



SALARY COMMISSION COMMITTEE MEETING

Date: April 9, 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. Comparator Templates – Discussion
2. Part Time Versus Full Time Commissioner – Discussion
3. Other Items or Questions
4. Announcements
 - Next Meeting will be Wednesday April 21st at 3pm instead of April 23rd at 3pm
5. 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 April 9, 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. Comparator Templates – Discussion

The Commission reviewed the external data spreadsheet which had been updated after the last meeting.

Susan said that since the last meeting there had been discussions around the Assistant and Deputy County Administrator positions and their work assignments. The Assistant CA position seems to be the better comparator as a lot of their work is transactional, rather than strategic, like the Board's duties are. The deputies take care of the day-to-day responsibilities.

Steve informed the Commission about the current study of the County Administrative Office, and said some changes may be made later this year.

Heyke said they also met with Eva LaBonte, the Chief Human Resources Officer, regarding weighting the factors. Eva said according to the Oregon Pay Equity Act, the county evaluates education and experience and there is a minimum requirement in each class specification. If

the candidate possesses more education and experience than the minimum qualifications, the county assigns points for anything additional. Heyke said this doesn't really apply in this situation because elected officials do not fall under the Oregon Pay Equity Act. For placing new positions and a salary range the county looks at external comparators and places the positions that way.

Eva informed them that most executive level staff come in at 20+ years of experience, so all of them are currently at the highest salary quadrant level.

Kaci thought the Chair's salary didn't need to be linked forever to the Circuit Court Judge's salary. Steve agreed with that, and said that future Salary Commissions could change decisions that are made this year.

Laura elaborated on the information shown in the external data spreadsheet. Column P is the total compensation column, which includes all the additional compensation shown in columns L and O.

The external comparators were discussed again. The market average for the Chair's base pay of the four counties looked at, is \$134,000. For the rest of the Board, the market average is \$114,590. It was asked whether the external comparators were a good calibration to use.

Steve said that choice was the Commission's one to make.

Briana asked about indexing the information with the population and budget information of counties so that it was more of an "apples-to-apples" comparison, at least for the Commissioner positions.

Suzanne suggested a more simplified process; she said the Commissioners are all elected and perform the same duties across counties. Regardless of the size of the budget, or the population, they are all providing services to the citizens. Some parts are unincorporated, and some counties have a larger municipal influence.

Kaci suggested the salary for the Chair be positioned at 90% of the mid-point salary of the Deputy County Administrators, and the Commissioners' salary positioned at 90% of the Chair's salary. That would be doubling their current salary, plus a 5% increase for the Commissioners and a 10% increase for the Chair.

Laura said the numbers were not that far off from the comparators they chose and the market averages. She felt like they were all on the same track with this. The increase percentage numbers vary with different counties.

Suzanne agreed that the different methodologies (internal and external comparators) were coming in with very similar numbers and were close to fair market, which helped to validate the data.

Laura asked if they would be making a recommendation for a cost of living adjustment (COLA) for the second year, and asked if the CAO received a COLA and was told they do.

Laura made a motion to use the market information they gathered and to set the Commissioners' pay at \$115,000, with the Chair's pay at 10% above that amount, totaling \$126,500. Briana seconded the motion, and all were in favor.

Kaci offered to write up this motion, including the primary factors leading to it. It will then be finalized at the next meeting. She will email it to the Commission a couple of days before April 21st.

Steve congratulated the Commission on their decision and for all their hard work leading up to it.

2. Part Time Versus Full Time Commissioner – Discussion

Heyke asked whether if the Commission was going to decide on the above, and was told no. There was no discussion about it.

3. Other Items or Questions

No discussion.

4. Announcements

- Next Meeting will be **Wednesday April 21st at 3pm** instead of Friday, 23rd at 3pm.

