

Tuesday, May 9, 2023



Independent Salary Commission

Voter approved. Community centered. City delivered.



**Portland
Transition**



Zoom Overview

- Meeting is being recorded and will be posted on the Commission's website.
- We have Close Captioning, American Sign language, and Spanish interpretation available.
- Commissioners, please change your chat setting to "Everyone".
- Community members, you can submit questions or thoughts through the Q&A.

Meeting Agenda

TIME	ACTIVITY
6:00 – 6:05pm	Welcome
6:05 – 6:15pm	Commission Business <ul style="list-style-type: none">• Adopt March 28th meeting minutes• Reflect on public comment report
6:15– 6:45pm	Training on Public Meetings Law- Maja Haium
6:45 – 7:05pm	BHR Presentation & Discussion on Research and Analysis <ul style="list-style-type: none">• Follow up on Commissioner requests
7:05 – 7:35pm	Commission’s Foundational Documents <ul style="list-style-type: none">• Bylaws• Values• Working Agreements• Desired Outcomes• Community Engagement Framework
7:35– 7:55pm	Commissioner Roles & Responsibilities <ul style="list-style-type: none">• Co-Chairs• Workplan
7:55pm	Next Steps
8:00pm	Meeting Adjourned



Commission Business

- Approve March 28th meeting minutes
- Reflect on public comment report



Training on Public Meeting Law

Maja Haium, Senior Deputy City Attorney



Hold for training slides



BHR Presentation

Research requests from 3.28.23 meeting

Research Requests from 3.28 Meeting

What tools can we apply for equitable compensation analysis?

- Best practice for setting pay grades
- Oregon Pay Equity law – same pay for comparable work
- Seeking expert knowledge, examples

What duties do elected officials have around engagement with marginalized communities?

What comparators have similar duties?

- Duties for elected officials are governed by City Charter not Class Specs
- No job description found for elected officials among comparators

Research Requests from 3.28 Meeting

Who creates the budget - Mayor creates and Council approves?

- Structured budget process
- Council / Mayor vote to approve

How is pay set for elected officials? When was the last time pay was adjusted?

- Prior to 2019 elected officials chose to apply COLA
- No pay adjustments since 2019

Research Requests from 3.28 Meeting

How is COLA calculated for represented and non-represented employees?

- Based on CPI
- Represented – minimum of 1% increase, cap at 5%
- Non-represented – approved through annual budget process; typically mirrors represented

Research Requests from 3.28 Meeting

Structure of Elected Official Offices

- Auditor – has unique structure staffed to carry out mission of the Office
- Mayor and Commissioners Offices include
 - Admin Support Spec
 - Staff Rep
 - Senior Staff Reps
 - Community Service Aides
- Distinct positions are
 - Mayor
 - Mayor's Chief of Staff
 - Mayor's Deputy Chief of Staff (currently not filled)
 - Commissioner
 - Commissioner's Chief of Staff

Pay Ranges at <https://www.portland.gov/bhr/class-comp/comp-plans>

Portland.gov / Human Resources / Classification and Compensation / Comp Plans

Research Requests from 3.28 Meeting

Benefits of Elected Officials

- Paid parking
- Medical, dental, vision coverage – 95% paid by City
- Basic life insurance coverage of \$50k
- Short and Long Term Disability coverage – 40% base salary; premium paid by the City
- Optional buy up coverage for life/disability
- Employee Assistance Program
- Voluntary FSA for health/dependent care
- PERS
- Deferred Compensation 457 program

Research Requests from 3.28 Meeting

Comparable Cities by Population Size / Presence of Salary Commission

Source: US Census Bureau, Population Division

City	Population	Salary Commission?	Link to Salary Commission Web Page
El Paso, TX	678,415		None found online; waiting for confirmation from city staff
Washington DC	670,050	No	
Boston, MA	654,776		None found online; waiting for confirmation from city staff
Las Vegas, NV	646,790	No	
Portland, OR	641,162	Yes	https://www.portland.gov/transition/salarycommission
Detroit, MI	632,464	No	Determined by staff based on market analysis, adopted by Council vote
Louisville, KY	628,594	No	
Memphis, TN	628,127		None found online; waiting for confirmation from city staff
Baltimore, MD	576,498	Yes	https://mayor.baltimorecity.gov/bc/boards/compensation-commission-elected-officials#boardinfo
Milwaukie, WI	569,330		None found online; waiting for confirmation from city staff

Foundational Documents

Bylaws

Structural rules
outlining how we must work.



