

**COMPENSATION BOARD FOR ELECTED OFFICIALS**  
**Meeting Discussion Highlights – February 20, 2024**

**Members Present**

Aimee Smith, Chair  
 Kevin Aguilar  
 Alisa Grandy

**Guests Present**

None

**Staff Present**

Heather Pedersen  
 Erin Braman  
 Nina M Smith

Call to Order		Heather Pedersen called the Compensation Board for Elected Officials (CB) meeting to order at 9:05 AM.
Welcome and Introduction of Members		All members present.
Recognition of Guests		<p>No guests present.</p> <p>Classification &amp; Compensation staff present include Heather; Erin Braman; Nina M Smith.</p>
Review and Approve Meeting Discussion		Meeting discussion highlights (minutes) from February 13, 2024, were reviewed and approved without any changes.
Distribute and Discuss Updates		<p><b>Updated Data Sheets:</b> CB Members were presented with two new District Attorney data sheets. One an updated version from the February 13, 2024 handout, which no longer includes the technology allowance (tablet, phone) for Washington County (difference of \$77).</p> <p>As requested last week, a new data sheet for District Attorney was created to reflect only the Oregon county paid portion of match District Attorney salaries. This new sheet does not include Clark County as Washington State pays DA's differently. This revised data sheet shows our DA is 34% above the average market rate of Oregon county paid salaries.</p> <p>An updated data sheet for Justice of Peace was distributed which now includes a footnote for the Multnomah County's Hearing Referee. Nothing changed related to compensation.</p> <p>An updated data sheet for Assessor was distributed to reflect the # of property accounts reported by Deschutes County (113,350).</p> <p><b>Budget Exercise:</b> Heather checked in with the HR Director to learn what was requested of the departments in relation to the 24/25 budget. The HR Director confirmed departments were not asked to conduct any budget cut exercises this year. The County Administrator was out last week so Heather will check in with him this week and update the CB if she receives new information.</p> <p><b>Demographic Information:</b> The County does not collect gender/race information for employees and this information is not available for elected officials.</p>

		<p><b>Responsibilities of Non-Chair Positions:</b> Heather confirmed there are no responsibilities the other Commissioners take on to offset the responsibilities of the Chair. The non-Chair Commissioners may have different committee assignments and can select those based on interest.</p> <p>Based on information received in 2023, the Chair is required to sit on four committees, including: Willamette Falls Locks Authority; Audit Committee; Internal Audit Oversight Committee and Hospital Facilities Authority Board.</p>
General Discussion	<p>Action</p> <p>Action</p>	<p>Heather posed two questions to the Compensation Board members related to Deschutes County:</p> <p>When HR staff received updated property accounts information for Deschutes County, they also received clarification on their Elected Official compensation:</p> <ul style="list-style-type: none"> <li>• Deferred Compensation: Deschutes County provides their EO’s deferred compensation which is a match (EO required to contribute for County to contribute). <ul style="list-style-type: none"> <li>○ Heather noted that previous CB’s did not consider this as part of total compensation since it hinges on the EO’s contribution, which is voluntary. Heather wanted to confirm if that is still the strategy this CB would like to take.</li> <li>○ Due to the matching/voluntary aspect, the CB members agreed the Deschutes County’s deferred compensation should not be added to the adjusted compensation.</li> </ul> </li> <li>• Longevity: Deschutes County provides a longevity add-to-pay to employees and elected officials for every five years of service. Their Assessor is on the 4<sup>th</sup> tier which equals \$370/month. The District Attorney and County Sheriff receive \$462.50/month (tier 5). The Justice of the Peace is on tier 2.4 (prorated for 60% FTE) and receives \$222/month. The County Clerk is on tier 1 and receives \$92.50/month. The County Treasurer does not receive a longevity add-to-pay (elected into office in fall 2022). <ul style="list-style-type: none"> <li>○ Heather noted this add-to-pay has been reviewed by past CB’s and is not currently included in the adjusted compensation. She asked the CB members if they want to revisit this decision and use longevity pay in the adjusted compensation for analysis</li> <li>○ The CB determined they would not use longevity in calculation for analysis as it would be based on the incumbent. If the incumbent left office and someone else took office without any longevity, then the amount would change. No other compensation considered is based on the incumbent, but rather the role.</li> </ul> </li> </ul> <p>The CB members then revisited their tentative recommendations for Elected Officials, noting the County Clerk will attend the CB meeting next week (2/27/2024). They will postpone their recommendation for County Clerk until after the Clerk’s presentation.</p> <p><b>Chair of the Board of County Commissioners:</b> Alisa asked when the additional add-to-pay began and how 2% was determined. Heather shared the origin was in 2009/2010 when the BCC went from three seats to five. At that time,</p>

		<p>the CB reviewed other jurisdictions add-to-pays and the additional responsibilities performed by the Chair. The add-to-pay was approved by the Budget Committee and implemented in 2013.</p> <p>Human Resources distributed the BCC Committee Assignments document from 2023.</p> <p><b>Action</b></p> <p>Based on the additional responsibilities, the committees the Chair is required to serve on, and in consideration of the intangibles (i.e., greater visibility of the Chair position), <b>the CB unanimously agreed to recommended an increase in the Chair add-to-pay from 2% to 3%.</b></p> <p><b>District Attorney:</b> The CB reviewed the updated data sheet information for the District Attorney and the new data sheet with county-paid portions only. The members noted when the amounts are broken out between state and county paid portion, the variance from market average changes from 15.1% above market with state paid portions included to 34% above market with only county paid portions (without Clark County).</p> <p>Heather reminded the group of the question from the Budget Committee last year: If the State is applying a COLA and then the CB recommends a COLA based on total salary, does this result in a 'double' COLA on the State portion? The members considered this a valid point.</p> <p><b>Action</b></p> <p><b>The CB recommendation for District Attorney was a Cost of Living Increase of 4.1% on the county-paid portion only.</b></p> <p>Further discussion was had about the Justice of Peace recommendation. Although currently under market by 3.6%, with the 4.1% COLA, it will bring the total compensation into the 1% tolerance threshold.</p>
Adjourn		Meeting adjourned at 10:12 AM.

Action Items/Items for Follow-up		
Deliverable	Responsible Party	Due Date
n/a		

**Upcoming meetings/events:**

- Comp Board Meetings (all 9am-12pm):
  - **February 27, 2024 – In person**
  - **March 5, 2024 – In person (if needed)**
  - **March 12, 2024 – Virtual (if needed)**
- Compensation Board Recommendations presented to Budget Committee: Wednesday April 24, 2024 (in-person)

**Comp Board Handouts:**

- Agenda
- Meeting Discussion Highlights from February 13, 2024
- Updated data sheets – Assessor, District Attorney with and without state paid portion, Justice of the Peace
- Board of County Commissioners (BCC) Committee Assignments

Audio recording is available upon request.