



**TSCC Regular Business Meeting
Meeting Minutes
Thursday February 11, 2021
2:00 pm**

Commissioners Barringer, Norton, Wubbold, Quiroz and Ofsink were present as were Executive Director Craig Gibons and, Budget Analyst Tunie Betschart all via Google Meeting.

Absent: None

Chair Barringer convened the TSCC Regular Meeting at 2:05.

Minutes

The minutes for TSCC November 2 Commissioners Meeting were approved previously via email on November 24, 2020.

Budget Report

Executive Director Gibons gave a brief explanation of the December 31, 2020 budget report stating TSCC is well within budget. He explained that this budget represents the half way point in the fiscal year 2021 and expenditures are at \$211,000. He projected a budget of \$397,000 for the current fiscal year and that TSCC will come in \$49,399 under the maximum County budget for FY21. (see attached Budget Report dated 12-31-2020)

FY21 Work Plan Adjustment

Executive Director Gibons gave an overview of the revised FY21 Work Plan stating staff are updating the TSCC Administrative Procedures since most have changed since they were last updated.

TSCC staff are scanning and moving documents to an electronic cloud filing system to facilitate staff working remotely now and in the future. This will allow flexibility as staff works through the changing work environment.

Districts' mid-year budget changes were discussed and it was determined since TSCC staff will be meeting with districts' staff soon, that would be a good time to ask how the earned income is measuring up for the current year predictions and how difficult will it be to develop next year's revenue estimates.

There was a brief discussion on the automated agenda software, for which there has been no progress. The possibility of utilizing the county's system was brought up and Director Gibons committed to asking about that.

Executive Director Recruitment Proposals

Commissioners received the TSCC Staffing and Recruitment memo prepared by Executive Director Gibons This included a description of how the duties of the director have changed, budget projections for the transition period, and how this will impact the member districts. (See memo dated February 3, 2021, subject: Staff Configuration and 2021 Executive Director Recruitment)

The Executive Director's job description and the work environment have changed significantly in the past year with staff working off-site, virtual meetings with commissioners, staff and clients, and virtual hearings for the districts. During this time the organization has become flexible; however, this makes selection of the next Executive Director more than just a simple turnover that can be accomplished in a two or three week period. Since a lot of the training will need to be done remotely this will add to the complexity of training new employees.

The budget presented would allow flexibility for the time period that Mr. Gibons would remain employed by TSCC to help with the transition. He stated he would be willing to stay from 3 to 6 months on an as-needed basis. The time when he would be most needed was discussed. Executive Gibons said he is amenable to helping however the new director would like. There was discussion on how to handle the budget in order to cover these expenses and yet maintain control of the overlap. Including a contingency in the budget was discussed. To utilize this contingency, the new director would need to seek approval from the commissioners to take action to move appropriation into Personnel Services from Contingency. Using this model, the new executive director would know there was help available but the pace would need to be set by he/she in order to best utilize the funds available.

The schedule for recruitment was discussed. Commissioners agreed that now would be a good time to post the job announcement and begin the recruitment process. However, the new director's start date would need to be flexible in order to attract the right candidates.

A suggestion was made to do targeted advertising for the position using such sites and organizations as Macs List which is more of a Portland specific job board, OMFOA and League of Oregon Cities. Director Gibons will also ask where Multnomah County places their job announcements which may give additional posting possibilities.

Commissioners noted that the Job Description included in the packet emailed to them looked good and covers the necessary points.

Following these discussions, Commissioner Ofsink made a two-part motion concerning the recruitment. He moved to:

- 1) Have Executive Director Gibons update the proposed budget to reflect \$440,000 total budget with a \$416,000 Base Budget and \$24,000 Contingency that would require action by the commission to spend.
- 2) Have Executive Director Gibons post the position as planned next week and adhere to the schedule as published in today's agenda.

Commissioner Quiroz seconded the two-part motion which passed with a unanimous vote.



