

Minutes of the  
Monthly Meeting of the  
Lancaster County Salary Board  
October 5, 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, Christina Hausner, and Kathy Kunkel.

Controller Hurter moved to approve the minutes of the monthly meeting of September 14, 2020. Commissioner D'Agostino seconded. The motion carried unanimously.

Charlette Stout, Human Resources (HR), reviewed the motion approved at the Commissioners' meeting on April 15, 2020: *to amend the 2020 Salary Administration Plan to impose a hiring freeze on all positions, except those outlined in the Salary Administration Plan as Critical Public Safety Jobs. Any requests for exceptions will require Salary Board approval. This motion will be ratified at the next Salary Board meeting,*

Ms. Stout stated that she erred in not adding the motion for ratification to the May Salary Board agenda. She requests that the Salary Board take official action today, to ratify the Board of Commissioners' motion of April 15, 2020 on the hiring freeze as referenced above. Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Ms. Stout requested that the Salary Board take action today to give HR the authority to post the position #500172, County Revenue and Collection Coordinator, prior to the position becoming vacant. This is a position that was requested to be posted by the Treasurer's office. As an elected official, Treasurer Amber Martin originally requested to post the position without attending the Salary Board for approval. This is a 2020 budgeted position, and the employee is retiring with a date set.

Treasurer Martin attended the meeting to speak on this matter and presented a memo to the Salary Board members regarding the Salary Board hiring freeze. Treasurer Martin requested the memo be part of the official record (see attached). Following Treasurer Martin's reading of sections of the memo of her objections, there was further discussion and the Board felt it was appropriate to vote on the position. Commissioner Lehman moved to approve the posting of position #500172, County Revenue and Collection Coordinator, with the ability to fill the position when it becomes vacant. Commissioner D'Agostino seconded.

In response to Treasurer Martin's question on a point of clarification, if it was correct that the actual hiring freeze is not enacted until today, Christina Hausner, County Solicitor, stated that no, it is not absolutely clear from the law that it wasn't ratified and implicitly it was. Ms. Hausner stated that it is not clear that ratification by Salary Board is necessary, and that if it was adopted in conjunction with the emergency powers with the Commissioners have, Salary Board ratification was not necessary. Ms. Hausner stated that there is a case that can be made that under these emergency powers it does not need to be ratified, even if the motion said it was to be ratified. Her position is that even if the motion is not ratified expressly, it was done so implicitly.

Following discussion, Commissioner Parsons called for a vote on posting position #500172 with the ability to fill the position when it becomes vacant.

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

Voting No: Treasurer Martin

The motion carries 4 to 1.

Treasurer Martin voted no because the County Commissioners' vote to implement the hiring freeze motion at the April 15, 2020 meeting was never ratified. She stated that she did not bring the motion forward and should not have had to do so because she believes it is a violation of her 1620 rights as an elected official.

Commissioner Parsons stated that now that the motion has passed, it is the choice of Treasurer Martin to work with HR to post and fill the position if she chooses to.

President Judge David Ashworth and Mark Dalton, Court Administration, made the following requests:

- a. Requested approval to post and fill the following four vacant full-time positions effective October 5, 2020.
  - Juvenile Probation - Supervisor (500877), Grade E17
  - Domestic Relations - Conference Officer (500749), CAP Grade 80
  - Court Reporters - Court Reporter (500707), Grade E12
  - MDC 02-2-03 - Magisterial District Court Clerk (502724), Grade N10

Following discussion, President Judge Ashworth moved to approve. Controller Hurter seconded. The motion carried unanimously.

- b. Requested approval of the Court Reporter Compensation Proposal adjusting start rates, current salaries, and providing stipends for specific certifications, effective October 12, 2020.

