

2021-190

Agenda Summary Report (ASR)

2021-191

Franklin County Board of Commissioners

2021-192

DATE SUBMITTED: 8/25/2021	PREPARED BY: Carlee Nave
Meeting Date Requested: 8/31/2021	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Appointments to the Citizens' Commission on Salaries for Elected Officials	
FISCAL IMPACT: n/a	
BACKGROUND: On April 6, 2021, the Board approved Ordinance 04-2021, creating the Franklin County Citizen's Commission on Salaries for Elected Officials. The Commission is to be made up of 10 registered Franklin County voters, six of whom are chosen by lot and four experienced in personnel management in each of the following sectors: business, professional personnel management, legal, and organized labor. Once the ordinance was adopted, the recruitment and selection process commenced. Pursuant to the Auditor's Office established procedures, a lot of 30 registered voters from each district was generated and initial introductory letters and solicitation of interest were sent out in late April, with at least two weeks given for them to respond. From that 90 letter mailing, only two affirmative responses were received, both from District 1. A second lot of 30 registered voters from each district was generated and the second round of letters was sent out at the beginning of June. The second mailing resulted in five additional affirmative responses from District 1, one from District 2, and three from District 3. Still needing at least one more interested party from District 2, a third lot of 30 registered voters from each district was generated and a third round of letters was sent out in early July. This third mailing result in three additional affirmative responses from District 2, and one from District 3. The affirmative responses were sent back to the Auditor's Office for a final drawing for appointments. Upon receipt of the new lists from the Auditor's Office, HR attempted to contact the first two in each district for appointment. To date, we have received responses from three volunteers that we are submitting for appointment today. For the four professional positions on the Commission, a press release was distributed in April and again in June. The announcement was also sent out to local legal and human resources groups and the posting remains open for interest on the County's website. To date, we have received zero applications for these positions. We are continuing to attempt to contact those on the affirmative list for appointment, all while providing a reasonable timeframe for response. If we exhaust the current affirmative response list prior to filling all six positions, we will start over with the lottery process for those remaining open positions. The Commission must have a quorum of six individuals to take any salary action, so we will not be convening the Commission for meetings until there are six appointments made.	

RECOMMENDATION:

Recommend approval of the resolutions appointing the first members of the Salary Commission.

COORDINATION:

HR has worked with County Administration and the Elections Department in the Auditor's Office as necessary to execute the requirements of Ordinance 04-2021.

ATTACHMENTS: (Documents you are submitting to the Board)

1. Resolutions
2. Ordinance 04-2021 (for reference)
3. Salary Commission Voter Selection Procedures (for reference)

HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf)

I certify the above information is accurate and complete.

Carlee Nave Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION 2021-192

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

*APPOINTMENT OF CHRIS ESKILDSEN TO POSITION THREE ON THE FRANKLIN COUNTY
CITIZENS' COMMISSION ON SALARIES FOR ELECTED OFFICIALS*

WHEREAS, Franklin County Ordinance 04-2021 established the Franklin County Citizens' Commission on Salaries for Elected Officials; and

WHEREAS, in accordance with Section 1.2 of Ordinance 04-2021, the Franklin County Auditor's Office has selected by lot persons to fill positions one through six on the Commission; and

WHEREAS, Chris Eskildsen has agreed to appointment to the Commission to fill position three with an initial term running through 2022; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems this to be in the best interest of the County.

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners does hereby appoint Chris Eskildsen to position three on the Franklin County Citizens' Commission on Salaries for Elected Officials for a term beginning September 1, 2021 and expiring on December 31, 2022.

APPROVED this ____ day of _____, 2021.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board

ORDINANCE NUMBER 04-2021

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY,
WASHINGTON

***AN ORDINANCE ESTABLISHING THE FRANKLIN COUNTY CITIZENS' COMMISSION ON
SALARIES FOR ELECTED OFFICIALS***

WHEREAS, RCW 36.17.024 allows for the establishment of an independent salary commission to set the salaries of elected officials; and

WHEREAS, the Board of Franklin County Commissioners desires to establish a Franklin County Citizens' Salary Commission in accordance with the procedures set out in RCW 36.17.024.

