

Living Wage Advisory Committee Meeting Minutes
January 16, 2008 at 5:00 pm
Room 15, City Hall

Committee members Hillary Blackerby, Richard Flacks, Larry C. Lee, Anna M. Kokotovic, and Allen Williams were present.

There were no public comments.

Review and approval of October 17, 2007 Meetings was deferred to the next regularly scheduled meeting, April 16, 2008.

Discussion

Bob Peirson reminded the committee that an evaluation and recommendations on any changes to the Living Wage program will be due to the Council in July or August. He will develop an outline in the next 6 to 8 weeks and email it to committee members for comment so that we will have a draft document to discuss at the April 16, 2008 meeting.

Sue Gray presented a draft survey for the grant program. Several comments and suggestions were made. She will revise the program and meeting with Non-profit Committee and send the revised survey to Bill Hornung for distribution to the Living Wage Advisory Committee prior to the next regularly scheduled meeting. A suggestion was made to consider offering a financial incentive via a separate funding pool to be allocated to successful grant applicants that received the extra point for paying living wages. The size of the pool, funding of the pool, and allocation of funds need to be further explored.

The results of the second request of the Living Wage Survey were discussed.

Action Item: It was requested that the results of both surveys be combined and distributed to the committee prior to the April meeting. This action was assigned to Bill Hornung.

A draft of the Living Wage Compliance Audit procedure was reviewed and discussed. Suggestions included replacing "investigation" with "findings" on step 5 and clarifying who will handle appeals. The procedure will be updated and distributed prior to the next meeting. Bill Hornung will oversee and distribute the update. Also, there was a discussion about being pro-active and randomly auditing firms. The discussion also included creating a new position that would be responsible for auditing certified payrolls for contracts/POs subject to prevailing and/or living wage requirements. The committee would like to audit a couple of contractors based on informal comments reviewed by staff during bid openings. The dates to initiate the audits have not been decided and who would be responsible for reviewing the certified payrolls.

There was a discussion on how to best inform City contractors' employees of their living wage rights. Suggestions included: 1) Doing PSAs on City TV as well as taking out ads on Spanish language radio stations and newspaper, 2) Have a link to Living Wage information on the first page of the City's website, and 3) Posting signs or notices that the City pays Living Wages with directions on where to get information to see if they qualify.

There was also a discussion about the insurance requirements to qualify for the lower wage rate. Do they need to offer insurance or pay for the insurance? If the employer offers insurance and requires the employee to pay 50% of the premium, does this qualify for the lower rate? If the employee declines the insurance, can the employer pay the lower rate because they offered the benefit?

Action Item: Provide copies of the ordinance and Living Wage Certification to committee members prior to the next meeting. A request was made to review and summarize the Living Wage tier being paid. This will be a manual effort and information is not available for contracts/POs issued for the period covered in the survey because the self-certification form was not implemented until this fiscal

year. Purchasing can send a request for wage rates and description of benefits to the firms that responded to the survey and stated that their employees benefited from the Living Wage requirements.

Due to the above issues, there was a discussion that the committee may need to meet more frequently.

The next meeting is scheduled for 5:00 p.m. on Wednesday, April 16, 2008. Items to be discussed are:

- 1) Review of the Living Wage Recommendation Report.
- 2) Review summary of the Living Wage tiers being paid.
- 3) Discussion on the frequency of the meetings.
- 4) Review of wage tiers and the requirements for achieving the lower wage rates.