

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
May 2, 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 Josh Parsons, Commissioner John Trescot, and Controller Lisa Colón.

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

Commissioner D'Agostino requested a correction to the April 4, 2022, Salary Board Minutes, item 10a to read:

“Commissioner D'Agostino voted no because he believes that departments should not have positions with level 1 and level 2 without different job descriptions delineating different levels of job duties.”

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

Heather Adams, District Attorney, requested approval to hire applicant (80605) above the start rate for Deputy Chief County Detective (504555), Grade E19, at an annual salary of \$86,415.42, effective upon hire. The minimum/maximum rates for the position are \$52,903.50/\$88,179.00. Following discussion, District Attorney Adams moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Chris Riggs, Sheriff's Office, made the following requests:

- a. Request approval to reclassify one Clerical Specialist I position (501143), LIU Grade 41, to Administrative Assistant, LIU Grade 44, effective May 1, 2022.
- b. Request approval to reclassify one Clerical Specialist I position (501147), LIU Grade 41, to Administrative Assistant, LIU Grade 44, effective May 1, 2022.

Mr. Riggs noted that he will provide Human Resources with the position number for the part-time position that he will be eliminating for next month's agenda. Following discussion, Mr. Riggs moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Crystal Natan, Children and Youth Agency, requested approval to hire applicant (80361) above the start rate for Caseworker (502170), PSS Grade 73, at an annual salary of \$39,862.87, effective May 16, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Brian Pasquale, Emergency Management Agency, requested approval for employee (19864) to maintain his current salary of \$51,703.97 as a result of a transfer to EM Training Coordinator (500450), Grade N19, from Tele-communicator Specialist, Grade N22, effective May 23, 2022. The minimum/maximum rates for the position are \$36,878.40/\$61,505.60. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Marilyn Sachs, Planning Department, requested approval to post and fill a vacant part-time seasonal Traffic Counter position (500586) that have been vacant for more than one calendar year, effective May 2, 2022. The position is graded N11 with an hourly start rate of \$12.82. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Chris Tallarico, Public Defender, requested approval to hire applicant (80488) above the start rate for Social Services Case Manager (504624), Grade N20, at an annual salary of \$45,000, effective May 30, 2022. The minimum/maximum rates for the position are \$36,016.50/\$60,001.50. Following discussion, Mr. Tallarico moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Linda Schreiner, Purchasing Department, requested approval to create, post, and hire one temporary Purchasing Intern position at an hourly rate of \$14.00 per hour, effective May 2, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Michelle Gallo, Human Resources, on behalf of Voter Registration, requested reconsideration and approval of Voter Registration Department reorganization as corrected, effective April 11, 2022:

- Requested to reclassify one Clerical Specialist III, Grade N12, to Clerical Supervisor III, Grade **N16**. As a result, incumbent employee (26065) will receive an **8%** increase.
- Requested to reclassify one Clerical Specialist II, Grade N11, to Clerical Supervisor III, Grade **N16**. As a result, incumbent employee (25253) will receive a **9%** increase.
- Requested to reclassify one Clerical Specialist III, Grade N12, to Clerical Supervisor III, Grade **N16**. As a result, incumbent employee (25999) will receive an **8%** increase.

- Requested to reclassify one Clerical Specialist I, Grade N10, to Clerical Specialist III, Grade N12. As a result, incumbent employee (25271) will receive an increase to the 6-month rate of a Grade N12.
- Requested to reclassify one Clerical Specialist I, Grade N10, to Clerical Specialist III, Grade N12. As a result, incumbent employee (25631) will receive an increase to the 6-month rate of a Grade N12.
- Requested to reclassify one Clerical Specialist I, Grade N10, to Clerical Specialist III, Grade N12. As a result, incumbent employee (24663) will receive a 6% increase.
- Requested to reclassify one Clerical Specialist II, Grade N11, to Clerical Specialist III, Grade N12. As a result, incumbent employee (22068) will receive a 5% increase.
- Requested to reclassify one Clerical Specialist I, Grade N10, to Clerical Specialist III, Grade N12. As a result, incumbent employee (25984) will receive an increase to the 6-month rate of a Grade N12.
- Requested to reclassify one vacant part-time Clerical Specialist I position (502685), Grade N10, to full-time, Clerical Specialist III, Grade N12.
- Requested to eliminate one vacant part-time Clerical Specialist I position (503901), Grade N10.

