



## **SALARY COMMISSION COMMITTEE MEETING**

**Date:** April 21, 2021

**Time:** 3:00 p.m.

**Place:** **Virtual** – All meetings will be held via Zoom and streamed live on YouTube.

### **AGENDA**

<https://www.co.washington.or.us/CAO/washington-county-salary-commission.cfm>

1. Review of Draft Salary Commission Report and Recommendation for Commissioners Salary
2. Other Items or Questions
3. Adjourn

The Salary Commission welcomes written comments, which can be sent to the Salary Commission at:  
[Salary\\_Commission@co.washington.or.us](mailto:Salary_Commission@co.washington.or.us)

Should the Salary Commission need more information they may request it in writing or could, potentially, invite the testimony.

**Meetings will be available on Zoom and available for live streaming on Washington County's YouTube Channel.**

[https://www.youtube.com/channel/UCwPH\\_ktRyEtWLwHNwsbaN0w?view\\_as=subscriber](https://www.youtube.com/channel/UCwPH_ktRyEtWLwHNwsbaN0w?view_as=subscriber)

COUNTY ADMINISTRATORS OFFICE  
155 N. FIRST AVE., M21  
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## MINUTES/MEETING SUMMARY

### Washington County Salary Commission

Wednesday April 21, 2021

**CONVENED:** 3:00 p.m.

**Commission Members:**

Kaci Korinek, Chair – Via Zoom  
Briana Ekandem, Vice Chair – Via Zoom  
Heyke Kirkendall-Baker – Via Zoom  
Susan Mullett – Via Zoom  
Laura Sampson – Via Zoom

**Alternate Member:**

Suzanne Smith – Via Zoom

**STAFF:**

Brad Anderson, County Counsel – Via Zoom  
Steve March, Consultant – Via Zoom  
Kevin Moss, Clerk to the Board – Via Zoom  
Chuck Schable – Audiovisual Technician  
Janet Wells-Berg – County Administrative Office – Via Zoom

**PRESS:**

None.

#### **1. Review of Draft Salary Commission Report and Recommendation for Commissioners Salary**

This document had been updated by Kaci since the last meeting and was reviewed again by the Commission members today. There were a couple more word-smithing suggestions, and Briana suggested removing the second paragraph under Time Status. Suzanne suggested running the salaries by HR to see if they would be workable for them as is or needed adjusting, discussion followed with Steve and Brad, lead to not doing that as HR/payroll would be able to implement any amount the Salary Commission set.

A Cost of Living Allowance (COLA) was also discussed. It was decided that both the Chair and the County Commissioners should receive a COLA if the County Admin. Office receives one, which it does. The COLA should match the percentage and will be implemented at the same time as adjustments made for County Administrator Office employees during the 2021-2023 biennium.

Briana made a motion to set the Commissioners' annual salary at \$115,000, and the Commission Chair's salary at \$126,500. Susan seconded the motion, and all were in favor. The final report, with attachments, will be sent to Board Clerk, Kevin Moss, for the record.

Kaci and Briana will present this report at the Board work session next Tuesday, April 27<sup>th</sup> at 2:30pm. It will be adopted at the Board meeting on Tuesday, May 4<sup>th</sup> at 10:45am.

Brad reminded the Salary Commission members that they were all welcome to listen in at these two meetings and thanked them.

Steve also thanked the Commission members for a job well done.

## **2. Other Items or Questions**

No Discussion.

## **3. Adjourned            3:31pm.**

## 2021 Washington County Salary Commission

Date: April 21, 2021

To: Washington County Board of Commissioners

From: 2021 Salary Commission  
Kaci Korinek, Chair  
Briana Ekandem, Vice Chair  
Heyke Kirkendall-Baker  
Susan Mullett  
Laura Sampson  
Suzanne Smith, Alternate

Subject: Washington County Salary Commission Report

The Washington County Salary Commission is operating under the authority provided from an amendment to Section 30(e) of the Washington County Charter (Measure 34-300). This amendment establishes an independent salary commission consisting of up to five qualified human resource professionals to determine County Commissioner salaries. Members of the Salary Commission were appointed by the Board of County Commissioners on January 19, 2021

Additionally, the Washington County Charter amendment states that the salary commission would establish by majority vote the salaries for the chair and commissioners on odd numbered years. The salary commission would document the basis of their decisions, which is similar to how all non-charter counties establish elected officials' salaries as found in ORS 204.112.

Enclosed is the Salary Commission's report which sets the salaries for these positions and documents the basis for our decisions. We are available to respond to any questions or provide additional information upon request.

