

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

Members Present

Melissa Fireside, Chair
 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 9:03 AM.
Welcome and Introduction of Members		All Compensation Board members present.
Recognition of Guests		No guests present.
Updates and Follow-Up		<p>Drafts of the recommendation documents the Compensation Board typically provides to the Budget Committee were distributed and Heather briefly described the purpose of each.</p> <p>Drafts of the cover memo to the Budget Committee and the Compensation Board Recommendations sheet were distributed. The cover memo to the Budget Committee allows the Compensation Board to provide a narrative and rationale regarding their recommendations. The Compensation Board discussed how they might revise the draft cover sheet this year to ensure their message and intent are clear.</p> <p>The Compensation Board Recommendations sheet formally documents the board’s recommendations and details the analysis performed during the Compensation Board process.</p> <p>Aimee asked for confirmation as to whether the second-in-command employees are eligible for merit increases. Heather confirmed they are if they are not already at top of their salary grade.</p> <p>Heather then shared the draft Fiscal Impact spreadsheet which illustrates the total cost of any COLA, compression, and/or market adjustments recommended by the Compensation Board.</p> <p>Melissa expressed that she would like to speak to the Budget Committee on behalf of the Compensation Board on April 26th. Heather said she would support Melissa taking the lead on the presentation this year.</p> <p>Melissa shared her prepared statements and narrative to the group, which acknowledge the process, support, and purview of the Compensation Board, and then invited discussion and feedback from the other members.</p> <p>The CB members discussed the feedback they received from the elected officials who met with them this year, as well as the County Administrator.</p>

	<p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>The CB members acknowledged that some things are within their purview when making recommendations, but other matters related to County employee compensation and budget are not.</p> <p>The CB members agreed they want their message to use language that is more solidified; describing protocol that is within compensation standards, the boards’ area of expertise, and alignment with values.</p> <p>Melissa asked to see what the spread is for elected officials and their second in commands within comparable jurisdictions. Heather noted the information is now on the data sheets. The CB members agreed they would like to look closer at that data next year.</p> <p>The CB members worked on the narrative for the cover memo and agreed to change the wording from “three-pronged formula” to “three-pronged philosophy” and made other edits as documented on the cover memo.</p> <p>Heather went off the record at 10:21 AM to allow members time to review the draft meeting minutes from March 7, 2023. Heather went back on the record at 10:33 AM and the minutes were adopted with no revisions.</p> <p>The members continued to revise the cover sheet. Heather asked the CB members if they would like her to reach out to them for discussion if the non-represented group will receive a COLA other than the 4.5% COLA prior to the budget meeting on April 26th. The members agreed they would like to be notified.</p> <p>The Recommendation sheet was revised and finalized by the members.</p> <p>Printed copies of the revised cover memo and Compensation Board Recommendation sheet were distributed to the members for their final review and signature.</p> <p>Heather asked to confirm any new information the CB members would like to see next year, FY 24/25:</p> <ul style="list-style-type: none"> • HR staff will continue to collect the second in command data for comparable jurisdictions. • For Assessor, would the CB members like to see the number of properties assessed for each jurisdiction? The CB agreed they do NOT need that information in determining matches. • Would the CB members like to receive a report of County department directors’ salaries? Aimee asked if it would be a good comparable to look at. Heather noted that past Compensation Boards have requested this information and explained that County directors are at-will employees on contract with the County Administrator. Aimee wondered if the spread the CB uses for elected officials between their second in command is large enough to attract internal employees to run for office. Heather noted four current elected officials had been second in command/internal employees prior to running for office. The CB agreed they do not need a report of department director salaries.
--	---	--

Review and Approve Meeting Discussion		Meeting discussion highlights (minutes) from March 7, 2023 were reviewed and accepted without changes by the Compensation Board for Elected Officials.
Adjourn		Meeting adjourned at 11:58 AM.

Action Items/Items for Follow-up		
<u>Deliverables</u>	<u>Responsible Party</u>	<u>Due Date</u>
Final versions of the Salary Recommendations, Cover memo, and Fiscal Impact Sheet	Heather Pedersen	3/17/23
Draft Meeting highlights – will be emailed to CB members for approval	Heather Pedersen	3/20/23
PowerPoint for Budget Committee Meeting – Heather will send 2022 document to Melissa who will take lead on making edits and share with other CB members for review and feedback.	Heather Pedersen/ Melissa Fireside	4/26/23

Upcoming meetings/events:

- Compensation Board Recommendations to Budget Committee: Wednesday April 26, 2023 at 10am (in-person)

Comp Board Handouts distributed

- Agenda
- Meeting Discussion Highlights from March 7, 2023
- Final data sheets for Elected Officials
- Cover Memo to Budget Committee
- CB Recommendation document
- Fiscal Impact Sheet

Audio recording is available upon request.