

Minutes of the  
Monthly Meeting of the  
Lancaster County Salary Board  
October 3, 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 Joshua Parsons, Commissioner John Trescot, and Controller Lisa Colón.

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

Commissioner Parsons moved to approve the minutes of the monthly meeting of September 12, 2022. Commissioner Trescot seconded. The motion carried unanimously.

President Judge David Ashworth, Court Administration, and Mark Wilson, Adult Probation & Parole, made the following requests:

a. Adult Probation & Parole

1. Requested approval for a temporary 5% salary increase for employee (17864), due to assuming additional duties, effective August 29, 2022 for six months or until open positions have been filled.
2. Requested approval to create, post, and fill a full-time Supervisor position, Grade E17, effective October 3, 2022.
3. Requested approval to create, post, and fill a full-time Probation Officer Senior position, CAP Grade 82, effective October 3, 2022.
4. Requested approval to post and fill one full-time Clerical Specialist I position (500883) that has been vacant for more than one-year, effective October 3, 2022.

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

b. Judicial Operations

1. Requested approval to hire applicant (77062) above the start rate for Law Clerk (500672), Grade 50, at an annual rate of \$65,000,

effective January 1, 2023. The minimum for this position is \$48,000.

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

Judith Erb, Behavioral Health / Developmental Services, requested approval to simultaneously eliminate two Account Auditor Sr positions (502459 and 503849), Grade E15, and create, post, and fill one Fiscal Officer II position, Grade E16, effective October 3, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Crystal Natan, Children & Youth Agency, requested reconsideration of the classification of the two screening specialist positions (504764 and 504767), Grade 77 and reclassify to Program Specialists, Grade E12, effective July 11, 2022. Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Heather Adams, District Attorney, requested approval to reclassify vacant position (501004) from County Detective, LCD Grade 24, to County Detective Corporal/Drug Task Force, LCD Grade 251, effective October 3, 2022. Following discussion, District Attorney Adams moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Linda Schreiner, Purchasing, requested approval to reclassify position (503332) from a Senior Buyer, Grade N22, to Lead Senior Buyer, Grade N23, effective October 3, 2022. This will result in a 5% increase for incumbent employee (24794). Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Amber Martin, Treasurer's Office, made the following requests:

- a. Requested approval of project bonus payments for employee (22272), effective as follows: \$2000 payable on the last payment in October 2022, \$2,000 payable on the last payment in November 2022, and \$1,000 payable on the first payment in December 2022.
- b. Requested approval of project bonus payments for employee (10003), effective as follows: \$2000 payable on the last payment in October 2022, \$2,000 payable on the last payment in November 2022, and \$1,000 payable on the first payment in December 2022.
- c. Requested approval of compensation for non-exempt employee (26265) up to \$5,000 to cover additional hours worked by employee at

straight time for hours worked over 37.5 hours/week and over-time hours worked at time and a half which will accumulate during October 2022, November 2022, and December 2022, effective October 1, 2022. Treasurer Martin will provide hourly/over-time data to the Controller.

- d. Requested approval of compensation for non-exempt employee (21503) up to \$2,500 to cover additional hours worked by employee at straight time for hours worked over 37.5 hours/week and over-time hours worked at time and a half which will accumulate during October 2022, November 2022, and December 2022, effective October 1, 2022. Treasurer Martin will provide hourly/over-time data to the Controller.

Treasurer Martin noted that items c. and d. did not have to come to Salary Board; however, it was included for documentation purposes for the state grant. Following discussion, Treasurer Martin moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Drew Fredericks, Youth Intervention Center, made the following requests:

- a. Requested approval to increase the starting pay for Youth Care Workers (PULSE and Shelter) from \$16.36 to \$21.01, effective October 3, 2022. This will result in four incumbent employees (26284, 26223, 26386, and 26285) receiving an increase to the new start rate.
- b. Requested approval to increase the starting pay for Detention Supervisor, Shelter Supervisor, and PULSE Supervisor positions from \$20.02 to \$23.16, effective October 3, 2022. This will result in one employee (26283) receiving an increase to the new start rate.
- c. Requested approval to simultaneously eliminate one full-time Security Officer position (503631), one part-time Youth Care Worker position (503761) and create, post, and fill one full-time Adolescent Therapist position, Grade E12, effective October 3, 2022.

