



**TSCC Regular Business
Meeting**

Meeting Minutes

Tuesday, July 27, 2021

12:00 p.m.

Chair David Barringer, Commissioners Ofsink, Norton, Wubbold and Quiroz were present, as were Executive Director Craig Gibbons, Incoming Executive Director Allegra Willhite and Budget Analyst Tunie Betschart, all via Google Meeting.

Absent: None

REGULAR MEETING

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

Review of Minutes

TSCC Regular Meeting minutes for June 8, and June 17, 2021, were approved with edits previously submitted via email.

2021-22 Budget Hearing Minutes for Portland Community College, City of Portland, Portland Public School District, and Mt. Hood Community College were approved with edits previously submitted via email.

Plan to Find New Commissioner

Since Commissioner Ofsink had not arrived at the meeting, Chair Barringer moved to number five on the agenda, Brainstorming Plan to Find a New Commissioner. The time commitment has been the biggest drawback for enlisting TSCC commissioners. Executive Director Gibbons will announce the recruitment in the TSCC Weekly Update. He will include all documentation necessary to apply, such as a link to the Governor's application process since the appointment is not TSCC's decision but the appointment is made through the Governor's Office.

Spring 2021 Budget Season

Commissioner Norton mentioned that all education districts' hearings, PPS, Mt. Hood Community College, Portland Community College, only talked about social justice, racial equity, diversity, equity, and inclusion. There seemed to be little or no discussion about their educational mission. It appeared that schools are focusing on the broader issues since the other problems are still so unclear. Thinking ahead to next year, maybe TSCC's hearing questions could focus on drawing out answers in more general mission terms.

The hearings scheduled for 90 minutes resulted in a better hearing, giving enough time for detailed answers, follow-up questions, and discussion. There was some push-back from the staff initially, but as long as the timing is established early in the spring and the budget hearings are scheduled early in the process, they will make it work. District staff and board members at the hearings seemed less anxious about ending on time and more focused on the conversation at the hearing.

For next year's hearings, TSCC will leave the decision to the districts as to how they would like to hold their hearings and facilitate their decision, whether held in-person, virtually, or a hybrid model. There were more attending the hearings this year since they were virtual, but there were some drawbacks to this platform. For districts with Oversight Committees, the suggestion was made that TSCC notify them that TSCC Commissioners will be conducting the hearing on the budget and there will be questions and discussions that would be of interest to them. This may encourage them to attend.

Chair Barringer mentioned starting the 2022 budget hearings with the Op-Ed, which Commissioner Wubbold was working on before the pandemic, to get the public involved. Once the determination on how hearings will proceed, Commissioner Wubbold will continue with this effort. Next year in the minutes, Ms. Betschart will record the number of those attending via the virtual meeting platform. The suggestion was made to revisit this discussion of ways to enhance the budget attendance again in January in preparation for the budget hearings.

Overall, and considering the unusual pandemic circumstances, the commissioners felt the majority of the hearings went well this year, and participation in the hearings is improving.

Incoming Executive Director Willhite noted that the TSCC Chair facilitates the hearing, so using the tools such as establishing a "throw-away" question before the hearings is very important. Creating flexibility is essential. She said in thinking about the work plan for next year, she would like to build a communication plan to engage the community.

Executive Director Gibons Evaluation and Tenure Review

Executive Director Gibons had sent an email to the commissioners dated July 21, 2021, which contained a review of his accomplishments since he became the Executive Director in 2013 (See attachment¹). Chair Barringer had distributed a Draft Evaluation Document to the commissioners before the meeting. The Commissioners had no changes or comments to make on the document. He added that the commissioners were very pleased with performance of Executive Director Gibons during his tenure with TSCC, and the many transitions he has made in the organization. It is much better because of the changes Executive Director Gibons has made. Chair Barringer said he will email the formal written evaluation to Mr. Gibons later today.

Commissioner Ofsink moved to grant a \$2,500 bonus payment to him. Commissioner Norton seconded the motion, which passed with a unanimous vote.

Incoming Executive Director Allegra Willhite's Work Plan

1) Onboarding and Education for New Director

Incoming Executive Director Willhite reviewed the work plan distributed before the meeting

¹ Memo dated July 21, 2021 Tenure Review

(see attachment²).

She has identified the critical pieces to getting her up to speed as new director. They are as follows:

- Looking at new training opportunities
- Reviewing previous documents, materials and reports
- Connecting with current and former commissioners
- Working with Executive Director Gibons reviewing activity schedules

Milestones and timelines were mentioned. Commissioners will leave this up to Ms. Willhite. She will give this some consideration and evaluation after she has had a chance to review all priorities.

2) Facilitate Board Transition

The next item on her list of priorities was to facilitate recruiting a new commissioner, which will need to happen before January as Chair Barringer's term ends in January. Since it is unknown how long it will take the Governor to appoint a new commissioner once the applications have been received, the suggestion was to act on this soon. Mr. Gibons will share the Governor's Executive Appointment contact information with Ms. Willhite so, as the new Executive Director of TSCC, she can inquire where they are in the appointment process. The applications are completed through the Governor's office, as are reappointments. Commissioner Quiroz and Commissioner Wubbold are both up for reappointment and will be making that application. It was suggested that prospective commissioners observe the recorded hearings, such as the Multnomah County Budget Hearing. TSCC must stay on top of the appointment process to ensure the applications and appointments happen before the commissioners' term of office expires.

