

COMPENSATION BOARD FOR ELECTED OFFICIALS
Meeting Discussion Highlights – February 13, 2024 (Meeting 1)

Members Present

Kevin Aguilar
Alisa Grandy
Aimee Smith

Guests Present

None

Staff Present

Heather Pedersen
Erin Braman
Nina M. Smith

Call to Order		Heather Pedersen, Classification & Compensation Manager, called the Compensation Board for Elected Officials (CB) meeting to order at 9:05 am.
Welcome and Introduction of Members		All members present. Kevin is a new member, beginning his first term and Aimee and Alisa are returning Compensation Board members.
Recognition of Guests		No guests present. Classification & Compensation staff present include Heather; Erin Braman; and Nina M Smith
Elect Chair	Action	Aimee accepted the nomination as Chair of the Compensation Board of Elected Officials. If Aimee is unable to attend the presentation to the Budget Committee on April 24, 2024, Kevin agreed to provide support.
Review Board Code of Conduct		All board members agreed to continue to comply with the Code of Conduct.
Review Schedule of Future Meetings		Compensation Board (CB) recommendations will be provided to the Budget Committee on April 24, 2024. The majority of dates work for Compensation Board members to meet in person. Kevin is out of town on March 12, 2024 (5 th meeting), but can attend virtually if needed. The Compensation Board determined in-person meetings work the best. If the 5 th meeting is needed, the board will meet virtually. County Clerk will attend the third meeting on Tuesday, February 27, 2024.
Review and Discussion of 2023 CB Process		Heather reviewed the recommendations made by the CB for FY 23/24 and the increases approved by the Clackamas County Budget Committee (BC).
Review and Discussion of 2024 Data and Information		The following documents were reviewed and discussed: Compensation Board for Elected Officials: ORS.112 language: Describes guidelines and responsibilities of Compensation Board for Elected Officials. 2024 Elected Officials Roster: Outlines term information for each Elected Official. Several Elected Officials have terms ending in December 2024: County Commissioner Seats: Chair, Position 3, Position 4; District Attorney; County Sheriff.

		<p>Second in Command Information Sheet: Compares each Elected Official’s monthly salary (including deferred compensation) to the monthly salary of the highest paid position(s) reporting to them and/or the second-in-command(s) and their monthly salary including deferred compensation (if applicable) and longevity. The document notes the spread between the Elected Official’s salary and the second-in-command’s actual salary as well as the spread between the Elected Official’s salary and the top of the second-in-command salary grade maximum.</p> <p>Alisa asked for an explanation regarding Clerk/Elections Manager. Heather explained the Elections Manager classification received a three grade increase (approximately 15%) in 2023 as a result of a classification/market review.</p> <p>Aimee asked which seconds-in-command receive deferred compensation. Heather noted incumbents in the Deputy District Attorney Chief and Undersheriff classifications are the only ones receiving County paid deferred compensation. It was also noted the Longevity percentages for each second-in-command incumbent are listed between the “Incumbent Base Monthly Salary” and “Incumbent Total Monthly Salary” columns.</p> <p>History of Compensation Board Recommendations/Budget Committee Approvals: Illustrates the history of Compensation Board recommendations vs. Budget Committee approvals over the last 10 years.</p> <p>History of Clackamas County COLA Sheet: Shows COLA amounts for the various employee groups back to 1995. There are six collective bargaining agreements expiring on June 30, 2024, so COLA amounts for these groups are noted as “TBD”.</p> <p>Heather noted the CPI-W indicator used for all employee groups came in at 4.1%. This is what the non-represented group will receive on 7/1/24. This will be re-evaluated if something different is negotiated during collective bargaining.</p> <p>Working Guidelines – Documents the history of practices and working guidelines developed and followed by Compensation Boards up to the “Order of Process” adopted by the 2022/2023 Compensation Board.</p> <p>2024 Population Estimates and Demographic Information: Outlines demographic information for all Oregon Counties and for the Portland-Metro region (including Clark County and City of Vancouver). The highlighted Cities and Counties are the current matches for elected positions: Multnomah, Washington, Lane, Marion, Deschutes, Clark, Portland, Vancouver, and Metro.</p> <p>Map of Oregon: Shows geographic location of all Oregon Counties.</p>
Data Sheets		<p>Discussion regarding the Data Sheets for each elected position:</p> <p>Assessor – Last year, a 4.5% COLA was recommended by the CB and approved by the BC. Based on current matches, Assessor is now 4% above market (6% above market last year).</p>

