

Lewistown, PA

August 20, 2026

The Mifflin County Salary Board met on Thursday, August 20, 2026 at 10:30 a.m. In attendance were Chairman Robert Postal, Commissioner Noah Wise, Treasurer Diane Griffith, Chief Clerk Cathy Romig, Chief Clerk in Training Charity Larson, and Solicitor Steve Snook. Commissioner Kevin Kodish was absent.

Guests in attendance were Payroll Manager Makyla Groce, Human Relations/Asst Chief Clerk Barbara Lepley, and Human Services Director Melissa Stewart

I. Call to Order:

The meeting was called to order at 10:30 a.m. by Chairman Robert Postal.

II. Approval of Minutes of July 16, 2026

A motion was made by Commissioner Wise to approve. The motion was seconded by Commissioner Postal. The motion was unanimously approved.

III. New Business

1. Update the Janitor job Description

The only change made to the description was to remove a line pertaining to supervision of inmates as this is not a duty of the Janitors.

Commissioner made a motion to accept the updated Janitor job description as presented. Treasurer Griffith Seconded the motion. The motion passed unanimously.

2. Create the Janitor Crew Leader job description and set the salary

This is not an additional position. It is meant for a member of the janitorial staff to act as oversite for janitorial services and assure cleaning is completed as it is meant to be. Janitors are a grade 2 on the pay scale. This position would be a grade 3 which is a \$.30 increase in pay.

Commissioner Postal made a motion to accept the new job description and pay grade as presented. Commissioner Wise seconded the motion. Commissioner Postal and Commissioner Wise voted in favor of the motion. Treasurer Griffith was opposed. The motion passed.

The new job and salary will be effective with the September 11, 2026 pay period.

3. Request from Human Services Director Melissa Stewart to decrease the hours for the Grant Writer position from an average of nineteen hours per week to an average of ten.

Human Services Director Melissa Stewart explained the current Grant Writer, Lisa Stalnaker, intends to retire at the end of the year. Some of the duties of her position have already been moved to other members of staff so a reduction in hours is being requested. It is Ms. Stewart's intent to abolish the position upon the retirement of Ms. Stalnaker.

Commissioner Wise made a motion to reduce the hours for the Grant Writer from nineteen hours down to ten. Commissioner Postal seconded the motion. The motion passed unanimously.

4. Abolish the Communication Specialist position and create the Grant Development Coordinator position and set the salary

Robin Smith, the current Communication Specialist, has already taken part of the current Grant Writer responsibilities and will be assuming the remainder when that position is abolished. Ms. Stewart is requesting the new Grant Development Coordinator position be established to encompass the current and predicted responsibilities of Ms. Smith. Her current position of Communication Specialist would then be abolished. Ms. Stewart is also requesting the pay for the new position be established at \$24.19 per hour. This is \$1.15 per hour higher than the Communication Specialist position currently held by Ms. Smith.

Commissioner Wise made a motion to abolish the Communication Specialist position. Commissioner Postal seconded the motion. Commissioners Wise and Postal voted in favor of the motion. Treasurer Griffith was opposed. The motion passed.

Commissioner Postal then made a motion to create the position of Grant Development Coordinator and accept the job description as presented. Commissioner Wise seconded the motion. Commissioners Postal and Wise voted in favor of the motion. Treasurer Griffith was opposed. The motion passed.

Commissioner Postal made a motion to set the pay for the new Grant Development Coordinator to \$24.19 per hour. Commissioner Wise seconded the motion. Commissioners Postal and Wise voted in favor of the motion. Treasurer Griffith was opposed. The motion passed.

The new job and salary will be effective with the September 11, 2026 pay period.

5. Update the Human Services Fiscal Manager job description due to additional duties and set the salary

Ms. Stewart stated this position has also taken over duties from the Grant Writer position which necessitates and update to the job description. Ms. Stewart is requesting the pay for the position be set at \$24.54 per hour to compensate for the increase in duties.

Commissioner Postal made a motion to accept the updated job description for the Human Services Fiscal Manager position as presented. Commissioner Wise seconded the motion. Commissioners Postal and Wise voted in favor of the motion. Treasurer Griffith was opposed. The motion passed.

Commissioner Postal made a motion to increase the pay for the Fiscal Manager to \$24.19 per hour as requested. Commissioner Wise seconded the motion. Commissioners Postal and Wise voted in favor of the motion. Treasurer Griffith was opposed. The motion passed.

The new salary will be effective with the September 11, 2026 pay period.

6. Update the Human Services Director job description due to additional duties and set the salary

Ms. Stewart explained her position has evolved and expanded since she has taken the job. In light of this, she has compared her current duties and salary to like positions in other counties. Based on her findings she is presenting an update to her job description to encompass all her current duties and is requesting an increase in her salary to more appropriately align with her peers. She is requesting a rate of \$31.32 per hour.

Commissioner Postal made a motion to accept both the updated Human Services Director job description and the increase in salary as requested. Commissioner Wise seconded the motion. Commissioners Postal and Wise voted in favor of the motion. Treasurer Griffith was opposed. The motion passed.

The new salary will be effective with the September 11, 2026 pay period.

IV. With no further business to discuss, Chairman Postal adjourned the meeting at 11:15 a.m.

Secretary

ATTEST:

Chief Clerk