

COMPENSATION BOARD FOR ELECTED OFFICIALS
Meeting Discussion Highlights – February 14, 2023

Members Present

Melissa Fireside
Alisa Grandy
Aimee Smith

Guests Present

Staff Present

Heather Pedersen
Erin Braman
Nina Smith

Call to Order		Heather Pedersen called the Compensation Board for Elected Officials (CB) meeting to order at 9:17 AM.
Welcome and Introduction of Members		All members present. Aimee is a new member and Melissa and Alisa are returning Compensation Board members.
Recognition of Guests		No guests present.
Elect Chair	Action	Melissa accepted the nomination as Chair of the Compensation Board of Elected Officials.
Review/Sign Board Code of Conduct		All board members agreed to continue to comply with the Code of Conduct.
Review Schedule of Future Meetings		Majority of dates work for Compensation Board members, however there is a conflict for March 7 th so it will be rescheduled to later in the day on Tuesday, March 7 th from 1:00 PM – 3:00 PM.
Review and Discussion of 2022 CB Process		Heather provided a review of the recommendations made by the CB for FY 22/23 and the increase amounts approved by the Clackamas County Budget Committee (BC).
Review and Discussion of 2023 Data and Information		<p>Review of Current Elected Officials: Elected Official Terms beginning in 2023: County Assessor (interim from July 2022 – December 2022); County Clerk; Commissioner Position #5.</p> <p>Two incumbents were re-elected: County Treasurer; Commissioner Position #2; Justice of the Peace.</p> <p>Second in Command Sheet – (updated for 2023 to reflect Current State and Top of Grade – Compression Spread). Aimee asked for clarification on which positions receive deferred compensation (6.27%). All Elected Officials receive the deferred compensation and the positions with an “*” receive the contribution.</p> <p>The Compensation Board discussed their philosophy, including that related to compression with the second-in-command, and the related feedback received from the Budget Committee in 2022.</p> <p>History of Clackamas County COLA Sheet – No Cost of Living Adjustment has been determined for 2023. The CPI-W West Urban Average, which is the</p>

	<p>Follow-up</p> <p>Follow-up</p> <p>Follow-up</p>	<p>indicator currently outlined in all collective bargaining agreements (CBAs), came in at 8.4%; however CBA's have a designated COLA ceiling of 4.5%. Heather explained that all but one CBA has reopener language that requires the County and union to bargain the difference between the 4.5% ceiling and CPI. The Peace Officers' Association contract expires on June 30, 2023, so the County will be entering into successor contract negotiations soon with that group.</p> <p>Working Guidelines – The Compensation Board took several minutes to review and verify understanding of current guidelines. Aimee confirmed the spread between pay ranges in the non-represented pay plans. Heather confirmed it's about a 5% difference between the max of grades, with an approximate 35% spread from minimum to maximum.</p> <p>Question: Are Elected Officials eligible for Paid Leave Oregon? – Human Resources will ask the Benefits Manager to confirm.</p> <p>Match Analysis: The Compensation Board and Human Resources performs a full match review every three years, with the last one done in 2020. The findings were shared on the Match Analysis, and Erin walked the Board through the changes and updates.</p> <p>The Match Analysis sheet documents when specific matches were added or removed. Changes from the previous analysis are noted in red. On the Commissioner Match sheet, a row for Chair has been added.</p> <p>The Compensation Board would like to review and determine if there are any matches for Chair and add a separate Data Sheet for the position.</p> <p>District Attorney: Clark County clarified this year that they pay half of the Prosecuting Attorney's salary and have previously reported the full amount.</p> <p>Justice of the Peace: ORS brought to Human Resources attention in 2023 that the Justice of Peace must be a member of the Oregon State Bar. Human Resources will confirm this requirement with current Justice of the Peace.</p> <p>Sheriff: Clark County updated their organizational structure in 2023 and transferred Jail Services from the Sheriff's Office to the County Manager's Office.</p> <p>Treasurer: Marion County consolidated their Treasurer's Office into the Finance Department in 2022/23. As of 2022, management of the county and service districts' investment portfolios are contracted out.</p>
Data Sheets		<p>Discussion regarding the Data Sheets for each elected position:</p> <p>Overall, Clark County did not provide increases for their Elected Officials in the last year.</p> <p>Special note: Marion County provided large increases for several elected officials, based on market as well as a 5% COLA for all Elected Officials. It was noted that Marion County elected officials who were in office prior to 2008,</p>