		<p>Newly added this year to Data Sheet for Assessor: # of Property Accounts. Human Resources is still waiting for responses from Clark and Deschutes County.</p> <p>Heather noted that information for those jurisdictions who have not been determined as current match by the Compensation Board for Elected Officials was collected and available if needed.</p> <p>Alisa recalled that Washington County’s Director of Assessment and Taxation was removed as a match due to the overall responsibilities which include elections, recording, marriage licenses, and records. These are not currently responsibilities of the Clackamas County Assessor.</p> <p>Clerk – Last year, a 4.5% COLA was recommended by the CB and approved by the BC. Based on current matches, Clerk is 3.9% below the market (2.8% below market last year). Alisa asked about the matches for Clerk since there are so few. Are there other things that should be considered? Heather reviewed the results from the 2023 match analysis and summarized the reasons why the Compensation Board determined ‘no match’ for the remaining jurisdictions.</p> <p>Commissioners – Last year, a 4.5% COLA was recommended by the CB and approved by the BC. Based on current matches, Commissioner is 0.9% below market (1.3% above market last year).</p> <p>Heather noted the Board Chair receives an additional 2% add-to-pay. This went into effect on July 1, 2013.</p> <p>District Attorney – Last year, a 4.5% COLA was recommended by the CB and approved by the BC. Based on current matches, District Attorney is 17.8% above market (16.6% above market last year).</p> <p>Aimee asked why Clackamas County is so much higher than the market. Heather suggested it is likely due to the Compensation Board’s more recent philosophy of considering internal compression. The second-in-command to the District Attorney are the Deputy District Attorney, Chief positions.</p> <p>Heather relayed a question the 2023 Budget Committee (BC) asked, which was whether the CB would reconsider the DA’s salary if/when the State applies a COLA to the DA’s state-paid salary. The BC’s point was if the CB makes a larger recommendation on the county portion in order to make the “whole” (state and county portions) at market, and then the state applies a COLA, the DA’s “whole” salary will be that much higher.</p> <p>Follow-up Alisa asked about the history of reviewing the County paid portion with the state paid portion. Aimee noted she found the average of Oregon County’s paid salary is \$6,209 (compared to Clackamas County’s \$9750).</p> <p>The Compensation Board requested a new data sheet with just the County paid portion. Human Resources staff will provide this at the next meeting. There was some discussion regarding Clark County’s Prosecuting Attorney, which does not receive separate state and county salaries. It was noted the Prosecuting Attorney also oversees the equivalent our Office of County Counsel.</p>
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Discussion	Follow-up	<p>Alisa initiated discussion regarding the Compensation Philosophy and the more recent 10% compression guideline. Heather provided a summary of what was discussed at past Budget Committee meetings. When the 10% guidelines was initially recommended in 2021, the BC approved all related recommendations. In 2022 when it was raised, there were concerns and questions about the 10% compression spread. There were two recommended compression adjustments for Treasurer and Sheriff but the BC only approved the recommended COLA. In 2023 there was a compression adjusted recommended for the Sheriff in addition to an across the board COLA. Again, the BC only approved the COLA.</p> <p>Heather noted that under the ORS language, the Compensation Board members have the responsibility to recommend compensation of elected officials. The board may establish guidelines to use in determining those recommendations. The Budget Committee can approve, deny or modify those recommendations.</p> <p>Kevin shared his initial reactions, citing that due to the order of operations where the compression is considered, and then market, he can understand the confusion/questions if they see the positions are above market, but an increase is still recommended.</p> <p>Aimee asked HR staff about the status of the current budget cycle and whether there are current budget exercises they should be aware of. Heather shared the Budget staff includes the COLA and merit increases in their projections, but not other exceptional increases. She is not aware of any</p>