NOW, THEREFORE, BE IT ORDAINED the Franklin County Board of Commissioners does hereby establish the Franklin County Citizens' Commission on Salaries for Elected Officials as follows:

Section 1. Appointment of Members.

The Commission shall consist of ten members, each assigned a position number and appointed as follows:

1. Positions one through six shall be selected by lot by the Franklin County Auditor from among Franklin County registered voters, two from each Franklin County commissioner district, assigned as follows:
 - 1.1. District 1: Positions one and two.
 - 1.2. District 2: Positions three and four.
 - 1.3. District 3: Positions five and six.
2. The County Auditor shall establish policies and procedures for conducting the selection by lot.
 - 2.1. Policies and procedures shall include, at minimum, procedures for:
 - 2.1.1. Notifying persons selected; and
 - 2.1.2. Providing a new selection from the county commissioner district if a person selected declines appointment; and
 - 2.1.3. Providing a new selection if a position on the Commission becomes vacant before the end of the established term.
 - 2.2. The County Auditor shall provide to the County Administrator the names of persons who have accepted appointment to the Commission for presentation to the Franklin County Board of Commissioners for appointment.
3. The remaining four of the ten members shall be appointed by the Franklin County Board of Commissioners from among Franklin County registered voters with experience in the field of personnel management. Of these four members, one shall be selected from each of the following four sectors in the County, and assigned as follows:
 - 3.1. Business: Position seven;
 - 3.2. Professional personnel management: Position eight;
 - 3.3. Legal profession: Position nine; and
 - 3.4. Organized labor: Position ten.

Section 2. Qualifications.

1. All members of the Commission must be a Franklin County registered voter, residing in Franklin County.
2. Members of the Commission shall not be an officer, official, or employee of the County, or the immediate family member of an officer, official, or employee of the County.
 - 2.1. "Immediate family member" means parent, spouse, domestic partner, sibling, child, or dependent relative, whether or not living in the household of the officer, official, or employee.

Section 3. Term of Office.

1. The term of each position shall be four years.
2. In order to establish staggered terms, initial terms shall end as follows:
 - 2.1. Position 1: December 31, 2024
 - 2.2. Position 2: December 31, 2023
 - 2.3. Position 3: December 31, 2022
 - 2.4. Position 4: December 31, 2024
 - 2.5. Position 5: December 31, 2023
 - 2.6. Position 6: December 31, 2022
 - 2.7. Position 7: December 31, 2024
 - 2.8. Position 8: December 31, 2023
 - 2.9. Position 9: December 31, 2022
 - 2.10. Position 10: December 31, 2024
3. No member shall be appointed to more than two complete terms of four years each.
4. Upon a vacancy on the Commission, a successor shall be selected and appointed to fill the unexpired term. The selection and appointment shall be concluded within 30 days of the date the position becomes vacant and shall be conducted in the same manner as for the original appointment.
5. No member may be removed by majority vote of the Board of Franklin County Commissioners during their term of office, except for cause of incapacity, incompetence, neglect of duty, malfeasance in office, or a disqualifying change of residence.

Section 4. Officers and Support.

1. The Commission shall elect a chairperson, vice-chairperson, secretary, and such other officers deemed necessary. The chairperson, or designee, shall preside over all meetings and shall be a voting member of the Commission.
2. The Franklin County Administration and the Human Resources Departments shall provide assistance necessary to carry out the functions of the Commission, as requested.
3. County Administration will be responsible for payment for any public notices, postage, copies, or other expenses incidental to the work of the Commission.

Section 5. Rules and Procedures.

1. The Commission shall be subject to the provisions of the Open Public Meetings Act (OPMA).
 - 1.1. Members of the Commission shall complete open government training as required by law.
2. The Commission shall adopt rules and regulations for the transaction of business.
 - 2.1. The setting of salaries shall be by an affirmative vote of not less than six members.
3. The Commission shall first meet within 30 days of the appointment of all members and shall thereafter meet as often as necessary to accomplish its business.

Section 6. Duties of the Commission.

