

Salary Review Commission – Special Session

MEETING MINUTES

May 4, 2022

1:00 PM – 2:30 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 1:06 PM

Call to Order**Attendees Present:**

- Dycelia Weiss – Commissioner
- Linda McDermott – Vice Chair – Absent
- Lee Taylor – Chair
- Kristin Smith – City Administration Liaison
- Meghann Steinolfson – Human Resources
- Christa Boone – Human Resource
- Michael Piccolo – City Legal Liaison
- Matt Boston – City Council Liaison

Welcome

Kristin Smith called the meeting to order at 1:06 PM

- Introduction of staff support
- The deadline for the Salary Review Commission report is May 31st
- There are three Salary Review Commissioners, this is the 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

Michael Piccolo presented data on the Open Public Meeting Act (OPMA)

- All members of the Commission are required to complete AG OPMA training
 - Dycelia Weiss and Linda McDermott have completed the necessary training and are in compliance
 - Lee Taylor has not completed the training
 - Mr. Taylor will be provided information on how to complete the necessary training
 - Under the OPMA it is mandatory to:
 - Post public meeting notices
 - Data reviewed during the process will be posted
 - The meetings may be convened virtually using WebEx
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- The commission members will be remotely participating in the meetings
- City staff may participate in person from City Hall
- A public call-in number must be provided

Two commission members are considered a quorum for a meeting and are not allowed to meet privately outside of scheduled public meetings. 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>Lee Taylor was unanimously elected as Commission Chair.</p> <p>Linda McDermott was unanimously elected as Commission Vice-Chair.</p>
Tentative Schedule	<p>Ms. Smith recommended a tentative schedule for the Commission to follow. All commissioners agree to follow the tentative schedule presented by Ms. Smith.</p> <ul style="list-style-type: none"> • Meeting one – Wednesday, May 4th • Meeting two – Wednesday, May 11th • Public Hearing – Wednesday, May 18th • Draft report – Wednesday, May 25th • Final report due – Tuesday, May 31st
Presentation of Data	<p>Ms. Smith provided an initial overview of the data collected.</p> <p>Meghann Steinolfson and Christa Boone presented the data collected to the Commission Members. The data presented by Ms. Steinolfson and Ms. Boone 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"> • Commissioner Weiss asked if there had been any changes to the duties of the Mayor, Council President, or Council Member

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- Ms. Steinolfson shared that the organization charts for the Mayor's Office and City Council's Office had been updated. The Organizational chart for 2020 and 2022 would be provided for review
 - Chair Taylor asked if the elected officials had provided input.
 - Ms. Smith explained that the elected officials could submit written input or participate in the public hearing
 - Chair Taylor requested information from other municipalities on with their elected officials are considered part-time or full-time positions
 - Commissioner Weiss requested information on how Spokane citizens and businesses are doing economically now in comparison to 2020

**Closing
Comments**

Commissioner Weiss asked what the Commission finalized in the 2020 Salary Review Commission Report. Ms. Steinolfson said there was no increase in 2020. In January of 2021, the Mayor, Council President and Council members received a two percent increase.

Ms. Smith stated that the data collected would be provided to each of the commission members for review after the meeting.

The next meeting is scheduled for May 11, 2022, at 1:00 PM

Meeting adjourned at 1:46 PM