**TSCC Meeting Minutes**

**August 13, 2019**

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

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

Absent: None (One position is waiting appointment by Governor)

Chair Barringer convened the TSCC Regular Meeting at 12:06

1. Chair Barringer reviewed and approved the minutes as presented for July 15, 2019 Regular Meeting
2. Craig Gibons review the TSCC FY19 Budget. (See attached)
3. Commissioners discussed budget season follow up which included Lusted Water District Audit and Prosper Portland’s over expenditure in 2018 audit.
4. Lusted Water District~ Mr. Gibons received the monthly update letter from Lusted Water District. However, it was just a duplicate of the previous letter. He has contacted them and mentioned that there was no progress noted in this letter. He has not received a response. He will continue to communicate to the district the need to make progress each month. There were various suggestions as to how to encourage them to move forward. It was mentioned that they do have General Obligation Debt and this could be adversely affected by their tardiness in filing the audit. They will soon be 2 audits behind.
5. Prosper Portland~ Mr. Gibons explained that during the review of the budget he inadvertently overlooked an actual expenditure that exceeded the budget appropriations in the 2018 which was presented in the audit. Upon investigating, he found the district has over expended appropriations 9 of the past 10 years. Mr. Gibons explained to the Commissioners that he has already met with the new CFO of Prosper Portland Adam Lane, and Budget Officer Tony Barnes to discuss these over expenditures. They said they will get back to him in a couple weeks with a written procedure to avoid this in the future. After considerable discussion it was determined Mr. Gibons will discuss with them who at the City of Portland reviews the audit and these expenditures and if there is a need to involve the City in the solution. When Mr. Gibons sends the Adopted letter to the district it will contain a paragraph about the over expenditures and this letter will be retained with the certification letter dated June 12, 2019 since the letter did not mention the over expenditure. Mr. Gibons will review and strengthen the in-house procedures on how to handle Audit Reviews to ensure over expenditures do not slip by the staff person reviewing the budget. When the audits come in and an over expenditures is noted, the director should discuss the audit exceptions with the budget director, requesting a written explanation of why it happened and how the district will prevent over expenditures in the future. This should all be completed prior to the budget reviews and the audit exceptions and the solutions should then be noted in the certification letter.
6. New Commissioner Recruitment was discussed at length. Mr. Gibons had previously provided a draft of a recruitment announcement (see attached) which commissioners discussed and revised.

Some of the changes suggested were:

* 1. To state that the Governor is now recruiting for a new Commissioner (instead of TSCC recruiting…)
	2. Add the candidate must be a registered voter in Multnomah County
	3. Delete the sentence about being an unpaid volunteer position since it is covered in the paper work
	4. Somehow convey the Commissioners are “professional citizens” representing taxpayers of Multnomah County.
	5. State that the organization aspires to reflect Multnomah County’s positive outlook on the diversity and equity. Encourage citizens from the entire county to apply.
	6. Include information about and names of some the districts we oversee such as Metro, TriMet, Portland Public Schools and the Port of Portland.

Suggestions for arenas for recruitment of a new Commissioner were:

* + - Informal conversation with peers
		- TSCC weekly updated
		- Flyer distribution to budget committees and financial associations we work with
		- Conversation with previous or current governing board members of municipalities within Multnomah county

The Governor’s office will be the one to review applications and appoint the next TSCC Commissioner. There have been occasions where they will call and ask the Executive Director’s opinion.

1. Executive Director Recruitment ~ Mr. Gibons provided an update of the job description (see attached). However, he asked what the Commissioners would like in a new Executive Director. What attributes are they looking for and how can this recruitment produce applicants with such attributes.

Qualifications concerning Oregon Budget Law was discussed at length. It was decided that the reference to Oregon Budget Law could be removed.

The suggestions was made to have two categories of “requirements”:

1. required qualifications
2. preferred qualifications

Candidates should:

Demonstrate ability to acquire information from applicable sources

Have advanced knowledge or general principals of property taxes

The Timeline needs to be revised to include a period to select a few possible candidates and request written answers to a questionnaire provided by TSCC Commissioners.

This questionnaire could be made up of possibly 3 or 4 questions that include the following subjects:

* External Component of the position
* Internal management examples of overseeing an organization, maintaining the budget for that organization and reporting to a board of directors.
* Technical aspects of their experience and accomplishments
* Financial Analysis examples

Questions for those make the cut and will move forward to the interview process:

Give examples of how you have accomplished specific tasks during your career.

“What authority under the statutes does TSCC have?” This tests analytical skills as well as ability to search state statutes and also writing skills.

When selecting the replacement the following should be considered. The replacement should be able to:

* Have a mindset of mentoring first (not just a regulatory authority mindset).
* Be able to sustain TSCC within budget parameters
* Maintain current systems
* Provide support for the commissioners
* Engage with Districts in a positive way
* Be in tune with what is going on around the area ~ Maintain News Letter
* Demonstrate proficient to excellent writing skills
* Be very supportive of the districts ~ Need to be seen as a value to the district
* Keeps TSCC relevant

A suggestions was made to include in the job description a explanation of the duties of the Commissioners (could be taken from the commissioner recruitment flyer) to help a potential candidate determine what the Commission actually does.

It needs to be clear that they understand that if hired, they will be a Multnomah County employee.

A suggestion was made to use Multnomah County template concerning AMD act, and other basic legal requirements when recruiting for a position

1. 100 Year acknowledgement celebration~ Mr. Gibons is working on history of TSCC. This will be discussed at a later meeting.
2. Fall Tax Measure Hearings ~
	1. Metro Parks & Nature GO Bond 26-203
	2. Sauvie Island LOL Board Approved Filing Pending
	3. Portland Pubic School District #1J – On board’s August 13, agenda for approval
3. Next meeting to be held in September (date to be determined) needs to include election of officers.
4. Chair Barringer adjourned the meeting at 1:48 pm.

Attachments:

1. TSCC Budget Analysis FY19
2. Commissioner Recruitment
3. Executive Director Job description

Craig Gibons, Executive Director

**Approved by Commission at September 11 meeting**

 