1. The Commission shall set the salaries of the following Franklin County elected officials:
 - 1.1. Auditor
 - 1.2. Assessor
 - 1.3. Clerk
 - 1.4. Commissioners
 - 1.5. Coroner
 - 1.6. Prosecuting Attorney (County portion)
 - 1.7. Sheriff
 - 1.8. Treasurer
2. Any change in salary shall be filed by the Commission with the Franklin County Auditor and Human Resources and shall become effective and incorporated into the County budget without further action of the Board of County Commissioners or the Salary Commission.
 - 2.1. Salary increases established by the Commission shall become effective as to the elected officials, regardless of their terms of office.
 - 2.2. Salary decreases established by the Commission shall become effective at the commencement of the next subsequent term of the elected office.
 - 2.3. Salary changes, filed in accordance with this section, shall supersede previous resolutions or filings setting the affected salaries.

Section 7. Referendum.

1. Salary increases and decreases shall be subject to referendum petition by the people of the County in the same manner as a County Ordinance upon filing of such petition with the County Auditor within 30 days of the filing of the salary change.
 - 1.1. If a referendum is filed, the salary change shall not go into effect until approved by a vote of the people.
2. Referendum measures under this section shall be submitted to the voters of the County at the next following general or municipal election occurring 30 days or more after the petition is filed, and shall be otherwise governed by the laws generally applicable to referendum measures.

Section 8. Compensation.


Members of the Commission shall serve without compensation.

Section 9. Severability.

If any provision of this ordinance or its application to any person or circumstance is held to be invalid, the remainder of this ordinance and its application to other persons or circumstance shall not be affected.

APPROVED this 6 day of April, 2021.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON


Chair


Chair Pro Tem


Member

ATTEST:


Clerk to the Board



Auditor's Office | Procedure

Effective Date: 02/14/2020

Replaces:

See Also: RCW 36.17.024

Procedure | Salary Commission Voter Selection

The Franklin County Auditor's Office will randomly select and refer 30 active registered voters from each County Commissioner District to the Franklin County Human Resources Department for potential appointment. (RCW 36.17.024)

Action By	Action
Two Election Staff	<ol style="list-style-type: none">1. Use Franklin County's voter registration system to randomly select potential members.<ol style="list-style-type: none">a. Use voter export file by commissioner district to randomly generate all active registered voters from each commissioner district. Candidates of the committee must be eligible to vote at the time of selection. Only voters who are on active status at the time the lists are generated will be selected.b. The residence of the candidate at the time of selection is used to identify the voter's commissioner district. The residency is based on the residence address displayed in the voter registration file. Any challenge to the voter's residency must be addressed through the formal challenge process already established by RCW.c. 30 voters from each commissioner district will be generated from the list by any method that will produce a random selection of voters.d. Two election staff members will generate the list together.e. The selected voters will be assigned a rank within their commissioner district based on the order of the random selection.f. The list will be forwarded to the Franklin County Human Resources Department for contact.
Human Resources	<ol style="list-style-type: none">2. The Franklin County Human Resources Department will mail an introductory letter/questionnaire with information about the commission to the potential members.<ol style="list-style-type: none">a. Potential members will be asked to return a form indicating they are eligible and willing to serve on the commission.b. A postage paid return envelope will be provided.c. Potential members will have two weeks from the date of mailing to respond.d. Affirmative responses will be assigned a number in order of receipt by commissioner district. The affirmative responses will be kept on record in the Human Resources Department.e. The affirmative responses with assigned order will be forwarded to the Auditor's Office for a random drawing by commissioner district.

**Auditor,
Election Staff
and Human
Resources**

- 3. A random drawing will be held from the affirmative respondents by Commissioner District. Six names will be forwarded to the County Administrator for presentation to the Board of County Commissioners, two from each commissioner district for appointment consideration.**
 - a. The top two selections from each commissioner district will be forwarded to Human Resources for second contact to confirm interest.
 - b. If a person selected declines appointment, then another name will be drawn from affirmative respondents for that district.
 - c. Affirmative responses will be kept on record. This pool will be used to fill vacancies throughout the term.
 - d. Should the selection process above result in fewer than six respondents, or at least two from each commissioner district, a second random drawing, selecting 30 additional names from the commissioner district will be conducted. A random drawing from affirmative respondents in this new pool will be used to complete any remaining appointments.
 - e. All random selection records will be kept on file in the Auditor's Office.

- 4. A new random selection of names will be conducted to fill future vacancies or to select future commission members.**