

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
September 14, 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, and Diana Rivera.

Controller Hurter moved to approve the minutes of the monthly meeting of July 6, 2020. Commissioner D'Agostino seconded. The motion carried unanimously.

Controller Hurter moved to approve the minutes of the monthly meeting of August 3, 2020. Commissioner D'Agostino seconded. The motion carried unanimously.

Judge Dennis Reinaker and Mark Dalton, Court Administration, requested approval to post and fill the following five vacant full-time positions effective September 14, 2020:

- Adult Probation & Parole – Clerical Supervisor (500918), Grade E7
- Adult Probation & Parole – Probation Officer Sr (500886), CAP Grade 82
- MDC 02-1-01 – Magisterial District Court Clerk (501059), Grade N10
- MDC 02-3-05 – Magisterial District Court Clerk (501111), Grade N10
- MDC 02-3-03 – Magisterial District Court Clerk (504677), Grade N10

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

Charlette Stout, Human Resources, and Judge Dennis Reinaker, made the following requests:

- Requested approval to move job classifications formerly covered under the Court First Level Supervisors Meet and Discuss Unit to the County Compensation Plan (non-bargaining), effective December 21, 2020 as follows:
 - Place all first level supervisor classifications including probation officer supervisors, enforcement supervisors, case management services unit supervisors, specialty court coordinators and conference unit supervisors into the County Compensation Plan at classification E17 (minimum \$46,605.00 / mid-point

\$62,127.00 / maximum \$77,668.50), with no changes to current incumbent salaries (approximately 24 employees).

- For recruitment purposes, maintain the start rate agreed to by the County in the Meet & Discuss agreement at \$48,188.00 with no future increase to that start rate until such time it catches up to the E17 minimum rate through future increases to the compensation tables.

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

Ms. Stout requested approval to post and fill one vacant full-time Administrative Secretary position (500023), Grade N12, effective September 14, 2020. Following discussion, Controller Hurter moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Andrew Spade, Prothonotary, requested approval to post and fill the following two full-time and one part-time vacant positions effective September 14, 2020:

- Clerical Specialist I (501023), full-time, LIU Grade 41
- Clerical Specialist I (502680), full-time, LIU Grade 41
- Clerical Specialist I (503166), part-time, LIU Grade 41

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

Ann Hess, Recorder of Deeds, requested approval to reclassify, post, and fill one vacant position (500217) from Clerical Specialist I, Grade N10 to Clerical Specialist II, Grade N11, effective September 14, 2020. Following discussion, Ms. Hess moved to approve. Controller Hurter seconded. The motion carried unanimously.

Susan Ellison and Pam Grosh, District Attorney's Office, requested approval to post and fill the following two vacant full-time positions effective September 14, 2020:

- DV Paralegal (504597), LIU Grade 44
- Restitution Advocate (503517), Grade N17

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

Anne Cooper, Register of Wills, requested approval to post and fill one vacant part-time Clerical Specialist I position (504636), LIU Grade 41, effective September 14, 2020.

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

Christopher Riggs, Sherriff's Office, made the following requests:

- a. Requested approval to post and fill one vacant full-time Clerical Specialist I position (501145), LIU Grade 41, effective September 14, 2020.

Following discussion, Chief Deputy Riggs moved to approve. Controller Hurter seconded. The motion carried unanimously.

- b. Requested approval to reclassify four deputy sheriff positions, LIU Grade 46 to Deputy Corporal, LIU Grade 46, effective September 14, 2020. Corporals will be selected based on a competitive selection process and will be paid in accordance with the LIU bargaining agreement. Position numbers and incumbents will be determined based on outcome of selection process.

Following discussion, Chief Deputy Riggs moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Judith Erb, Behavioral Health & Developmental Services (BH/DS), requested approval to post and fill the following six vacant full-time positions effective September 14, 2020:

- Caseworker (503488), Grade N18
- Assistant Chief Caseworker (502579), Grade E13
- Caseworker (504056), Grade N18
- Caseworker (502533), Grade N18
- Caseworker (503529), Grade N18
- Caseworker (502487), Grade N18

Following discussion, Commissioner D'Agostino. Controller Hurter seconded. The motion carried unanimously.

Crystal Natan, Children and Youth, Request approval to post and fill the following four vacant full-time positions effective September 14, 2020:

- Caseworker (504499), PSS Grade 73
- Caseworker (502148), PSS Grade 73
- Caseworker (502132), PSS Grade 73
- Caseworker (502179), PSS Grade 73

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

Lon Wible, Office of Aging, requested approval to post and fill the following three vacant full-time positions effective September 14, 2020:

- Caseworker (502317), Grade N18
- Caseworker (502319), Grade N18
- Clerical Specialist (502558), Grade N10

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

Scott Standish, Planning Department, made the following requests related to Phase I of a departmental restructure which includes the consolidation of two divisions, creation of a new division, and consolidation of administrative services.

- a. Requested approval to eliminate vacant Director of Countywide Planning position (503754), Grade E20, effective September 14, 2020.
- b. Requested approval to create, post, and fill one Director of Planning Implementation position, Grade E20, effective September 14, 2020.
- c. Requested approval of a 5% increase for the Director of Transportation (24176) for assuming additional managerial and programmatic responsibilities resulting from division consolidation, effective September 14, 2020. Position title will change to Director of Land Use and Transportation.
- d. Requested approval to reclassify the Office Manager position (500559) from Grade N19, non-exempt, to Office Manager II, Grade E12, exempt. This action will result in the incumbent (20188) receiving a 5% increase in accordance with the County Salary Administration Plan, effective September 14, 2020.

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

Harry Klinger, Purchasing, requested approval to post and fill one vacant full-time Assistant Buyer position (503825), Grade N17, effective September 14, 2020. Following discussion, Controller Hurter moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

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

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Commissioner D'Agostino moved to adjourn the meeting at 2:50 p.m. Commissioner Lehman seconded. The motion carried unanimously. The next meeting is October 5, 2020 at 1:30 p.m.

Respectfully submitted,

Brian K. Hurter
Secretary