

Clackamas County Extension Budget Committee Meeting
January 20, 2022 – 3:00pm-4:30pm
Minutes

This first budget meeting was held on Zoom with the following members attending: Chair Ed Winkler; Secretary, Cheryl Keithan; Program Support, Rob Guttridge; Staff Representative, Jan Williams; Accountant, Pamela Whitten; and Office Liaison; Leah Sundquist. Members Don Wiley and Rob Kappa were unable to attend.

Chair Ed Winkler welcomed committee members to the new budget year and thanked them for participating in the upcoming Extension budget process.

OSU 697 accounts: Pamela briefed members on this accounting process at OSU that still has balances for county Extension programs. This method was used by OSU prior to Clackamas County Extension being approved for a special district by county voters in 2009. It seems that OSU's records and those from the office do not agree and OSU is asking for written proof of current fund balances. Pamela is working back to 2008 to pull the necessary paperwork from storage files to provide proof. Unfortunately, OSU does not keep financial records over seven years old. Computer records are also being gathered so that the office and OSU can come to a consensus on current balances and make adjustments.

Office improvements: Per the 21-22 approved budget a new phone system and computer purchases have been ordered. Also, the county will be installing new security locks with swipe card entry on all doors of the main office and possible the Annex at no cost to our budget.

Extension Community News: A search has begun for a new contractor to print and mail the next Community News publication to every zip code grouping in Clackamas County. Pamplin News has been printing about 35,000 copies for subscribers of county community newspapers. They are hoping to find a suitable printer within the county for the job. Possibilities include a printer in Molalla, and one in Oregon City.

Education Center Update: Leah reported that county commissioners have ear-marked the Extension Education Center building as a priority for county projects. **Todd Farmer and Ken _____ are working on a prospectus.**

Review 21-22 Budgets: Pamela presented figures for the first six month of the current budget. They are missing income estimates and expense billings from the county but mentioned that allotted funds will probably be in excess in these categories: Salaries because there are unfilled positions and staff supported by other groups, and fewer expenses for programming due to COVID. Unused funds from 21-22 can be re-allocated to other areas or added to the capital building account.

Estimates for 22-23 Budget: Budget meetings have begun and we have been asked to spend money wisely and strategically. The county strategic plan ensures that sustainable budgets are tied to results. Plans are being made for the following increases:

1. Increase of 3-4% in tax revenue
2. Increase of 3.9% from PGE
3. Increase in costs for county-wide print and delivery of next Community News.
4. Increase for Classified of 3.1% for COLA and 2.5% next year.
5. Increase of 3% for Classified with special increases for OS1 and OS2 office staff and a COVID bonus of \$1500.
6. Some Unclassified staff will have salary and support changes.
7. Plans are being made for a 1.5% - 3% COLA for staff.
8. Increases for 3% wage increase for Faculty and up to 3 faculty members may receive performance increases.
9. Increasing costs for the county to manage our capital building fund.

Important budget dates: February 11, 2022 optional 21-22 budget projections.

May 23-26, 2022 Budget Board Committee projections for 22-23

Adoption of budget June 9, 2022

NWREC request: NWREC has requested additional funds to help balance their 21-22 budget. Metro Regional Director, Angela Sandino has offered an amount that would bring them up to previous year's allotments from Clackamas County. This committee was asked to review the information and make a recommendation.

Rob Guttridge moved "that we approved the funds that Angela offered from excess funds in the 21-22 budget for NWREC support." Cheryl seconded the motion and the motion passed with a vote. Due to the fact that a new NWREC Director will be starting in February, members agreed to provide additional support from the current budget to assist with their deficit. Leah and Pamela will arrange the funds transfer. In the future, a formal agreement of support between NWREC and Clackamas County Extension will be in place.

With no other business, the meeting was adjourned at 4:30pm. Leah will notify the committee of the date and time for the February meeting.

Cheryl Keithan, Secretary