analyzing budgetary information and financial reports and developing contracts and collecting contracting documentation with provider agencies. Work involves contacts with fiscal and operating officials to obtain information or to explain well-established policies, procedures, principles and precedents. The employee is expected to carry out work assignments within established procedures and precedents and their work is checked occasionally during process by a supervisor for conformance with established procedures and precedents.

Examples of Work: Examines budget estimates for county revenue and contract proposals for completeness, accuracy and compliance with procedures and regulations.

Analyzes monthly departmental budgeting and accounting reports by revenue source for the purpose of maintaining expenditure controls.

Provides technical and fiscal assistance to agency administration in the preparation of the Needs Based budget submission and the County Department budget.

Assembles fiscal and statistical data for use in budgetary evaluations and maintains files of budgetary information for the preparation and implementation of the County Needs Based Plan and Budget, the County Department Budget and provider expenditures for contracted services.

Interacts with administrative and fiscal staff from provider agencies and collect contract documents and budgets.

Reviews of contract budget documents for completeness and accuracy.

Coordinates with Program Staff to review contracted program descriptions.

Processes contract documentation with the county law department.

Aids in the development of internal financial reporting software to increase efficiencies in the fiscal department for overall budgeting purposes.

Assists Contract Monitoring Staff with audits of contracts providers and reviews and comparisons of provided budgets and actual expenditures.

Performs related work as required.

Required Knowledges, Skills, and Abilities: Knowledge of the principles and practices of public finance with special reference to budgetary procedures, practices and objectives.

Bernadette Atterbury

From: Tammy Jones
Sent: Monday, March 31, 2025 2:13 PM
To: Sandie Egley
Cc: Marissa Taylor; Bernadette Atterbury
Subject: RE: Internships

Sandie,

I added Bernie to this e-mail and she can add you to the agenda. The next salary board meeting is April 16th at 9:30.



Tammy Jones, MHRM | *HR Director*
Beaver County Courthouse
810 3rd Street | Beaver, PA 15009
724-770-4414 | (F): 724-728-8223
tjones@beavercountypa.gov

From: Sandie Egley <s.egley@beavercountypa.gov>
Sent: Monday, March 31, 2025 1:29 PM
To: Tammy Jones <tjones@beavercountypa.gov>
Cc: Marissa Taylor <mtaylor@beavercountypa.gov>
Subject: RE: Internships

Thanks Tammy,

I would like to be placed on the next salary board agenda to add 1 intern from May 19, 2025 to August 15, 2025 at the rate of @14.00.

This person will assist with large projects such as scanning and rotating files, processing refunds and corrections from Tax Assessment.

Let me know when the next meeting is.

Thank you,
Sandie



Sandie Egley | *Treasurer*
Beaver County Courthouse
810 3rd Street | Beaver, PA 15009
724-770-4540 – Office
724-770-4533 – Direct
www.beavercountypa.gov



**Beaver County, Pennsylvania
Job Description**

Job Title: ESU Coordinator	Department: Sheriff/District Attorney
Reports to: Chief Detective	Effective Date: 3/13/2025
Classification: Exempt	

Job Summary

The duties for this position, as outlined, are to assist in the role of and maintain readiness of the Beaver County Emergency Services Unit (SWAT) in the seamless operation of tactical services. Amongst the duties is the development and delivery of training to the team unit, local law enforcement agencies and our community partners that we serve. These duties include; training development and delivery to the adult learner, hosting of specialty courses and local law enforcement, delivery of training for community partners, fleet services, facility management, purchasing and inventory.

Essential Functions

The list of essential functions, as outline herein, is intended to be representative of the tasks performed within this job description. It is not necessarily descriptive of any one position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Implementation of tactical training for the unit to include development of lesson plans, achieving and maintaining unit, state and national certification.
- Conducts specialty skills assessment testing and professional development for existing ESU team members.
- Coordination of recruitment and retention of personnel.
- Scheduling of individual, team and regional training, facility usage, site selection, specialty training events and local law enforcement usage of the ESU training facility.
- Coordinate training with Beaver County businesses and industry to develop tactical response strategies.
- Receives and implements active shooter, situational awareness and physical threat assessment training to be introduced to county employees, school district personnel, houses of worship. Develop comprehensive response strategies and threat assessment for school districts.
- Purchasing, acquisition, and inventory control of office supplies, general use equipment and team specialty equipment. Works with the county Purchasing Department for the preparation of bids and purchase orders.

- Prepares, researches, and submits local, state and federal grant proposals for the unit.
- Coordination of fleet services of assigned vehicles, to include general cleaning, maintenance and the scheduling of service and inspections by the Department of Public Works.
- Facility management to include cleaning, facility usage reports, access and the scheduling of maintenance.
- Other duties as assigned.

This job description is not designed to cover a comprehensive list of duties or responsibilities that are required. They may change, or new ones may be assigned at any time with or without notice.

