

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
September 12, 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 Deputy Controller Kathy Kunkel (left at 2:30 p.m.).

Not Present: Controller Lisa Colón.

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

Commissioner Trescot moved to approve the minutes of the monthly meeting of August 15, 2022. Commissioner Parsons seconded. The motion carried unanimously.

President Judge David Ashworth, Court Administration, and Gary Kline, Domestic Relations, requested approval to reclassify, post, and fill three vacant Conference Officer positions, (500747, 504198, and 500768), CAP Grade 80, to Conference Officer Senior positions, CAP Grade 82, effective September 12, 2022. Following discussion, President Judge Ashworth moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

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

- a. Requested approval to hire applicant (82791) above the start rate for Clerical Specialist I (503002), Grade N10, with a wage of \$15.31 per hour, or \$29,854.50, effective September 12, 2022. The minimum/maximum for this grade is \$24,004.50/\$40,033.50.
- b. Requested approval to hire applicant (81410) above the start rate for Clerical Specialist II (502418), Grade N11, with a wage of \$15.82 per hour, or \$30,849.00, effective September 12, 2022. The minimum/maximum for this grade is \$24,999.00/\$41,671.50.

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

Amy Campbell, Children and Youth, requested approval of a 5% increase for the promotion of employee 24937 from Caseworker Senior, CYA Grade 74, to Program

Planner, Grade E13, effective September 12, 2022. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Kathy Kunkel, Controllers Office, requested approval to simultaneously eliminate one Junior Accountant position (500210), Grade N17, and create, post, and fill one Account Clerk Senior position, Grade N13, effective September 12, 2022. Following discussion, Deputy Controller Kunkel moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Heather Adams, District Attorney, requested approval to reclassify position 500979 from ADA I, TM2 Grade 51, to Unit Manager, Grade E24, effective September 12, 2022. Following discussion, District Attorney Adams moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Lon Wible, Office of Aging, requested approval to post and fill one full-time Caseworker position (00501245) that has been vacant for more than one year. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Craig Haertter, Property Assessment, requested approval to increase the per diem rate for the Board of Assessment Appeals from \$150 to \$200 for each member, when listening to appeals or in appeal sessions, effective August 18, 2022. Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Christa Miller, Voter Registration, requested approval to hire applicant (82868) above the start rate for Assistant Elections Director (500107), Grade N25, at an annual rate of \$58,000, with an additional week of vacation years 1-5, effective September 12, 2022. The minimum/maximum for this grade is \$44,109/\$73,495.50. Following discussion, Commissioner Parsons moved to approve. Commissioner Trescot seconded. The motion carried unanimously.

Drew Fredericks, Youth Intervention Center, made the following requests:

- a. Requested approval to simultaneously create, post, and fill one full-time Youth Care Worker-PULSE position, Grade N17, and eliminate three part-time Youth Care Worker positions (501471, 501472, and 501483), Grade N17, effective September 12, 2022.
- b. Requested approval of a 5% increase for the promotion of employee 25354 from Detention Youth Care Worker, AFS Grade 26, to Youth Care Worker-Supervisor, Grade N22, effective September 12, 2022.

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

Michelle Gallo, Human Resources, requested approval to increase the start rates only for grades N5-N14 and E5 to \$15.00, effective September 26, 2022. Employees currently below \$15.00/hour will receive an increase up to the new start rate of \$15.00/hour. Following discussion, Commissioner Trescot moved to approve. Commissioner Parsons seconded. The motion carried unanimously.

Ms. Gallo requested approval and implementation of the A-AA Wage Scale structure as outlined in the Draft Labor Grade Table, Exhibit A, effective December 19, 2022. Ms. Gallo stated that their plan is to take four separate labor grade charts and combine them into one. She stated that they want to create one chart with labor grades A-AA with the starting point being \$15 per hour based on market conditions, as well as, where the collective bargaining agreements begin for the same type of work. Ms. Gallo stated that the grades are 5% between each grade at the midpoints. She stated that what she is presenting today is just the framework and they have not yet finalized what jobs will go into each grade.

Commissioner D'Agostino commented that he is concerned with approving the framework without knowing the numbers of how it will be implemented.

Ms. Gallo then discussed the implementation of the Compensation Plan market adjustments. She stated that she is asking to move employees to the minimum of their labor grade or a 5% adjustment, whichever is higher and remove the six month rate. Ms. Gallo stated that this adjustment would be effective January 1, 2023 and would cost approximately \$3.1 million for 2023 for just the filled positions. She noted that there would be no merit increase; however, reviews will still take place. In January 2024, another 5% across the board market adjustment would be implemented to help get the County to true market rates and no merit increase. Ms. Gallo stated that by then hopefully they will have a new ERP system where they can manage compensation in a better way and move back to merit increases in 2025. She stated, per Budget Services, the cost in 2023 would be \$4.1 million if they filled 135 positions, without grant funding and \$2.5 million for 2024. Ms. Gallo stated that after preparing the budget, she does not have the funds to give merit increases and move the starting rates up to get towards market rate. She stated that the County needs to do this correction over the next two years to get up to market rates and so they can get back to merit increases.

Commissioner Parsons commented that \$3-\$4 million is a lot of money for the budget and he would like to see more information and proposals on what vacant positions can be eliminated to fill the gap. He stated that he does not have an objection to removing the six months start rate; however, he will not vote for something that has no merit increases for employees. Commissioner Parsons stated that employees expect the

merit increase and it is important for department heads to be able to have that discretion on the merit reviews.

Commissioner D'Agostino commented that merit increases are important, and they should find a way to build that into the scenario in whatever they adopt to do. He stated that not having merit increases for two years is significant and the department heads should have some say in that.

Commissioner Trescot commented on merit increases. He stated that merit increases should be done one time in the year and not scattered throughout the year. He feels that employees should be evaluated through the same period of time. Commissioner Trescot stated that they have spent money on the Prison to pay for salaries and the budgets have been balanced off by changing monies different ways. He stated that they have some benefits in their budget such as money coming in from election law and a significant amount of money coming in from interest at the Treasurer's Office.

Deputy Controller Kunkel commented that she does not like the idea of having reviews with no increase.

Treasurer Amber Martin asked if there have been any changes with the A-AA wage structure since the last time they received the information. Ms. Gallo stated that there have been some changes, but nothing is finalized.

Treasurer Martin asked why elected officials would not be voting on this as well. Solicitor Jackie Pfursich stated that under Section 1625 of Act 130 of 1955, states that when the board shall consider the number or salaries of the deputies or other employees of an elected official, the elected official shall sit as a member of the board while the matter is under consideration and no further. Ms. Pfursich referenced two sections: 16 P.S. 1623 and 16 P.S. 1625. She stated that this is more of a grading recalibration versus a specific salary of an employee or number of employees.

Department heads and elected officials expressed their concerns with their struggles to retain employees with noncompetitive wages. They agree with the Human Resources department that salary increases are necessary across the board.

Following a lengthy discussion, it was the consensus of the Board to further discuss item 12b. and c. at the next Salary Board meeting in October after looking at the 2023 budget and the financial aspect of the A-AA wage scale structure.

Ben Lewis provided the 2022 Exceptional Review Allocation Usage YTD Report.

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Commissioner Parsons moved to adjourn the meeting at 2:59 p.m. Commissioner Trescot seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for October 3, 2022, at 1:30 p.m.

Respectfully submitted,

Lisa K. Colón
Secretary