

**COMPENSATION BOARD FOR ELECTED OFFICIALS**  
Meeting Discussion Highlights – February 21, 2023

**Members Present**

Melissa Fireside, Chair  
Alisa Grandy  
Aimee Smith

**Guests Present**

None

**Staff Present**

Heather Pedersen  
Erin Braman

Call to Order		Heather Pedersen called the Compensation Board for Elected Officials (CB) meeting to order at 9:00 AM.
Welcome and Introduction of Members		All members present.
Recognition of Guests		No guests present.
Review and Approve Meeting Discussion		Meeting discussion highlights (minutes) from February 14, 2023, were reviewed and accepted without changes by the Compensation Board for Elected Officials.
Distribute and Discuss Updates		<p>Updates from the February 14, 2023, meeting include:</p> <p>Updated data sheets include second in command or highest-level classification in the Elected Official's department, the maximum of the salary grade for that classification, and the spread between the Elected Official and the second in command top of grade.</p> <p><b>Follow-up</b> HR is still waiting to hear back from two more jurisdictions regarding their philosophy when determining the Sheriff's compensation and their interpretation of the ORS.</p> <p><b>Follow-up</b> Justice of the Peace requirements are still being verified and HR will provide more information at the next meeting.</p> <p>Heather confirmed next week's guests include: County Clerk, County Assessor and Justice of the Peace. The County Administrator will attend and speak to the Compensation Board (CB) on March 7, 2023.</p> <p><b>Follow-up</b> An invitation to the Chair's Policy Advisor has been extended for the Chair to attend a CB meeting. HR has not heard back but will inform the CB as soon as we know their availability.</p> <p><b>Follow-up</b> The list of committees/boards assigned to each Commissioner is being finalized and should be available at the next meeting on February 28, 2023.</p> <p><b>Follow-up</b> HR is still researching the role of Chair in other jurisdictions and whether there are additional responsibilities assigned to the other Commissioners to offset responsibilities assigned to Chair. For this reason, HR has not yet created a separate data sheet.</p>

General Discussion	<p data-bbox="430 997 527 1029">Decision</p> <p data-bbox="430 1207 544 1239">Follow-up</p>	<p data-bbox="573 268 1421 457">Aimee asked if market plays an important role in making recommendations. Heather referred to the CB’s working guidelines which documents the Compensation Board’s current process, which considers: 1) COLA, if any, provided to non-represented employees 2) Compression with second in command 3) Market. Melissa suggested they run through an elected position review for Aimee’s reference. Assessor was used for this purpose.</p> <p data-bbox="573 493 690 525"><u>ASSESSOR</u></p> <p data-bbox="573 529 1404 682">Heather noted we still do not have details on the amount of a COLA for FY 23/24. The Board of County Commissioners (BCC) must provide authority to our Chief Negotiator, Eric Sarha, to negotiate any COLA amount above the bargained ceiling of 4.5%. To date, two unions have proposed the annual average CPI-W percentage of 8.4%.</p> <p data-bbox="573 718 1421 781">It was noted the Deputy Assessor position is vacant at this time, so there is no internal compression between Assessor and the second-in-command.</p> <p data-bbox="573 816 1315 848">Last, the market shows the Assessor is currently 6.0% above market.</p> <p data-bbox="573 884 1412 1073">Regarding the second-in-command comparison, Heather asked if the CB would like to compare to the top of the salary grade to determine compression, which was suggested by a Budget Committee (BC) member last year. The CB discussed and made the decision to use the highest total compensation paid to the second in command, rather than the top of the salary grade.</p> <p data-bbox="573 1108 1421 1268">Heather suggested on the document titled, Current Incumbent with Second in Command, the compression spread between the elected official’s base salary and second in command’s top of grade (column K) be updated to reflect the spread between the elected official’s total compensation and the second in command with deferred compensation and/or longevity.</p> <p data-bbox="573 1304 1388 1398">Heather asked if the CB had any questions for the Elected Officials who are attending next week that she can share in advance. The CB members suggested the following:</p> <p data-bbox="573 1434 1404 1528">Clerk – What is she doing to expand her department and what changes does she plan to make in the upcoming year, if any? Will she be considering additional management positions within the Clerk’s Office?</p> <p data-bbox="573 1564 1421 1692">Assessor – What changes does he plan to make in the upcoming year, if any? Is there any more comparator information (Multnomah and Washington County) you would like to provide for the CB to consider? What are the plans with the Deputy Assessor position?</p> <p data-bbox="573 1728 1404 1822">Justice of the Peace – Any changes planned in the upcoming year, if any? Is she satisfied with the changes the CB has recently made in relation to the matches used for the Justice of the Peace position?</p>
Adjourn		Meeting adjourned at 9:54 AM.

<b>Action Items/Items for Follow-up</b>		
<u>Deliverable</u>	<u>Responsible Party</u>	<u>Due Date</u>
Obtain list of committees/boards assigned to each Commissioner	Human Resources	02/28/2023
Confirm Justice of the Peace requirements	Human Resources	02/28/2023
Identify if Commissioners take on additional responsibilities to offset responsibilities assigned to Chair.	Human Resources	02/28/2023
Create separate data sheet for the Chair position.	Human Resources	02/28/2023
Obtain information from each jurisdiction regarding their philosophy in determining Sheriff's Compensation and their interpretation of ORS language.	Human Resources	02/28/2023

**Upcoming meetings/events:**

- Comp Board Meeting 3: February 28<sup>th</sup> 9am-12pm (scheduled for in-person, PSB 311)
  - County Clerk will attend
  - County Assessor will attend
  - Justice of the Peace will attend
- Comp Board Meeting 4: March 7<sup>th</sup> 1pm-3pm (scheduled via Zoom)
  - County Administrator will attend
- Comp Board Meeting 5: March 14<sup>th</sup> 9am-12pm (scheduled for 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 Discussion Highlights from February 14, 2023
- Updated data sheets

Audio recording is available upon request.