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

Christy Jolly, Human Resources, requested to eliminate the following vacant, inactive positions, effective May 2, 2022 – agenda item 11a:

- Clerical Specialist PT (504691), Grade N10, Registration and Elections, unfunded
- Clerical Specialist PT (504692), Grade N10, Registration and Elections, unfunded
- PT Maintenance Assistant (503944), Grade N8, Facilities Management, unfunded
- PT Account Clerk Senior (503121), Grade N13, Domestic Relations, funded
- PT Account Clerk Senior (503122), Grade N13, Domestic Relations, funded
- Clerical Specialists 1 (500724), Grade N10, Domestic Relations, funded
- Secretary Senior (502521), Grade N11, Domestic Relations, funded
- Secretary (502911), Grade N10, Drugs and Alcohol, unfunded
- Clerical Specialist (502391), Grade N10, BHDS, unfunded
- PT Clerical Specialist II (502778), Grade N11, BHDS, funded

Commissioner Trescot asked if all the department heads were notified of the positions being eliminated. Ms. Jolly stated that only the departments in which the positions are being eliminated were notified of the agenda. Ms. Gallo stated that in the past, since she has been here, she has copied all department heads and elected officials of the agenda until recently when she was asked to only send the agenda to departments that are on the agenda. Commissioner Trescot wanted to know why there was a change in the normal procedure without a discussion with the Salary Board members. Commissioner D'Agostino stated that everything went back to pre-COVID procedures, which are that those on the agenda get notified. Commissioner Trescot stated that any changes should be discussed with the Salary Board, and he believes that people should be copied on the agenda. Ms. Gallo noted that after doing some research, the issue was brought up by the former Controller and was voted on in October of 2020. Commissioner Parsons stated that there was never a vote on that, and he would like to see the minutes. Commissioner Trescot stated that even if it was a consensus to change something then it should be a consensus to change things now. Commissioner Parsons stated that it was not a consensus and it was a request by one person.

Commissioner Parsons moved that we go back to everything we were doing pre-COVID for Salary Board. Commissioner D'Agostino seconded. Following discussion, prior to the vote, Commissioner Trescot motioned to table the request with no changes to the current policy until it comes back to a Salary Board meeting to allow time for Controller Colón to review the information that she is requesting. Controller Colón seconded.

The motion tied 2 to 2.

Voting yes: Commissioner Trescot and Controller Colón

Voting no: Commissioner Parsons and Commissioner D'Agostino

Commissioner Parsons and Commissioner D'Agostino voted no because they feel that we should be fully back to normal and with pre-COVID procedures.

Following discussion, Commissioner Parsons requested that the Board vote on the original motion that we go back to everything we were doing pre-COVID for Salary Board.

The motion tied 2 to 2.

Voting yes: Commissioner Parsons and Commissioner D'Agostino

Voting no: Commissioner Trescot and Controller Colón

Commissioner Trescot voted no because he saw no benefit to making a change in the policy of distributing the information. The change would have reduced the flow of information and there was no savings in time or printing or other costs to the change. There had been no discussion or input with the staff managers, or to himself as a Salary Board member about the change, so he found the change to be arbitrary.

Controller Colón voted no because the decision to provide an emailed Salary Board agenda to all department heads and elected officials was brought forth by her predecessor and agreed upon as a consensus of the Salary Board per the Salary Board minutes of the October 2020 Salary Board meeting. She would like to research the reasons her predecessor put this forward before she votes to have this step removed which would cause department heads and elected officials to not be provided an emailed copy.

Following discussion, Commissioner Trescot moved to approve agenda item 11a, to eliminate the vacant, inactive positions, effective May 2, 2022. Commissioner Parsons seconded. The motion carried unanimously.

Ms. Gallo provided the Compensation Project Status Report.

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

Commissioner Parsons moved to adjourn the meeting at 2:29 p.m. Commissioner Trescot seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for June 6, 2022, at 1:30 p.m.

Respectfully submitted,

Lisa K. Colón
Secretary