

Minutes of the  
Monthly Meeting of the  
Lancaster County Salary Board  
April 6, 2020

The meeting was called to order by Commissioner Joshua Parsons at 1:30 p.m. in Conference Room 701 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: Charlette Stout, Christie Jolly, Lawrence George, and Patrick Mulligan.

Controller Hurter moved to approve the minutes of the monthly meeting of March 9, 2020. Commissioner D'Agostino seconded. The motion carried unanimously.

Heather Adams, District Attorney, made the following requests:

- a. Requested approval to reclassify one filled position (500994) from Assistant District Attorney II, Grade E22, to First Deputy District Attorney, Grade E25, effective April 13, 2020. Reclassification will result in a promotion for incumbent (ID 23224). Additional approval is requested to promote the employee at an annual salary of \$82,464.88 effective April 13, 2020. The minimum/maximum for the reclassified position in \$66,241.50/\$110,389.50.
- b. Requested approval to reclassify, post, and fill one vacant Community Outreach Coordinator position (504517), Grade E12, to Assistant District Attorney I, Grade E21, effective April 6, 2020.

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

Brian Hurter, Controller, requested approval to promote employee (ID 22293) to Accounting/Auditing Assistant Manager position (500197), Grade E17, at an annual salary of \$50,000, effective March 30, 2020. The minimum/maximum for the position is \$46,605.00/\$77,608.50. Following discussion, Controller Hurter moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Larry George, Commissioner's Office on behalf of Facilities Management, requested approval of a temporary 10% pay increase for employee (ID 15977) for assuming the role of Acting Director of Facilities Management, effective March 28, 2020 until such time that the Director position is filled. Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Scott Standish, Planning Commission, requested approval of a temporary 5% increase for employee (22011) for assuming the role of the Community Planning Administrative

Secretary effective February 3, 2020 to remain in effect until incumbent returns to full-time employment from a leave of absence. Following discussion, Controller Hurter moved to approve. Commissioner D'Agostino. The motion carried unanimously.

Charlette Stout, Human Resources, requested approval to retroactively increase departments' 2020 EE allocations from 20% to 40% and GEE allocations from 5% to 15% as reflected in Attachment 1, effective January 1, 2020. Additional approval is requested to allow managers to amend any 2020 evaluations that have already occurred with retro pay back to the original evaluation date. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Commissioner D'Agostino made a comment regarding the COVID-19 pandemic. He stated that as we head into the next several weeks the COVID-19 crisis has the potential to continue into the next few months. He stated that it is prudent to look at adding specialized resources to assist the County, specifically looking at bringing in a specialist with a public health background either as an adviser or a temporary employee. Commissioner D'Agostino stated that this is something that we should look at with respect to our community partners, and in addition to our current staff who are doing everything they can possibly do to get through this crisis.

Commissioner Lehman supported Commissioner D'Agostino's call for creating some interim/temporary public health capacity within County government. He also advocated for permanent public health capacity by calling for a restart of the conversation on establishing a County Health Department. He was careful to note that none of his remarks should be construed to cast a negative light on current County efforts related to COVID-19. Commissioner Lehman also indicated that the conversation should begin when we first transition to more normal activity. Finally, he noted the current availability of federal funds to offset any startup costs and any current year operating costs related to establishing permanent public health capacity in Lancaster County.

Commissioner D'Agostino commented that he is not suggesting that we look into creating a County Health Department at this point. He stated that he thinks it is a little premature; however, after this crisis is over, an after-action review should be done to discuss the event, including that idea. He stated that he has done some research on what it would take to put together a Health Department and it is a little more robust than they had originally thought, which would need to be discussed further.

Larry George approached the Board on the possibility of implementing a hiring freeze, with an exception to mandated positions or essential positions.

Commissioner Parsons stated that he thinks it is prudent to implement some type of hiring freeze that was similar to what was implemented in 2015 and 2016 during the budget impasse, with exceptions for critical areas like the 24-hour employees. He stated that from the feedback today it appears the Salary Board is comfortable with the hiring freeze as an administrative action and if they have to ratify it at a future

Salary Board Minutes  
April 6, 2020  
Page 3

Commissioner's Meeting, they can do that.

Controller Hurter moved to adjourn the meeting at 2:17 p.m. Commissioner Lehman seconded. The motion carried unanimously.

The next regular Salary Board meeting is scheduled for May 4, 2020 at 1:30 p.m. in Conference Room 703 at the Lancaster County Offices, 150 North Queen Street.

Respectfully submitted,

Brian K. Hurter  
Secretary