

Minutes of the  
Monthly Meeting of the  
Lancaster County Salary Board  
June 7, 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 Hurter.

Others Present: Michelle Gallo, Christie Jolly, Larry George, Pat Mulligan, and Diana Rivera.

Commissioner D'Agostino moved to approve the minutes of the monthly meeting of May 3, 2021. Controller Hurter seconded. The motion carried unanimously.

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

- a. Requested approval to hire applicant (77152) above the start rate for Consumer Debt & Civil Case Management Staff Attorney position (504709), Grade E19, at an annual starting salary of \$60,000, effective June 21, 2021. The minimum/maximum for the position is \$50,875.50/\$84,786.00. It is the expectation that the Courts will cover funds that are not budgeted for this position. Following discussion, Judge Ashworth moved to approve. Commissioner Lehman seconded. The motion carried unanimously.
- b. Requested approval to transfer one vacant Probation Officer position (500858), CAP Grade 80, from Juvenile Probation to Bail Administration, and reclassify the position to a Pretrial Services Specialist position, CAP Grade 80, effective June 7, 2021. Following discussion, Judge Ashworth moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Andrew Spade, Prothonotary, requested approval to reclassify position (501027) from Clerical Specialist I, LIU Grade 41, to Administrative Coordinator, LIU Grade 44, effective June 7, 2021. Mr. Spade indicated that he would eliminate a part-time position at a future Board meeting before the end of the year. Following discussion, Mr. Spade moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Ann Hess, Recorder of Deeds, made the following requests:

- a. Requested approval to reclassify position 500227 from Clerical Supervisor I, Grade N13, to Second Deputy Recorder of Deeds, Grade N17, effective June

7, 2021. This will result in the incumbent (24566) receiving an increase to the 6-month rate of the new pay grade. Following discussion, Ms. Hess moved to approve. Commissioner D'Agostino seconded.

Voting Yes: Ann Hess, Commissioner Parsons,  
Commissioner D'Agostino, and Controller Hurter

Abstention: Commissioner Lehman

The motion carried 4 to 0 with one abstention.

Commissioner Lehman abstained on the request acknowledging the Compensation Plan error and preferring a different approach to address it while also expressing concern about the practice of reclassifying a filled single position to a new title and a new grade and how that approach can be misused to circumvent competition in the hiring process.

- b. Requested approval to fund, post, and fill one vacant unfunded full-time Clerical Specialist 1 position (500229), Grade N10, effective June 7, 2021. Following discussion, Ms. Hess moved to approve. Commissioner D'Agostino seconded.

Voting Yes: Ann Hess, Commissioner Parsons,  
Commissioner D'Agostino, and Controller Hurter

Voting No: Commissioner Lehman

The motion carried 4 to 1.

Commissioner Lehman opposed the request because of the source of funds being used to fund the unfunded position.

Robert Bini, Planning, requested approval to post and fill two vacant part-time seasonal Traffic Counter positions that have been vacant for more than one year, effective June 7, 2021. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

William Aberts, Prison, requested approval to hire employee applicant (50226) for the Director of Administration position (503864), Grade E20, at an annual salary of \$62,590.81, effective June 7, 2021. The minimum/maximum for this position is \$56,700.80/\$94,515.20. Following discussion, Controller Hurter moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Chris Tallarico, Public Defender, requested approval to hire applicant (67134) for the Investigator position (500431), LIU Grade 44, at an hourly rate of \$20.00/hour, effective

June 14, 2021. The minimum for this position is \$16.24/hour. Following discussion, Public Defender Tallarico moved to approve. Commissioner Parsons seconded.

Voting Yes: Chris Tallarico, Commissioner Parsons and Commissioner D'Agostino

Voting No: Commissioner Lehman and Controller Hurter.

The motion carried 3 to 2.

Commissioner Lehman opposed the motion to be consistent with a prior Salary Board precedent and his prior votes since to be consistent with it.

Controller Hurter voted no, stating that the salary stated in the motion exceeds the amount requested in the application.

Lon Wible, Office of Aging, made the following requests:

- a. Requested approval of temporary 5% increase for employee (24636) for assuming the role of Chief Caseworker, effective May 10, 2021 until such time that the Chief Caseworker position is filled. Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.
- b. Requested to reclassify the paygrades of the following Protective Services Unit classifications. As a result of this action, position incumbents will receive the greater of a 5% increase or an increase to the 6-month rate of the new pay grade (list attached).

Title	Job Code	Current Pay Grade	Current Start Rate	Proposed Pay Grade	Proposed Start Rate
Caseworker Senior	129	N22	\$37,557.00	N24	\$40,716.00
Assistant Chief Caseworker	118	E13	\$39,097.50	E15	\$42,685.50
Chief Caseworker	210	E15	\$42,685.50	E17	\$46,605.00

Following discussion, Controller Hurter moved to approve. Commissioner Lehman seconded.

Voting Yes: Commissioner Parsons, Commissioner Lehman and Controller Hurter

Voting No: Commissioner D'Agostino

The motion carried 3 to 1.

Commissioner D'Agostino voted no because, while he understands the issue before us regarding pay scales due to the market, he believes that the request could be handled through the existing approved salary administration plan. He is not in favor of making changes to position pay grades on an ad hoc basis, particularly when it would lead to across the board pay changes for people in those positions. Commissioner D'Agostino indicated to another department several months ago that he could not support an across the board increase in pay during the middle of a fiscal year, and so to be consistent with that position, he believed that he needed to vote no.

Michelle Gallo and Christie Jolly, Human Resources, made the following requests:

- a. Requested approval of a temporary Employee Referral Program for qualifying non-clerical vacancies recommended by a Department Head to the HR Director effective June 15, 2021 through December 19, 2021. Qualifying vacancies must be located in a department with at least 10 vacant positions with the vacant non-clerical position classification having at least a 10% vacancy rate. Current county employees who refer applicants that begin employment in a qualifying position by December 19, 2021, and remain employed for at least one year, will receive a \$250.00 referral bonus. The referring county employee will \$125.00 at the new hire's six month anniversary and \$125.00 at the new hire's one year anniversary. Both the new hire and the current county employee must be actively employed at the six month and one year anniversaries. Department Heads, Elected Officials, Managers, and members of the Human Resources Department are not eligible for the referral bonus. A list of eligible positions is attached; however, this list could change based on the vacancy rate and total number of positions open in their departments. Human Resources will update the list each month, if needed. Following discussion, Commissioner D'Agostino moved to approve. Controller Hurter seconded. The motion carried unanimously.
- b. Requested approval to eliminate the following vacant, inactive positions effective June 7, 2021:
  - One PT Maintenance Assistant (503943), Grade N8, Facilities Management
  - One PT Custodian (501097), Grade N5, Facilities Management
  - Three FT Youth Care Worker-Detention (501482, 503616,504574), Grade 26, Youth Intervention Center
  - One PT Youth Care Worker - Detention (503974), Grade 26, Youth Intervention Center
  - Three PT Caseworkers (502320,502359,502366) Grade N18, Office of Aging
  - Four Caseworkers (502338, 502321, 502322,502372), Grade N18, Office of Aging

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

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

Ms. Jolly noted that Human Resources is working with Budget Services to implement a system with managing vacant positions that will better help them identify vacant unfunded positions, which will improve reporting going forward.

Controller Hurter moved to adjourn the meeting at 2:54 p.m. Commissioner Lehman seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for July 13, 2021 at 1:30 p.m.

Respectfully submitted,

Brian K. Hurter  
Secretary