

## **AGENDA, WEDNESDAY, APRIL 29, 2026 SALARY BOARD MEETING:**

Convening of the Adams County Salary Board Meeting.

### **Minutes:**

Approval of the April 15, 2026 Salary Board Meeting Minutes as presented.

### **Public Comments:**

*Individuals may listen to the meeting or comment during the public comment portion of the agenda by calling **1-415-655-0001, 132-798-3497#**. Any comments related to the agenda or county business are limited to 5 minutes and the individual is to state their name and address prior to commenting.*

### **Courts:**

Recommendation from Court Administrator Don Fennimore to approve the following Job Title changes, Pay Grade changes and hourly increases, effective February 9, 2026:

#### Court Administration:

- Abolish one (1) General Clerk position, Pay Grade S-3
- Create one (1) Court Recorder/Central Court Coordinator position, Pay Grade S-8
- Julie Markle, Court Recorder/Central County Coordinator, Pay Grade S-8

#### Operational Services:

- Abolish Administrative Assistant position, Pay Grade S-5
- Create Office Coordinator position, Pay Grade S-8
- Twila Turner, Office Coordinator, Pay Grade S-8
- Abolish one (1) General Clerk position Pay Grade S-3
- Create one (1) Fiscal Assistant position, Pay Grade S-3
- Brenda Myers, Fiscal Assistant, Pay Grade S-3, plus an additional \$1.50/hour when performing out of class duties in absence of Office Coordinator

#### Domestic Relations:

- Vicky Knott, Case Management Officer, Pay Grade S-6
- Cynthia Smith, Case Management Officer, Pay Grade S-6
- Xiomari Jimenez, Case Management Officer, Pay Grade S-6
- Abolish five (5) General Clerk positions, Pay Grade S-3
- Create five (5) Administrative Professional I positions, Pay Grade S-5
- Emily Aguilera, Administrative Professional I, Pay Grade S-5
- Marie Welch, Administrative Professional I, Pay Grade S-5
- Jaden Kessler, Administrative Professional I, Pay Grade S-5
- Leyda Hernandez, Administrative Professional I, Pay Grade S-5
- Karen Aguilera, Administrative Professional I, Pay Grade S-5

#### Probation Services:

- Abolish four (4) General Clerk positions, Pay Grade S-5
- Abolish one (1) Administrative Assistant position, Pay Grade S-5

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### Courts cont'd:

- Create five (5) Administrative I positions, Pay Grade S-5
- Haylee Mohan, Administrative Professional I, Pay Grade S-5
- Sandra Whealton, Administrative Professional I, Pay Grade S-5
- Jennifer McKinney, Administrative Professional I (Title change only)
- Dawn Hoffman, Administrative Professional I, Pay Grade S-5

#### Probation Services:

- Sarah Smith, Probation Officer Aide, Pay Grade S-7, fulltime (37.5), benefit eligible, effective May 18, 2026
- Kelly Yost, Intern Probation Officer, up to 29.50 hours/week, effective May 18, 2026

#### Domestic Relations:

- Promotion from General Clerk to Case Management Officer, Pay Grade S-6, effective May 18, 2026 for Jayden Kessler and Leyda Hernandez

### **Sheriff:**

Recommendation from Sheriff Fitting to approve the following Deputy Sheriff's, Pay Grade S-01. fulltime (40), benefit eligible:

- Shawn Shaffer, effective May 11, 2026
- Mason Aldinger, effective May 11, 2026
- William Smith, effective June 1, 2026

### **Treasurer:**

Recommendation from Treasurer Christine Redding to approve the following effective April 29, 2026:

- Revised Job Description for the Assistant Deputy Treasurer 2, Pay Grade 8
- Revised Job Description for the Assistant Deputy Treasurer 1, Pay Grade S-7

### **Employment/Personnel Changes:**

Contingent upon successful completion of all pre-employment requirements, approve the following:

#### Other Business:

To retain for matter of record, the Salary Board is acknowledging receipt of the following Job Descriptions effective February 9, 2026:

- Court Administration – Court Recorder/Central Court Coordinator Job Description
- Operational Services – Office Coordinator and Fiscal Assistant

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### Employment/Personnel Changes cont'd:

- Domestic Relations Section – Administrative Professional I; Administrative Professional II; Case Management Officer
- Probation Services – Administrative Professional I; Administrative Professional II; Probation Officer (effective March 26, 2026)

Note: The Administrative Professional II position is an advancement position for the Administrative Professional I and that the number of “Administrative Professional” positions is currently established as five (5) positions for Domestic Relations Section and Probation Services unless change in number is approved by Salary Board.

#### Victim Witness:

- Alayna Clark, Direct Services Advocate I, Pay Grade S-8, fulltime (37.5), benefit eligible, effective May 18, 2026

#### Tax Services:

- Meagan Becker, Customer Service Assessor, Pay Grade S-2, fulltime (37.5), benefit eligible, effective May 18, 2026

Adams County Adult Correctional Complex -Per AFSCME CBA, for the following Corrections Officers, fulltime (40), benefit eligible: Colton Wansel, Dakota Mummert, Lance Simmons, effective June 1, 2026

### **Other Business:**

### **Adjournment:**