



**TSCC Regular Business Meeting
Meeting Minutes
Tuesday, July 18, 2023
12:00 p.m.**

Chair Harmony Quiroz, Commissioners Ofsink, Norton, and Donahue were present, as were Executive Director Allegra Willhite and Budget Analyst Tunie Betschart in the TSCC Meeting Room. Lunch was provided for all attending.

Absent: Commissioner Mark Wubbold

REGULAR MEETING

Chair Quiroz called the meeting to order at 12:03.

New Commissioner Recruitment

Executive Director Willhite shared a timeline for the new commissioner recruitment process. The goal is to appoint the two new commissioners by December 31. Staff will make recommendations to the governor's office. The process to review the applications will begin on November 1. She explained several efforts made by staff to find candidates, including the *TSCC Update*, an email to all districts stating the upcoming two vacancies, and posting the information on the website. In the upcoming months, staff will reach out to specific candidates. Other outreach strategies include reviewing various municipal committee rosters for possible candidates and contacting the Multnomah County Office of Community Involvement to see if they have any suggestions. Commissioner Ofsink suggested checking with the League of Women Voters also. Commissioner Donahue recommended including a post of the recruitment description on the OGFOA Job listing. Commissioner Norton added the need to be clear about the time commitment, especially in the spring for those who work.

TSCC Budget Season 2023 Retrospective

Commissioners discussed the hearings held for the various districts. Commissioners appreciated hearing from board members at the hearings. The hearings are improving, and the relationships with the districts seem very positive. The districts are more interactive. Most hearings were interactive, informative, and less adversarial toward TSCC. The answers were less scripted and more relaxed and expressive of their opinions. Commissioners appreciated hearing from both the board and staff at hearings. At a couple of hearings, there seemed to be tension within the district governing body, which was a little uncomfortable. The change in venue for the PPS hearing from the auditorium to a smaller room was a more comfortable arrangement. It seemed to create a more relaxed and conversational environment. Changing the seating arrangement at the Metro hearing (separating the TSCC commissioners and distributing them within the Metro Council) made asking follow-up questions more complex and less conducive to a fluent hearing. Additionally, having the hearing scheduled at



lunchtime and it being unclear how participants were to fit in lunch was a challenge. We will want to avoid scheduling a lunchtime hearing unless lunch is provided. Metro is the only district that plans a hearing during lunchtime and, in the past, has provided lunch. Metro's staff mentioned to TSCC staff that they will do different planning if the meeting is scheduled during lunch again.

The commissioners discussed attending the budget committee meetings. They felt it was worth the time spent, and the districts appreciated their interest in their budget. They did not gain much new knowledge about the budget or the process. However, the districts were very welcoming and appreciated the interest shown by each attendee. The commissioner and staff decided the visibility and attention to the activities were valuable to TSCC and built good relationships with each district. The practice will continue next year if individual schedules of commissioners allow.

Executive Director Willhite had requested commissioners come to the meeting prepared to share their opinions/suggestions on what went well and what needed improvement at the hearings. Here are the results:

Budget Season – What Worked Well

- Follow-up questions promote good discussions
- More interaction with districts, not just reading their answers to TSCC questions
- All but one district conducting in-person hearings
- Using Google Docs to assist in creating questions for the hearings has improved the process and the questions presented to the district

Budget Season – Potential Improvements

- Online hearing with the UFWSWQ district was less conducive to conversation than the in-person hearings
- No public comment was received this year at any of the hearings
- More emphasis on the fact that TSCC is acting as the public and asking questions on their behalf
- Time management at the hearings/making sure we have enough time for all the prepared questions. We need to be assertive and let staff know that if they have in-depth, "in the weeds" answers, the hearing could run over the time allowed.
- Let staff know commissioners are interested in why and how they came to their decisions and do not need all the statistics

Staff will discuss the various suggestions with the districts during the staff-to-staff meetings.

TSCC Annual Work Plan

Executive Director Willhite gave a high-level overview of the TSCC FY 2023 Year-End Progress Report, which was sent to commissioners before the meeting. Of the five items included in the plan for fiscal year 2023, the only one not completed was revamping the website, which was an



as-time-allowed project.

- The Staffing Plan was implemented. Having a college student help with the budget went well this year, as did having another student complete some small projects. This year, we also had a previous TSCC employee work as an on-call person helping to prepare reviews. The additional help was a great addition to TSCC staffing, easing the workload in many areas. The plan is to do something similar in the future. The staffing plan for the upcoming year will be discussed at a later meeting.
- The Annual Report refresh was completed and has received positive feedback.
- The Communication Plan was completed, and the letter to the editor was published.
- The Budget Threshold Adjustment Research was completed. The decision was that TSCC could make it through the ten-year time frame with the current allocations.

There was a discussion on the "TSCC By the Numbers" included in this report and how it would/should be used. This report was just for the commissioners' information, but a future report using a similar display of numbers could be prepared for the public if there is interest.

A draft of the FY 2024 Work Plan was presented in advance, and Executive Director Willhite asked if any comments or items needed to be changed, removed, or added. The following were actions taken and ideas presented.

- Commissioners Ofsink and Quiriz volunteered as the sub-committee overseeing the Executive Director Compensation Study.
- When updating the TSCC Budget Handbook, make it more accessible, use the TSCC logo, and add more graphics. Make sure to consider the lift of this project, could be very time intensive.

This work plan will be discussed again at a TSCC Regular Meeting in the fall.

TSCC Budget Check-In

Executive Director Willhite distributed the budget information and gave a brief overview of the TSCC budget, stating that TSCC is under budget for FY23, partly because part-time employees were at bottom of salary estimates and worked fewer hours than anticipated. For FY24, hiring a second on-call budget analyst would be desirable. Allegra will provide more budget details once the final fiscal year-end figures are available.

Wrap Up & Other Business

Executive Director Willhite said the commissioners must hold a tax hearing for Riverdale Fire District on their Local Option Levy in the fall. The best time is just before or when the ballots are released. She will distribute a poll to determine the best date for everyone.

There being no other business, Chair Quiroz adjourned the meeting at 1:31.