



SALARY COMMISSION MINUTES
City Hall - Mayor's Conference Room
865 SE Barrington Drive, Oak Harbor, WA 98277

Thursday, December 6, 2018

3:00 p.m.

Salary Commission Members

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| <input checked="" type="checkbox"/> James Croft | <input type="checkbox"/> Cheryl Lawler- Absent |
| <input checked="" type="checkbox"/> Nora Daniel | <input checked="" type="checkbox"/> Melissa McCumber |
| <input checked="" type="checkbox"/> Hal Hovey, Chair | |

City of Oak Harbor Staff

- | | |
|---|--|
| <input checked="" type="checkbox"/> Kim Andrews, HR Generalist (<i>minutes</i>) | <input checked="" type="checkbox"/> Blaine Oborn, City Administrator |
| <input checked="" type="checkbox"/> Deanna Emery, Mayor's Assistant | <input checked="" type="checkbox"/> Patricia Soule, Finance Director |
| <input checked="" type="checkbox"/> Emma House, HR Director, (<i>liaison</i>) | |

1. Call to Order

Emma called the meeting to order at 3:00 p.m. Members in attendance are listed above.

2. Approval of Minutes

No minutes to approve as this committee has not met since 2006.

3. Public Comments

None.

4. New Business

a. Introductions

Salary Commission appointments and member roster distributed with staggered terms approved at the September 18, 2018 City Council meeting. Emma House, HR Director, will be the primary liaison for this committee.

b. Rules Governing the Commission

Reviewed RCW 35.21.015 and Ordinance No. 1806

c. Expectations of the Commission

- i. Objective: To review comparable data and make a recommendation for the Councilmembers and the Mayor salary.
- ii. Requirement: Mandatory Open Government Training

d. Operation of Salary Commission

- i. Election of a Chairperson- Nomination of Hal Hovey, motion to elect, seconded and the vote carried unanimously.
- ii. Rules regarding quorums and voting
- iii. Meeting Notices and Meeting Minutes
- iv. Distribution of meeting materials

e. Commission Discussion

- o The RCW does not appear to require public hearings but it is a good practice for the Commission to follow.
- o The salary that is established by the Commission would be effective immediately or as of a specific effective date.
- o A cost of living increase of 2.25% has already been budgeted for 2019.
- o 2018 Salary Data from the Association of Washington Cities (AWC) of comparable cities and elected official salary information was provided.
- o Members were reminded regarding public records request, use of personal email addresses, and the option of setting up an email account for Commission business.
- o Commission members requested the following to be distributed through Emma House, HR Director:
 - breakdown of cities of our and size and their government administrative set up for comparison
 - verification if the Council's health benefits were decreased in the past
 - a survey for the Mayor and Council to complete on salary and benefits
 - AWC Elected Official benefit information
 - List of City Council meetings and events

f. Work plan and next steps

- o Members complete OPM Training for Commission
- o Requested items above to be collected, distributed, and reviewed
- o Survey Mayor and Council regarding salary and benefits
- o Draft a new Report and Order Salary Commission determination
- o Select a Vice-Chair

5. Other Business

The next Salary Commission meeting is Thursday, February 7th, 2019 at 3pm.

6. Announcements

None.

7. Adjournment

There being no further business, Hal Hovey made a motion to adjourn; Nora Daniel seconded; unanimously approved at 3:43 pm.

Respectfully Submitted,
Kim Andrews
HR Generalist

Approved: Emma House, HR Director/Commission Liaison