

Salary Review Commission – Special Session

MEETING MINUTES

May 12, 2020

3:30 PM – 5:30 PM, WebEx Meeting

The meeting was open to the public; however no public testimony was taken. Discussion was limited to appropriate officials, presenters and staff.

Meeting Called to Order at 3:39 PM

Call to Order	Attendees Present: <ul style="list-style-type: none">• Christopher Savage – Vice Chair• Dycelia Weiss - Chair• Linda McDermott - Commissioner• Meghann Steinolfson – City Administration Liaison• Pamela Bergin – Human Resources• Christa Boone – Human Resources• Jennifer Saxon – Human Resources• Michael Piccolo – City Legal Liaison• Timothy Dunivant – City Council Liaison• Paul Warfield
Welcome	<p>Meghann Steinolfson called the meeting to order at 3:39 PM</p> <ul style="list-style-type: none">• Introduction of staff support• Deadline of the Salary Review Commission report is May 31st• There are three Salary Review Commissioners, this is minimum number of Commissioners needed to commence the salary review process• The Salary Review Commission is currently accepting applications for two vacancies on the commission <p>Mike Piccolo presented data on the Open Public Meeting Act (OPMA)</p> <ul style="list-style-type: none">• All members of the Commission are required to complete AG OPMA training• All member have completed the necessary training and are in compliance• Under the OPMA it is mandatory to:<ul style="list-style-type: none">○ Post public meeting notices○ Due to the present COVID-10 position, these meeting may be convened virtual using WebEx.○ A public call in number must be provided

	<ul style="list-style-type: none"> • Under the Ordinance, the Commission is required to have one public hearing for public comment • All documents used and produced during the Salary Review Commission Report process are subject to public records request
Selection of Officers	<p>Dycelia Weiss was unanimously elected as Commission Chair.</p> <p>Christopher Savage was unanimously elected as Commission Vice-Chair.</p>
Tentative Schedule	<p>Ms. Steinolfson recommended a tentative schedule for the Commission to follow. All commissioners agree to follow the tentative schedule presented by Ms. Steinolfson.</p> <ul style="list-style-type: none"> • Public Hearing – Thursday, May 21st • Draft report – Tuesday, May 26th • Finalize report – Thursday, May 28th • Final report due – Sunday, May 31st
Presentation of Data	<p>Ms. Steinolfson outlined the job duties of the Salary Review Commission.</p> <p>Pamela Bergin presented an initial overview of the salary data the support staff members had collected. Ms. Bergin noted that the data was the preliminary data and the support staff would continue to update the information as new data is collected. The data presented by Ms. Bergin included:</p> <ul style="list-style-type: none"> • Information on how and where the data was collected from • Organizational chart of both the Mayor's Office and the City Council • Commission roles outlined in the City Charter • Ongoing data from the City of Spokane data dating back to 2000 • Salary and compensation data for other Washington municipalities • Salary and compensation information from US municipalities
Identification of Additional Decision-Making Data and Information	<p>The Commissioners identified that they were in need of the below information in order to make the necessary salary recommendations:</p> <ul style="list-style-type: none"> • A breakdown of the top 10 municipalities by elected official (i.e., Mayor, City Council President, City Council Member) • A breakdown of data by government type • Mirroring data of the Spokane elected officials information • City population size change from 2018 to 2020 • Survey of duties for the Mayor, City Council President and City Council members

	<ul style="list-style-type: none"> • Additional duties and activities the Mayor, City Council President and City Council Members are engaging in • Rate of inflation for the us dollar from 2018 to 2020
Process Discussion	<p>Vice Chair Savage recommended the Commissioners talk about each level starting with Council members, then City Council President and finally the Mayor</p> <p>Chair Weiss presented the upcoming Agenda items:</p> <ul style="list-style-type: none"> • The Commissioner will conduct a comparison of 2018 data to 2020 • The Commissioners will review how the City has changed • The Commissions will review the roles and duties or each position • The Commissioners will review the initial data provide by Thursday, May 14th • Support staff will conduct and collect survey information in regards to the duties of the Mayor, City Council President and City Council Members by Tuesday, May 19th
Closing Comments	<p>Mr. Piccolo stated the group will continue to use WebEx for meetings and the public hearing will take place on Thursday, May 21st.</p> <p>Commissioner McDermott asked Mr. Piccolo if the Salary Review Commission meetings fell under the category of necessary or routine guidelines for conducting online meetings. Mr. Piccolo confirmed that the City Ordinance place the meetings under the category of necessary.</p> <p>Chair Weiss asked if there we any changes to the Salary Review Commission Ordinance or City Charter since 2018. Mr. Piccolo responded that there was a revision to the Salary Review Commission Ordinance in December of 2019. However, there have been no significant change to the City Charter.</p>
Meeting adjourned at 4:16 PM	