

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
February 8, 2021

The meeting was called to order by Commissioner Joshua Parsons at 9:00 a.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, Larry George, and Diana Rivera.

The following correction to the Agenda and Minutes of the January 11, 2021 Meeting was discussed:

- a. Correct position number in Court Administration, MDC 02-3-06, item 3.a. from 501059 to 501084; no change to position classification or grade.

Controller Hurter moved to approve the minutes of the monthly meetings of January 11, 2021 and January 19, 2021 and noted the aforementioned correction. Commissioner D'Agostino seconded. The motion carried unanimously.

Elected Officials and Department Heads requested approval to post the following full-time and part-time positions, effective February 1, 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.

- BHDS: Caseworker (504057), Grade N18, Vacant as of 2/15/2021
- Children & Youth: Caseworker (504498), PSS Grade 73, Vacant
- District Attorney: Two Temporary Part-Time Certified Legal Interns (500991, 500992), Grade 0, \$12.50/hour
- Domestic Relations: Secretary Senior (500748), Grade N11, Vacant
- Domestic Relations: Secretary Senior (500801), Grade N11, Vacant
- Facilities Management: 14 Temporary Part-Time Seasonal Positions (10 General, 3 Mowers, and 1 Trash), Grade N8
- Judicial Operations: Judicial Secretary (503032), Grade N17, Vacant as of 2/26/2021
- MDC 02-3-03: MDC Clerk (504677), Grade N10, Vacant
- Office of Aging: Caseworker (502367), Grade N18, Vacant
- Prison: Drug & Alcohol Specialist (504509), AFS Grade 21, Vacant
- Treasurer's Office: County Revenue and Collection Coordinator (500172), Grade N16, Vacant as of 2/15/2021

- Treasurer's Office: Account Clerk (500184), Grade N11, Vacant by 3/31/2021
- Voter Registration: Part-Time Voting Machine Custodian (504188), Grade N14, Vacant

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

Stephen Diamantoni, M.D. and Eric Bieber, Coroner's Office, requested approval to create and fund two full-time Deputy Coroner/Lab Technician positions, Grade N24, 40 hours/week, effective February 1, 2021 with approval to post and fill the positions prior to the expiration of the hiring freeze. Following discussion, Dr. Diamantoni and Mr. Bieber modified their request to immediately create, fund, post, and fill one full-time position and eliminate the three currently vacant part-time, contracted positions. Further, after the fourth contracted, part-time position becomes vacant, they will review their staffing levels and if necessary come back to the Salary Board to request and review the need to hire another full-time position along with the elimination of that part-time position. Dr. Diamantoni moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Heather Adams, District Attorney, requested approval to reclassify Assistant District Attorney I position 504329, TM2 Grade 51, from Part-Time to Full-Time, 37.5 hours/week, effective February 1, 2021 with approval to post and fill the positions prior to the expiration of the hiring freeze. District Attorney Adams noted that she will eliminate a part-time position at a future meeting after it becomes vacant later this year due to an anticipated retirement. Following discussion, District Attorney Adams moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Judith Erb, Behavioral Health/Developmental Services (BH/DS), requested to simultaneously eliminate two vacant Caseworker positions (503730, 504628), Grade N18, and create two Senior Caseworker positions, Grade N22, effective February 1, 2021 with approval to post and fill the positions prior to the expiration of the hiring freeze. Following discussion, Controller Hurter moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Crystal Natan, Children and Youth, requested approval of a temporary 5% increase for employee (18873) for assuming the role of Fiscal Director, retroactive to November 2, 2020 through January 17, 2021. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Linda Schreiner, Purchasing, made the following requests:

- a. Requested approval to reclassify the vacant Mailroom Processor position (504059) from a Grade N6 to a Grade N8, effective February 1, 2021 with

additional approval to advertise and fill the position prior to the expiration of the hiring freeze.

- b. Requested approval to reclassify the vacant Senior Buyer position (503811), Grade N22, to Deputy Director-Purchasing, Grade E18, effective February 1, 2021 with additional approval to advertise and 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.

Lawrence George, Commissioner's Office, requested approval for employee (11601) to maintain her current salary of \$70,409.60 as a result of her transfer to Deputy Chief Clerk, Grade E17, from Director of Administrative Services, Grade E20, effective February 1, 2021. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Anthony Kern, Human Resources, requested approval to retroactively increase departments' 2021 EE allocations from 20% to 30% and GEE allocations from 5% to 10% as reflected in Attachment 1, effective January 1, 2021. Additional approval is requested to allow managers to amend any 2021 evaluations that have already occurred with retro pay back to the original evaluation date. Following discussion, Controller Hurter moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

The Board discussed the status of the County's current hiring freeze on vacant positions with consideration of ending the hiring freeze effective March 31, 2021. It was the consensus of the Board to take formal action at the next meeting.

Christy Jolly provided the 2020 Turnover Report.

Commissioner D'Agostino moved to adjourn the meeting at 9:41 a.m. Commissioner Lehman seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for March 1, 2021 at 1:30 p.m.

Respectfully submitted,

Brian K. Hurter
Secretary