

**Salary Board  
Meeting Agenda  
February 7, 2022**

1. Call to Order
2. Minutes of the January 10, 2022 meeting
3. **Court Administration – President Judge David L. Ashworth, Mark Dalton** **1:30 p.m.**
  - a. Request to reclassify one (1) Administrative Secretary Senior position (500647), Grade N17, to Office Manager II, Grade E12, effective February 7, 2022. This will result in the incumbent (24968) receiving an increase to the six-month rate of a Grade E12.
4. **District Attorney – Heather Adams** **1:35 p.m.**
  - a. Request approval to post and fill one (1) County Detective position (502704), Detective Grade 24, that has been vacant for more than one year, effective February 7, 2022.
  - b. Request approval to create one (1) Legal Intern position with a start rate of \$12.50 per hour, effective February 7, 2022.
  - c. Request approval to hire applicant (ID 74243) above the start rate for Assistant District Attorney I (500983), TM2 Grade 51, at an annual starting salary of \$68,593, effective February 7, 2022. (The minimum/maximum for the position is \$58,500/\$92,500.)
5. **Prothonotary – Andrew Spade** **1:45 p.m.**
  - a. Request approval to reclassify one (1) vacant Clerical Specialist I position (501033), LIU Grade 41, to Administrative Coordinator, LIU Grade 44, effective February 7, 2022.
  - b. Request to eliminate one (1) vacant part-time Clerical Specialist I position (502836), LIU Grade 41, effective February 7, 2022.
6. **BHDS – Judith Erb** **1:50 p.m.**
  - a. Request approval to reclassify one (1) vacant part-time Caseworker position (504167), Grade N20, to full-time, effective February 7, 2022.
  - b. Request approval of premium pay bonuses for Mental Health Crisis Intervention and Mental Health Targeted Case Management employees as outlined in “Attachment A”, effective February 14, 2022.
7. **Emergency Management – Lawrence George** **2:00 p.m.**
  - a. Request approval to hire applicant (65939) above the start rate for Director of Emergency Management (500452), at an annual starting salary of \$92,000, effective February 7, 2022. (The minimum/maximum for the position is \$64,396.80/\$107,328.00.)

**8. Facilities Management – Robert Devonshire** **2:05 p.m.**

- a. Request approval to reclassify one (1) vacant Maintenance Worker I position (500262), Grade N12, to Maintenance Worker II, Grade N15, effective February 7, 2022.
- b. Request approval to reclassify one (1) Maintenance Worker II position (503964), Grade N15, to a Trails Coordinator/Arborist, Grade N16, effective February 7, 2022. This will result in the incumbent (25666) receiving a 5% increase.

**9. Human Resources – Michelle Gallo** **2:15 p.m.**

- a. Request approval to hire applicant (79221) above the start rate for HRIS Analyst (500025), at an annual starting salary of \$52,420, effective February 9, 2022. (The minimum/maximum for the position is \$44,109.00/ \$73,495.50.)

**10. Purchasing – Linda Schreiner** **2:30 p.m.**

- a. Request approval to reclassify and downgrade one (1) Purchasing Operations Supervisor position (500021), Grade N18, to Warehouse/Delivery/Assistant Buyer, Grade N17, effective February 7, 2022.

**11. Solicitor – Jacquelyn Pfursich** **2:35 p.m.**

- a. Request approval to reclassify one (1) vacant Assistant County Solicitor position (504501), Grade E21, to Assistant County Solicitor-C&Y Lead, Grade E23, effective February 7, 2022.
- b. Request approval to reclassify one (1) Assistant County Solicitor position (504172) Grade E21 to First Assistant County Solicitor, Grade E25, effective February 7, 2022. This will result in the incumbent (23810) receiving an 8% increase.

**12. Human Resources – Michelle Gallo** **2:45 p.m.**

- a. **Prison:** Request approval of a salary adjustment for non-bargaining security and treatment supervisors in the amount of \$3.70 per hour, effective February 14, 2022. Additional approval is requested for an exception to the 2022 Salary Administration Plan to waive 2022 merit increases for security and treatment supervisors to include employees covered by the bargaining unit who are promoted to a non-bargaining unit position in 2022. Affected employees who have already received their 2022 merit increase will be eligible for an increase of the difference up to \$3.70 per hour.
- b. **Youth Intervention Center:** Request approval of a salary adjustment for non-bargaining youth care workers and supervisors in the amount of \$3.14 per hour, effective February 14, 2022. Additional approval is requested for an exception to the 2022 Salary Administration Plan to waive 2022 merit increases for non-bargaining youth care workers and supervisor to include employees covered by the bargaining unit who are promoted to a non-bargaining unit position in 2022. Affected employees who have already received their 2022 merit increase will be eligible for an increase of the difference up to \$3.14 per hour.

