

Minutes of the  
Monthly Meeting of the  
Lancaster County Salary Board  
August 12, 2019

The meeting was called to order by Commissioner Joshua Parsons at 1:30 p.m. in Conference Room 703 at the Lancaster County Offices, 150 North Queen Street.

Members Present: Commissioner Joshua Parsons, Commissioner Dennis Stuckey, Commissioner Craig Lehman, and Controller Brian Hurter.

Others Present: Charlette Stout, Christie Jolly, Anthony Kern, Lawrence George, Ray D'Agostino, Carter Walker, and Diana Rivera.

Commissioner Stuckey moved to approve the minutes of the monthly meeting of July 8, 2019. Controller Hurter seconded. The motion carried unanimously.

Eric Bieber and Stephen Diamantoni, Coroner's Office, made the following requests:

- Requested approval to reclassify and upgrade position 504551 from Deputy Coroner/Lab Technician, Grade N24, to First Deputy Coroner, Grade E19, effective August 19, 2019. This will result in the incumbent receiving a promotion to the 6-month rate of a Grade E19 in accordance with the 2019 Salary Administration Plan.
- Requested approval to create, post, and fill one part-time Administrative Secretary position, Grade 44 in the Laborer's International Union (LIU) collective bargaining unit, starting salary \$15.61/hour, effective August 12, 2019.

Following a lengthy discussion, Stephen Diamantoni moved to approve. Commissioner Stuckey seconded. The motion carried unanimously.

Rick Kastner, Drug & Alcohol, requested approval to reclassify vacant position 502377 from part-time Administrative Secretary, Grade N12, to full-time Administrative Secretary, Grade N12, effective August 12, 2019. Following discussion, Commissioner Stuckey moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Warden Cheryl Steberger and Arla Brown, Prison, requested approval of pay adjustments for incumbent employees listed below in job titles Major and Deputy Warden of 15% and 20%, respectively, above that of a Correctional Officer with the same amount of years of service, effective August 19, 2019.

<b>Major</b>				
EMPLID	YOS	Adjustment		New Salary
11320	26	\$5,983.13		\$73,812.72

**Deputy Warden**

EMPLID	YOS	Adjustment	New Salary
11334	27	\$6,003.31	\$77,021.97
13664	23	\$3,245.18	\$73,886.84

Following a lengthy discussion, Controller Hurter moved to approve. Commissioner Stuckey seconded. The motion carried unanimously.

Maggie Weidinger, Information Technology, made the following requests as part of a restructure in an effort to attract and retain talent:

- Requested approval to reclassify the paygrades of the following six job codes and associated positions as detailed in the list below, effective August 19, 2019. As a result of the reclassification, position incumbents will receive a salary increase in accordance with the 2019 Salary Administration Plan.

Title	Job Code	Associated Positions	Current Pay Grade	Current Start Rate	Proposed Pay Grade	Proposed Start Rate
DBA	231	502770, 500624, 503826	E18	\$47,736.00	E19	\$49,881.00
Info Sys Security Administrator	427	502457, 500632, 503092, 502773	E18	\$47,736.00	E19	\$49,881.00
Computer Technician	327	500626, 500603, 500600	N19	\$32,604.00	N22	\$36,816.00
Technical Support Spec I	528	502792, 500625, 500609, 500606, 503324	N20	\$33,949.50	N23	\$38,337.00
Info Sys Security Tech	615	502814	N20	\$33,949.50	N23	\$38,337.00
Technical Support Spec II	437	504017	N23	\$38,337.00	N25	\$41,574.00

- Requested approval to eliminate one vacant, part-time Computer Technician position (502909), Grade N19, and one vacant, full-time Clerical Specialist II position (500652), Grade N11, effective August 12, 2019.
- Requested approval to eliminate one part-time Information System Security Administrator/Analyst position (504447), Grade E18, effective December 23, 2019.
- Requested approval to reclassify one Technical Support Specialist I position (502792), to Technical Support Specialist II, effective October 28, 2019.

Following a lengthy discussion, Commissioner Lehman moved to approve. Commissioner Stuckey seconded. The motion carried unanimously.

Charlette Stout, Human Resources, requested approval for three items for inclusion in the 2020 Salary Administration Plan:

- Increase the salary table by 2% beginning the first pay period in 2020.
- Establish the Performance Merit Percentage for 2020 as: ME- 2.75%, EE- 3.25%, and GEE- 3.75%.

- Establish the Exceptional Review Allocation for 2020 as: ME- 75%, EE- 20%, and GEE- 5%.

Following discussion, Commissioner Stuckey moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Christie Jolly provided the 2019 Exceptional Review Allocation Usage YTD Report and the Employment Turnover Report.

Commissioner Stuckey moved to adjourn the meeting at 2:52 p.m. Commissioner Lehman seconded. The motion carried unanimously.

The next regular Salary Board meeting is scheduled for September 9, 2019 at 1:30 p.m. in Conference Room 703 at the Lancaster County Offices, 150 North Queen Street.

Respectfully submitted,

Brian K. Hurter  
Secretary