



## **SALARY COMMISSION COMMITTEE MEETING**

**Date:** January 29, 2021

**Time:** 1:00 p.m.

**Place:** **Virtual** – All meetings will be held via Zoom and streamed live on YouTube.

### **AGENDA**

<https://www.co.washington.or.us/CAO/washington-county-salary-commission.cfm>

1. Introductions - -Facilitator; Appointed Members; Chair; County Counsel
2. Discussion of Ballot Measure No. 34-300 -Chair Harrington
3. Discussion of rules governing appointed Boards or Commissions - County Counsel
4. Bylaws discussion - County Counsel
  - Invited Testimony
  - Public comment discussion
5. Discuss and decide on Meeting Schedule
  - Every Two weeks
  - Time
6. Oregon Counties for possible comparative salaries
  - Preliminary materials
7. Discussion of any other materials requested by the SC members
8. Other Items or Questions
9. Adjourn

The Salary Commission welcomes written comments, which can be sent to the Salary Commission at:  
[Salary\\_Commission@co.washington.or.us](mailto:Salary_Commission@co.washington.or.us)

Should the Salary Commission need more information they may request it in writing or could, potentially, invite the testimony.

**Meetings will be available on Zoom and available for live streaming on Washington County's YouTube Channel.**

[https://www.youtube.com/channel/UCwPH\\_ktRyEtWLwHNwsbaN0w?view\\_as=subscriber](https://www.youtube.com/channel/UCwPH_ktRyEtWLwHNwsbaN0w?view_as=subscriber)

COUNTY ADMINISTRATORS OFFICE  
155 N. FIRST AVE., M21  
HILLSBORO, OR 97124  
503-846-8685

## **MINUTES/MEETING SUMMARY**

### **Washington County Salary Commission Virtual Meeting Friday, January 29<sup>th</sup>, 2021**

**CONVENED:** 1:00 p.m.

**Commission Members:**

Briana Ekandem – Via Zoom  
Heyke Kirkendall-Baker – Via Zoom  
Kaci Korinek – Via Zoom  
Susan Mullett – Via Zoom  
Laura Sampson – Via Zoom

**Alternate Member:**

Suzanne Smith – Via Zoom

**BOARD CHAIR, CONSULTANT AND STAFF:**

Chair Kathryn Harrington – Via Zoom  
Steve March, Consultant – Via Zoom  
Brad Andersen, County Counsel – Via Zoom  
Kevin Moss, Clerk to the Board – Via Zoom  
Chuck Schable – Audiovisual Technician  
Janet Wells-Berg – County Administrative Office – Via Zoom

**PRESS:**

None.

#### **1. Introductions**

Steve March opened the meeting and commenced with introductions of the Commission members and the alternate, and Washington County staff. The alternate member, Suzanne Smith, would be invited to vote if there wasn't a quorum. He stated that this new Salary Commission would be recommending new salaries for the Board only and for no other elected official at Washington County.

He reminded the members that these meetings are recorded and posted online at the YouTube website. He announced that public comments were not being accepted, but that any questions could be submitted to the county's website. He announced that current salaries for the Washington County Commissioners had always been linked to the state-set Circuit Court Judges' salaries – at 80% for the full-time Chair and 40% for the part-time Commissioners. He advised the Salary Commission members to look at:

- what other counties are paying their Commissioners;
- the workloads of the Washington County Commissioners (including the other Boards they are currently serving on), and not their performance;
- the county's current budget; and
- how many constituents Washington County currently has.

Washington County has grown significantly over the past few years but the Commissioners are still earning outdated salaries.

## **2. Discussion of Ballot Measure No. 34-300 – Commissioner Salaries Charter Amendment**

Chair Kathryn Harrington referred to the passing of this ballot measure last November, shown on pages 42/43 of the voting pamphlet. She said that Washington County's Strategic Plan was quite old, and needed to be updated for the 21<sup>st</sup> Century. She said that Commissioners' salaries should be reviewed and amended to better reflect the work done by the Board. All Commissioners were in favor of changing to full-time except for Commissioner Roy Rogers, who isn't able to fulfill the duties of a full-time Commissioner due to his private business time constraints. A separate arrangement will need to be reached for Commissioner Rogers.

## **3. Discussion of rules governing appointed Boards or Commissions**

Brad Andersen informed the members that they were now Public Officials and needed to follow the basic laws for that. It was important that they were careful when communicating with each other so that they didn't unwillingly create a "public meeting". Public Record laws also applied to Salary Commission members, but were different for those not using county computers. The members would need to retain messages that they send to each other as there could be a public request for them. Brad gave an overview of ethics laws, including that people could not be on any committee or commission for personal financial gains.

Brad talked about Boards and Commission set-ups, and how they varied in size for different counties. He advised that the minimum number of Commissioners required on a Board were three.

## **4. Suggested Bylaws discussion**

Steve and Brad presented suggested bylaws, comprising of seven Articles, for the new salary commission – see attached. They were simple bylaws because the members' focus was so narrow. The Commissioners would not be approving these bylaws.

## **5. Discuss and decide on Meeting Schedule**

Steve said the Commission would not be meeting quarterly, but more frequently than that. It was agreed that the meetings would be every other Friday at 3:00pm, starting on **February 12<sup>th</sup>, 2021**. Kevin Moss will send out the Zoom meeting invitations.

Brad will update these bylaws to change the meetings to every two weeks, and to add the alternate member position.

## **6. Oregon Counties for possible comparative salaries**

Steve will email to all members links for comparative salary information at other counties. He said that Oregon law allows for cities to cross through counties, but some other states don't allow that. Some counties did internal comparisons only.

## **7. Questions from the SC members**

Briana asked what the timeframe was for their recommendation; Steve suggested by the end of April 2021, but by the end of June at the very latest.

Heyke asked for the Board's Job Descriptions to review. She was told that there was no list of duties for the Commissioners, as such, but that they had a wide gamut of responsibilities. A list of all the Washington County Departments, and an overview of what they did, could be provided to the Commission.

Brad added that the Commissioners attend weekly Board meetings and work sessions, and meet once a month on Thursdays. They are also on the Board of Clean Water Services – a partner agency to Washington County. It was suggested that the commission members start to watch the communication portion of the weekly Board meetings, where the Commissioners inform what they have been doing since the last meeting.

Washington County provides services to the urban parts of Washington County, like Bethany, Aloha, Cooper Mountain, Cedar Mill, etc., where there are no city services. There are circa. 200,000 residents in the urban parts of the county.

Steve said that counties are unique entities unto themselves.

#### **8. Election of the Commission Chair and Vice Chair**

Kaci Korinek offered to be the Commission Chair; and Heyke Kirkendall-Baker offered to be the Vice-Chair. All were in favor of the nominations.

#### **9. Next Meeting: February 12<sup>th</sup>, 2021, 3:00 p.m.**

#### **10. ADJOURNED: 2:10 p.m.**