

Minutes of the  
Monthly Meeting of the  
Lancaster County Salary Board  
February 7, 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 Colon.

Others Present: Michelle Gallo, Christie Jolly, Lawrence George, Jackie Pfursich, Patrick Mulligan, Kathy Kunkel, and Diana Rivera.

Commissioner Parsons moved to approve the minutes of the monthly meeting of January 10, 2022. Controller Colon seconded. The motion carried unanimously.

President Judge David Ashworth and Mark Dalton, Court Administration, requested to reclassify one 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. Following discussion, President Judge Ashworth moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Heather Adams, District Attorney, made the following requests:

- a. Requested approval to post and fill one County Detective position (502704), Detective Grade 24, that has been vacant for more than one year, effective February 7, 2022.
- b. Requested approval to create one Certified Legal Intern position with a start rate of \$12.50 per hour, effective February 7, 2022.
- c. Requested 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.

Following discussion, District Attorney Adams moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Andrew Spade, Prothonotary, made the following requests:

- a. Requested approval to reclassify one vacant Clerical Specialist I position (501033), LIU Grade 41, to Administrative Coordinator, LIU

Grade 44, effective February 7, 2022.

- b. Requested to eliminate one vacant part-time Clerical Specialist I position (502836), LIU Grade 41, effective February 7, 2022.

Following discussion, Mr. Spade moved to approve. Controller Colon seconded. The motion carried unanimously.

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

- a. Requested approval to reclassify one vacant part-time Caseworker position (504167), Grade N20, to full-time, effective February 7, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.
- b. Requested 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. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Lawrence George, Commissioners Office, on behalf of Emergency Management, requested 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. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Robert Devonshire, Facilities Management, made the following requests:

- a. Requested approval to reclassify one vacant Maintenance Worker I position (500262), Grade N12, to Maintenance Worker II, Grade N15, effective February 7, 2022. Mr. Devonshire noted that the funding for this position will be covered by freezing a seasonal position (503936).
- b. Requested approval to reclassify one 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.

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

Michelle Gallo, Human Resources, requested 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. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Jacqueline Pfursich, Solicitor, made the following requests:

- a. Requested approval to reclassify one vacant Assistant County Solicitor position (504501), Grade E21, to Assistant County Solicitor-C&Y Lead, Grade E23, effective February 7, 2022.
- b. Requested approval to reclassify one 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.

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

Linda Schreiner, Purchasing, requested approval to reclassify and downgrade one Purchasing Operations Supervisor position (500021), Grade N18, to Warehouse/Delivery/Assistant Buyer, Grade N17, effective February 7, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Michelle Gallo, Human Resources, and Lawrence George, Commissioners Office, made the following requests:

- a. Prison: Requested approval of a salary adjustment for non-bargaining security and treatment supervisors in the amount of \$3.70 per hour, effective February 14, 2022. Commissioner Parsons moved to approve. Controller Colon seconded. The motion carried unanimously.
- b. Youth Intervention Center: Requested 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. Following discussion, Controller Colon moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Note: Prior to the vote, Ms. Gallo withdrew the following from her original request on items a and b above for additional approval 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 the increase \$3.70/\$3.14 per hour.

Cheryl Steberger, Joe Shiffer, and William Aberts, Prison, made the following requests:

- a. Requested approval to upgrade one 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. Requested approval to hire a Corrections Field Investigator position (504505) prior to the incumbent employee's separation on March 31, 2022.
- c. Requested approval to promote two correctional officers (25966, 24155) to Administrative Sergeant with a 5% pay increase, effective February 14, 2022.

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

Christy Jolly provided the Employee Referral Bonus Report, the 2022 Exceptional Review Allocation Usage YTD Report, and the 2021 Turnover Report.

Commissioner Parsons moved to adjourn the meeting at 2:54 p.m. Commissioner Trescot seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for March 7, 2022, at 1:30 p.m.

Respectfully submitted,

Lisa K. Colon  
Secretary