	<p>Action</p>	<p>receive a lower salary in lieu of compensation credits (approximately 4% in salary). As such, Marion County has two different ranges for their positions: “A” which includes the compensation credits; and “AK” rates for those elected after 2008 where the compensation credits are not applied. Currently, their Assessor, Clerk, and District Attorney positions receive the lower salary rate with compensation credits. The question posed: Does the CB want to base the salary used in the survey on the incumbent (which may be lower) or the position? The Compensation Board determined they would use the comparable salary based on <i>position</i> for all elected positions. The rates reflected on the data sheets reflect the higher “AK” rates.</p> <p>Assessor – Last year, 4.5% was recommended by the CB and approved by the BC. Based on <i>current</i> matches, Assessor is 6% above market (last year 7.6%).</p> <p><i>Marion County’s last year’s rate included compensation credit; this year’s rate is based on position (4% difference reflected in 16.4%).</i></p> <p>Clerk – Last year, the CB recommended, and BC approved, a 4.5% increase based on cost of living.</p> <p>Clerk is now 2.8% below market (last year - 0.4%)</p> <p>The new County Clerk will attend the February 28th meeting.</p> <p>Commissioners – Last year, the CB recommended, and BC approved, a 4.5% increase based on cost of living. Commissioner is now 0.1% below market.</p>
	<p>Follow-up</p>	<p>Human Resources will obtain a list of the boards that each Commissioner sits on to share at next Compensation Board meeting, and confirm if the other Commissioners take on additional duties to offset the additional duties performed by Chair.</p>
	<p>Follow-up</p>	<p>Human Resources will create a separate data sheet for only the Chair seat, so that the Compensation Board can use if they want to make an additional change for the Chair role.</p> <p>District Attorney – Last year, the CB recommended, and BC approved, the equivalent of a 4.5% increase based on cost of living. District Attorney is currently 15.2% above market (last year 12.6%).</p> <p>It was noted that Clark County’s Prosecuting Attorney oversees criminal prosecutions, as well as internal legal advice to the County Board, similar to our County Counsel’s office.</p> <p>Justice of the Peace – Last year, the CB recommended, and BC approved, a 4.5% increase based on cost of living.</p> <p>Justice of the Peace has asked to attend a future CB meeting.</p> <p>Sheriff – Last year, the CB recommended a 4.5% increase based on cost of living and 3.3% due to compression with a second-in-command. BC approved,</p>

	<p>Follow-up</p> <p>Human Resources will obtain information from each jurisdiction regarding their philosophy determining Sheriff's compensation and their interpretation of ORS (last obtained in 2021).</p> <p>Treasurer - Last year, the CB recommended a 4.5% increase based on cost of living and a 2.4% increase based on a market adjustment and compression with the second-in-command. BC approved the 4.5% increase based on cost of living and a 2.1% market adjustment. Treasurer is currently 1% below market (-2.1% in FY 22/23).</p> <p>Yellow highlighted cells in data sheets reflects where updated information was not provided by jurisdiction.</p> <p>Follow-up</p> <p>Human Resources will add second in command information to data sheets for jurisdictions where the CB has elected official matches.</p>
Other Items/ Comments	Extend invitation to attend a future CB meeting to the Board Chair (to discuss functions); County Assessor; County Clerk; Justice of the Peace; County Administrator
Adjourn	Meeting adjourned at 11:44 AM.

Action Items/Items for Follow-up		
<u>Deliverable</u>	<u>Responsible Party</u>	<u>Due Date</u>
Identify if Elected Officials are eligible for Paid Leave Oregon.	Human Resources	02/21/2023
Confirm Justice of the Peace requirements	Human Resources	02/21/2023
Obtain list of committees/boards assigned to each Commissioner.	Human Resources	02/21/2023
Identify if Commissioners take on additional responsibilities to offset responsibilities assigned to Chair.	Human Resources	02/21/2023
Create separate data sheet for the Chair position.	Human Resources	02/21/2023
Obtain information from each jurisdiction regarding their philosophy in determining Sheriff's Compensation and their interpretation of ORS language.	Human Resources	02/21/2023
Provide second-in-command information for other jurisdictions.	Human Resources	02/21/2023

Upcoming meetings/events:

- Comp Board Meeting 2: February 21st 9am-12pm (remote via Zoom)
- Comp Board Meeting 3: February 28th 9am-12pm (in-person)
 - *County Clerk will attend (9:15)*
 - *County Assessor will be invited to attend*
 - *Justice of the Peace will be invited to attend*
- Comp Board Meeting 4: March 7th 1pm-3pm (remote via Zoom)
 - *County Administrator will be invited to attend*
- Comp Board Meeting 5: March 14th 9am-12pm (in-person)
- Compensation Board Recommendations presented to Budget Committee: Wednesday April 26, 2023 (in-person)

Comp Board handouts sent through email/shared on screen:

- Agenda
- Meeting Schedule
- Compensation Board Responsibilities
- Elected Officials Roster
- Current Incumbent and Second in Command's Current Salary
- History of Compensation Board Recommendations and Budget Committee Approvals
- History of COLA's
- Compensation Year in Review
- Working Guidelines
- Population Information
- Demographic Information
- Map of Oregon Counties
- Data Sheets

Audio recording is available upon request.