

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
January 11, 2021

The meeting was called to order by Commissioner Joshua Parsons at 1:30 p.m. in the Human Resources Training Room at the Lancaster County Offices, 150 North Queen Street.

Members Present: Commissioner Joshua Parsons, Commissioner Ray D'Agostino, Commissioner Craig Lehman, and Controller Brian Hurter.

Others Present: Anthony Kern, Christie Jolly, Patrick Mulligan, and Kathy Kunkel.

Controller Hurter moved to approve the minutes of the monthly meeting of December 7, 2020. Commissioner D'Agostino seconded. The motion carried unanimously.

President Judge David Ashworth and Mark Dalton, Court Administration, requested approval to post the following five full-time positions, effective January 11, 2021, with approval to fill the positions prior to the expiration of the hiring freeze. Positions will not be filled prior to the departure of the incumbent employee as indicated.

- MDC 02-0-00: Court Specialist (501046), Grade N14, Vacant
- MDC 02-3-06: MDC Clerk (501059), Grade N10, Vacant
- Adult Probation & Parole: Account Clerk (500186), Grade N11, Vacant
- Adult Probation & Parole: Account Clerk (504286), Grade N11, Vacant
- Adult Probation & Parole: Probation Officer Supervisor (503519), Grade E17, Vacant as of 2/1/2021.

Following discussion, President Judge Ashworth moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Heather Adams, District Attorney, requested approval to post the following four full-time positions, effective January 11, 2021, with approval to fill the positions prior to the expiration of the hiring freeze. Positions will not be filled prior to the departure of the incumbent employee as indicated.

- Assistant District Attorney I (502696), TM2 Grade 51, Vacant as of 1/18/2021
- Assistant District Attorney I (502840), TM2 Grade 51, Vacant as of 1/22/2021
- Clerical Specialist III (500962), LIU Grade 43, Vacant
- Media Specialist (504495), Grade E12, Vacant

Following discussion, District Attorney Adams moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

During the discussion Commissioner Parsons noted that in consideration of the District Attorney Office's past requests for more financial resources, he did not consider the Media Specialist a critical position. District Attorney Adams stated that the position is instrumental for the office. She stated that overall, this position promotes public safety and views it as a tool for transparency because it helps the department get out information in a timely and transparent manner. Commissioner Lehman asked if District Attorney Adams plans on hiring the Media Specialist above the minimum salary and stated if so, he would not be supportive and would vote accordingly. He stated that hiring at the starting salary would help to mitigate the impact of resource needs.

Andrew Spade, Prothonotary, requested approval to post one vacant full-time Clerical Specialist I position (501022), LIU Grade 41, effective January 11, 2021, with approval to fill the position prior to the expiration of the hiring freeze. Following discussion, Mr. Spade moved to approve. Controller Hurter seconded. The motion carried unanimously.

Judith Erb, BH/DS, requested approval to post one vacant full-time Caseworker position (503733), Grade N18, effective January 11, 2021, with approval to fill the position prior to the expiration of the hiring freeze. Following discussion, Controller Hurter moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Commissioner Parsons on behalf of Larry George, Commissioners Office, made the following requests:

- a. Requested approval to re-title position 500007 and Job Code 228 from Chief Clerk, Grade E30, to County Administrator/Chief Clerk, Grade E30, effective January 11, 2021. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Parsons seconded.

Voting Yes: Commissioner Parsons, Commissioner D' Agostino, and Controller Hurter.

Voting No: Commissioner Lehman

The motion carries 3 to 1.

Commissioner Lehman voted no on the motion because there is no operational need to reinstate the County Administrator position title.

- b. Requested approval of a temporary 10% pay increase for employee (20236) for assuming the role of Acting Chief Registrar, effective November 24, 2020 until such time that the Chief Registrar position is filled. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Crystal Natan, Children and Youth, made the following requests:

- a. Requested approval to post the following three vacant full-time positions and six vacant temporary part-time positions, effective January 11, 2021, with approval to fill the positions prior to the expiration of the hiring freeze.
 - Caseworker (503014), Full-Time, PSS Grade 73, Vacant
 - Two Secretary positions (502158 and 502128), Full-Time, PSS Grade 70, Vacant
 - Six Caseworker Intern positions (504647, 504648, 504643, 504646, 504644, and 504645), Vacant
- b. Requested approval to create and post one full-time bargaining unit Secretary position, PSS Grade 70, effective January 11, 2021 with approval to fill the positions prior to the expiration of the hiring freeze. Ms. Natan noted that this position will have additional duties and replace a temp employee. The temp employee budget will cover the cost of the full-time position.

Following discussion, Controller Hurter moved to approve both requests, with the expectation that there will be a budget transfer approved to move the temp position budget from operation costs to personnel costs. Commissioner Lehman seconded. The motion carried unanimously.

Misty Witmer, Information Technology, made the following requests:

- a. Requested approval to post one vacant full-time GIS Analyst position (502772), Grade N22, effective January 11, 2021, with approval to fill the position prior to the expiration of the hiring freeze.

The following items are related to a departmental restructure which includes the consolidation of two deputy-level positions and the creation of a cyber security division.

