**TSCC Meeting Minutes**

**December 18, 2019**

TSCC Offices, 808 SW 3rd Ave, Suite 540, Portland Oregon

Commissioners Barringer, Norton, Wubbold and Ofsink were present as were Executive Director Gibons and Budget Analyst Tunie Betschart.

Public: Harmony Quiroz (future commissioner)

Chair Barringer convened the TSCC Regular Meeting at 12:08

1. Chair Barringer approved the November 26 meeting minutes with on correction.
2. Craig Gibons review the TSCC FY19 Budget.
	1. Mr. Gibons briefly explained the correction sheet reflects the internal service charges for telephone and data processing. This was included when the commissioners approved the In-House budget, but has, inadvertently, not been included in the monthly Budget Analysis.
	2. See attached November Budget Report Update 12-17-19 which corrects the in-house budget.
	3. There was discussion of what must be done in the event that the in-house budget approved in April by the commissioners does not reflect current expenditures. It was decided that TSCC must adjust the budget using an amendment/supplemental budget to reflect actual spending even though the county TSCC budget does not stand alone but within the General Fund. TSCC does have a new “legal limit” of $426,000.
	4. Commissioners will continue to monitor the budget as there are costs associated with the hiring of the new Executive Director that will change the expenditures to some degree.
	5. It was suggested we develop a written procedure for the budget process.
3. Revisions to the Executive Director Recruitment schedule ware discussed.
	1. Mr. Gibons said he had met with the Multnomah County HR staff and they are very supportive in assisting with the recruitment of the new Executive Director. They will review the job announcement and description. They will receive the applications and forward to TSCC. They are comfortable with the schedule. County Budget Director Mike Jaspin offered to find someone to serve on the screening panel. The County wants to make sure the panel and the applicants are very diverse.
	2. The Commissioners discussed their involvement with the recruitment process. Commissioner Wubbold stated he would not be available to participate in a sub-committee but will be happy to participate in the final interviews.
	3. Ensuring qualified applicants were not disqualified prior to the Commissioners knowledge of the candidate was discussed. Having written guidelines will be very important.
	4. Commissioners agreed that Chair Barringer or Vice Chair Ofsink should be the ones involved in the final negotiations since the Executive Director will be working for the commissioners
4. The outcome and report presented by Mr. Bruner from of the Strategic Planning Process workshop conducted in November were discussed.
	1. Mr. Gibons distributed a flow chart displaying options to move forward as well as means necessary to do so and the tools needed to accomplish this. One comment made cornering this flow chart was to remove/table the bottom bucket “Obtain directive authority from legislature”. This can be discussed at a later date.
	2. The focal point of this exercise is to create interest in the practices such as public hearings/meetings that TSCC is engaged in as well as make available information about the benefits TSCC provides to both the jurisdictions and the public.
	3. Developing a service of value to the districts that they desire and could get from us as members would be very advantageous in acquiring districts back under TSCC‘s jurisdiction.
	4. The commissioners determined that they need to move forward planning the changes.
	5. Commissioner Norton will draft a letter to elected officials to be used to encourage participation in the hearing process plugging in the “one liners from mission statements. It may include goals for the hearing process
	6. Commissioner Wubbold will draft an Op-Ed Article
	7. Ms. Quiroz will work toward completing a one page informative document describing the TSCC organization written from the “public” perception.
	8. Commissioner Ofsink will work on the mission statement/tag line/elevator pitch or paragraph.
	9. It may be necessary to hire a graphic person to incorporate the new logos, tag lines and letterheads. Ms. Quiroz will contact a friend for an approximate cost on such services.
5. The Annual Report draft was discussed. The front section will be revised to eliminate the documentation on the demand letter. There will be language to cover the action but not the documentation.
6. Next TSCC meeting will be in January. Date, time and place to be determined.
7. Chair Barringer adjourned the meeting at 1:50 pm.

Attachments:

1. TSCC Budget Analysis FY19 (Updated 12-17-19)
2. Flow chart

Craig Gibons, Executive Director

**Approved by Commission at its February 3, 2020 meeting.**



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