

**TSCC Regular Business Meeting**

**Meeting Minutes**

**Tuesday, January 17, 2023**

**10:30 a.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 10:35.

**2023 TSCC Workplan – Mid-Year Update**

In discussing the workplan, Executive Director Willhite briefly reviewed the Progress Report sent to the Commissioners before this meeting. She stated the following:

* The staffing plan is complete and under implementation.
* The Annual Report refresh incorporated suggestions from the focus group, making several changes. There is a survey on the website to gather opinions on the changes, but there have been no responses as of yet.
* The Communications Plan is in progress. TSCC staff have scheduled meetings with staff of the larger districts and will be asking for media contact names and if they have any suggestions and how to increase communications with the public.
* Changing the TSCC Update eNewsletter from every week to twice a month has received positive feedback.
* The timeline for requesting an adjustment to the TSCC budget threshold will be discussed as part of the budget discussion.

**Administrative Updates**

**Executive Director Review & Compensation Process**

Commissioner Ofsink reported that in February the commissioners would conduct a performance review and discuss compensation for Executive Director Willhite for the upcoming year. In preparation, he would be doing the following:

* Conducting interviews with TSCC staff, Tunie Betschart, clients Heidi Timberman from Corbett Fire District, Patrick Dennis at Metro, and Jordan Ely at Gresham Barlow (since they recently rejoined TSCC as a full member) relating to Executive Director Willhite's performance.
* Working with commissioners and staff to reset the Executive Director's compensation and make sure it is comparable to similar positions.

**Office Space Update**

Executive Director Willhite gave an update on the office space used by TSCC Staff, saying:

* The county is currently renegotiating the contract to remain in the Director Building for another three years.
* Multnomah County has space available in the Multnomah building on SE Hawthorne. The county would provide TSCC a space where staff could have privacy and be separated from the county employees.
* As it stands now, the area's cost would be more than what we are paying in the Director building. Discussions are ongoing.

**FY 2022-23 Budget to Actuals Report**

Executive Director Willhite gave a quick review of the 2022-23 Budget to Actuals Report that was distributed in advance of the meeting, stating:

* TSCC is under spending for Personal Services since there has been very little use of on-call employees to date. This expenditure will increase in the second half of the year.
* She anticipates coming in under budget.
* Contingency may be used for replacement of older equipment such as a laptop computer, or if more staffing hours are needed.

**TSCC Budget 5-Year Forecast**

Executive Director Willhite gave an explanation of the forecast sent to commissioners stating:

* The expenditures increase for personnel in the 2021 actuals column, and the 2024 proposed relates to personnel changes such as retirements and transition overlap.
* The budget allows for extra expenditures in the personnel line item. This year is uncharted waters with the on-call and intern staffing. This forecast assumes an increase in staffing. These changes will most likely not be made until after 2024.
* Supplies can also be adjusted downward if necessary to meet the budget limits set by statute.
* CPI will undoubtedly be a factor. She is anticipating the increases CPI to settle after a year of this uncertainty.

Commissioner Norton mentioned that going to the legislature for an adjustment would need to be done during the extended session.

Executive Director Willhite suggested possibly going to the legislature in 2025 and explaining that TSCC has:

* Had at least two years of extremely high inflation (more than the 4%).
* The Commission is prudent with their funds.
* Transition costs have always been a challenge. Ask if TSCC would be allowed to exceed the budget by a specified amount during a transition year to allow for vacation payout and transition overlap.

It would be helpful if the language in the statute could:

* Possibly reset the floor due to the increase in inflation
* Tying the increase in the allowed expenditures to COLA

Commissioner Norton suggested asking to allow TSCC to keep a portion of the agency's ending fund balance due to underspending for future years when it is needed for unusual years' expenditures.

There was a discussion about contacting the member districts sharing the cost of TSCC's expenditures. This outreach would need to happen before going to the legislature. There are other alternatives now to having a staffed TSCC, and the alternative is not expensive. The drawback to not having TSCC for the districts with a population over 200,000 is they must have a citizen budget committee with an equal say in the decisions about the district's budget.

**FY 2023-24 Proposed Budget to Actuals Report**

Executive Director Willhite explained the FY 2023-24 TSCC In-House Budget, saying:

* The spreadsheet gives the current actual numbers for FY21 and FY22 and the current adopted numbers, and what is projected for FY23.
* FY23 is anticipated to come in under the adopted amount.
* Proposed for FY24 salary-related and salary amounts are based on Multnomah County assumptions of 5% COLA and a portion for merit. These are only proposed numbers and are used as a placeholder until personnel costs for TSCC are finalized.
* The Internal Service Data Process line item is for a debt the county incurred to pay for the new ERP Software. This expenditure will likely go away in FY24 but is there as a placeholder in the event the debt is not paid in full. Another expenditure could happen if TSCC staff moves from the current Dataccuity software to Access which could impact the budget.
* Contingency includes the $3,000 stipend for commissioners since there will be two new commissioners in the FY24. Additional contingency is proposed in case it is needed for additional on-call or part-time staff hours.
* TSCC Budget will be included in the February agenda for approval by the commissioners. This time frame is before the budget is due to the county.

**2023 Budget Season Schedule Draft**

Executive Director Willhite reviewed the Spring 2023 Commissioner Meetings and Hearings schedule explaining that it is still in draft form. Some smaller districts have not sent in their calendars, which could change the dates for the discussion hearings for those districts. She will continue to update the commissioners on the dates of hearings and meetings so schedules can be adjusted accordingly.

Commissioner Donahue will be unable to attend the May 22 (Monday) discussion meeting due to a scheduling conflict with the National GFOA Conference. The meeting was changed to Tuesday, May 23 which allow Commissioner Donahue to possibly attend.

The commissioners decided on the time for regular discussion meeting. They will be held from noon to two unless a discussion meeting follows a hearing.

**Wrap-up & Other Business**

**Meeting Minutes**

There were no comments on the meeting minutes for the November Regular Business meeting and Metro Parks Five-Year Local Option Levy Hearing, so they will be posted on the TSCC website.

**Demand Letter update**

Executive Director Willhite has not received any follow-up communication on the demand letter. So, it will remain tabled until further communications are received.

**Arts Tax Committee Report**

Commissioner Norton gave a brief update on the Arts Tax Committee, stating:

* The Annual Report is overdue
* The chair has termed out
* Commissioner in charge is now Commissioner Ryan
* RACC (Regional Arts Culture Council) is no longer the coordinator for the districts, and a replacement has not been named

**Multnomah County Audit**

Commissioner Norton mentioned that the Multnomah County Auditors spoke to her regarding the Multnomah County budget process. She said she suggested to them that they ask a question about what decisions have been changed because of input from one of the many advisory committees. She said they were responsive to that idea. She said she believes their primary interest is concentrated on how decisions are made for the proposed budget and the public involvement in the budget adopting process.

**Schedule for the Citizen Budget Committee Meeting**

Commissioner Ofsink requested a list of budget committee meeting and other public budget discussion opportunities. As part of the Communication Plan for this year, the Commissioners are each planning to attend two budget committee meetings and/or other opportunities. Commissioner asked for a list of opportunities for the 10 districts staff recommend attending. Executive Director Willhite said this would be one of the intern's projects.

There being no other business, the Regular Business Meeting was adjourned.