5. ADJOURNED: 3:40pm

County	County Population	County Services Provided	Total County Budget (General and Special Funds)	Classification Title	FTE %	Number of incumbents in same position	COLA: Do they receive and what is 2021 COLA?	Budgeted # of direct FTE staff	Budgeted # of indirect FTE staff	Annual Salary	PERS Pickup
Washington County	620,080	Assessment & Taxation Elections Emergency Management District Attorney Court Services Sheriff's Office Land Use & Transportation Health & Human Services Animal Services Cooperative Library Services Fairgrounds & Parks Public Safety/Corrections Enhanced Sheriff's Patrol District Service District for Lighting No. 1 Urban Road Maintenance Service District North Bethany County Service District for Roads The Housing Authority of Washington County	\$2,229,580,000.00	County Commissioner	Part-time	4	No	6	Varies - has increased over time as County needs and size have increased	\$49,501.44	\$0.00
MARKET DATA											
Multnomah County	829,560	Health Public Safety/Corrections Mental Health & Addiction Human Services Road and Bridges Emergency Management Land Use Planning Library Animal Services Sheriff's Office Elections Court Services Assessment, Recording & Taxation	\$2,056,368,975.00	County Commissioner	Full time	4	Yes - 1.6%	1	3	\$117,094.47	\$7,025.67

Clackamas County	426,515	Health Human Services Public Safety/Corrections Legal Sheriff's Office Assessment & Taxation County Parks & Rec and Fair Disaster Management Dog Services Elections Forestry Court Services Library Planning & Zoning Animal Services	\$892,167,337.00	Commissioner	Full time	4	No	2	13	\$104,474.52	\$6,268.47
Spokane County	522,798	Records Justice Center/Jails Courts Elections Emergency Management Health & Safety Library Licenses & Permits Parks, Rec, & Fair Sheriff's Office Transportation & Roads Carbon & Recycling	\$884,915,630.00	Commissioner	Full time (37.5 hours per week)	3	No	1	2	\$117,434.22	\$0.00
Snohomish County	830,500	Animal Services Licensing Elections Public Records Assessor's Tax Relief Property Taxes & Assessments	\$1,045,000,000.00	County Councilor	Full time	5	No	3	0	\$126,571.00	\$0.00

Pierce County	900,700	Building Permits County Ferry Emergency Preparedness Human Services Fire Marshal Licensing Passports Voting	\$2,357,000,000.00	County Councilor	Full time	7	If County Executives receive - none for 2021	7	27	\$120,284.97	\$0.00
Marion County	349,120	Building Inspections Planning & Zoning Dog Services Emergency Management Health Services Justice Court Licensing Public Safety Recycling & Waste Management Human Services Parks Sheriff's Office	\$466,010,709.00	County Commissioner	Full time	3	Yes they have in the past but 2021 is undetermined.	4	0	\$103,251.20	\$6,600.60

Lane County	381,365	Assessment & Taxation Emergency Management District Attorney Court Services Sheriff's Office Health & Human Services Animal Services Roads and Bridges Parks Waste Management Public Safety	\$772,914,183.00	Commissioner	Full time	5	No, none planned this year	3	6	\$87,869.00	\$5,653.14	
										Average of Market Matches	\$110,997.05	\$3,649.70
										Washington County	\$49,501.44	\$0.00
										\$ Variance	-\$61,495.61	-\$3,649.70
										% Variance	-55.40%	-100.00%

|Total comp calculated by adding an annualized amount for PERS pickup, other stipends and county contribution to deferred compensation to the ERI adjusted annual salary.

Supplemental information for the services offered for
Pierce and Snohomish Counties

There were 306 listed for Snohomish: <https://www.snohomishcountywa.gov/BusinessDirectoryII.aspx?lngBusinessCategoryID=32>

Pierce has about 50: <https://www.co.pierce.wa.us/31/Services>

Any additional pay, stipends (car, phone, etc.)	Deferred Compensation	ERI Adjusted Annual Amount	ERI Adjusted Total Comp	Notes (salary effective date, budget responsibility, unique details, etc.)
\$5,604.00	\$0.00	\$49,501.44	\$55,105.44	Effective 7/1/20
\$780.00	\$0.00	\$117,094.47	\$124,900.14	Effective 7/1/20 Indexed at 75% of Department Director 1 range and receives COLA per salary commission. Salary commission that makes pay decisions Verified info with HR.