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

As a follow-up to last month's meeting, Michelle Gallo, Human Resources, discussed the implementation of the Compensation Plan market adjustments. She stated the compensation and budget teams have met in the last few months pulling data together, analyzing and refining the data, and preparing the current proposal. This project

includes every non bargaining position in the County, which is approximately 1,200 employees. The comparative data was blended to benchmark the positions into labor grades that aligned to the current market data. Ms. Gallo stated that they have combined two current labor charts (exempt and non-exempt) to just one chart with designated grades labeled A-AA. She stated that she feels that this is much easier to understand and more equitable for all labor grades to be the equal distance apart at the midpoint no matter how the position is classified. Ms. Gallo stated that their proposal accomplishes several issues: it compares each job to the external market, constructs a hierarchy within the County based on complexity and educational requirements, required licenses and certifications, responsibility, and creates new labor grades. This realignment to meet market demand is needed to correct the base rates of individuals who are currently sitting below the market rate of the new labor grades. Ms. Gallo noted that no one will see a reduction in their hourly rate. The budget proposal includes 25 vacant positions paid for with general fund dollars and 25 vacant positions paid for with grant funding dollars. The labor grades will be adjusted on January 1, 2023, July 1, 2023, and January 1, 2024. Projections are based on the midpoint of the January 1, 2024 labor grades, which will allow them to spread increases out over three increments over the course of a year. Anyone receiving greater than a 5% overall market adjustment increase will receive the market adjustment on an incremental basis. The County will move to common review dates in September 2023. Department heads will receive Exceeds Expectations (EE) and Greatly Exceeds Expectations (GEE) allocations based on the number of filled positions just as they have in 2022. All employees will receive at least a 5% increase in January 2023, but only employees who earned an EE or GEE will see an additional increase in September 2023. Those who receive an EE will get a .75% merit increase and those who receive a GEE will get an 1.5% merit increases in September 2023. Ms. Gallo stated that those who exceed their standards still get a little extra to reward them for their efforts.

Pat Mulligan, Budget Services, commented that based upon what they had put in the budget model in July and where they are at now, is the same number. He stated that it should have little impact on the County's 2023 budget, and he thinks that this is a good thing for the County to do.

Commissioner Parsons commented that they have built a budget model with this already included in it and they have a \$4 million hole to close, which is not much compared to where they have been in past years. Commissioner Parsons stated that it is very doable to have a budget that includes this whole package.

Commissioner Trescot commented that he is supportive of this as a concept that is fair, equitable, addresses things that are historically needing to be corrected, and makes things more simplified. He stated that hopefully what they will find next year is that it will make things easier to start hiring and retaining staff.

Controller Colón commented that she feels that this will deal with some of the compression issues that have recently arose because of the raise in the salary minimum to \$15.00. She stated that since the market study increase will be allotted over the period of one year versus a multi-year implementation as was done in 2017, it will be more attractive in retaining employees.

Commissioner Parsons noted that department heads should know that some of these vacancies that have been funded for a long time may have to go as part of this project.

Commissioner D'Agostino commented that from his perspective, this is a culmination of a lot of things that they have talked about over the last two years. He stated that a lot of the department heads have already been making changes in their departments, which they appreciate. Commissioner D'Agostino stated that they took care of raising the lower end of the scale as things have changed over the last few years and they knew they had to do more to deal with compression and inflation. Commissioner D'Agostino stated that they want to do this in a way that is fair throughout the entire organization and not piecemeal. He stated that he commends the staff for doing an excellent job of putting the salary study together and putting it in a format that will be beneficial to the whole organization for years to come. He also thanked Budget Services with coming up with a way to make this financially feasible and at the same time helping the organization deal with retaining and attracting people. Commissioner D'Agostino stated that they are not going to act on this today until they figure out the budget.

President Judge David Ashworth asked the Board to make a commitment to the plan, noting that several employees told him that the Board's decision would be their deciding factor for staying or leaving the County.

Commissioner Parsons commented that he thinks it sounds like there is an agreement today from the Board members but there is a process, and they have to build that into the budget.

Amber Martin, Treasurer, requested a draft proposal from Human Resources that departments can show employees.

Commissioner Parsons stated that they can send something out with bullet points that Ms. Gallo gave with the caution that nothing is finalized or voted on.

The Board members spoke in favor of the revised plan and indicated they would approve the plan at the next meeting in November, pending budget information.

Some department heads expressed their gratitude to the Board for moving the plan forward after speaking in favor of it amid their hiring difficulties.

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Ben Lewis provided the 2022 Exceptional Review Allocation Usage YTD Report.

Commissioner Parsons moved to adjourn the meeting at 2:46 p.m. Commissioner Trescot seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for November 7, 2022, at 1:30 p.m.

Respectfully submitted,

Lisa K. Colón  
Secretary