



SALARY COMMISSION COMMITTEE MEETING

Date: February 12, 2021

Time: 3:00 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. Bylaws Discussion and Approval
2. Comparative Salary Discussion
3. Discuss Possible Other Comparators
4. Discuss Possible Invited Testimony
5. Other Items or Questions
6. Adjourn

The Salary Commission welcomes written comments, which can be sent to the Salary Commission at:

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

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

MINUTES/MEETING SUMMARY

Washington County Salary Commission

Friday February 12, 2021

CONVENED: 3:00 p.m.

Commission Members:

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

Alternate Member:

Suzanne Smith – Via Zoom

STAFF:

Brad Anderson, County Counsel – Via Zoom
Steve March, Consultant – 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. Bylaws Discussion and Approval

A couple of errors were found in the draft document shown at the last meeting, which Brad will correct. The word “alternative” will be changed to “alternate”.

There was discussion about which type of majority vote to use. Briana motioned for going with 3 votes for a quorum and a 4/5 vote for the bylaws, and Susan seconded the motion. Briana also motioned to include Susan (alternate position) in the quorum vote, and Susan seconded it. Brad will make the language change in the bylaws, and they will be reviewed at the next meeting.

Steve reminded the Commission that they will probably only be voting on the bylaws and the final report.

2. Comparative Salary Discussion

The Commission thought it was important to do internal comparators to see if there was any internal compression, etc.

Laura said the Multnomah County Salary Commission had looked at Clackamas, Linn, Marion, Polk, Snohomish and Thurston counties when they did their comparators. They also looked at other enterprise funds/fiduciaries.

Steve said he would invite a Representative from Washington County's HR/Benefits Dept. to the next meeting.

3. Discuss Possible Other Comparators

Steve shared a couple of comparatives from other Oregon counties, and the Commission said they would also like to see comparatives from counties in other states also like Washington or California.

4. Discuss Possible Invited Testimony

No public comments have been received on the website to date.

The Commission requested to hear from some the proponents of the 2020 Ballot Measure 34-300 (to form the Salary Commission) at the next meeting, which Steve said he would look into. He said that former Washington County Commissioner, Dick Schouten, would also be happy to attend one of these meetings to give an overview of what he did during his 20+ years working as an elected official.

It was decided that a timeframe of 10 minutes, per person, would be sufficient for testimony at future meetings.

The Commission said they would like to see materials showing the Washington County Board's roles and what they are responsible for, and suggested that one or two of the Board be invited to the next meeting. Steve said there was a spreadsheet that showed what Boards and Commissions (including internal) they served on and that could be shared with them. This was welcomed by the Commission.

Steve informed that there were not a lot of requirements for County Commissioners, and that most offices are loosely framed.

The Commission would also like to hear from Commissioner Rogers, who wishes to remain a part-time Commissioner due to his personal business time constraints.

5. Other Items or Questions

The Commission asked if they could work on assignments together outside of these meetings, and discussion followed. Brad said two of the members working together would be OK, but no more than that. They couldn't make any decisions, but they could prepare documents, etc.

A member asked if Google Datasheets could be used by the members outside of the actual meetings, and was told that would be OK. Brad reminded the members that they were making government decisions so had to be very careful not to run afoul of the Public Meetings Act. Steve said the questions could be standardized, but not the answers.

It was agreed that Susan and Heyke would partner together to work on putting a template together to work on internal comparators, and Laura and Briana would work on external comparators. Brad said that the county's HR staff could help with that also.

It was asked what the timeline and milestones were for this group. Brad informed that, for budget purposes, the sooner the better for a decision from the Salary Commission.

Steve informed the Commission to send him any questions they may have before the next meeting.

The next meeting will be on Friday, February 26th, 2021, and the deadline for agenda items was by noon on Thursday, February 18th.

6. ADJOURNED: 4:22 p.m.

ARTICLE I - NAME

The name of this commission shall be the “Washington County Salary Commission” (Commission) and may also be referred to as Salary Commission.