\$0.00	\$6,550.55	\$104,474.52	\$117,293.54	<div>Effective 7/1/20</div> <div>Compensation board that makes pay recommendations</div> <div>County Administrator is responsible for the budget.</div> <div>Verified info with HR on 3/16.</div>
\$595.16	\$0.00	\$124,511.00	\$125,106.16	<div>Effective 1/1/20</div> <div>Chair has increased responsibilities but compensation is the same.</div> <div>Verified info with HR 3/25.</div>
\$6,351.36	\$0.00	\$114,523.00	\$120,874.36	<div>Effective 1/1/21</div> <div>Salary Commission</div> <div>Did not receive response from HR to verify info.</div>

\$0.00	\$0.00	\$116,928.00	\$116,928.00	<p>Salary Commission makes recommendation to Council for Elected Official pay including the County Executive, Assessor-Treasurer, Auditor and Sheriff. Councilmembers are compensated at 60% of County Executive annual pay.</p> <p>County Executive presents budget to Council for approval.</p> <p>No additional base pay for Chair - but there is an annual \$703.51 travel allowance.</p> <p>Annual salary is based on year councilmembers were legislated: 2019: \$117,845.57 (current Chair is at this rate) 2020: \$120,284.97</p> <p>Information was partially verified by HR, but follow up questions regarding PERS and deferred comp did not get answered and data was gathered from website</p>
\$0.00	\$8,250.75	\$110,010.00	\$124,861.35	<p>7/1/20 rate</p> <p>Compensation board that makes pay recommendations</p> <p>Confirmed info with HR 3/23.</p> <p>Other data that was unique to Marion: Elected Officials accrue vacation and sick leave.</p>

\$6,720.00	\$0.00	\$94,219.00	\$106,592.14	Effective 1/1/20 Board makes up 5 members of the Budget Committee, which also includes 5 appointed members of the public. At its first regular meeting each year the board of county commissioners shall designate one of its members chair of the board for the year. No additional compensation for the Chair. Compensation board that makes pay recommendations - they had recommended increases on 1/1/21 and the county decided to not implement any.
<i>\$2,063.79</i>	<i>\$2,114.47</i>	<i>\$111,680.00</i>	<i>\$119,507.96</i>	
\$5,604.00	\$0.00	\$49,501.44	\$55,105.44	
\$3,540.21	-\$2,114.47	-\$62,178.56	-\$64,402.52	
171.54%	-100.00%	-55.68%	-53.89%	

County	County Population	County Services Provided	Total County Budget (General and Special Funds)	Classification Title	FTE	Is the Chair differentiated from Commissioners?	COLA: Do they receive and what is 2021 COLA?	Budgeted # of direct FTE staff	Budgeted # of indirect FTE staff	Annual Salary	PERS Pickup
Washington County	620,080	Assessment & Taxation Elections Emergency Management District Attorney Court Services Sheriff's Office Land Use & Transportation Health & Human Services Animal Services Cooperative Library Services Fairgrounds & Parks Public Safety/Corrections Enhanced Sheriff's Patrol District Service District for Lighting No. 1 Urban Road Maintenance Service District North Bethany County Service District for Roads The Housing Authority of Washington County	\$2,229,580,000.00	County Chair	Full time	Yes	No	6	Varies - has increased over time as County needs and size have increased	\$123,753.60	\$0.00
MARKET DATA											
Multnomah County	829,560	Health Public Safety/Corrections Mental Health & Addiction Human Services Road and Bridges Emergency Management Land Use Planning Library Animal Services Sheriff's Office Elections Court Services Assessment, Recording & Taxation	\$2,056,368,975.00	County Chair	Full time	Yes	Yes - 1.6%	9.15	0	\$186,765.90	\$11,205.95

Clackamas County	426,515	Health Human Services Public Safety/Corrections Legal Sheriff's Office Assessment & Taxation County Parks & Rec and Fair Disaster Management Dog Services Elections Forestry Court Services Library Planning & Zoning Transportation	\$892,167,337.00	Chair of Board	Full time	Yes in terms of pay (2% more), title is the same (Commissioner)	No	2	13	\$106,563.96	\$6,393.84
Snohomish County	830,500	Animal Services Licensing Elections Public Records Assessor's Tax Relief Property Taxes & Assessments	\$1,045,000,000.00	County Councilor, Chair	Full time	Yes, although it is one of the 5 total and has a district just as the other 4	No	3	0	\$139,228.10	\$0.00
Pierce County	900,700	Building Permits County Ferry Emergency Preparedness Human Services Fire Marshal Licensing Passports Voting	\$2,357,000,000.00	County Councilor, Chair	Full time	No	If County Executives receive - none for 2021	7	27	\$120,284.97	\$0.00
Average of Market Matches										\$138,210.73	\$4,399.95
Washington County										\$123,753.60	\$0.00
\$ Variance										-\$14,457.13	-\$4,399.95
% Variance										-10.46%	-100.00%

|Total comp calculated by adding an annualized amount for PERS pickup, other stipends and county contribution to deferred compensation to the ERI adjusted annual salary.