Minimum Training, Education and Experience

Bachelor's degree, or greater, in criminal justice or a leadership field of study, Ten (10) years of law enforcement experience with a minimum of five (5) years of experience in SWAT operations, Ten (10) years of leadership experience with the rank of corporal or higher, Experience in adult learner training in education environments, Working knowledge of ESU policy and procedures, Have successfully completed an approved forty (40) hour Instructor Development training program.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize and/or analyze data and/or information. Includes exercising discretion in determining data classification and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence. Promotes good relationships with other law enforcement agencies, organizations, and the public by maintaining a professional demeanor; appearing in public functions and making speeches before civic groups.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate and control and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgement, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Responsibilities: Tasks involve the ability to exert moderate to intense physical effort, though not constant. This would typically involve some combination of climbing and balancing, stooping, kneeling, crouching, crawling and running. This may involve some lifting, carrying, pushing and/or pulling of persons, objects and materials.

Sensory Requirements: Color, sound, taste, odor, depth, texture, visual and oral.

Environmental Factors: Tasks may risk exposure to temperature extremes, disease/pathogens, chemical agents and violence.

Beaver County, Pennsylvania is an Equal Opportunity Employer that provides equal employment opportunities to applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

HR Reviewed and Approved

Date

Employee

Date

Supervisor

Date

Tammy Jones

From: Tammy Jones
Sent: Monday, May 5, 2025 11:17 AM
To: Samantha Mullenax
Subject: FW: FW: Union Agreement

Would the below be good enough documentation to add with salary board information regarding the CYS position going from union to non-union.

From: Joshua Edenhofer <jedenhofer@bccys.org>
Sent: Monday, May 5, 2025 9:00 AM
To: Jody Kohser <jody.kohser@seiu668.org>; Tammy Jones <tjones@beavercountypa.gov>
Subject: Re: FW: Union Agreement

******BEAVER COUNTY WARNING: This email is from an external account. Please use caution when viewing, clicking on any links or opening attachments. ******

Hi Tammy and Jody,

This action is to change a Data Analyst (which is part of the clerical union) to a Budget Analyst (which is non-union). The Data Analyst position was filled by Cathy Parker, who retired last month. Her position is part of the fiscal department. She moved into the role about 10ish year ago, and was promoted from a clerical position, which is why i think it was included in the union when it was created.

We really don't have a need for her specific role any more, as she was doing mostly data entry. The specific functions of her role make more sense to be performed by the other fiscal workers who are doing similar functions and doing the next steps for what she entered. The new role is a much better fit for our fiscal department, and requires a higher level of fiscal background and knowledge.

While I completely understand the hesitance to remove positions from the union, the Data Analyst was a unique position that always did more fiscal work and I think was grandfathered into the union. We did receive state approval to add 2 new caseworker positions in July and are planning on increasing the union complement starting July 1.

Please let me know if you need any further information about this.

Thanks!

-Joshua

From: Jody Kohser <jody.kohser@seiu668.org>
Sent: Sunday, May 4, 2025 10:16 PM
To: Tammy Jones <tjones@beavercountypa.gov>
Cc: Joshua Edenhofer <jedenhofer@bccys.org>
Subject: Re: FW: Union Agreement

Tammy & Josh,

I am aware that the Civil Service fiscal assistant positions within the Human Services bargaining units were excluded from the bargaining unit, so if this position is that of fiscal assistant (whatever title civil service uses as I cannot remember specific name) then Union okay with this

On Thu, Apr 17, 2025 at 11:16 AM Tammy Jones <tjones@beavercountypa.gov> wrote:

Jody,

Josh had mentioned that you both had a conversation in reference to the data analyst position at CYS. Would you be able to write a memo stating that the Data Analyst position is reclassified to a non-union position.

Let me know if you have any questions.



Tammy Jones, MHRM | *HR Director*
Beaver County Courthouse
810 3rd Street | Beaver, PA 15009
724-770-4414 | (F): 724-728-8223
tjones@beavercountypa.gov

From: Samantha Mullenax <smullenax@beavercountypa.gov>

Sent: Wednesday, April 16, 2025 12:31 PM

To: Tammy Jones <tjones@beavercountypa.gov>; Garen Fedeles <gfedeles@beavercountypa.gov>; Nathan Morgan <nmorgan@beavercountypa.gov>

Subject: Union Agreement

Good Afternoon,

When you receive the document from Jody and the Union stating their approval for reclassifying the CYS position from Union to Non-Union would you kindly send me a copy for the minutes?

Thank you,



Samantha Hawk
(formerly Mullenax)
Payroll Supervisor
Office of the Controller
Beaver County Courthouse
810 3rd Street | Beaver, PA 15009
724-770-4418 – Direct | 724-773-7270 – Fax

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Jody Kohser
Business Agent
SEIU Local 668

Address: 205 Lynwood Dr., Greenville, PA 16125

Office phone number: 724-876-1023

Mobile number: 724-740-8222

Email: jody.kohser@seiu668.org

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