

Clackamas County Extension Budget Committee Meeting
April 13, 2021 – Zoom

Attendance: Rob Kappa, Presided; Cheryl Keithan, Secretary; Leah Sundquist, Office Liaison; Janaleen Williams; Faculty Rep; Pamela Whitten, Classified staff Rep; Don Wiley, and Rob Guttridge committee members. Ed Winkler and Angela Sandino were unable to attend.

Rob Kappa called the Zoom meeting to order at 11:00am.

Updates from Leah: Clackamas County estimates that there will be at least a 4% increase in revenue in 21-22. It was moved and seconded to use 4% to base the 21-22 budget on. Motion passed.

Budget changes from March meeting with the 4% increase:

- New funds to forestry assistant position to bring FTE to full-time as of 7/1/21. This will complete the goal of having one FTE assistant for each of the five programs. (13K)
- Increased marketing funding to each program for promotion. (5K)
- Added funding for moving/shredding and disposal of excess material in program and storage areas. (10K)
- New line for program facility rental with a 5K cap for each program area. This line item will allow programs to track rental charges for classes/events held at the fairgrounds and other event areas. (20K)
- Additional funds for Front Office clerical staff professional development. (10K)
- New line for all-staff and Advisory and Budget committee members to attend a staff retreat for County Diversity, Equity and Inclusion training. Training would bring Extension up to compliance with OSU and Clackamas county standards. (10K)
- Added funding for supplies and services to support Forestry Assistant with programming efforts at the full-time level. (7K)
- Full-time staff SMS support upgraded to 9K each. Part-time staffs receive a percentage of support.
- Budget Committee motion to leave NWREC staff SMS at current level was approved.
- Contingency fund increased by 10K.
- New line for debt service for new building bond charges. (\$55,434)

Other information:

- Clackamas County has not yet scheduled budget meeting dates for May. Leah will keep us posted when she receives the date, time and location/type of meeting.
- Extension Building plans are to continue to secure funding from outside sources to reduce any mortgage debt. Leah is putting together a presentation to request financial support or help with a capital campaign from the OSU Foundation next month.
- Hopefully, Jeff Jorgensen will be present at the Commissioners meeting to give an update on the new building.
- Leah will send this committee a copy of the public letter she is putting together for this important meeting with Commissioners.
- Committee members reviewed their roles in the script for the public budget meeting. All members are invited to attend and participate.
- A motion was made by Rob Kappa and seconded by Rob Guttridge to accept the revised budget using the 4% increase figures. Members voted unanimously to accept the new draft.

The budget meeting was adjourned at 11:50am.

Cheryl Keithan, Secretary