Any additional pay, stipends (car, phone, etc.)	Deferred Compensation	ERI Adjusted Annual Amount	ERI Adjusted Total Comp	Notes (salary effective date, budget responsibility, unique details, etc.)
\$5,604.00	\$0.00	\$123,753.60	\$129,357.60	Effective 7/1/20 CAO - Yes
\$780.00	\$0.00	\$186,765.90	\$198,751.85	CAO - No. The Chair has responsibility over the County Budget. Effective 7/1/20 Indexed at 75% of Department Director 2 range and receives COLA per salary commission. Verified info with HR.

\$0.00	\$6,681.56	\$106,563.96	\$119,639.36	Effective 7/1/20 Compensation board that makes pay recommendations County Administrator is responsible for the budget. Elected Chair is 1 of 5 Commissioners. They receive an additional 2% pay. Chair of Board calls meetings to order; determines if quorum is present; announces the items on order of business; puts motions to vote; adjourns meetings.
\$6,351.36	\$0.00	\$125,976.00	\$132,327.36	Based off of 40 hours/week, Council Chair will receive additional 10%. Did not receive response from HR to verify info.
\$703.51	\$0.00	\$116,928.00	\$117,631.51	Salary Commission makes recommendation to Council for Elected Official pay including the County Executive, Assessor-Treasurer, Auditor and Sheriff. Councilmembers are compensated at 60% of County Executive annual pay. County Executive presents budget to Council for approval. No additional base pay for Chair - but there is an annual \$703.51 travel allowance. Annual salary is based on year councilmembers were legislated: 2019: \$117,845.57 (current Chair is at this rate) 2020: \$120,284.97 Information was partially verified by HR, but follow up questions regarding PERS and deferred comp did not get answered and data was gathered from website
<i>\$1,958.72</i>	<i>\$1,670.39</i>	<i>\$134,058.47</i>	<i>\$142,087.52</i>	
\$5,604.00	\$0.00	\$123,753.60	\$129,357.60	
\$3,645.28	-\$1,670.39	-\$10,304.86	-\$12,729.92	
186.11%	-100.00%	-7.69%	-8.96%	

Midpoint of Deputy County Administrator Salary Range = \$129,214.80

Deputy County Administrator is distinguished in the following ways:

- Responsibility for developing and implementing strategy, in addition to high-level decision-making
- Focused on internal organizational effectiveness and external relations and outcomes

Chair positioned at 90% of the Deputy County Administrator Midpoint = \$129,214.80

Commissioners positioned at 90% of the Chair = \$116,293.32

External Comparators:

Chair (4.4% increase):

Below: Multnomah (186,765)

Above: Snohomish (125,976), Pierce (116,928), Clackamas (106,563)

Commissioner (5.5% increase):

Below: Multnomah (117,094), Pierce (116,928), Spokane (124,511)

Above: Clackamas (104,474), Snohomish (114,523), Marion (110,00), Lane (94,219)

WASHINGTON COUNTY

Correspondence

April 1, 2021

TO: Salary Commission Members

FROM: Eva Labonte, Chief Human Resources Officer, Washington County

SUBJECT: **Correction for the Record for testimony gave on February 26, 2021**

At the regular Salary Commission Meeting on February 26, 2021 Eva Labonte, Chief Human Resources officer provided testimony to the Salary Commission. Below are corrections she is offering to the minutes/meeting summary included in the packet.

The reference to fiduciary liability was around a question about the deferred compensation plan **and PERS**. I said that the County holds fiduciary liability insurance that lists ~~the Board and~~ employees the County that serve on the Deferred Compensation Committee and are considered fiduciaries of the plan. **I would like to correct the record to indicate that the Board of Commissioners are also listed on the fiduciary liability policy because they also can have a claim brought against them for actions taken by the Deferred Compensation Committee. I did not clarify this point when I was talking with the Commission.**

Thank you.

Eva LaBonte

Pronouns: she/her/hers

Assistant Director of Support Services

Chief Human Resources Officer

Washington County

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This correction will be included in the packet for the April 9th meeting and also placed with the February 26th meeting packet.