Continuation of Director Evaluation

(Executive Director Gibons was excused during this portion of the meeting)

Commissioner Ofsink led a discussion about how to recognize and compensate Executive Director Gibons for his work during the previous year which was extremely difficult for districts as well as TSCC. The decision would need to be sensitive to the fact that districts are the ones who actually pay for any discretionary bonus awarded. Making this decision even more difficult is the fact that the districts are still having difficult times financially. After a discussion that described previous actions and possible other compensations such as paid time off, it was decided the best way to handle this was to provide a one-time cash bonus of \$2,000 explaining that it is limited by current environmental conditions and not his level of performance.

Commissioner Quiroz made a motion to award Executive Director Gibons a \$2,000 discretionary bonus for his exceptional performance during the previous year with the acknowledgement that the commissioners agree the size of the bonus is not reflective of his performance but rather the difficult financial time all districts are experiencing. Commissioner Wubbold seconded the motion which carried with a unanimous vote.

(Executive Director returned to the meeting at this point)

Commission Succession Planning

Since the Governor's Office currently seems to need an extended lead time for appointing commissioners, the decision was made to start recruiting in June or July to fill the vacancy that will be created in December when Chair Barringer's appointment expires. Chair Barringer said he has some friends he will recruit for the Commission opening and suggested that if the other commissioners had friends who might like to join that they mention it to them as well. Executive Director Gibons will also include it in the update around that time. Commissioner Quiroz said an attempt to recruit a person of color would be great, too.

It was noted that Commissioners Wubbold and Quiroz terms will expire at the end of 2021 and that they will need to reapply if they intend to continue serving on the TSCC Commission.

Preliminary Spring Meeting & Hearing Schedule

The meeting agenda included the upcoming FY22 budget season Preliminary Spring Meeting Schedule. It was decided that the Commissioners Regular Meetings will be held at 12:00 noon as has happened in the past few years. The current plan is for virtual meetings and possibly virtual hearings depending on Governor Brown's restrictions for public meetings and hearings this spring.

Schedule Next TSCC Meeting

To be determined, to be held the last week in March.

Adjourn

There being no other business Chair Barringer adjourned the TSCC Regular Meeting at 4:04

Approved 3/10/2021



Tax Supervising and Conservation Commission

Attachments:

Budget Report dated December 30, 2020

Memo dated February 3, 2021 Staff Configuration and 2021 Executive Director Recruitment

TSCC Budget Report				
As of 12-31-20				
	In-House Budget	First 6 Months Expenses	Projection	
			Full Year	Variance
Salaries	\$ 220,000	\$ 131,162	\$ 230,516	\$ (10,516)
New Exec Director	41,700	-	20,000	21,700
Salary Related Expns	82,000	43,709	79,709	2,291
Insurance Benefits	50,000	25,519	49,519	481
Professional Svcs	5,000	612	3,612	1,388
Supplies	6,000	1,652	3,452	2,548
Travel & Training	2,000	-	-	2,000
Local Travel/Mileage	4,800	-	-	4,800
Softw, Subscr, Maint	6,300	7,050	7,050	(750)
Dues & Subscriptions	300	-	180	120
Intl Svc Telephone	1,700	367	907	793
Intl Svc Data Proc	2,300	1,032	2,112	188
Intl Svc Data Proc on Req	500	-	-	500
Totals	\$ 422,600	\$ 211,103	\$ 397,057	\$ 25,543

Budget Report By Object Codes			
	In-House Budget	First 6 Months Expenses	Percent Used
Personnel Services	\$ 393,700	\$ 200,390	51%
Materials and Services	24,400	9,314	38%
County Indirects	4,500	1,399	31%
Total	\$ 422,600	\$ 211,103	50%

Projected Budget v. Maximum Budget			
Projected FY21 Expenses	\$	397,057	
Maximum FY21 Budget		446,456	
Budget Variance	\$	49,399	Below Budget