ARTICLE II – PURPOSE

The Commission sets the salaries of the Board of County Commissioners (“Board”) pursuant to Section 30(e) of Washington County Charter. The Commission shall report their salary decisions before June 30th of odd-numbered years.

ARTICLE III - MEMBERSHIP

The Board will appoint five (5) qualified human resource professionals with compensation experience as members. All members shall possess the training and experience to be considered qualified human resource professionals with compensation experience. To the extent possible, the Board shall strive for Commission composition that is inclusive of the socioeconomic, gender, racial and ethnic diversity of the profession.

A. Appointments shall be made, and vacancies filled in accordance with Section 11 of Resolution and Order No. 9-09, of the Board’s Rules of Procedure.

B. The terms of each member shall be two (2) years. A term shall begin January 1 and expire December 31 of the last year of the term.

C. Members may be reappointed to additional terms at the discretion of the Board of Commissioners.

D. In addition to the five (5) members, the Board may appoint an Alternative Member. The Alternative Member shall automatically fill any vacant position and serve out the remainder of the term of the vacant position.

E. Except as otherwise provided in subsection (D), ~~vacant~~ positions may be filled by the Board at any time and will be considered “mid-term” appointments. Mid-term appointees will serve out the remainder of the term of the vacant position to which they are appointed and may be reappointed to additional full terms at the discretion of the Board of Commissioners.

F. Any Commission member who misses three (3) consecutive meetings may be removed from the Commission by the Chair, unless the Chair determines that the absence is due to circumstances not likely to reoccur.

G. The Board may remove a member from the Commission for cause. The member will be notified in writing of this decision.

ARTICLE IV - MEETINGS

- A. Meetings of the Commission shall be held at least quarterly.
- B. Times, dates, and locations of meetings shall be established to accommodate membership participation and may be conducted remotely.
- C. Meetings will be held with at least 72 hours' public notice.
- D. A quorum must be present to transact business or perform any action at a meeting. A quorum shall consist of at least three (3) voting members of the Commission.
- E. Commission meetings are open to the public and shall be governed by applicable provisions of the Oregon Public Meetings Law.
- F. Robert's Rules of Order shall be the governing rules of procedure of the Commission, as applicable.
- G. Each Commission member shall be entitled to one (1) vote. Proxy votes are not allowed.
- H. An Alternative Member has the right to attend all meetings and participate in all discussions. However, an Alternative Member has no voting rights unless the Alternative Member fills a vacant position. Then the Alternative Member will have all rights of a regular member.

ARTICLE V – ORGANIZATION AND PROCEDURE

- A. At its first meeting of the calendar year, the Commission shall select a Chair and a Vice Chair from its membership. An Alternative Member is not eligible to serve as Chair or Vice Chair unless elevated to a regular member.
- B. The Chair shall preside at Commission meetings. It is the responsibility of the Chair to set the next meeting and direct the preparation of the proposed agenda.
- C. In the absence of the Chair or their inability to act as the Chair, the Vice-Chair shall have all the authority of the Chair.
- D. The Chair, as needed, will determine the formation of temporary subcommittees to address specific issues under the purview of the Commission. An Alternative Member may participate in subcommittees.

ARTICLE VI – COMMISSION SUPPORT

- A. The County Administrator or designee may appoint a facilitator who will assist the Commission in their meetings and providing information and materials requested by any Commission member.

B. The County Administrator or designee shall provide staff support to the Commission and/or any facilitator. Staff support shall provide notice of scheduled meetings to the Commission and the public and shall take meeting minutes and keep records.

C. The Commission will receive legal representation from the Office of County Counsel.

ARTICLE VII – MODIFICATION OF BYLAWS

A. Commission members may propose modifications to the Bylaws for Commission members consideration so long as the proposed modifications are consistent with Section 30(e) of the County Charter and Resolution and Order 20-143 (R&O establishing the Commission).

C. Facilitator or County staff will prepare the draft language for any proposed Bylaw modification(s) and send proposed modification(s) to the Commission at least seven (7) days in advance of the Commission meeting date where action of the proposed modification is to occur.

