

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
July 13, 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 Hurter.

Others Present: Michelle Gallo, Christie Jolly, Larry George, Pat Mulligan, and Kathy Kunkel.

Controller Hurter moved to approve the minutes of the monthly meeting of June 7, 2021. Commissioner D'Agostino seconded. The motion carried unanimously.

President Judge David Ashworth, Court Administration, made the following requests:

- a. Requested to reclassify the pay grades of the following Bailiff classifications, effective July 19, 2021. As a result of this action, position incumbents will receive the greater of a 5% increase or an increase to the 6-month rate of the new pay grade. Incumbents with less than six months of service will receive an increase to the new start rate. Following discussion, President Judge Ashworth moved to approve. Commissioner Parsons seconded.

Title	Job Code	Current Pay Grade	Current Start Rate	Proposed Pay Grade	Proposed Start Rate
Bailiff	281, 281PT	N4	\$9.28	N10	\$11.84
Senior Bailiff	564, 564 PT	N6	\$10.07	N12	\$12.84

Voting Yes: President Judge Ashworth, Commissioner Parsons, and Commissioner Lehman

Voting No: Commissioner D'Agostino and Controller Hurter

The motion carried 3 to 2.

Commissioner D'Agostino voted no because, while he understands the issue before us regarding pay scales due to the market, he is not in favor of reconfiguring pay ranges in the middle of the year and making changes to position pay grades piecemeal on

a position by position basis or department by department basis, particularly when it may lead to pay disparities within departments and possibly across the County. Many of the requests to bring in new hires above the start rate can be handled on a case-by-case basis since the rates being considered fall between the start and mid-point rates, which is consistent with previous actions of the Salary Board.

Controller Hurter voted no because he could not support the large jump in the pay grades and the potential impact on other employees.

- b. Requested to simultaneously eliminate two part-time Senior Bailiff positions (500696, 502900), and create one full-time Senior Bailiff position, effective July 19, 2021. Following discussion, President Judge Ashworth moved to approve. Commissioner Lehman seconded. The motion carried unanimously.
- c. Requested approval to post and fill one vacant part-time Bailiff position (500695) which has been vacant for more than one-year, effective July 19, 2021. Following discussion, President Judge Ashworth withdrew the motion.

Emily Carello, Register of Wills, requested approval to reclassify Clerical Specialist I position 504636, LIU Grade 41, from part-time to full-time, 37.5 hours/week, effective July 13, 2021. Following discussion, it was the consensus of the Board that after the fulltime employee is in place, no other vacant parttime positions are filled until there is a review of staffing needs. This will be important to analyze for the 2022 budget. Ms. Carello moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Larry George, Commissioners Office, requested approval to reclassify position 503644 from Administrative Secretary I, Grade N13 to Administrative Secretary Senior, Grade N17, effective December 20, 2021. This will result in the incumbent (22849) receiving a 5% increase. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Lon Wible, Office of Aging, made the following requests:

- a. Requested approval to create, post, and fill one full-time Senior Center Manager position, Grade N13, effective July 13, 2021. Following discussion, Controller Hurter moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

- b. Requested approval to post and fill two Caseworker positions (502362, 502591), one Assistant Chief Caseworker position (504490), and one Protective Services Caseworker (504492) which have been vacant for more than one-year, effective July 13, 2021. Following discussion, Commissioner D'Agostino moved to approve. Controller seconded. The motion carried unanimously.

Chris Tallarico, Public Defender, requested approval to hire applicant (77446) for First Deputy Public Defender position (500444), Grade E25, at an annual salary of \$95,000.00, effective July 19, 2021. The minimum/maximum for this position is \$66,240.50/\$110,389.50. Following discussion, Mr. Tallarico moved to approve. Controller Hurter seconded. The motion carried unanimously.

Larry George, Commissioners Office, requested approval to hire applicant (76883) for County Solicitor position (500014), Grade E27, at an annual salary of \$112,000.00. Additional approval is requested to grant fifteen days of paid vacation accrual. Both requests are effective August 3, 2021. Following discussion, Commissioner D'Agostino moved to approve. Controller Hurter seconded.

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

Voting No: Commissioner Lehman

The motion carried 3 to 1.

