

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
August 9, 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 Deputy Controller Kathy Kunkel.

Not Present: Controller Brian Hurter.

Others Present: Michelle Gallo, Christie Jolly, Larry George, Jackie Pfursich, Pat Mulligan, and Diana Rivera.

Commissioner D'Agostino moved to approve the minutes of the monthly meeting of July 13, 2021. Commissioner Lehman seconded. The motion carried unanimously.

Lawrence George, on behalf of the Clerk of Courts Office, requested approval of a temporary salary increase for employee (22765) during her tenure as Acting Clerk of Courts to \$86,527.24, effective August 3, 2021, until such time that the Clerk of Courts is elected or appointed and takes office. Following discussion, Commissioner Lehman approved. Commissioner D'Agostino seconded. The motion carried unanimously.

Rhonda Allen, Clerk of Courts Office, requested approval to reclassify a temporary part-time Clerical Specialist I position (500951), LIU Grade 41, to a permanent part-time, under 1,000 hours, Clerical Specialist I position, effective August 9, 2021. Following discussion regarding the vacant part-time position being available, the request was withdrawn. Commissioner D'Agostino moved to approve to fund and post the vacant regular part-time Clerical Specialist I position (500945), LIU Grade 41. Commissioner Lehman seconded. The motion carried unanimously.

Judy Erb, Behavioral Health / Developmental Services (BHDS), requested approval to post and fill one Caseworker position (503341) which has been vacant for more than one-year, effective July 9, 2021. Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Lawrence George, on behalf of Information Technology (IT), requested approval of a temporary 10% increase for employee (13389) for assuming the role of Acting Director of Information Technology, effective July 31, 2021, until such time that the Director position is filled. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Cheryl Steberger, Prison, requested approval to hire employee applicant (21300) for the Corrections Hearing Officer position (504336), Grade N19, at an annual salary of \$56,116.08, effective August 16, 2021. The minimum/maximum is \$35,460.00/\$59,134.00. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Chris Tallarico, Public Defender, requested approval to reclassify a vacant part-time Assistant Public Defender position (500435), TM2 Grade 51, from part-time to full-time, effective August 9, 2021. Following discussion, Mr. Tallarico moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Michelle Gallo, Human Resources, requested approval of three items for inclusion in the 2022 Salary Administration Plan:

- 1) Increase the salary table by 4% beginning the first pay period in 2022. This will include an increase in wages for individuals below the six-month rate of the new labor grades.
- 2) Establish the Performance Merit Percentages for 2022 as:
 - ME – 4.5%
 - EE – 5.0%
 - GEE – 5.5%
- 3) Establish the Department Exceptional Review Allocation for 2022 as:
 - ME – 60%
 - EE – 30%
 - GEE – 10%

Following discussion, Commissioner Lehman moved to approve increasing the salary table by 4% beginning the first pay period in 2022. Commissioner D'Agostino seconded. The motion carried unanimously.

Following discussion, it was the consensus of the Board that Ms. Gallo work with Pat Mulligan, Director of Budget Services, to present the costs for a potential change to the performance merit percentages at a future Board of Commissioners' Work Session. This will enable to the Board to review and discuss options prior to taking a vote at the next Salary Board meeting.

Ms. Gallo withdrew her requests for items 2 and 3.

Ms. Gallo presented a draft of additional proposed changes to the 2022 Salary Administration Plan that adds clarifying language to address promotions, demotions, transfers, and new hires.

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Following discussion, the Board requested more time to review the draft of proposed changes to the 2022 Salary Administration Plan prior to taking a vote at a Salary Board meeting.

Christy Jolly provided the 2021 Turnover Report and the 2021 Exceptional Review Allocation Usage YTD Report.

Commissioner D'Agostino moved to adjourn the meeting at 2:29 p.m. Commissioner Lehman seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for September 13, 2021 at 1:30 p.m.

Respectfully submitted,

Brian K. Hurter
Secretary