D. Discussion of proposed modification(s) shall be included as a regular agenda item at a scheduled meeting of the Commission.

E. The proposed modification(s) must be approved by a two-thirds (2/3) majority of the full Commission.

F. If a proposed modification passes the Commission, the revised bylaws shall be delivered to the County Administrator.

Washington County Salary Commission

Links to Oregon Counties as Possible Comparators

(note: not all recommendations of Compensation Boards are followed)

Clackamas Co Compensation Board: [0bde60cd-5531-4745-8aa8-57d771ec73b4 \(clackamas.us\)](#)

Lane Co Compensation Board: [2-EOCB Modeled Calculations 7-30-2020.pdf \(lanecounty.org\)](#)

Board Decision: [18-10-16-12.pdf \(lanecounty.org\)](#)

Marion Co Compensation Board: [BusinessServices_HumanResources_4.30_Combined.pdf \(marion.or.us\)](#)

Multnomah Co Salary Commission report: [download \(multco.us\)](#)

Salary Commission page: [Salary Commission | Multnomah County \(multco.us\)](#)

Populations of these four counties, plus Washington County:

Per Portland State Estimates for 7/1/2020: [Population Estimate Reports | Portland State University \(pdx.edu\)](#)

Clackamas: 426,515

Lane: 381,365

Marion: 349,365

Multnomah: 829,560

Washington: 620,080

Kevin Moss

From: Steve March
Sent: Monday, February 1, 2021 2:11 PM
To: Suzasmith12@gmail.com; Susan.mullett@multco.us; Laura.sampson@multco.us; Heyke.kirkendallbaker@gmail.com; Kaci@Workplacechanges.com; Briana.Ekandem@providence.org; Chuck Schable; Kevin Moss; Brad Anderson
Cc: Janet Wells-Berg
Subject: Salary Commission Meeting info, plus correction of Board salaries & any topics you want to cover on the
Attachments: 590342.pdf

Greetings!

I'll start with the last item first; County practice is that agendas are posted the week before the meetings, which means this week. All we have as of now is:

1. Bylaws Discussion and Approval
2. Comparative Salary Discussion
3. Open Discussion

We could add things such as:

- Possibility of Invitations to current and/or past Commission members
- Possibility of Invitations to others (such as representatives of the organizations that supported creation of the Salary Commission; possible other county Salary Commission members; other Compensation Board members)
- Anything else you want to talk about or consider

Second, the attachment is more on the background of the establishment of the Salary Commission, so not high priority but the genesis of the Charter change.

Lastly, the below salaries sent Friday were incorrect. They were in the County's enterprise system as a 'range' holder, however the enterprise system is not used for elected persons at the County. Here are the correct amounts with the explanation:

Currently the annual salaries are as follows:

Chair Harrington: \$123,753.60

Part-time Commissioners: \$49,501.44

The Circuit Court Judge received a 2.15% COLA effective July 1, 2019 and a 3% COLA that was just effective October 1, 2020, resulting in a Judge's salary of \$154,692.00. By County Charter, the Chair's salary is 80% of the Circuit Court Judge salary, which equals \$123,753.60.

Per County Charter, the part-time Commissioner's salary is 40% of the Chair, which is \$49,501.44.

Thanks - glad to have you all aboard!

Steve

From: Steve March
Sent: Friday, January 29, 2021 2:39 PM
To: Kevin Moss; Brad Anderson; Suzasmith12@gmail.com; Susan.mullett@multco.us; Laura.sampson@multco.us; Heyke.kirkendallbaker@gmail.com; Kaci@Workplacechanges.com; Briana.Ekandem@providence.org; Chuck Schable
Cc: Janet Wells-Berg
Subject: today's Salary Commission Meeting

Thank you all for a good meeting, as promised I've attached the potential comparator county list, with some basic information. Below are the current salaries for the Chair and 4 Commissioners:

Chair: \$101,817 Commissioners (considered part-time): \$40,727

I will also dig into the population numbers for each County with both city & unincorporated populations and get that too you next week. You might want to think about whether you would like to interview the Chair again, and/or current or previous Commissioners. I am providing some links for you below:

Washington County website: [Washington County, Oregon Home](#)

And the Board page: [Board of Commissioners \(washington.or.us\)](#)

And this page can be used to learn more about each Commissioner and the Chair: [Commissioners \(washington.or.us\)](#)

As Chair Harrington mentioned some of the recent past Commissioners might also be available should you want to schedule time to interview them.