**2021 Washington County Salary Commission  
Summary of Recommendations**

<b>Position</b>	<b>Current Salary</b>	<b>2021-23 Salary</b>	<b>COLA<sup>1</sup></b>
County Commissioner	\$49,501.44	\$115,000.00	COLA increase provided consistent with that granted by the County Administrator's Office
Chair, Board of Commissioners	\$123,753.60	\$126,500.00	COLA increase provided consistent with that granted by the County Administrator's Office

1 COLA refers to a Cost-of-Living Adjustment which is granted to non-represented employees of Washington County. County Commissioners and the Chair will receive a COLA of the same percentage and at the same time as non-represented employees, as determined by the County Administrator's Office.

## Summary

The Salary Commission conducted research and considered several factors in coming to a salary determination. The primary factors included a review of external comparators to establish an understanding of the market, a review of internal comparators to understand internal compensation philosophy, and the responsibilities and time commitment required of County Commissioners. The Salary Commission invited testimony from the following individuals to understand the factors influencing a salary determination:

Kathryn Harrington, Chair, Board of Commissioners  
Nafisa Fai, County Commissioner  
Pam Treece, County Commissioner  
Roy Rogers, County Commissioner  
Jerry Willey, County Commissioner  
Dick Schouten, Former County Commissioner  
Eva LaBonte, Assistant Director of Support Services

### Comparators

External comparators included counties in Oregon and Washington of similar population size and total budget. The Salary Commission assessed several factors to identify a set of counties with many major factors in common, including the types of services offered, the size and makeup of the board, direct and indirect staff, and other distinguishing factors. In assessing the compensation across all counties, base pay, retirement contributions, additional pay, deferred compensation, and hours expectations were also identified (data available in Figure A below).

The role of Deputy County Administrator was identified as the most similar internal comparator based on the scope of responsibilities, impact of position, complexity of the role, and position in the organization (data available in Figure B below). Due to potential changes to the responsibilities and compensation of County positions, including the Deputy County Administrators, we determined that directly linking County Commissioner salary to an internal position may become inaccurate in the two-year timeframe. Thus, the internal comparator was used to ensure the market comparison did not create any internal inequities.

### Time Status

The Washington County Charter does not currently outline expected hours requirements for the Board of Commissioners. Due to the salaries that were previously set, County Commissioners mostly operated at part-time capacity and the Chair operated at full-time capacity.

Although specifying expectations for time status of County Commissioners is outside of the scope of the Salary Commission, identifying appropriate overall pay could have implications on the hours available for County Commissioners to work in the future.

### County Commissioners

Currently, County Commissioners earn a salary of \$49,501.44, not including additional stipends for technology or travel. The methodology used to determine the new salary of County Commissioners was to use the average adjusted salary of those in similar roles in comparator counties—the market rate—which was identified as \$114,646.75. The Salary Commission determined it was most reasonable to round this amount and set the salary of County Commissioners at \$115,000.00. This salary is also equitable when assessing the internal salary range of the Deputy County Administrator position. This represents a 132.3% increase overall for County Commissioners in comparison to current salary. Modifying the prior salary to assume full-time responsibility, this salary represents a 16.2% increase.

### Chair, Board of Commissioners

The Chair currently earns a salary of \$123,753.60, not including additional stipends for technology or travel. Previously, the salary of the Chair was set at 80% of the Circuit Court Judge, and the County Commissioner salary was set at 40% of the Chair. The Salary Commission identified that instead, the salary of the Chair would be set at 10% above the salary of the County Commissioners. Using this methodology, the Chair's salary will be \$126,500.00. This salary is also deemed as equitable when assessing the internal salary range of the Deputy County Administrator position. This represents a 2.2% increase for the Chair in comparison to current salary.

### Cost of Living Adjustments (COLA)

Both the Chair and County Commissioners will receive a COLA if the County Administrator's Office implements a COLA for non-represented positions. The COLA will match the percentage and will be implemented at the same time as adjustments made for non-represented employees during the 2021-2023 biennium.

The Salary Commission looks forward to any questions, comments, or concerns the Board of Commissioners might have and remain available in that regard.

Respectfully submitted this 21<sup>st</sup> day of April 2021.

### **By the Washington County Salary Commission:**

Kaci Korinek, Briana Ekandem, Heyke Kirkendall-Baker, Susan Mullett, Laura Sampson, and Suzanne Smith

## Appendix

### Contents

- Figure A: External Comparators
- Figure B: Internal Comparators