

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
October 4, 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 Brian Hurter.

Others Present: Michelle Gallo, Christie Jolly, Larry George, Jackie Pfursich, Patrick Mulligan, Tammy Moyer, and Kathy Kunkel.

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

Anne Cooper, Register of Wills, requested approval to reclassify and upgrade one vacant, full-time Clerical Specialist I position (504636), LIU Grade 41, to Clerical Specialist III, LIU Grade 43, effective October 4, 2021. Following discussion, Commissioner Parsons requested that Ms. Cooper work with Budget Services to review the Register of Wills' 2022 budgeted revenues and increase if possible. Ms. Cooper moved to approve. Commissioner D'Agostino seconded.

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

Voting No: Commissioner Lehman

Commissioner Lehman voted no because the proposed solution for covering the additional annualized cost for 2022 was to increase projected revenue above what was already projected for the Office's 2022 Budget submission.

Tammy Moyer, Commissioners, requested approval of a temporary 5% increase for employee (22849) for assuming additional duties, effective October 4, 2021, through February 28, 2022, or until such time that the position is filled, whichever occurs first. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Lawrence George, Information Technology, requested approval to hire applicant (75173) above the start rate for the Chief Information Officer position (500620), Grade E31, at an annual starting salary of \$120,000, effective October 18, 2021. The minimum/maximum for the position is \$95,638.40/\$159,390.40. Following discussion,

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

Scott Standish, Planning Commission, made the following requests:

- a. Requested approval to reclassify and downgrade one vacant, full-time Senior Planner position (504086), Grade E14, to Planner, Grade E12, effective 10/4/2021.
- b. Requested approval to simultaneously eliminate two vacant, full-time File Clerk/Receptionist positions (500552, 502551), Grade N7, and create, post, and fill one Administrative Secretary Senior, Grade N17, effective October 4, 2021.

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

Linda Schreiner, Purchasing, requested to create, post, and fill one full-time Senior Buyer position, Grade N22, effective October 4, 2021. Following discussion, it was the consensus of the Board to table the request to next month. The Board requested that Ms. Schreiner review the Purchasing 2022 budget with Budget Services and the budget impact of this request as follows:

- a. Provide information on whether the cost of an Assistant Buyer position would be budget neutral.
- b. Review the cost of the comp time hours accumulated and taken by the Purchasing staff in 2021.
- c. Work towards eliminating any excess comp time hours by year end by use or payout of comp hours to staff.

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

Commissioner D'Agostino moved to adjourn the meeting at 2:31 p.m. Commissioner Lehman seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for November 1, 2021 at 1:30 p.m.

Respectfully submitted,

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Brian K. Hurter
Secretary