If you do want to interview any please let us know.

Thank you for your service and we hope it is also a good experience for you!
Steve

From: Kevin Moss
Sent: Friday, January 29, 2021 2:11 PM
To: Steve March; Brad Anderson; Suzasmith12@gmail.com; Susan.mullett@multco.us; Laura.sampson@multco.us; Heyke.kirkendallbaker@gmail.com; Kaci@Workplacechanges.com; Briana.Ekandem@providence.org; Chuck Schable
Cc: Janet Wells-Berg
Subject: Salary Commission Meetings
When: Occurs on Friday every other week from 3:00 PM to 5:00 PM effective 2/12/2021 until 6/25/2021.
Where: Via Zoom

Salary Commissioner Members,

Please use the below link to attend all Salary Commission Meetings.
I will update the invite with the meeting agenda and it will also be posted on the webpage
<https://www.co.washington.or.us/CAO/washington-county-salary-commission.cfm>

Topic: Salary Commission Meetings



AGENDA

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Agenda Category: Public Hearing — County Counsel (All CPOS)

Agenda Title: **HOLD PUBLIC HEARING ON PROPOSED AMENDMENT TO WASHINGTON COUNTY CHARTER CHAPTER III, SECTION 30 AND APPROVE RESOLUTION AND ORDER ADOPTING THE CHARTER AMENDMENT AND PLACING AMENDMENT ON BALLOT FOR NOVEMBER 2020 GENERAL ELECTION**

Presented by: Alan Rappleyea, County Counsel

SUMMARY:

On July 7, 2020, the Board of Commissioners introduced an amendment to the Washington County Charter (Charter) regarding Chapter III, Board of County Commissioners, Section 30, Composition, Terms, Qualifications, Vacancies and Compensation, Section E. The proposed amendment removes the provision regarding setting the salaries as a percentage of the circuit court judge salaries and establishes a salary commission to set commissioner salaries. Also, on July 7, 2020 and pursuant to Section 51 of the Charter, the Board scheduled a public hearing for today, July 28, 2020, in order to take public comment on the introduced Charter amendment.

After the public hearing, the Board may proceed to adopt the proposed amendment and order it placed it on the ballot for the November 2020 election. As a separate action item today, the Board may approve a ballot title and explanatory statement for this proposed Charter Amendment.

ADDITIONAL INFORMATION:

Community Feedback: The Committee for Community Involvement submitted a letter on June 22, 2020 supporting a Charter amendment addressing commissioner salaries

Legal History/Prior Board Action: The Board introduced this amendment at its July 7, 2020 Board meeting.

Budget Impacts: Unknown

Attachments: Resolution and Order
Proposed Charter Amendment

DEPARTMENT'S REQUESTED ACTION:

Hold a public hearing on proposed amendment to Washington County Charter Chapter III, Board of County Commissioners, Section 30, Composition, Terms, Qualifications, Vacancies and Compensation, Section E and approve Resolution and Order adopting the amendment and placing amendment on ballot for November 2020 General Election.

