

SALARY COMMISSION  
MINUTES  
KALANA O MAUI, MAYOR'S LOUNGE  
FRIDAY, JUNE 4, 2004  
8:30 a.m.

<b>Present:</b> Helen Nielsen, Vice-Chair Gladys Baisa Curtis Franks Anthony Lemmo Douglas Levin Michael Westfall	<b>Absent:</b> Scott Matsuura, Chair Janet Tomita Jason Williams
<b>Staff:</b> Diane Wakamatsu, Executive Assistant Traci Fujita Villarosa, Deputy Corporation Counsel Lynn Krieg, Director of Personnel Services	

**I. Call to Order**

Meeting was called to order by Vice-Chair Nielsen at 8:40 a.m.

**II. Public Testimony**

Vice-Chair Nielsen noted that there was no public testimony.

**III. Approval of Minutes**

Minutes for the March 12, 2004 meeting were approved with a motion by Commissioner Baisa, seconded by Commissioner Franks and a unanimous vote in favor of approval.

Minutes from the May 21, 2004 meeting were discussed. A motion to discuss the minutes by Commissioner Baisa was made and seconded by Commissioner Lemmo. Discussion ensued regarding the content of the minutes and the feasibility/possibility of having verbatim minutes. After the discussion, Commissioner Levin moved to amend the motion from approval of the minutes to a deferral of the motion until the next meeting. The amendment of the motion was then unanimously approved. The original motion was also voted on in favor of deferring to the next meeting.

Further discussion followed with regard to having verbatim minutes and the reason why summary minutes is currently being done. Ms. Wakamatsu stated that the Commission does not have a budget, and the Mayor's office now has staff to do the minutes. Vice-Chair Nielsen said she will research the costs of having a court reporter and bring the information to the next meeting.

**IV. Unfinished Business**

**A. Executive Compensation Plan**

Commissioner Baisa suggested taking the new information home so they can fully review it and have questions prepared to discuss at the next meeting. Vice-Chair Nielsen agreed and questioned the staff if Chair Matsuura requested all of the information that was given. Ms. Wakamatsu responded that at the last meeting, Chair Matsuura wanted previous materials to be provided to the new members since it would be useful to them in discussing the Executive Compensation Plan and the Council Members Compensation and Hours since these topics were discussed in years past.

Ms. Wakamatsu also noted that there were two new communications that were passed out in the packet: (1) a letter from David DeLeon with regard to the Council Members Compensation; and (2) a letter from Ms. Lynn Krieg in response to a request from the Commission regarding Mr. Foley's request for a salary increase. The letter is a comparison of other County Planning Directors and the State Planning Official's salaries, and was elaborated on by Ms. Krieg. Vice-Chair Nielsen then noted that there are other factors such as budget and staff responsibilities that are not indicated on the letter thus, it would not be fair to make a comparison based off of the given information.

Vice-Chair Nielsen reiterated that the item would be discussed at the next meeting after further review of the correspondence in the packet.

**B. County Council Members Compensation/Hours**

Vice-Chair Nielsen suggested that the Commission review the handouts and prepare for a discussion for the next meeting.

Vice-Chair Nielsen mentioned that the Commission should really look into increasing the salaries for the Council Members due to a change in responsibilities since the last increase they received. Commissioner Baisa mentioned that the topic is an important issue to the public, as displayed by the City and County of Honolulu Salary Commission's current situation. Vice-Chair Nielsen questioned Ms. Villarosa of the status of the Council Members' position as part-time or full-time and the justification of amounts as assigned by the Commission. Ms. Villarosa stated that the Salary Commission cannot change the status of the Council Members from part-time to full-time. The Commission can only change the salaries. Ms. Villarosa also noted that the Commission is not limited to a specific salary range whether they are part-time or full-time. Ms. Wakamatsu pointed out that there was a previous communication in the packet from a former Deputy Corporation Counsel with regard to the status of the Council Members' and their salaries. Vice-Chair Nielsen requested that Ms. Wakamatsu keep the discussion between the members of the Salary Commission only.

Commissioner Baisa then made an observation that because the amount of material was numerous, it would be more efficient if the material was sent before the meeting so it can be reviewed and discussed thoroughly at the meeting. Vice-Chair Nielsen agreed with the observation and proposed to follow-up with the Chair and the staff to rectify the issue. It was then again stated by Vice-Chair

Nielsen that the agenda item will be moved to the next meeting after further review of the materials.

Commissioner Baisa asked Ms. Villarosa what is the process to recommend changing the salaries for the Council Members. Ms. Villarosa stated that the recommendation would have to be done as a letter from the Salary Commission to the Council Chair and the Council would have to implement it.

Commissioner Westfall then asked about the process of requests from the different areas of the County. Examples given were that the Police Commission requested for the increase for the Police Chief; and Department Heads do not necessarily come from the Mayor. Ms. Villarosa suggested the Commission do a comprehensive review of all salaries on a periodic basis and that should alleviate requests from happening at all different times. Commissioner Baisa suggested timing the reviews to coincide with the budget process. Commissioner Lemmo suggested looking at time spans from previous salary movements in relation to other County employees' adjustments.