Working agreements

Shared understanding
of how we will work together.



Statements of principles
guiding how we will work.

Values



Approach for grounding
our work in community.

**Community
Engagement Framework**



Bylaws

Requests for changes/additions:

- Added Fist to Five strategy into Modified Consensus Model

C. Modified Consensus Decision Making. The ISC will make decisions collaboratively – all viewpoints will be honored, respected, and have appropriate time for consideration. To make a decision on any proposal or matter:

- The ISC may receive informational briefings;
- Commissioners will deliberate (the facilitator will use the stack method to identify who speaks and when and encourage participation by all Commissioners);
- During deliberation the ISC will use the Fist to Five method to assess agreement and to allow all members an equal say before taking a final vote;
- If the Fist to Five method identifies consensus, no roll call vote is necessary. If consensus is not reached, a roll call vote will be taken and recorded.

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- Other?

Values

Requests for changes/additions

- Anti-racism
 - Add more specific language and commitments to decolonize work, particularly decolonizing compensation and its traditional structures (Commissioner Martinez-Alicea)
- Equity
 - Add language about livable wages that promote people from all income levels to be attracted to elected governmental work, not just those that are independently wealthy (Commissioner Gill)
 - Compensation decisions take external market, similar roles in other cities, cost of living in the city, and internal pay equity into consideration (Commissioner Engers)
- Transparent
 - Portlanders understand why and how compensation decisions are made (Commissioner Engers)
- Fiscal Responsibility
 - Compensation decisions are competitive, but appropriate and responsible (Commissioner Engers)
- Other?

Working Agreements

Requests for changes/additions

- None received
- Other?

Community Engagement Framework

Requests for changes/additions

- Multiple comments about making sure the engagement includes reaching underrepresented groups and communities who have been historically economically disadvantaged.
- Multiple requests to discuss further.

Desired Outcomes

Requests for changes/additions

- All six Charter Commission Desired Outcomes were identified as relevant and important to the work.
- Multiple requests to discuss further.



Commissioner Roles & Responsibilities

Co-chairs
Workplan

Appointment of Co-Chairs

Proposal based on survey answers

First term: April-May	Commissioner Johnson	Commissioner Engers
Second term: June-July	Commissioner Martinez-Alicea	Commissioner Gill

Role of co-chairs

- Support the facilitator's role to lead discussions and keep the ISC to time/task
- Collaborate with staff and the facilitator on meeting agendas
- Provide guidance on content and ideas to meet the ISC's goals
- Establish time limits on testimony by members of the public
- Provide direction to staff in preparation for public meetings
- Provide feedback to staff on a variety of issues
- Participate fully and equally as a member of the ISC
- Encourage modified consensus decision making
- Lead meetings when all attempts at reaching consensus have been exhausted
- Act as an ISC spokesperson

Independent Salary Commission Workplan

April	May	June	July	August	September
Foundational docs, and methodology research	Research and analysis	Release draft recommendations	Revise and final vote	Evaluation and documentation of process	Public information

Meeting Details

<p>April 11: Public officials training, Foundational documents, BHR methodology research/data as requested</p> <p>April 27: Finalize/vote on foundational documents, decide draft methodology scope and identify invited speakers. Public Comment</p>	<p>May 9: BHR presents analysis of methodology scope, invited guests, recommend changes to methodology Public Comment</p> <p>May 23: BHR presents additional analysis, invited guests Public Comment</p> <p>May 30: BHR presents additional analysis, invited guests, draft initial salary recommendations Extended Public Comment</p>	<p>June 13: BHR presents final analysis, amend and then VOTE to release draft recommendations for public comment Public Comment</p> <p><i>June 14- Community Engagement begins</i></p> <p>June 27: Review, analyze, and revise based on public comment Extended Public Comment</p>	<p><i>July 10- Community Engagement ends</i></p> <p>July 11: Final review of public comments, final recommendations on changes, VOTE on salary proposal</p> <p>July 25: Review and discuss documentation of methodology, second vote if needed</p>	<p>August 22: Debrief, approve documentation of methodology, document recommendations for future Salary Commissions</p>	<p>TBD</p>
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Next Steps

- Next meeting is Thursday, April 27th
- Next meeting will include public comment
- Any additional research requests?

Meeting Adjourned

