



**County
Administrator**

Robert W. Wilson
701-241-5770
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M E M O

TO: Cass County Board of Commissioners
FROM: Robert W. Wilson
DATE: April 28, 2022
SUBJECT: Pay Practice Study with Gallagher

The Personnel Overview Committee met on April 18, 2022 and discussed reducing the number of steps in the County pay matrix. This discussion was brought to the Committee by Sheriff Jahner and he gave the committee a comparison of pay steps and salary range for the Cass County Sheriff's Office and other local law enforcement agencies. The County had several more steps compared to other agencies. Ultimately, the Committee approved forwarding the pay step information to Gallagher to get a recommendation.

Following the POC meeting, Cindy Stoick and I met with Gallagher and presented them with the pay step information. Gallagher responded with a three-month proposal at a cost of \$9,000 to conduct a pay practice study of the external market using a custom survey to find the market trend of range progression. The hope is that they will have the study complete in July, and their recommendations can be considered by the Board during 2023 budget hearings.

SUGGESTED MOTION:

Move to approve the purchase and budget adjustment for a pay practice study with Gallagher in the amount of \$9,000.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynd.gov



Gallagher

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April 28, 2022

Robert Wilson
Cass County Administrator
211 9th Street South
Fargo, ND 58103

Dear Mr. Wilson:

We appreciate the opportunity to present this proposal regarding services Gallagher's Human Resources & Compensation Consulting practices (Gallagher) is able to offer towards conduct a market study.

The study needs was initially recognized by the law enforcement department in the due to a potential gap between the County and market in number of pay steps and number of years for incumbents to move from range minimum to range max.

We would be pleased to assist the County in this capacity. We have outlined our proposed processes, followed by a project plan, and then associated costs and timeline.

Pay Practices Study

The scope of this study includes conducting a pay practices study of the external market using custom survey to find the market trend of range progression.

Gallagher will collect pay practices information, analyze and evaluate all data in an objective manner, and provide potential pay practice adjustments to ensure market competitiveness.

The study will include:

- Review and confirm the comparable survey participants (reference 2020 comparator group of surrounding organizations)
- Review and confirm pay practices questions
- Develop the survey instrument focused on collecting the following data:
 - Number of pay steps
 - Number of years for employee to move from range minimum to range maximum
 - Other relevant pay practices and policies
- Collect, review, and verify participant data



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- Summarize market data to determine market trend
- Create organization-wide step plan models using market trend
- Provide implementation options and conduct implementation cost analysis

The cost for the above services will be \$9,000.

Estimated Timeline

PHASE	DESCRIPTION	MONTH (2.5 months)		
		MAY	JUNE	JULY
I	Study Management Confirm project timeline, deliverables, labor market, ongoing meetings, key information			
II	Pay Practices Study Data Collection Form preparation and administration			
III	Structure Modelling and Implementation Analysis Salary Structure Review and Cost Implementation			
IV	Project Finalization, Draft & Final Reports			

We appreciate the opportunity to respond to the County’s request. Please feel free to contact us at any time if you have any questions or require additional information. We look forward to hearing from you soon.

* * * * *

Sincerely,



Gallagher

Insurance | Risk Management | Consulting

Mike Verdoorn
Principal Consultant

Gallagher
Human Resources & Compensation Consulting

1600 Utica Ave S, Suite 450
St Louis Park, MN 55416
651-234-0845



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AGREEMENT

After having reviewed the proposal prepared by Gallagher for the Compensation Study for

Cass County
Fargo, ND

We, the undersigned, being the authorized officers of our respective organizations, do hereby indicate our acceptance in principle and our general intent to proceed with the following project(s):

Compensation Study: \$9,000

We both understand that the total price is firm for all project components outlined in this proposal.

Being duly authorized officers of our respective corporations, we agree to the terms specified in this proposal.

Gallagher Benefit Services, Inc.

By: 
Mike Verdoorn, Managing Principal

Date: April 28, 2022

Cass County
Fargo, ND

By: _____
Authorized Signer

Date: _____