

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
August 3, 2020

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 Brian Hurter.

Others Present: Charlette Stout, Christie Jolly, Lawrence George, Ryan Washington Jr., and Diana Rivera.

The following correction to the Agenda and Minutes of the July 6, 2020 Meeting was discussed:

- a. Correct position number in BH/DS item 4.d from 504481 to 504606; no change to position classification or grade.

Following discussion, Commissioner Lehman moved to approve. Controller Hurter seconded. The motion carried unanimously.

Mark Dalton, Court Administration, requested approval to post and fill one Law Clerk position (503646), Grade 50, effective August 3, 2020 with approval to advertise the position prior to it becoming vacant. Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Clerk of Courts, Jacqueline Pfursich, made the following requests:

- a. Approval of a permanent 5% pay adjustment for employee (24829) for assuming newly added responsibilities and duties, effective August 3, 2020, and simultaneously eliminate one vacant part-time Clerical Specialist I position (500947), Grade 41, effective August 3, 2020.
- b. Approval to post and fill one full-time Clerical Specialist II position (500954), Grade 42, effective August 3, 2020 with approval to advertise the position prior to it becoming vacant.

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

- c. Approval to post and fill one full-time Clerical Specialist I position, Grade 41, contingent upon a position becoming vacant as the result

of an employee being reassigned to position (500954) with approval to advertise the position when reassignment offer is accepted.

Following discussion, Jacqueline Pfursich moved to approve. Commissioner D'Agostino seconded.

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

Voting no: Commissioner Lehman

The motion carries 3 to 1.

Commissioner Lehman voted no on this conditional exception to the COVID-19 posting policy because it appeared presumptive and also because, in his opinion, it could set a precedent that could potentially undermine this recently established policy.

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

- a. Approval to post and fill two vacant full-time Intake Caseworker positions (504498 and 504486), SEIU bargaining unit Grade 73, effective August 3, 2020.
- b. Approval to post and fill one vacant full-time Resource Caseworker position (502153), SEIU bargaining unit Grade 73, effective August 3, 2020.

Following discussion, Commissioner Lehman moved to approve. Controller Hurter seconded. The motion carried unanimously.

Mike Weaver, Lancaster County Wide Communications (LCWC), requested approval to hire applicant (74355) above the start rate for 911 GIS Systems Administrator position (500520), Grade N20, at an annual starting salary of \$46,000, effective August 3, 2020. The minimum/maximum for the position is \$36,940.80/\$61,547.20. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Randall Wenger, Voter Registration, requested approval to create post and fill one full-time, Clerical Specialist III position, Grade N12 and create post and fill two part-time, under 1,000 hours, Clerical Specialist I positions, Grade N10, effective August 3, 2020. Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Larry George, Commissioner's Office, on behalf of Voter Registration, requested approval to reclassify position 500108, Chief Registrar and Chief Clerk, Board of Elections, from Grade E20 to Grade E22, effective August 3, 2020. As a result of this action, the incumbent employee (20250) will receive a 5% pay increase. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Charlette Stout, Human Resources, on behalf of Parks and Recreation, requested re-approval of a \$100 early application incentive for all Pool employees hired by the County in 2020 whose positions require completion of the background check process and who successfully complete all of their pre-employment requirements by opening day of the Pool. This is a revised request due to the delay in opening the pool because of the COVID-19 pandemic. Following discussion, Commissioner Lehman moved to approve. Controller Hurter seconded. The motion carried unanimously.

Christie Jolly provided the quarterly Turnover Report and the 2020 Exceptional Review Allocation Usage YTD Report.

Charlette Stout approached the Board on making a motion to provide clarification that departments need to wait until after a position is vacant to post the position during the hiring freeze. Any requests for positions to be posted prior to a position becoming vacant, need to be included in the request to Salary Board to post during the hiring freeze through December 31, 2020. Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Commissioner D'Agostino moved to adjourn the meeting at 2:44 p.m. Commissioner Lehman seconded. The motion carried unanimously. The next meeting is September 14, 2020 at 1:30 p.m.

Respectfully submitted,

Brian K. Hurter
Secretary