



March 25, 2015, Meeting Minutes  
Radisson Gateway, 18118 International Blvd, Sea-Tac

The meeting of the Washington Citizens' Commission on Salaries for Elected Officials was brought to order by Chair, Dick Walter, at 6:06 p.m.

Commissioners Members Present:

- Melissa Albert
- Greg Dallaire
- Dorothy Gerard
- Liz Heath, Vice-Chair
- Lynda Henderson
- Steve Isaac
- Wayne Jiang
- Erin John
- Ned Lange
- Sarah Mahoskey
- Raymond Miller
- Patrick Pavey

- Dick Walter, Chair

Commission Members Excused:

- Michael Donabedian
- Flasha Merris
- Justine Winnie

Commission Members Unexcused:

- Chuck Marlow

Staff Present

- Teri Wright, Executive Director
- Pam Morris, Executive Assistant

**Meeting Opening Statement and Approval of the February 25, 2015 Minutes**

Dick Walter, read the meeting opening statement and asked if everyone had reviewed their copy of the minutes from February 25, 2015. There was a motion made by Dorothy Gerard to approve the minutes. The motion was seconded by Melissa Albert and carried by a unanimous voice vote.

**Review Meeting Folder Items**

Teri Wright went over the meeting folder contents. She also informed Commissioners that all of the public comments in their meeting folders were new and to please take time to read them.

**Public Testimony:** (No one from the public was in attendance.)

**Commission Work Session**

**Information on how a Willis Study is conducted**

Teri shared that she had received several inquiries regarding the Point-Factor Evaluation System that is used in the Willis Study to set salaries. Teri provided handouts that explained methodology and the approach used in evaluating salaries.

Statute requires that the Salary Commission base salaries on realistic standards and set salaries that are commensurate with the duties of the job. To objectively meet this requirement, at times, the Commission has utilized the Willis System to aid in determining appropriate salaries for state's elected officials.

The Willis System uses specific criteria called Compensable Factors to measure the relative value of work assigned to a job. Relative value levels within each factor are assigned specific points. The total points assigned to a job determines its location in the pay structure.

There are three primary factors and seven other sub-factors used in the evaluation methodology and process. Each factor or sub-factor represents an independent and measurable requirement or characteristic that is present in all jobs being evaluated; is clearly defined, nondiscriminatory, and measures only one basic dimension of job value. Each factor has specific measurement used to determine the most appropriate value level. Teri shared that this is why a study done in 2008 can still be used in 2015, as long as the duties and the skill set needed to do the job have not changed the measurable requirement or characteristic would be the same.

**The three Compensable Factors used in the Willis System are:**

- 1) Knowledge and Skills, 2) Mental Demands, and 3) Accountability;

Teri gave Commissioners Descriptions of Compensable Factors and categories of measurement. When a position is evaluated at a higher point value they do so as a result of one or more of the following considerations:

- Addition of a new and significant job responsibility;
- Increased accountability and financial or policy impact of decisions upon the state's citizens, and/or businesses and state government operations; and/or
- Effect a more proper job value alignment within elected officials' positions.

Teri shared that five or more people are given the same position descriptions along with the Point-Factor Evaluation Sheet for each position. This group of people first evaluates each position on their own, then they come together and discuss their evaluations findings. There has to be a consensus on each position evaluation in order for the findings to be used in evaluating positions.

### **Total Cost of the Proposed Salary Schedule**

After some discussion staff stated that the totals needed to be recalculated and presented at the April 15<sup>th</sup> meeting in Pasco.

### **Other Business**

Greg Dallaire shared his Teacher and Legislators salary analysis with Commissioners. Commissioners gave him kudos and stated that his analysis was very helpful and asked staff to make this information available for the public.

Dick asked that Commissioners share how they feel about the decisions that they have made so far and what, if any, feedback they have received. Commissioner had a lively discussion.

Budget Follow-up: Dorothy Gerard asked if Teri had heard anything from Legislators regarding the letters sent from the chair. Teri replied that she had not, but she plans on attending a hearing scheduled for Friday, March 27<sup>th</sup>.

The meeting was adjourned by a motion by Wayne Jiang and seconded by Raymond Miller. The motion was carried by a unanimous voice vote. The meeting adjourned at 7:15 p.m.



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Dick Walter, Chair

April 15, 2015

Date