	<p>Follow-up</p>	<p>budget cut scenarios departments have been asked to present, but will look into that and report back.</p> <p>The Compensation Board determined they would review the data sheets using the current three-pronged approach and consider results:</p> <ol style="list-style-type: none"> 1. COLA 2. Compression 3. Market <p>Discussion regarding each Elected Official’s market data sheet/compensation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assessor: <ul style="list-style-type: none"> ○ COLA: 4.1% ○ Compression: Greater than 10% (not a factor) ○ Market: 4% above market (not a factor) ○ Recommendation for Assessor: Cost of Living Adjustment Increase (4.1%) <input type="checkbox"/> Clerk <ul style="list-style-type: none"> ○ COLA: 4.1% ○ Compression: When looking at current salary and Clerk’s compensation: 26.2% (- 1.9% with top of grade) ○ Market: 3.9% below market ○ Tentative Recommendation for Clerk: Cost of Living Adjustment Increase (4.1%) <p>This is a tentative recommendation as further conversation may be needed following the Clerk’s attendance at the Compensation Board meeting on February 27th.</p> <ul style="list-style-type: none"> <input type="checkbox"/> County Commissioners: <ul style="list-style-type: none"> ○ COLA: 4.1% ○ Compression: n/a ○ Market: 0.9% below market (not a factor) ○ Recommendation for County Commissioners: Cost of Living Adjustment Increase (4.1%) <p>Discussion about the Chair position and the additional 2% add-to-pay. Are there duties that other Commissioners perform to offset the additional responsibilities of the Chair? Human Resources will look into this and report back.</p> <ul style="list-style-type: none"> <input type="checkbox"/> District Attorney: Will discuss next week after reviewing the new “county paid” portion data sheet. <input type="checkbox"/> Justice of the Peace: <ul style="list-style-type: none"> ○ COLA: 4.1% ○ Compression: Not a factor ○ Market: 3.6% below market (not a factor once COLA applied) ○ Recommendation for Justice of the Peace: Cost of Living Adjustment Increase (4.1%)
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Other Items/ Comments	<p>Follow-Up</p> <p>Follow-Up</p>	<p>Aimee asked for demographic information for each of the Elected Officials. Human Resources will check to see if they are able to obtain the information.</p> <p>Human Resources will check in with the other jurisdictions to find out they have determined a COLA rate for their elected officials for 2024.</p> <p>Heather asked the Compensation Board members if there are any Elected Officials they would like to hear from or ask questions of this year. The members did not have a request for any specific individual, but noted their appreciation when Elected Officials do visit as it helps them understand the different roles.</p>
Adjourn		Meeting adjourned at 11:31 AM.

Action Items/Items for Follow-up		
<u>Deliverable</u>	<u>Responsible Party</u>	<u>Due Date</u>
District Attorney Data Sheet: County-paid portion	Human Resources	02/20/2024
Budget Exercise: What instruction has County Administrator given departments as they plan their 2024/25 budgets.	Human Resources	02/20/2024
Demographic Information of Elected Officials, if available	Human Resources	02/20/2024
Responsibilities of non-Chair Commissioners	Human Resources	02/20/2024

Upcoming meetings/events:

- Comp Board Meetings (all 9am-12pm):
 - **February 20, 2024 – In person**
 - **February 27, 2024 – In person**
 - **March 5, 2024 – In person**
 - **March 12, 2024 - Virtual**

Comp Board handouts:

- Agenda
- Meeting Schedule
- Compensation Board Responsibilities
- Code of Conduct
- Elected Officials Roster

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- 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 for all Elected positions

Audio recording is available upon request.