

Compensation Policy Committee
December 19, 2022, 3:30 – 4:30 p.m.
Meeting Minutes

Members in attendance: Councilmember Susan Gutowsky, Councilmember Shirley Peel, Councilmember Julie Pignataro

Staff in attendance: Teresa Roche, Human Resources Executive; Jenny Lopez-Filkins, City Attorney; Kelley Vodden, Director of Compensation, Benefits and Wellbeing; Rupa Venkatesh, Assistant City Manager; Gretchen Schiager, Executive Administrative Assistant

The Compensation Policy Committee meeting was held virtually on December 19, 2022, through a Zoom webinar.

Agenda

- **Call Meeting to Order**
- **Approve Minutes from October 17, 2022**
- **Discussion Items:**
 - **Debrief the Annual Evaluation Process**
 - **Overview of December 20 Consent Item**
 - **A Year in Review and 2023 Plan for Committee**
- **Adjournment**

Councilmember Pignataro called the meeting to order at 3:32 p.m.

Councilmember Gutowsky motioned to approve the October 17, 2022, minutes. Councilmember Peel seconded the motion. The minutes were approved unanimously.

Debrief the Annual Evaluation Process

Ms. Roche reviewed changes made to the process this year and asked for feedback.

Overall, the Committee liked the process and appreciated the opportunity to meet with the consultants in advance.

They had confidence in the expertise of the consultants (ILG Strategic Services) and felt they were good facilitators.

They said the interviews with the consultants complemented the online survey and did not seem duplicative. The questions were open-ended and not leading.

They commented that the summaries were accurate and were compiled fairly and objectively. They saw value in having the perspectives of the employee, their direct reports, and the Council.

They appreciated that all three employees had the same questions and that the discussions were in-depth and insightful. The Council and direct reports seemed to be aligned, which was affirming.

In one case, the members mentioned a glitch with a misinterpretation of the survey. Ms. Roche will clarify the instructions next time.

The members appreciated having the market analysis to inform salary decisions and liked the process for the salary ordinances. Having no discussion from the dais was a positive change.

Ms. Roche acknowledged the absence of reliable retirement data but said she would work with an external partner to perform an in-depth analysis to enable a more accurate comparison in the future.

A member pointed out that the City Attorney's salary is in the 10th percentile nationally and expressed concern about the impact that might have on future recruitment.

There was a question about whether raises were based on market or performance. Ms. Roche explained that the market dictates the salary range, and performance determines where in the range the salary should fall.

Ms. Roche summarized the feedback, saying it was a solid process with the right consultants, and going forward with them will make next year easier. She reported receiving feedback from two employees that the process was solid and the summary was thorough and constructive. The mayor also provided positive feedback on the process and the consultants.

Ms. Roche asked whether the members thought they had sufficient time to consider their decisions after receiving the data and during the executive session, and they said it was adequate.

Councilmember Pignataro thanked Ms. Roche for all her work throughout the process.

Overview of December 20 Consent Item

Ms. Vodden explained that the purpose of the Nationwide resolution is to restate the adoption agreements and align our procedures with our governing documents. A recent internal audit revealed discrepancies between City policy and the Nationwide governing documents resulting from our transition to Nationwide. This resolution is an administrative cleanup and has no budgetary impact.

The Year in Review

Ms. Roche reviewed the Committee's accomplishments since being formed last year. The highlights included:

- The Committee was the first to hear the highlights from the childcare benefits exploration study.
- The Committee shaped the market analysis on Council pay and benefits in February, and the ballot passed in November.
- The Committee initiated changes to the performance management system that was implemented for this year's annual evaluation process.
- The Committee reviewed the cost of living analysis, which was used as context for the City's 2023-2024 budget.

- The Committee's discussions last December and January focused on Council support, ultimately shaping Rupa and Sarah's roles.

Councilmember Pignataro recognized these accomplishments and shared her appreciation for Staff support.

2023 Plan for the Committee

The members and Ms. Roche compiled a list of what they would like to work on in the coming year:

- Understand how high-performing peer cities were chosen and consider whether changes are needed in the process or the list.
- Look for opportunities to work with the Equity Office on compensation practices.
- Follow the impact of the Council pay increase on the field of candidates.
- Weigh in on the retirement analysis for direct reports.
- Provide comments on plans to close the gap between FMLI and benefits for hourly employees.
- Schedule meetings every two months beginning in February, but only meet when needed. Consider the timing of decisions that need to be made.

Councilmember Gutowsky praised Rupa for bringing her finesse to significant issues like Library Park and thanked her for being part of the Council team.

Next Meeting: February (TBD)

The meeting was adjourned at 4:30 p.m.

MINUTES APPROVED BY THE COMMITTEE AT THE JUNE 20, 2023 MEETING.