3) Communications: Weekly Update Refresh

Ms. Willhite stated the next priority was a refresh of the Weekly Update. She asked Commissioners for their expectations for the Weekly Update. Chair Barringer said they want her to make changes that will reflect her personality.

Ways to deal with paywalls were discussed, including searching other formats and using a Twitter account. Ms. Willhite will continue to research the paywall issue. She said she would work on updating the Weekly Newsletter using the color scheme from the new logo and a few other updates. She assured the commissioners her personality would peek through.

4) Communications: Outreach

Ms. Willhite stated that communicating with the districts is essential to her. She expressed that she will be reaching out to individuals as often as possible to get to know them and their concerns, what they would like to see more of, what they need help with, and what suggestions they have for TSCC, especially staff from member districts. Commissioners noted that this outreach will be the most important duty in her new position as Executive Director of TSCC. Building trust with the team of each district is so important, and letting them know that she wants to be their "go-to-person" when they have questions or problems. As time allows she will connect with non-member districts. Following the discussion with the Commissioners, she decided to drop the partnering with outside groups (shown on the work plan) from the communications outreach for this first year since this could become too time-consuming. It may be added back in a future Work Plan. Ms. Willhite suggested moving the communications outreach with the municipal districts within Multnomah County to the number one position on the Work Plan and changing the fourth bullet under Outreach to Developing Communications

² Draft TSCC FY 22 Work Plan (A Willhite)

and Engagement Plan for FY23. The change would encompass attendance at oversight and budget review committee meetings.

5) Staffing: Create Staffing Plan

Staffing planning may very well be moved into the following year's work plan. It was included in this plan, so it would be a resource to be considered as Ms. Willhite explores and becomes familiar with the organization's structure, duties, and timing. Commissioner Wubbold works in the President's office at PSU but will be retiring after this year. He suggested talking with him sometime soon if she is considering establishing a fellowship or an ongoing internship with Portland State University.

6) TSCC Trainings

The training portion of the Work Plan is still up in the air as it is unknown how that will proceed if it will be in-person training, virtual or a hybrid model. The networking and individual district discussions at the TSCC training were highlighted as a very definite advantage over the training offered by the state. TSCC's Training Presentation will be decided at a later date.

7) Communications: Website Revamp

The final item on the Work Plan, Website Revamp, is an item that possibly will be addressed but is a low priority item. Ms. Willhite has several ideas to enhance the website to make it more mobile device and user-friendly.

Potential FY23 Work Plan Items

Ms. Willhite reviewed the Potential FY23 Work Plan (see attachment³) suggesting a possible celebration for the 100th Year for the Annual Report, maybe pairing with its update.

Changes she will make to the Work Plan after today's discussion are:

- Communications plan will be moved up to first priority
- Website will be moved down to FY23.
- Implementing the staffing plan and the outreach to the outside organization will be addressed in FY23.

Multnomah County's new employment orientation was discussed. Ms. Willhite will add Multnomah County Human Resources to her list of people to contact.

Ms. Willhite concluded her review of the Draft TSCC FY22 Work Plan and Potential FY23 Work Plan Items by thanking the Commissioners for their insightful input. She said she would revise the draft and email a final plan the following week.

Commissioners thanked her for putting the Draft Work Plan together, walking through it at this meeting, and being ready to hit the ground running on September 1.

CY22 Officer Discussion/Election Plan

Following some discussion with each commissioner before this meeting, Commissioner Norton said Commissioner Ofsink and Quiroz have agreed to be Chair and Vice-Chair of the Commission. However, they have not decided who will serve in which role. They want to meet with Chair Barringer and Executive Directors Gibbons and Willhite in September to document a few things from Chair Barringer, to understand the timing of various events and responsibilities from the Chair Barringer's perspective. They can then reshuffle the responsibilities and decide who would best fill each position. Then a vote can be taken at the next TSCC Regular Meeting to elect the officers formally. (This will need to happen prior to the end of December when Chair Barringer's term ends.)

Other Business

³ Potential FY23 Work Plan Items

On July 17, Executive Director Gibons emailed Commissioners concerning TSCC's role on the Portland Arts Tax Citizen Oversight Committee. The TSCC position on the Arts Tax Oversight Committee (see attachment⁴) included Ordinance no. 185827 describing the composition of the Arts Tax Oversight Committee, including a member of TSCC "when possible." It was decided this is an opportunity TSCC should take to revisit and rejoin this committee. [Commissioner Wubbold and Commissioner Norton indicated interest in serving. After discussion, it was agreed to nominate Commissioner Norton for the near term, with Commissioner Wubbold serving in a future period. Executive Director Gibons said he would get the committee schedule and draft a letter for Chair Barringer to notify the City.](#)

Executive Director Gibons emailed a memo to the commissioners about Possible Property Tax Ballot Measures (see attachment⁵). The message included a table showing the current Local Option Levies for taxing districts in Multnomah County. Today, TSCC has not heard of any district planning to put a tax measure before the voters in November 2021. The deadline to notify Multnomah County is August 14.

Next Meeting

Early October is the next anticipated Regular Meeting, with the date to be determined. With that, Chair Barringer adjourned the meeting at 1:46 p.m.

Attachments: 5

⁴ Memo Dated July 17, 2021 TSCC Role on Portland Arts Tax Citizen Oversight Committee

⁵ Memo Dated July 26, 2021 Possible Property Tax Ballot Measures