**13. Prison – Cheryl Steberger**

**3:00 p.m.**

- a. Request approval to upgrade one (1) Reentry Services Coordinator position (501224), Grade N19, to Reentry Program Coordinator, Grade E13, effective February 7, 2022. This will result in the incumbent (22288) receiving an 8% increase.
  - b. Request approval to hire a Corrections Field Investigator position (504505) prior to the incumbent employee's separation on March 31, 2022.
  - c. Request approval to promote two (2) correctional officers (25966, 24155) to Administrative Sergeant with a 5% pay increase, effective February 14, 2022.
14. Presentation of Reports (Exceptional Review Allocations, Employee Referral Bonus Report, Turnover Report)
15. Good of the Order
16. Adjourn
17. Next Meeting: Monday, March 7, 2022

## BHDS Recruitment and Retention

## For Crisis Intervention Employees and Targeted Case Management Employees

CABHC Board of Directors have approved a plan to pay network providers one-time funds, originating from the 2021 medical claims PerformCARE surplus, to primarily assist providers in the recruitment and retention of staff that support the services that are accessed by (PerformCARE) Members. Lancaster County BHDS is a PerformCARE provider for Crisis Intervention and for Targeted Case Management (TCM)

- (a) Crisis Caseworkers and Targeted Case Managers, Supervisors, and Directors hired between the effective date of the recruiting bonus and the date the available funds are exhausted.
- (i) Payment of \$1,500 upon completion of ninety (90) days of employment.
  - (ii) Payment of \$1,500 upon completion of one hundred eighty (180) days of employment.
  - (iii) Payment of \$2,000 upon completion of three hundred sixty-five (365) days of employment.
  - (iv) An eligible employee's days of employment shall be calculated by utilizing the official most recent date of hire reflected in the employee's personnel records maintained by the County.
  - (v) Eligibility for the within premium payments applies only to employees whose most recent hire date occurs between the effective date of the premium pay and the date the available funds are exhausted.
  - (vi) Newly hired employees receiving payments shall be required to maintain their employment with the County for a period of at least three hundred sixty-five (365) days from receipt of any of the payments referenced herein. Employees who terminate their employment or whose employment is terminated for any reason prior to reaching this period of employment expressly agree that the County may deduct the total amount of the premium payments received from any final pay owed to the employee.
  - (vii) Crisis or TCM employees promoted to Caseworker Supervisor or Chief Caseworker between the effective date of the premium pay and the date the funds are exhausted shall continue to receive scheduled bonuses as eligible. There shall be no duplication of payments. Any disputes will be resolved by management.
  - (viii) Payments shall be one-time only payments which shall not be rolled into any employee's base pay and shall be considered pay provided by Health Choices for the sole purpose of staff recruitment and/or retention that resulted from COVID-19.
  - (ix) Other BHDS staff who apply for any Crisis or TCM positions will be eligible for the recruitment pay as long as the funding is available.
- (b) Crisis and TCM employees to include Caseworkers, Supervisors, Chief Caseworkers, and other staff who have any portion of their time reimbursed by Health Choices and are hired prior to the effective date of the agreement will receive the following retention pay:
- (i) Retention payments of the following amounts:
 

Category A: 5 Years or Less of Service:	10% of the current salary
Category B: 5+ Year to 10 Years of Service:	13% of the current salary
Category C: 10+ Years of Service:	15% of the current salary
  - (ii) Payments referenced herein shall be made in one installment to be paid after the effective date of the agreement but not less than 60 days.
  - (iii) The payments referenced above shall not be cumulative, meaning that employees shall be eligible for payment in only one (1) category (e.g., an employee in Category B is entitled to only the amount set forth in that Category and not Categories A and B cumulatively).

- (iv) An employee's years of service for determining eligibility for a particular Category shall be calculated as of the effective date of the agreement utilizing the employees most recent date of hire.
- (v) Eligibility for the within retention pay applies only to eligible employees that are employed as of the effective date of the agreement. In order to be eligible for the payments referenced herein, the employee must be, as of the effective date of the retention pay in active status on the schedule and active status in the payroll system.
- (vi) Eligibility for the within retention payments shall automatically terminate upon payment of the installment.
- (vii) Employees receiving payments according to the within provisions shall be required to maintain their employment with the County for a period of at least three hundred sixty-five (365) days from receipt of any of the payments referenced herein. Employees who terminate their employment or whose employment is terminated for any reason prior to reaching this period of employment expressly agree that the County may deduct the total amount of the retention payment received from any final pay owed to the employee. The provisions of this Paragraph (b)(vii) shall not apply to caseworkers who receive payments and elect superannuation retirement or who are deemed eligible for and take disability retirement during the 365-day period referenced herein.
- (viii) Retention payments shall be one-time only payments which shall not be rolled into any employee's base pay and shall be considered pay provided by Health Choices for the sole purpose of staff recruitment and/or retention that resulted from COVID-19.
- (ix) Retention payments shall be made minus all applicable payroll deductions and taxes and be paid as part of the employee's normal payroll within thirty (30) days of an employee's confirmed eligibility for the retention pay.
- (x) Employees eligible for retention pay may voluntarily opt-out of receiving the premium pay. Employees must submit a request in writing to the Human Resources Department declining the pay. Once an employee has elected to opt-out of receiving the payments, the employee is not eligible to opt-in to the payments at a later date.