RO 20-89

Agenda Item No.	4.a.
Date:	07/28/20

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IN THE BOARD OF COUNTY COMMISSIONERS
FOR WASHINGTON COUNTY, OREGON

In the Matter of Approving a Proposed)
Amendment to Chapter III, Section 30 of the)
Washington County Charter, Placing the)
Proposed Charter Amendment on the ballot for)
the November 2020 General Election,)

RESOLUTION AND ORDER
No. 20-89

This matter having come before the Board at its public hearing of July 28, 2020, and

It appearing to the Board that there is a need to amend Washington County
Charter Chapter III, Section 30 to more equitably change the method of compensation
for the Commissioners; and

It appearing to the Board that the existing method of compensating the
Commissioners provides that the Chair receive 80% the salary of a circuit court judge and
that the commissioners receive 40% of the salary of the Chair; and

It appearing to the Board that the County is rapidly growing and services and
programs supported by the voters are expanding and that there is need for the Chair and
Commissioners to devote increasing amounts of time to adequately perform their duties
of representing the residents of the County; and

It appearing to the Board this method of compensation does not adequately
compensate the Chair and the Commissioners because of their expanding duties and the
increase in time devoted to representing the residents of the County; and

It appearing to the Board, that in order to attract qualified candidates to run for
office and that these candidates will be financially able to commit significant time to their

1 important role in overseeing the governance of the County and be able to devote time to
2 ably represent the residents who elect them, the method of compensation needs to be
3 changed, and

4 It appearing to the Board that a fair method of compensating the Chair and
5 Commissioners is to establish an independent salary commission made up of five
6 members of qualified human resource professionals who have experience in
7 compensation and that this commission will establish the salaries of the Chair and
8 Commissioners; and

9 It appearing to the Board that a public hearing was held this day on the proposed
10 charter amendment; and

11 It appearing to the Board that public comment has been considered and, further,
12 that it is in the public interest to submit to the people of Washington County the
13 proposed charter amendment; now, therefore; it is

14 RESOLVED AND ORDERED that the Proposed Charter Amendment set forth in
15 Exhibit 'A' hereby is approved and shall be placed on the ballot for the November 2020
16 general election; and it is further

17 RESOLVED AND ORDERED that County Counsel shall prepare a ballot title and
18 explanatory statement for the Board's review and approval; and it is further

19 RESOLVED AND ORDERED that the County Administrator, or his designee, shall
20 take such steps as are necessary to place this matter before the electors of Washington
21 County at the November 2020 general election; and it is further

1 RESOLVED AND ORDERED that if approved by the voters as certified by the County Clerk,
2 this charter amendment shall take effect January 1, 2021.

3 DATED this 28th day of July, 2020.

	AYE	NAY	ABSENT
4 HARRINGTON	<u>✓</u>	<u>—</u>	<u>—</u>
5 SCHOUTEN	<u>✓</u>	<u>—</u>	<u>—</u>
6 TREECE	<u>✓</u>	<u>—</u>	<u>—</u>
7 ROGERS	<u>—</u>	<u>✓</u>	<u>—</u>
8 WILLEY	<u>✓</u>	<u>—</u>	<u>—</u>

BOARD OF COUNTY COMMISSIONERS
FOR WASHINGTON COUNTY, OREGON

 07/28/2020
CHAIR KATHRYN HARRINGTON


RECORDING SECRETARY

EXHIBIT "A"

RESOLUTION AND ORDER ADOPTING AMENDMENTS TO CHAPTER III, SECTION 30 OF THE WASHINGTON
COUNTY CHARTER

CHAPTER III. - BOARD OF COUNTY COMMISSIONERS

**Section 30. - COMPOSITION, TERMS, QUALIFICATIONS, VACANCIES
AND COMPENSATION.**

(a)The Board shall consist of five commissioners, one of whom shall be elected at-large and designated as chair and four who shall be elected for districts as provided in Chapter VIII of this Charter.

(b)Members of the Board shall be elected, as provided for in Chapter VIII of this Charter, for four-year terms with those members from districts 1 and 3 chosen in the same year as the presidential election and the members from district 2 and 4 and the at-large member chosen in the alternate biennial election year.

(c)No person shall be eligible to be nominated, elected, or appointed to the office of County commissioner unless the person is a qualified elector of the County. To be eligible to take office, the chair must have continuously resided in the County, and a district commissioner within the district, during the two year period immediately prior to taking office. The office of County commissioner shall become vacant when the incumbent ceases to be a resident of the district for which the incumbent was elected or ceases to be a qualified elector of the County, by death, resignation, or incapacity to act, or for any other cause as provided by the Oregon Constitution and laws of the State.