Commissioner Levin then moved to raise the Council Members' salaries to \$55,000 to start a discussion. Commissioner Baisa then seconded the motion. Commissioner Lemmo stated his thoughts, and disagreed with the initial proposal of \$55,000 and then proposed \$47-48,000 for the Council Members and \$51-52,000 for the Chair. These figures were suggested as it would be a raise of approximately 10% since the last increase and their status would remain as part-time.

There was discussion of future tiers for salary increases, and Ms. Villarosa cautioned against setting salaries for the future, as it should be up to the sitting Commissioners to decide on salaries. Commissioner Baisa agreed to not set the salaries for the future and to just set the present salaries. Ms. Villarosa then gave an example of establishing a rule for future members to review salaries periodically instead of setting specific salary amounts.

Commissioner Levin then reviewed the salary history of the Council Members. Commissioner Lemmo mentioned that he thought the last increase given to the Council Members in 1997 or 1998 included a change in status from part-time to full-time, but was assured that the Council Members are indeed part-time employees.

Commissioner Levin continued discussing the history of the Council Members' salaries in comparison to other County employees. Commissioner Levin asked why it sounds like David DeLeon's letter is saying that the Council Members are full-time. Commissioner Lemmo said that it is in regard to the hours that the Council Members put in, however it was mentioned that the Council Members may be doing other activities outside of their work for the Council. Commissioner Levin reiterated that his request for detailed work hours would assist the Commission in making a decision. The topic of campaigning during work hours was introduced in accordance with Mr. DeLeon's letter and discussion ensued

with a point made by Commissioner Lemmo that Council Members do activities to be re-elected and that should not be counted as work hours. Commissioner Baisa disagreed and said that the Council Members need to be available to the community in order to do their job.

Commissioner Levin made detailed proposals of salary increases for the Council Members, using the salaries of other appointees such as the Mayor and the Director of Council Services as a base to compare the amount of hours worked.

Commissioner Baisa asked if the Council Members can attend the Commission meetings voluntarily and make public testimony. Ms. Villarosa said that anyone can attend their meetings.

Ms. Krieg then made mention to the letter that Commissioner Levin had drafted from the last meeting with regard to requesting the hours of work for the Council Members. Ms. Krieg stated that at the last meeting it was mentioned that the County of Hawaii had requested the same type of information from the Maui County Council, and they received a response from them. Ms. Krieg received a copy of the letter from the County of Hawaii, and copies were distributed to all members. It was then proposed that this be put on the July meeting agenda to be discussed. Commissioner Lemmo then suggested that there be a consensus of the salaries by the time the public hearing is set.

Commissioner Levin mentioned that he would not be attending the July 9<sup>th</sup> meeting, thus he wanted to move to table the motion from July to August, Commissioner Lemmo suggested amending the motion to discuss it in whole at the August meeting and having it ready to be discussed in September at the public hearing. Ms. Villarosa then suggested that the items should be discussed before making motions to prevent amendments and/or retractions.

Commissioner Levin mentioned that the \$55,000 proposal will catch the eye of the media. The motion to discuss the increase of salaries to \$55,000 was then amended by Commissioner Levin to be taken up at the August meeting. Commissioner Lemmo seconded the motion with a majority vote in favor. It was stated by Vice-Chair Nielsen that the motion will not be brought up in July but the item of "County Council Members Compensation" will be on the agenda.

Commissioner Levin requested the members to think about the verbiage of the letter to the Council Members to request details of their work hours and activities. Commissioner Baisa clarified Commissioner Levin's request to say that the correspondence given by Ms. Krieg should be used as a base when considering Commissioner Levin's request.

Ms. Villarosa asked for clarification on the date for the public hearing. There was consensus that the public hearing will be in September. The item of raising the Council Members' salaries will also be put on the agenda at that time. It was agreed that the item needed to be on the agenda but not for the public hearing.

Vice-Chair Nielsen mentioned that the Amendment to the Rules was not on the agenda and thus could not be discussed. Ms. Villarosa mentioned that the Commission previously discussed the matter and that if there were any changes, they should be directed to her.

**V. Set Agenda for Next Meeting**

Commissioner Levin noted that he will not be able to attend the next meeting.

A. Amendment to Rules

To further discuss and finalize.

B. Unfinished Business

1. Executive Compensation Plan
2. County Council Members Compensation/Hours

Commissioner Levin suggested an insertion regarding the Council Members Compensation to gaining additional information to further assist with the decision making process in the future.

**VI. Miscellaneous**

The Commission requested to change the description of this item to “Announcements.”

**VII. Adjournment**

Commissioner Baisa moved to adjourn the meeting, and Commissioner Levin seconded it with a unanimous vote. Vice-Chair Nielsen adjourned the meeting at 9:45 a.m.

Submitted by:

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Corynn Sakamura  
Boards and Commissions Secretary

Approved on: \_\_\_\_\_