

AGENDA, WEDNESDAY, SEPTEMBER 16, 2026 SALARY BOARD MEETING:

Convening of the Adams County Salary Board Meeting.

Minutes:

Approval of the September 2, 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 Rachel Schreck to approve the following:

Court Administration:

- Separation of Employment from Department of Operational Services, effective September 11, 2026 – Neil Burkholder, Executive Director, and Brenda Myers, Fiscal Assistant. Both positions are dissolved.
- Jacky Mouafo, Law Clerk Intern, effective September 21, 2026
- Approve the Job Description and create the position of Director of Resource Development, Pay Grade M-7, exempt, fulltime (37.5), benefit eligible, effective September 14, 2026
- Job Description, title change and department change to Court Administration, for Twila Turner, from Office Coordinator to Fiscal Coordinator, Pay Grade S-8, effective September 14, 2026.
- Title changes only from Administrative Assistant to Administrative Professional 1 to match other Court office titles, effective September 14, 2026
- Domestic Relations – Promotion of Laura Smith from Conference Officer to Paralegal, Pay Grade S-7, effective October 5, 2026

District Attorney:

Recommendation from District Attorney Brian Sinnott to approve Maggie Diggon, File Clerk, Pay Grade S-2, Part Time Regular (29 hrs/wk), effective September 28, 2026.

Commissioners:

Note for matter of record, Mark Clowney, Commissioner, Pay Grade CM, exempt, benefit eligible, effective September 11, 2026. This is an internal transfer from the Planning Department.

Employment/Personnel Changes:

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

SALARY BOARD AGENDA, WEDNESDAY, SEPTEMBER 16, 2026

Page 2 of 2

Employment/Personnel Changes cont'd:

Children & Youth Services:

- Promotion of Melissa Tolbert from Caseworker Supervisor to Program Director, Pay Grade M-10, Exempt, effective September 7, 2026
- Mohrael Rezkalla, Caseworker 1-Intake, Pay Grade S-8, fulltime (40), benefit eligible, effective September 21, 2026
- Transfer Gabrielle Johnson from After Hours Weekday Caseworker, Pay Grade M-4, Exempt to Caseworker 2-Intake, Pay Grade S-9, effective November 2, 2026

Emergency Services:

- Kayla Self, 911 Telecommunicator, Pay Grade T-1, fulltime (40), benefit eligible, effective September 28, 2026
- Jakob Stover, 911 Telecommunicator, Pay Grade T-1, fulltime (40), benefit eligible, effective September 28, 2026

Longevity Increase:

- Adams County Adult Correctional Complex – Kristin Smith, Classification Specialist, \$1,000.00 for 25 years of service.

Other Business:

Adjournment: