

Amended Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
April 4, 2022

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

Members Present: Commissioner Ray D'Agostino, Commissioner Josh Parsons, Commissioner John Trescot, and Controller Lisa Colón.

Others Present: Michelle Gallo, Christy Jolly, Ben Lewis, Larry George, Jackie Pfursich, Patrick Mulligan, Tammy Moyer, and Diana Rivera.

Commissioner Trescot moved to approve the minutes of the monthly meeting of March 7, 2022. Commissioner Parsons seconded. The motion carried unanimously.

Judge Leonard Brown, Mark Dalton, and Russ Glass, Court Administration, made the following requests:

- a. Requested approval to reclassify one vacant full-time Project Business Analyst I position (503497), Grade N20, to a Technical Support Specialist I, Grade N23, effective April 4, 2022. Following discussion, Judge Brown moved to approve. Commissioner Trescot seconded. The motion carried unanimously.
- b. Requested to reclassify and upgrade one vacant and two filled Magisterial District Court Supervisor positions (501113, 501108, 501105), Grade N11, to Magisterial District Court Supervisor, Grade N14, effective April 11, 2022. This will result in incumbents (24114, 11111) receiving a 7% increase. Following discussion, Judge Brown moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Judge Leonard Brown, Mark Dalton, and Gary Kline, Domestic Relations, requested approval for employee (19123) to maintain her current salary of \$58,775.39 as a result of a transfer to Conference Officer, CAP Grade 80, from Probation Officer Senior, CAP Grade 82, effective April 11, 2022. Following discussion, Judge Brown moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Lisa Colón, Controller, withdrew her request for approval of a 2% wage increase for employee (10197) and their appointment to Second Deputy Controller. She will bring this request forward at a future Salary Board meeting.

Heather Adams, District Attorney, made the following requests:

- a. District Attorney Adams withdrew her request to reclassify and upgrade one vacant part-time Legal Secretary position (500965), LIU Grade 42, to part-time Administrative Coordinator, LIU Grade 43, effective April 11, 2022. She may be able to incorporate the job duties into another job description and if not, she will address it at the May meeting.
- b. Requested approval to hire applicant (78101) above the start rate for part-time Assistant District Attorney I (504737), TM2 Grade 51, at an hourly starting rate of \$38.72, effective April 11, 2022. The minimum/maximum hourly rates for the position are \$30.00/\$47.43, as set by the collective bargaining agreement. Following discussion, District Attorney Adams moved to approve. Commissioner Trescot seconded. The motion carried unanimously.
- c. Requested approval of a salary adjustment for the incumbent First Deputy District Attorney (23224) to \$92,717 annually in order to repair salary compression, effective April 11, 2022. This represents a 3.2% increase. Following discussion, District Attorney Adams moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Judith Erb, Behavioral Health/Developmental Services (BHDS), made the following requests:

- a. Requested approval to create, post, and fill two Program Planner/Evaluator positions, Grade E13, effective April 15, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.
- b. Requested to simultaneously eliminate one Caseworker position (502436), Grade N20, and create, post, and fill one Senior Caseworker positions, Grade N22, effective April 4, 2022. Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.
- c. Requested approval to create, post, and fill four temporary, part-time County Social Casework Intern positions with an hourly start rate of \$14.00/hour, effective April 5, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.
- d. Requested approval to hire applicant (80013) above the start rate for Caseworker (504167), Grade N20, at an annual starting rate of

\$44,500, effective April 4, 2022. The minimum/maximum hourly rate is \$36,016.50/\$60,001.50. Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Crystal Natan, Children and Youth Agency, requested approval to create, post, and fill the following full-time positions, effective April 4, 2022:

- One Chief Caseworker, Grade E15
- Five Adolescent Family Support Caseworkers, PSS Grade 73
- Two Adolescent Intake Caseworkers, PSS Grade 73
- One Secretary, PSS Grade 70

Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Robert Devonshire, Facilities Management, requested approval to reclassify and downgrade one Maintenance Supervisor I position (503282), Grade N18, to Building Maintenance Mechanic, Grade N17, effective April 4, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Steven Clements, Information Technology, requested approval to reclassify one vacant full-time Computer Technician I position (500609), Grade N23, to Audio Visual and Videoconference Technician, Grade N23, effective April 11, 2022. Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Christopher Tallarico, Public Defender, requested approval to add two Assistant Public Defender Senior designations to the current allotment of four positions for a total of six Assistant Public Defender Senior designations, effective April 4, 2022. Following discussion, Mr. Tallarico moved to approve. Commissioner Trescot seconded.

The motion carried 3 to 2.

Voting yes: Commissioner Trescot, Controller Colón, and Christopher Tallarico

Voting no: Commissioner D'Agostino and Commissioner Parsons

Commissioner D'Agostino voted no because he believes that departments should not have positions with level 1 and level 2 without different job descriptions delineating different levels of job duties. If the job is the same and the person is being recognized just for more time or experience in the

position, then that is dealt with in the salary administration plan, for instance within the pay grade. Second, for any requests that have higher costs, there should be an attempt to cover those costs by the department.

Commissioner Parsons voted no because it was a mid-budget year departmental reorganization that he does not believe is budget neutral and is not justified at this time.

Drew Fredericks, Youth Intervention Center, made the following requests:

- a. Requested approval of a temporary 2.5% increase for employee (23489) and employee (16384) for assuming the duties of the vacant Business Manager, retroactive to March 28, 2022, to remain in effect until such time that the Business Manager position is filled. Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.
- b. Requested approval to promote Detention Youth Care Worker (25431) to Detention Supervisor with a 5% pay increase, effective April 11, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.
- c. Requested to simultaneously eliminate six vacant part-time Youth Care Worker positions (501465,504147,504118,504282,503807,503682), Grades 26 and N17, and create two full-time Youth Care Supervisor positions, Grade N22, effective April 4, 2022. Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Deputy Warden William Aberts, Prison, requested approval of a \$3.70/hour salary adjustment for the Director of Administrative Services (22523), effective April 11, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Christa Miller, Voter Registration, made the following requests as part of a reorganization of the Voter Registration Department. All requests have an effective date of April 11, 2022.

- a. Requested to reclassify one Clerical Specialist III, Grade N12, to Clerical Supervisor III, Grade N13. As a result, incumbent employee (26065) will receive a 5% increase.

- b. Requested to reclassify one Clerical Specialist II, Grade N11, to Clerical Supervisor III, Grade N13. As a result, incumbent employee (25253) will receive a 6% increase.
- c. Requested to reclassify one Clerical Specialist III, Grade N12, to Clerical Supervisor III, Grade N13. As a result, incumbent employee (25999) will receive a 5% increase.
- d. Requested to reclassify one Clerical Specialist I, Grade N10, to Clerical Specialist III, Grade N12. As a result, incumbent employee (25271) will receive an increase to the 6-month rate of a Grade N12.
- e. Requested to reclassify one Clerical Specialist I, Grade N10, to Clerical Specialist III, Grade N12. As a result, incumbent employee (25631) will receive an increase to the 6-month rate of a Grade N12.
- f. Requested to reclassify one Clerical Specialist I, Grade N10, to Clerical Specialist III, Grade N12. As a result, incumbent employee (24663) will receive a 6% increase.
- g. Requested to reclassify one Clerical Specialist II, Grade N11, to Clerical Specialist III, Grade N12. As a result, incumbent employee (22068) will receive a 5% increase.
- h. Requested to reclassify one Clerical Specialist I, Grade N10, to Clerical Specialist III, Grade N12. As a result, incumbent employee (25984) will receive an increase to the 6-month rate of a Grade N12.
- i. Requested to reclassify one vacant part-time Clerical Specialist I position (502685), Grade N10, to full-time, Clerical Specialist III, Grade N12.
- j. Requested to eliminate one vacant part-time Clerical Specialist I position (503901), Grade N10.

Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Christy Jolly provided the 2022 Exceptional Review Allocation Usage YTD Report and the Employee Referral Bonus Report.

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Commissioner Parsons moved to adjourn the meeting at 3:01 p.m. Commissioner Trescot seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for May 2, 2022, at 1:30 p.m.

Respectfully submitted,

Lisa K. Colón
Secretary