

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
July 11, 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 John Trescot, and Controller Lisa Colón.

Not Present: Commissioner Josh Parsons.

Others Present: Michelle Gallo, Ben Lewis, Larry George, Jackie Pfursich, and Kathy Kunkel.

Commissioner Trescot moved to approve the minutes of the monthly meeting of June 6, 2022. Controller Colón seconded. The motion carried unanimously.

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

- a. Requested approval to transfer employee (20983) from a Probation Officer Senior position, Grade TMS 82, to a Caseworker position, Grade N20, with a \$3.00/hour pay adjustment to align with other department pay adjustments, as approved at the June 6, Salary Board Meeting, effective July 11, 2022. Following discussion, Commissioner Trescot moved to approve. Controller Colón seconded. The motion carried unanimously.
- b. Requested approval for a permanent 5% salary increase for employee (19787), due to assuming additional duties, effective July 11, 2022. Following discussion, Commissioner Trescot moved to approve. Controller Colón seconded. The motion carried unanimously.

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

- a. Requested approval to create, post, and fill two Screening Specialist positions, PSS Grade 77, effective July 11, 2022. The minimum start rate is \$32,656.00.
- b. Requested approval to eliminate one full-time Screening Unit Caseworker position (502816) and create, post, and fill two part-time Screening Caseworker positions, PSS Grade 73. The minimum

annual start rate for these positions is \$44,999.60 or \$21.62 an hour.

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

Lawrence George, Commissioner's Office, requested approval to simultaneously create, post, and fill one Communications Director Grade E17, and eliminate one Administrative Secretary Senior position (500009), Grade N17, effective July 11, 2022. Following discussion, Commissioner Trescot moved to approve. Controller Colón seconded. The motion carried unanimously.

President Judge David Ashworth, Court Administration, made the following requests as part of a reorganization of the Domestic Relations Department. All requests are effective July 11, 2022.

a. Gary Kline, Domestic Relations

1. Requested approval to eliminate three vacant part-time Conference Officer positions (503359, 504178, 504204), Grade 80, and create, post, and fill one fulltime Conference Officer Sr. position, TMS Grade 82.
2. Requested approval to reclassify, upgrade, and fill one vacant Conference Officer position (500770), TMS Grade 82, to Conference Officer Sr, TMS Grade 82.
3. Requested approval to eliminate one vacant part-time Account Clerk Sr. position (504564), Grade N13, and create, post, and fill one fulltime Account Clerk Sr., Grade N13.
4. Requested approval to eliminate one vacant PACSES User Support Specialist position (503229), Grade E9.
5. Requested a 5% increase to the salaries of two Conference Unit Supervisor II employees (IDs 17813, 18993), due to increased responsibilities.
6. Requested a 5% increase to the salary of one Case Management Services Unit Supervisor employee (ID 20363), due to increased responsibilities and staff.
7. Requested a 5% increase to the salary of one Clerical Supervisor III employee (ID 18891) Grade E6, due to increased responsibilities and staff.

Following discussion, President Judge Ashworth moved to approve. Controller Colón seconded. The motion carried unanimously.

b. Court Administration

1. Requested approval to fund, post, and fill one vacant Law Clerk position (500656) which has been vacant for over one year due to a Common Pleas Judge vacancy, effective July 11, 2022.
2. Requested approval to post and fill one vacant Judicial Secretary position (500657) which has been vacant for over one year due to a Common Please Judicial vacancy, effective July 11, 2022.

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

3. Requested approval for the Salary Board Agenda to follow past practice whereby court requests are placed at the top of the agenda to have a minimal impact on court operations.

President Judge Ashworth stated that he is making this request because having the Courts at the top of the agenda has been a long-standing practice for over thirty years and was out of necessity to avoid delay of court related business. He provided an example of his concern referencing the June Salary Board Meeting. Due to the timing of his presentation, and return to the courthouse, a jury trial was delayed, and subsequently was extended another day. He offered to arrive at 1:15pm, so that the courts could go first and not affect other departments from meeting at the regular time of 1:30 pm.