Judge Ashworth reviewed the Court Reporter Compensation Proposal (see attached), current staffing vacancies, and his plan moving forward. Following a lengthy discussion regarding filling positions and the impact on the 2021 budget year, Judge Ashworth moved to approve the proposal with the following modifications to not post the vacant positions all at once:

- 1 position posted immediately
- 1 position eliminated
- 2 position hired end of 1<sup>st</sup> quarter 2021
- 2 position hired end of 2<sup>nd</sup> quarter 2021
- 1 position hired end of 3<sup>rd</sup> quarter 2021
- 1 position left vacant, unfunded for 2021

Judge Ashworth noted that not filling the Court Reporter positions all at once will also reduce the Court Reporter equipment budget for 2021. In addition, Judge Ashworth agreed to cover half of the difference for increasing the Court Reporter equipment stipend from \$3,600 to \$5,000 per Court Reporter from the Court escrow account. This would be up to \$14,000 per year if there are 20 filled Court Reporter positions.

Commissioner Lehman seconded. The motion carried unanimously.

Jacqueline Pfursich, Clerk of Courts, requested approval to post and fill one vacant full-time Clerical Specialist position (500948), LIU Grade 41, effective October 5, 2020. Following discussion, Ms. Pfursich moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Judith Erb, Behavioral Health/Developmental Services (BH/DS), made the following requests:

- a. Requested approval to simultaneously create, post, and fill two Senior Caseworker positions, Grade N22 and eliminate two Caseworker positions (502408 and 504291), Grade N18, effective October 5, 2020.
- b. Requested approval to post and fill the following four vacant full-time positions effective October 5, 2020:
  - Caseworker (502406), Grade N18
  - Caseworker Sr (503341), Grade N22
  - Caseworker (504603), Grade N18

- Clerical Specialist II (504670), Grade N11

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

Crystal Natan, Children and Youth, requested approval to post and fill the following five full-time positions with additional approval to advertise positions prior to them becoming vacant as indicated, effective October 5, 2020:

- Caseworker (503014), PSS Grade 73, advertise when vacant
- Caseworker (502213), PSS Grade 73, advertise prior to vacancy
- Caseworker (504394), PSS Grade 73, advertise when vacant
- Caseworker (502152), PSS Grade 73, advertise prior to vacancy
- Caseworker (502151), PSS Grade 73, advertise when vacant

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

Charlette Stout, Human Resources, requested approval of two items for inclusion in the 2021 Salary Administration Plan:

- Establish the Performance Merit Percentages for 2021 as ME 2.75%, EE 3.25%, and GEE 3.75%.
- Establish the Exceptional Review Allocations for 2021 as ME 75%, EE 20%, and GEE 5%.

Following discussion, the Board requested that the request be tabled and discussed at a future meeting. The Board requested that Ms. Stout submit these Performance Merit Percentages, as well as lower Performance Merit percentages (i.e. 2.50%, 3.0% and 3.50%) to Budget Services for comparison on the impact to the budget. This will help to determine the financial impact on the 2021 salary budget before setting the rates. This will allow the Board to review the impact of any changes to the budget before making a decision on the percentages.

Misty Witmer, Information Security, requested approval to post and fill one vacant full-time Computer Technician position (500626), Grade N22, effective October 5, 2020. Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Lon Wible, Office of Aging, requested approval to post and fill the following vacant full-time and vacant part-time positions effective October 5, 2020:

- Caseworker (503822), full-time, Grade N18

- Caseworker (502332), part-time, Grade N18

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

Jeff Klugh, Property Assessment, requested approval to post and fill the following two vacant full-time positions effective October 5, 2020:

- Appraiser (500063), Grade N18
- Computer & Appraisal Analyst (502858), Grade N19

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

Christopher Tallarico, Public Defender, requested approval to post and fill the following two vacant full-time positions effective October 5, 2020:

- First Deputy Public Defender (500444), Grade E25
- Assistant Public Defender I (500445), CRP Grade 51

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

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

Controller Hurter suggested the Salary Board consider inviting elected officials to meetings where action is taken that affects all county employees. Following discussion, it was the consensus of the Board for HR to send the Salary Board agenda to all elected officials and department heads before the meetings.

Commissioner D'Agostino moved to adjourn the meeting at 2:53 p.m. Controller Hurter seconded. The motion carried unanimously. The next meeting is November 2, 2020 at 1:30 p.m.

Respectfully submitted,

Brian K. Hurter  
Secretary