

**COMPENSATION BOARD FOR ELECTED OFFICIALS**  
Meeting Discussion Highlights – February 27, 2024

**Members Present**

Aimee Smith, Chair  
Kevin Aguilar  
Alisa Grandy

**Guests Present**

Evelyn Minor-Lawrence  
Catherine McMullen, County Clerk

**Staff Present**

Heather Pedersen  
Nina M Smith

Call to Order		Heather Pedersen called the Compensation Board for Elected Officials (CB) meeting to order at 9:04 AM.
Welcome and Introduction of Members		All Compensation Board members present.
Recognition of Guests		Evelyn Minor-Lawrence, HR Director, attended the beginning of the meeting and left at 9:30 AM.  Classification & Compensation staff present included Heather Pedersen and Nina M Smith.
Review and Approve Meeting Discussion		The group went off the record at 9:06 AM to review the meeting discussion highlights. The meeting went back on record at 9:09 AM.  Meeting discussion highlights (minutes) from February 20, 2024, were reviewed and approved without any changes.
Elected Official Presentation		Catherine McMullen, the Elected County Clerk, attended the meeting to share more about the Office of the County Clerk:  The County Clerk’s Office is one of three constitutional offices (Sheriff, Clerk, and Treasurer). The Clerk shared the minimum qualifications for the position and her own qualifications as current County Clerk. Clerk McMullen actively serves on the Recording Legislative Subcommittee and Equity and Inclusion Workgroup of the Oregon Association of County Clerks (OACC). 1/3 of County Clerks in the State of Oregon retired in the last four years.  Responsibilities of the County Clerk include serving as the Department Head over the Elections, Recording, and Records Management Divisions (\$4.47M Budget FY 23/24). The Clerk supervises 21 FTE (4 direct reports) and 100-150 Temporary Election Workers during each 90-day election cycle.  Clerk’s Office Divisions:  <b>Records Management</b> – Maintains all County public records. Internal facing department supporting all other departments and divisions in the county. Retains and preserves county records from digitizing large maps to creating and developing microfilm. Supports county departments in responding to Public Records Requests. US State Department approved passport acceptance facility. 5000+ passport applications processed in 2023.  <b>Recording</b> – Records all property transactions, plats, BCC’s journal documents, and board orders for the county. New service – Redaction of discriminatory language (HB 3294). Redacts certain language which prohibits

