

# Salary Review Commission – Special Session

## MEETING MINUTES

April 12, 2018

Meeting Called to Order at 3:00 PM

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<b>Welcome – Call to Order</b>	Introduction of members: Jeff Rugan – on Commission for 3 years Mark Bryant – on Commission for 2 years. Mike Piccolo – City Attorney Office – has been involved with the Commission since inception; will provide legal guidance. Chris Cavanaugh – City Staff support Chris Savage – interested in civil responsibility; wanting to understand more about how the City works. Dycelia Weiss – is involved with MACMA and, as a business owner, wants to be involved in the community.
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<b>Training</b>	The City Attorney's office explained the appointment process as well as the Open Public Meeting Act (OPMA) and its training requirement. Commissioners will be instructed to go on the AG website to take OPMA training. Handout of packets explain the training, how to get to the website and include a sample of the certificate that can be printed out when training is completed.
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<b>Action Item</b>	New members must take the OPMA training and bring the certificate back to Chris Cavanaugh who will file them with the City Clerks Office. If the form cannot be printed out let Pam Bergin know at <a href="mailto:pbergin@spokanecity.org">pbergin@spokanecity.org</a> and she will print out for you. Mike Piccolo will send the new members a link to the website to take the quiz.
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<b>Selection of Officers</b>	There is not a quorum, but an acting Chair can be chosen. Jeff Rugan will be the acting Chair and Mark Bryant will serve as the acting Vice Chair.
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<b>Process Discussion</b>	Mr. Rugan described the past practice of reviewing data and comparing to local salaries in other Washington cities that were comparable in size. Council members, President and the Mayor were interviewed to gather their thoughts on salary.
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Members discussed their own opinions and thoughts on salary and noted it may be of interest to gather information on Salt Lake City and Boise.

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<b>Action Item</b>	Chris Cavanaugh will send Mark Bryant the 2017 PDF to add to data. He will send the updated document back to be distributed to the Commission. Ms. Cavanaugh will send a link to the Commission to reach the documents on file on the website.
<b>Schedule</b>	Thursdays for three to five weeks. On the week of May 14 Mr. Rugan will be gone. Mr. Bryant will be out of town on April 27 but will have phone access. Mrs. Cavanaugh will reach out to Linda regarding meetings coming up.
<b>Action Item</b>	Mrs. Cavanaugh will send out draft notes.
<b>Discussion</b>	<p>The question was asked about what happens if a deadline is not met; could this create an argument that because a motion was not put forward within a period of time that salaries must stay as is for thirty days?</p> <p>In this session, salary can be increased or decreased. A decrease would not impact until the next election for the position being lowered. An increase can go into effect as it is done by a citizen SRC.</p> <p>Noted that once all members have been appointed they cannot meet as a group except in an announced meeting to discuss salary review commission business. Substantive business cannot be discussed through email either. All emails should be sent to City support staff: <a href="mailto:ccavanaugh@spokanecity.org">ccavanaugh@spokanecity.org</a> or <a href="mailto:pbergin@spokanecity.org">pbergin@spokanecity.org</a>.</p>
Meeting adjourned.	