- b. Requested approval of a 5% increase for the Chief Information Security Officer (15851) for assuming additional managerial and programmatic responsibilities resulting from consolidation, effective January 18, 2021. Position title will change to Deputy Chief Information Officer.
- c. Requested to simultaneously eliminate one vacant Chief Deputy Director IT Systems and Support position (500629), Grade E23, and create, post, and fill one Information Security Manager position, Grade E20, effective January 18, 2021.

Following discussion, Controller Hurter moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Paul Weiss, Parks and Recreation, made the following requests:

- a. Requested a waiver of the 2021 Salary Administration Plan requirement for seasonal pool employees returning to County employment in 2021 that required seasonal employees to work a minimum of 200 hours in the last calendar year in order to receive a 2.5% increase.
- b. Requested approval to post one vacant full-time Secretary position (500275), Grade N10, effective January 11, 2021, with approval to fill the position prior to the expiration of the hiring freeze.

Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Jeff Klugh, Property Assessment, made the following requests:

- a. Requested approval to post one vacant full-time Act 319 Clean & Green Administrator position (503255), Grade N15, effective January 11, 2021, with approval to fill this position prior to the expiration of the hiring freeze.
- b. Requested approval of a temporary 5% pay increase for employee (23357) for additional responsibilities, effective January 4, 2021 until such time that the Act 319 Administrator position is filled.

Following discussion, Commissioner D'Agostino moved to approve. Controller Hurter seconded. The motion carried unanimously.

Linda Schreiner, Purchasing, via a conference call, requested approval to post the following two full-time positions, effective January 11, 2021, with approval to fill the positions prior to the expiration of the hiring freeze. Positions will not be filled prior to the departure of the incumbent employee as indicated.

- Assistant Buyer (503810), Grade N17, Vacant as of 3/12/2021
- Senior Buyer (503811), Grade N22, Vacant

Following discussion, Controller Hurter moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Diane Skilling, Voter Registration, requested approval to post one vacant full-time Clerical Specialist position (504100), Grade N10, effective January 11, 2021, with approval to fill this position prior to the expiration of the hiring freeze. Following

discussion, Commissioner D'Agostino moved to approve. Controller Hurter seconded. The motion carried unanimously.

Ann Hess, Recorder of Deeds, made the following requests:

- a. Requested approval to hire applicant (75777) above the start rate for Chief Deputy Recorder position (500228), Grade E15, at an annual starting salary of \$56,273, effective January 11, 2021. The minimum/maximum for the position is \$42,685.50/\$71,155.50. Following discussion, Ms. Hess moved to approve. Commissioner D'Agostino seconded.

Voting Yes: Ann Hess, Commissioner Parsons, and
Commissioner D' Agostino.

Voting No: Commissioner Lehman and Controller Hurter

The motion carries 3 to 2.

Commissioner Lehman and Controller Hurter voted no, stating that the salary in the motion exceeds the amount requested in the application.

- b. Requested approval of a temporary 10% increase for employee (24566) for assuming the role of acting Chief Deputy Recorder, effective November 17, 2020, until such time that the Chief Deputy Recorder position is filled. Following discussion, Ms. Hess moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Christy Jolly provided the 2020 Exceptional Review Allocation Usage YTD Report and the Vacant Approved Position Listing with the Last Filled Date Greater than One Year. The Vacant Position Listing includes both funded and unfunded positions. Following discussion, the Board requested that Ms. Jolly work with the departments to review the positions vacant for two years or more and bring a report for the Board's consideration at the April 2021 Salary Board meeting.

Commissioner Parsons asked if the Board was in agreement to end the hiring freeze. Following discussion, it was the consensus of the Board to consider ending the hiring freeze effective March 31, 2021. Ms. Jolly will place this item on the agenda for the February meeting. It was noted that the hiring freeze discussion also needs to be scheduled for a future Commissioners' Board meeting.

Phil Colvin, Emergency Management attended the meeting to discuss the progress in filling the Health and Medical Preparedness Coordinator position (504967), Grade N21, approved at the December 7, 2020 Salary Board meeting. He noted that interviews should be completed by Tuesday, January 12, 2021. Mr. Colvin requested that the

Salary Board recess the meeting to approve the proposed salary for the selected candidate. Following discussion and due to issues specific to this situation, it was the consensus of the Board to recess the meeting until Tuesday, January 19, 2021 at 1:30 p.m.

Commissioner Parsons asked if the Board was in agreement to review an increase in the exceptional review allocations for 2021. In April 2020, the exceptional review allocations were increased from 20% to 40% for EE and from 5% to 15% for GEE. The approved 2021 Salary Administration Plan currently has the same allocations as 2019 with 20% for EE and 5% for GEE. Following discussion, the Board agreed they would like to review a draft report increasing the exceptional review allocations to half the rate of the April 2020 adjustment, which would equal 30% EE and 10% GEE. The Board requested this be listed on the February Salary Board agenda.

Controller Hurter moved to recess the meeting until January 19, 2021 at 1:30 p.m. Commissioner D'Agostino seconded. The motion carried unanimously. The meeting recessed at 2:40 p.m.

The next regular Salary Board meeting is scheduled for February 1, 2021 at 1:30 p.m.

Respectfully submitted,

Brian K. Hurter
Secretary