(d)Upon any vacancy in the Board, the Board shall appoint a qualified person within 60 days to fill the vacancy for the remainder of the term unless the vacancy occurs more than 30 days before the last day for non-partisan candidates to file for election at the first primary election of the original term, in which case the appointee shall serve until a successor is elected to fill the remainder of the term and is sworn into office.

(e)~~The salary of the chair shall be 80 percent of the salary of a Circuit Court Judge. The salary for commissioners elected by district shall be 40% of the salary of the chair.~~ The Board shall appoint a five-member salary commission, composed of qualified human resource professionals with compensation experience, by January 1 of each odd year. The salary commission shall set the salaries for the chair of the

board of county commissioners and county commissioners, documenting the basis of its decisions. All elected or appointed Washington County officials and employees are prohibited from serving on the salary commission.

(f) Commissioner compensation, as established herein, shall be the full and exclusive compensation for duties as commissioner or for any duties or responsibilities resulting from the position of commissioner. Nothing in Subsection 30(e) or this Subsection 30(f) precludes a commissioner from receiving County employee fringe benefits or being reimbursed for any actual and reasonable expenses incurred by a commissioner in the course of performing official duties.

**WASHINGTON COUNTY BOARD OF COMMISSIONERS
COMMITTEE APPOINTMENTS (*discussion draft*)**

	Kathryn Harrington:	Dick Schouten:	Pam Treece:	Roy Rogers:	Jerry Willey:
External boards and committees	<ul style="list-style-type: none"> • Metro Joint Advisory Committee on Transportation (JPACT) (<i>alternate</i>) • Washington County Coordinating Committee (WCCC) (<i>alternate</i>) • Washington County Visitors Association (WCVA) (<i>primary</i>) • Westside Economic Alliance (WEA) • Greater Portland Inc. – board of directors (<i>primary</i>) • Association of Oregon Counties • Community Development Block Grant (CDBG) Policy Advisory Board (<i>alternate</i>) • Regional Solutions 	<ul style="list-style-type: none"> • Institute of Metropolitan Studies • Washington County Museum • Council of Forest Trust Land Counties (OFTLC) (<i>alternate</i>) • Association of Oregon and California Counties (AOCC) Board of Directors (<i>alt</i>) • Metro Policy Advisory Committee (MPAC) • Regional Disaster Planning Organization (RDPO) Policy Committee 	<ul style="list-style-type: none"> • Centro Cultural • Metro Policy Advisory Committee (MPAC) (<i>alternate</i>) • Community Action – Board of Directors • Community Development Block Grant (CDBG) Policy Advisory Board (<i>primary</i>) – starting mid-February 	<ul style="list-style-type: none"> • Metro Joint Advisory Committee on Transportation (JPACT) • Region 1 Area Commission on Transportation (ACT) • Washington County Coordinating Committee (WCCC) • Trimet SW Corridor Steering Committee • Washington County Visitors Association (WCVA) (<i>alternate</i>) • Worksystems Inc. – Board of Directors 	<ul style="list-style-type: none"> • Council of Forest Trust Land Counties (OFTLC) • Association of Oregon and California Counties (AOCC) Board of Directors • NW Area Commission on Transportation (NW ACT) • Salmonberry Rails and Trails Coalition • Columbia Pacific Economic Development District (Col-Pac) • Hillsboro Chamber • Greater Portland Inc. – board of directors (<i>alternate</i>)
Washington County boards & commissions (“internal”)	<ul style="list-style-type: none"> • County Audit Committee • Fairgrounds Advisory Committee 	<ul style="list-style-type: none"> • Cultural Coalition • Homeless Plan Advisory Committee 	<ul style="list-style-type: none"> • Public Health Advisory Council 		<ul style="list-style-type: none"> • Fair Board • Public Safety Coordinating Council (PSCC) • Rural Roads Operations & Maintenance Advisory Committee (RROMAC) • Aging & Veterans Services Advisory Committee (AVSAC)