Commissioner Lehman voted no because he does not believe it is appropriate for a current County Elected Official or even one who has recently left public office, to be appointed to a County position by the Board of Commissioners. Commissioner Lehman noted that he voted this way years ago and is voting this way now to be consistent. In addition, Commissioner Lehman also noted that, in the past, he has voted against the granting of additional vacation.

Christa Miller, Voter Registration, requested approval to reclassify one Deputy Chief Registrar position (500107), Grade N20 to Grade N25, effective once the position becomes vacant. The position can be posted with the new job classification. Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Judy Erb and Lon Wible, BHDS/Office of Aging/Drug & Alcohol, requested to reclassify the pay grades of the following Caseworker classifications, effective July 5, 2021. As a result of this action, position incumbents will receive the greater of a 5% increase or an

increase to the 6-month rate of the new pay grade. Following discussion, Commissioner Lehman moved to approve. Controller Hurter seconded.

Title	Job Code	Current Pay Grade	Current Start Rate	Proposed Pay Grade	Proposed Start Rate
Caseworker Trainee	084	N17	\$15.73	N18	\$16.37
Caseworker	129	N18	\$16.37	N20	\$17.76

Voting Yes: Commissioner Parsons, Commissioner Lehman and Controller Hurter

Voting No: Commissioner D'Agostino

The motion carried 3 to 1.

Commissioner D'Agostino voted no because, as he stated earlier, while he understands the issue before us regarding pay scales due to the market, he believes that the request could be handled through the existing approved salary administration plan. He is not in favor of making changes to position pay grades on an ad hoc basis, particularly when it would lead to across the board pay changes for people in those positions, which may lead to disparities within departments and across the County.

Michelle Gallo, Human Resources, requested the following:

- a. Requested approval to amend the County pay tables to add pay grades E31 and E32, effective July 13, 2021.
- b. Requested approval to reclassify one Chief Information Officer position (500620), Grade E25 to Grade E31, effective August 2, 2021.
- c. Requested approval to reclassify one Deputy Chief Information Officer position (500617), Grade E23 to Grade E29, effective August 2, 2021.

Following discussion, Commissioner Lehman moved to approve requests a,b, and c.

Commissioner D'Agostino seconded. The motion carried unanimously.

- d. Requested approval to reclassify one Solicitor position (500014) Grade E27 to Grade E29, effective August 2, 2021.

- e. Requested approval to reclassify one Chief Clerk position (500007) Grade E30 to Grade E32, effective August 2, 2021. This will result in the incumbent (12400) receiving a 5% increase. Request adjustment to be effective December 20, 2021.

Following discussion on requests d and e, the Board took no action.

Ms. Gallo made the following requests as part of a reorganization of the Human Resources Department:

- a. Requested approval to create, post, and fill one Human Resources Employment Analyst position, Grade N22, 40 hours/week, effective July 13, 2021.
- b. Requested approval to create, post, and fill one Compensation and Compliance Manager position, Grade E18, 40 hours/week, effective December 20, 2021.

Following discussion, Commissioner D'Agostino moved to approve the two positions at 37.5 hrs/week. Commissioner Lehman seconded. The motion carried unanimously.

- c. Requested approval to reclassify one Human Resources Compensation Analyst position (500025), Grade N22, 37.5 hours/week to Compensation and HRIS Analyst, Grade N25, 40 hours/week, effective December 20, 2021. This will result in the incumbent (16306) receiving a 5% increase.
- d. Requested approval to reclassify one Benefits Manager position (500024), Grade E15, 37.5 hours/week, to Grade E17, 40 hours/week, effective December 20, 2021. This will result in the incumbent (10024) receiving a 5% increase.

Following discussion, Commissioner Lehman moved to approve the two position reclassifications at 37.5 hrs/week. Commissioner D'Agostino seconded. The motion carried unanimously.

- e. Requested to reclassify the following positions from 37.5 hours/week to 40 hours/week, effective December 20, 2021.
 - Deputy Director of HR (500026)
 - Human Resources Generalist (504186)
 - Human Resources Analyst/Leave Administrator (504306)
 - Payroll Clerk (500028)
 - Human Resources Administrative Secretary (500023)

Ms. Gallo withdrew this request from consideration. Commissioner Lehman moved to adjourn the meeting at 3:54 p.m. Commissioner D'Agostino seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for August 9, 2021 at 1:30 p.m.

Respectfully submitted,

Brian K. Hurter
Secretary