Commissioner D'Agostino stated that the decision on the order of the agenda, was an administrative matter for the Salary Board to vote on. Judge Ashworth's position was that this was a policy change that directly affected the Courts and that he had a vote. Judge Ashworth moved to return to the past practice whereby court requests are placed at the top of the agenda. Commissioner D'Agostino stated that he would not recognize the motion since the vote is only to come from the Board.

Jackie Pfursich, County Solicitor, read County Code Section 1625 - Procedure and action of board that states (b) *Whenever the board shall consider the number or salaries of the court criers or tipstaves or other court employees, the president judge of the court shall sit as a member of the board, as long as any matter affecting the court criers, tipstaves or employees of the court is under consideration and no longer.*

Ms. Pfursich stated that the procedure and action of the Board is an administrative matter.

In response to the question from Commissioner Trescot as to who made the request that the agenda order be changed, Michelle Gallo stated that Commissioner Parsons contacted her and Christy Jolly twice and followed up with an email.

Commissioner Trescot stated that he felt the courts were most affected by the change and made a motion to follow past practice whereby court requests are placed at the top of the agenda to have a minimal impact on court operations. The motion died for a lack of a second.

Controller Colón stated that she would not second the vote because it could set a precedent for any row office to make requests for matters that are, as Solicitor Pfursich stated, administrative and to be addressed by the Salary Board members. She agreed with Commissioner D'Agostino that the vote needs to be made by the Salary Board which deals with the entire structure.

Commissioner D'Agostino stated that as approved at the June Salary Board meeting, the Board would discuss three agenda items listed on today's agenda, that includes the order of the agenda, following the scheduled department requests. He also confirmed that Judge Ashworth would be able to stay for the discussion.

Scott Standish, Planning, requested approval to hire applicant (81759) at \$15.00 per hour which is above the start rate for an Administrative Secretary, Grade N12, effective July 11, 2022. The annual salary would be \$29,250.00. The minimum/maximum for this position is \$27,105.00/\$45,201.00. Following discussion, Commissioner Trescot moved to approve. Controller Colón seconded. The motion carried unanimously.

Christa Miller, Voter Registration, requested approval for a temporary 5% salary increase for employee (25999), due to assuming additional duties, effective Jun 15, 2022. Following discussion, Commissioner Trescot moved to approve. Controller Colón seconded. The motion carried unanimously.

Michelle Gallo - Human Resources

- a. Discuss findings of the comprehensive compensation study and recommendations for realignment of labor grades.

Following discussion, Ms. Gallo stated that she and her staff will be scheduling meetings with all department heads and elected officials to review the compensation study and how it aligns with current staffing. She stated that HR will be coming back to the August Salary Board meeting to discuss their findings.

Salary Board administrative items:

Meeting Location – following discussion, Commissioner Trescot moved to approve the current location, the HR training room, for Salary Board meetings. Controller Colón seconded. The motion carried unanimously.

Order of the Agenda – following discussion, Commissioner Trescot moved to approve that the court maintain its position at the top of the agenda, with all other departments' requests listed in alphabetical order by department.

Voting Yes: Commissioner Trescot, Controller Colón

Voting No: Commissioner D'Agostino

Motion carries 2 to 1.

Commissioner D'Agostino stated that he voted no because all departments and agencies should be treated equally, and he does not believe standing exceptions are appropriate.

Distribution of the Agenda – following discussion, Commissioner Trescot moved to continue the distribution of the agenda to all row officers and department heads as was standard procedure since October 2020. Controller Colón seconded.

Voting Yes: Commissioner Trescot, Controller Colón

Voting No: Commissioner D'Agostino

Motion carries 2 to 1.

Commissioner D'Agostino stated that he voted no because all departments, agencies and the public currently have access to all Salary Board materials so if they desire to review the information they can do so easily. There are numerous other public boards and in no other case are materials routinely put out to a group of people other than those on the agenda and doing so creates additional administrative burdens. For these reasons he did not want to set this as a precedent.

Ben Lewis provided the 2022 Exceptional Review Allocation Usage YTD Report and the Employee Referral Bonus Report. Mr. Lewis noted that the referral bonus program expired June 30, 2022.

Commissioner Trescot moved to adjourn the meeting at 2:59 p.m. Controller Colón seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for August 15, 2022, at 1:30 p.m.

Respectfully submitted,

Lisa K. Colón

Secretary