



## ELECTED OFFICIALS COMPENSATION BOARD MEETING MINUTES

12:00 Noon

**THURSDAY, May 4, 2023**

Allen Room  
Live Streamed Video

Present were Board members Bruce Barrett, Jim Fister (via Zoom) and Judy Trego. Also present were County Administrator Nick Lelack; Deputy County Administrator Erik Kropp; Deputy County Administrator Whitney Hale; Human Resources Director Kathleen Hinman; Human Resources Analyst Teri Lorenz; Budget Manager Dan Emerson; District Attorney Stephen Gunnels; Internal Auditor David Givans; Treasurer William Kuhn; Assessor Scot Langton; Chief Financial Officer Robert Tintle; and BOCC Executive Assistant Brenda Fritsvold.

This meeting was audio and video recorded and can be accessed on Deschutes County's YouTube channel: [https://youtu.be/1D4FO8wN\\_jw](https://youtu.be/1D4FO8wN_jw).

**CALL TO ORDER:** Chair Barrett called the meeting to order at 12:18 p.m.

Human Resources Director Kathleen Hinman presented an overview of the responsibilities of the Elected Officials Compensation Board, which is authorized under ORS 204.112. To support the Board in its duty to establish compensation amounts for elected officials, Human Resources provides data from the comparable counties of Clackamas, Lane, Jackson, and Marion as well as compensation data for County department directors and each of the elected official's seconds-in-command. Hinman explained that staff also takes the compensation philosophy adopted by the Board of County Commissioners into consideration when making its recommendations to the Compensation Board.

Responding to County Administrator Nick Lelack, Hinman explained why certain jurisdictions such as Washington County and the City of Bend are not used as comparables. She noted that all four counties surveyed for salary data are larger than Deschutes County.

- **Treasurer:** Discussion ensued regarding: the change in circumstances as of January 1<sup>st</sup> when the newly elected Treasurer assumed office; the recent action by the Board of Commissioners to adopt a list of responsibilities for this position; and the County's recommendation that the position be compensated at 20% of a full-time equivalent at an annual salary of \$29,227 (not including retirement contributions).

*Motion:* Judy Trego moved that the Treasurer position be compensated at half the FY24 pay rate of the mid-point of pay grade N427, which will amount to \$77,382. Jim Fister seconded the motion, which carried 3 – 0.

- Assessor: The recommendation proposed for a 5% increase to the base pay for the purpose of maintaining a 5% spread from the pay rate for the Deputy Assessor. This percentage does not include the 4% COLA adjustment that will be made.

*Motion:* Judy Trego moved to set the Assessor's annual salary at \$169,443.63. Jim Fister seconded the motion, which carried 3 – 0.

- Clerk: The recommendation proposed for a 4.0 COLA increase. Discussion ensued regarding the position's critical role in maintaining the integrity of elections.

*Motion:* Judy Trego moved to set the Clerk's annual salary at \$141,348. Jim Fister seconded the motion, which carried 3 – 0.

- Commissioners: The recommendation proposed for an 8% increase to align with the County's compensation philosophy. Discussion ensued regarding adding a 4% COLA adjustment.

*Motion:* Judy Trego moved to set the annual base pay for Commissioners at \$125,149.19. Jim Fister seconded the motion, which carried 3 – 0.

- District Attorney: Hinman explained that the State pays the majority of the DA's salary; the County can elect to pay an additional amount. The recommendation is to increase the current County-paid amount from \$46,040 to \$59,852. With a 4% COLA, the total amount paid by the County would be \$62,246.08.

*Motion:* Judy Trego moved to set the County-paid portion of the District Attorneys' compensation at \$62,246.08. Jim Fister seconded the motion, which carried 3 – 0.

- Sheriff: The recommendation proposed for a 3% adjustment to align with the County's compensation philosophy. Discussion ensued regarding salaries paid to Bend's chief of police, deputy chief and captains, and the desire to ensure the Sheriff's salary is sufficiently competitive to attract good candidates in the future.

*Motion:* Judy Trego moved to set the Sheriff's base salary at \$202,914. Jim Fister

seconded the motion, which carried 3 – 0.

- Justice of the Peace: The County recommended no change to the base salary for this position, which is due to receive a 4% COLA adjustment. Hinman noted this position is compensated at a 60% full-time equivalent rate.

*Motion*: Judy Trego moved to compensate this position at \$134,745.52, which includes a 4% COLA. Jim Fister seconded the motion, which carried 3 – 0.

**ADJOURN:**

Being no further items to come before the Board, the meeting was adjourned at 1:53 p.m.

**RESPECTFULLY SUBMITTED:**



**RECORDING SECRETARY**