	<p>people of specific races to be excluded from property. The Recording Division issues marriage licenses, registers Domestic Partnership Declarations – Newly available for all couples. Since June 2023, the Clerk has officiated 90 weddings for couples, recognizing their legal right to marry. The Division oversees the Board of Property Tax Appeals (BOPTA). There were 279 petitions this year, which is a 66% increase over last year. They are also responsible for recording military discharges and OLCC Liquor Licensing in unincorporated areas of the county.</p> <p><b>Elections</b> – Conducts all local, state and federal elections for county citizens. Largest County in the state with an elected County Clerk. Maintains official ballot drop sites, registered voters in 16 unincorporated cities and unincorporated rural and urban communities. Conducted three impeccable elections in 2023. May 21 primary and November 5 general elections scheduled in 2024. New -Will conduct Ranked Choice Voting (RCV) elections starting in Nov. 2024 for City of Portland voters (660 City of Portland voters live in Clackamas County). Agreement with Multnomah and Washington Counties to administer the RCV.</p> <p>Elections Division Improvements –</p> <p><i>Strengthened Staffing:</i> Hired regular status Elections Manager in July 2023. Reviewed the classifications for Elections Division staff. Reviewed the classifications/job postings/compensation for accuracy and market/internal comparability. Opened recruitment for Senior Elections Analyst and two new Elections Specialists. All positions are bilingual.</p> <p>Temporary Election Worker recruitment revamp. New - Awarded 60k competitive federal grant to launch program Diversity in Democracy working in partnership with Clackamas Community College to hire students from diverse backgrounds.</p> <p><i>Continued focus on quality control and security:</i> Collaborating with law enforcement officers to improve safety and security of the public, staff, and ballots. Working with internal county departments to bring facility security up to standard. New - Awarded 32k federal Urban Area Security Initiative grant (UASI) in 2023 and making progress on a larger UASI 2024 grant.</p> <p><i>Technology and vendor review:</i> Signed four-year contract with quality ballot printing vendor. In RFP process for ballot insertion services and mail ballot sorter equipment replacement.</p> <p><i>Communication:</i> Engagement and voter education brought in department. Press Releases, Social Media, Voter Education.</p> <p><i>Election Integrity:</i> Every eligible voter has the resources they need to vote easily and without barriers. Our elections are safe, secure, transparent; and are confusion and error free. Election results are timely, accurate, and trusted.</p> <p><b>County Clerk Compensation:</b> Clerk McMullen shared current compensation, and number of FTEs in the three divisions across two buildings. Does not receive accrued leave. Takes on additional risk, mitigates this risk. Clerk</p>
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		<p>McMullen has received threats to self, staff and family and is reliant on county support for facilities, finance, HR, counsel and has no separate legal representation. Clerk McMullen listed her direct reports with their compensation.</p> <p>Question regarding which other Elected Officials led departments and the Clerk clarified those as: Treasurer, Assessor, Justice of the Peace, Clerk, District Attorney, Sheriff.</p> <p>County Clerk left at approximately 9:38am.</p>
<p>Updates and Follow-Up</p>	<p><b>Decision</b></p>	<p>Alisa asked for clarification regarding paid time off for Elected Officials. Heather explained they do not receive accruals. When EO's are sick or on vacation, they take the time but it's not from accrued time off.</p> <p>There was discussion regarding the Department Directors' compensation. The CB reviewed the County Department Directors' compensation for understanding. Departments Directors are eligible for longevity and paid time off accrual. The Board determined comparing the compensation to Department Directors is outside their scope and current strategy. They review the market with similar Elected Official positions at other jurisdictions, and consider compression with the second-in-command, in addition to applying the COLA.</p> <p>The group discussed the historical percentage below market for Clerk. While the applied COLA brings them above market, they considered changing the order of operations to: apply market, then COLA. But this is not what has been used historically and it would change the results and overall strategy.</p> <p>After discussion, the CB determined to continue with the current strategy and order of operations but will review it further for fiscal year 25/26 as there could be further data to explore.</p> <p>Based on the information the Compensation Board has and to remain consistent with how the other EO's compensation was determined, the COLA will be applied to the Clerk (4.1%) which places the Clerk at market. There is no compression.</p> <p>The CB went off the record at 10:04 AM for a brief break.</p> <p>The CB came back on record at 10:10 AM to discuss the draft recommendation documents prepared by staff, suggesting minor revisions.</p> <p>The group reviewed the recommendation documents and went off the record at 10:26 AM for the Classification &amp; Compensation staff to print and prepare the final documents for signature.</p> <p>The CB came back on the record at 10:50 AM.</p> <p>The CB Chair, Aimee Smith, summarized the CB recommendations for FY24/25: The CB is recommending to continue the three-pronged approach which looks at Cost of Living to maintain internal equity; evaluating compression between</p>

		<p>applicable EO positions and second-in-command; making market adjustments where the EO position remains below 1% market comparators.</p> <p>Here are the recommendations from the CB:  Assessor – 4.1% COLA  Clerk – 4.1% COLA  Commissioners – 4.1% COLA  County Chair – Increase add-to-pay from 2% to 3%  District Attorney – 4.1% COLA on only the County paid portion (this year the CB did not consider the total amount, including State salary)  Justice of the Peace – 4.1% COLA  Sheriff – 4.1% COLA; additional 2% increase to address compression and regain 10% spread (currently 8% above highest paid Undersheriff)  Treasurer – 4.1% COLA increase</p> <p>All CB members agreed with recommendations and signed the document.</p>
Planning for Next Year	Follow-Up for 2025	<p>Provide Department Director compensation and salary ranges for next year.</p> <p>Provide more notice to elected officials and encourage them to attend first or second CB meeting. The CB expressed desire to hear from a Board of County Commissioner next year.</p> <p>Heather will reach out to the Compensation Board members in late 2024 to determine the best days/times of the week. The CB members prefer mornings, and Tuesdays and Wednesdays are preferable.</p> <p>Heather will ask the Budget Manager for a specific time the CB will provide recommendations to the Budget Committee.</p>
Adjourn		Meeting adjourned at 10:59 AM.

<b>Action Items/Items for Follow-up</b>		
<u>Deliverables</u>	<u>Responsible Party</u>	<u>Due Date</u>
Re-Evaluate Order of Operations, and historical market data for Clerk and other Elected Officials.	Comp Board	2025
Data Requested for 2025 includes Department Director’s Current compensation and pay ranges	Human Resources	2025
Reach out late in 2024 to determine the best days of the week/times for 2025 Meetings.	Human Resources	11/2024
Find out exact time for Budget Committee presentation.	Human Resources	03/07/24

**Upcoming meetings/events:**

- Compensation Board Recommendations to Budget Committee: Wednesday April 24, 2024 at 10am

**Comp Board Handouts distributed/shared**

- Agenda
- Meeting Discussion Highlights from February 20, 2024
- Recommendation documents
- County Clerk presentation (on screen)*
- Department Director salary and salary ranges (on screen)*

Audio recording is available upon request.