

### Item III.3

Personnel Committee Meeting Minutes  
Aug 25, 2022 @ 6:00pm  
Flint Rock Farm  
16 East Brubaker Valley Road / Lititz, PA 17543

Committee Members: Sonia Wasco (Chair), Dan Heller and Chris Thompson

1. Personnel Status/Classifications with all positions filled: A total of 39 staff.
  - 36 Full-time-80 hours/2-week period.
  - 3 Intermediate - >64 hrs. per 2-week period.
  - 0 Part-time - <64 hrs. per 2-week period.
  
2. Anticipated program and funding changes in 2023 (CEG, CAP, CBAIP Phase II, ACAP, CWP, County ARPA, etc.) were reviewed and discussed relative to how they would impact the staffing compliment.
  - a. 1 at retirement age in 2022 -2023.
  - b. Changes within the teams/programs.
  - c. Covid-19 & COOP Impacts
  - d. Additional Technicians, Data Manager, Assistant ManagerOptions for increasing interest in our open positions was discussed. The committee recommends sponsoring our positions on job boards like Indeed as well as utilizing an employee referral incentive program (see attachment # 1).
  
3. 2023 Holiday Schedule – The committee reviewed the proposed 2023 Holiday schedule and agreed to again provide 12 paid holidays for staff where the office would be closed. The committee supported observing 11 fixed holidays and allow staff to chose an additional floating holiday from the approved list (see attachment # 2).
  
4. Benefits Review – A summary sheet of employment benefits (see attachment # 3) was reviewed at the meeting with specific call-outs listed below.
  - a. The Committee reviewed the Eliance Healthcare Benefits as well as the Principle Dental & Vision Plan. The annual premium for providing the healthcare benefit dropped this year to \$237,147 (see attachment # 4). The 23% cost savings is attributed to Eliance using a new underwriter. They agreed to recommend continuing the 3 to 1 match in employees HSA to help defray out of pocket expenses.
  - b. Self-Funding Refund Uses – The committee reviewed and revised an SOP to guide staff on how to use the accumulating Healthcare Reserve. (See attached # 5)
  - c. Pension Plan Review- The committee reviewed the current Pension Plan details and agreed to continue providing a 1 to 1 match for staff contributions, up to 5% of the base salary.
    - Current staff participating in Pension 25
    - Pending Participation 5 currently on probation + 6 not yet on the job
    - Participating in School Debt Contribution 3
    - Former Employees on Plan 21
  - d. Work Schedule Options – The committee reviewed the current list of 9 work schedule options. They recognize the value staff place on a flexible work schedule and agreed

to offer the benefit for an additional year with a charge to administration to look for ways to condense the variety of options in 2023. Attachment #6 will be in effect for 2023 reflecting the initial revision of eliminating the schedule options no one has participated in since 2021.

5. Salaries – The committee agreed to maintain the \$2,400 signing bonus and to raise the 2023 starting salary range to \$40,000-\$50,000. A proposed 2023 COLA of 3%-7% was also discussed and a recommendation will be sent to the Budget & Finance Committee for review and approval.
8. HR Manager/Frameworks Inc was discussed and reviewed. Administration and staff are well please with the services Kimberley has been providing to Administration and staff. The committee recommended asking Kimberly to assume additional administrative tasks/assignments and suggested a \$200/month increase for the additional tasks/assignments.
9. Meeting adjourned at 9:50pm