



**TSCC Regular Business Meeting  
Meeting Minutes  
Thursday, December 12, 2023  
1:00 p.m.**

Chair Harmony Quiroz, Commissioners Ofsink, Norton, Wubbold and Donahue were present, as were Executive Director Allegra Willhite and Budget Analyst Tunie Betschart, all via Zoom Meeting.

Absent: None

**REGULAR MEETING**

Chair Quiroz called the meeting to order at 1:10.

**Election of TSCC Officers**

Commissioner Ofsink nominated Harmony Quiroz to continue as Chair of the commission and Mark Wubbold to fill the Vice Chair position. Commissioner Norton seconded the nomination. There was a discussion about the division of duties. The Chair will conduct hearings, and the vice-chair will have the personnel duties. Both were elected by a unanimous vote of the commissioners.

**Commissioner Application Process**

Executive Director Willhite reported that the two candidates to replace the outgoing commissioners have completed the vetting process. They are awaiting the Governor's signature, which is expected by early January.

**TSCC Mid-Year Budget Update and Tentative Forecast**

Executive Director Willhite gave a brief overview of the TSCC's Budget, stating there will be a more in-depth discussion during the upcoming retreat in early 2024. She just received current information this morning that allowed her to compile a current report on the actual expenditures through November. She will send a copy to the commissioners following the meeting. There were no surprises or anything unexpected in the report. She reviewed the numbers showing that 35% of the budget dollars have been spent as of November 30. Personnel services expenditures may trend a bit higher; however, the temporary service category will likely balance this with underspending. A contingency is set aside for any expenditures that come in higher than expected.

Discussion included Commissioner Ofsink asking about the charges from the county and Commissioner Norton asking about the lease for TSCC's office space. Executive Director Willhite explained the expenditures for county services are adjusted at the end of the year. A new lease for three years was signed, and this expenditure is not included in TSCC's budget.



The amount was substantially less than the previous lease. The space for lease offered by the county within their building was considerably more than the lease for the Director Building. Commissioner Donahue noticed the date over the Actuals column was 4/30 rather than 11/30. Executive Director Willhite said she would change the column date above Actuals before sending it to commissioners. There were no other questions on the *FY 2023-24 Budget Report – December* as presented.

Executive Director Willhite summarized the forecast sent to the commissioner before the meeting based on the county's information as of the end of November. Personnel is the largest cost-driver. Materials & Services expenditures have decreased due to reduced supplies purchased and not printing as many copies of the TSCC Annual Report.

She expressed that the commissioners do not have to follow this model for personnel expenditures, but this is what the county is using. Executive Director Willhite said if the commissioner wanted to see changes in the forecast, it is easy to edit the information to include other scenarios. The five-year forecast is most likely closer to what will happen. Commissioners said they like seeing the five- and ten-year forecasts yearly.

### **Wrap Up & Other Business**

- The timing of the 2024 TSCC Commissioner Retreat will be in January or early February. The new commissioners and the outgoing commissioners, Margo Norton and James Ofsink, are invited to attend, particularly during the first portion, which will include lunch and a token to commemorate the eight years Commissioners Norton and Ofsink spent serving the community as TSCC commissioner. A poll will be sent out to decide the date and time of the retreat.
- Commissioner Wubbold's appointment to the Arts Commission will begin next Wednesday, December 20. There is a new placement within the city for the Arts Commission and a new arts and culture initiative from Commissioner Ryan's office.
- Executive Director Willhite reported that 2024 TSCC intern recruitment process has gone well, and she will be making a decision and reaching out with an offer to the successful applicant in the next week or two. This student will work with TSCC's staff in the upcoming budget season. She said she was very impressed with the qualifications and experience of the applicants. Ms. Willhite is also considering offering a second student the opportunity to help with special projects. She explained the process she used to advertise for an intern position, saying she listed this opportunity with a program called *Hand Shake*, which is a central posting place for the majority of universities across the country. TSCC uses the county stands for intern wages and the compensation is competitive. Offering the position as fully remote work is also appealing to intern candidates.

At this point, Executive Director Willhite and Budget Analyst Betschart left the meeting as the commissioners went into a regular meeting to discuss compensation, followed by an Executive Session.

The commissioners discussed the results of the executive compensation study completed by an outside agency this fall, including the use of a 50% vs. 65% range, and how step merit increases



and bonuses would be used. The Chair and Vice Chair will do additional work on what those steps and range would look like using the market median. They will communicate results back to the Commission. No actions were taken.

The commissioners adjourned to an executive session to discuss the executive director's performance.

Following their discussion, they adjourned the Executive Session.