

Clackamas County 4-H and Extension Budget Committee Meeting
March 7, 2023 10:00am – 11:30am

The third Clackamas County 4-H and Extension Service District Budget Committee meeting was held at the Extension Annex with some members on Zoom. The meeting was opened by Chair, Ed Winkler at 10:00am.

Attendees were: Committee members – Ed Winkler, Chair; Cheryl Keithan, Secretary; Rob Guttridge, Vice Chair; and Don Wiley. Also attending: Leah Sundquist, Office Liaison; Jan Williams, Faculty Representative; and Sarah Cameron, Classified staff Representative. Guests included Dr Surendra Dara, Director of NWREC and Nik Wiman from NWREC staff. Regional Director Angela Sandino was unable to attend and the fifth committee position applicant is awaiting approval from the Board of County Commissioners.

Minutes from the February meeting were approved with the following correction and addition: 1. Members did not receive Committee Bylaws before this meeting and asked to have this issue put on hold until April so members have time to evaluate them and 2. Clarification of how delinquent taxes are handled by the county: Pam reported that 95% of assessed taxes are collected each year, while 5% is moved into delinquent taxes which are collected over the next few years. This amount equates to about \$25,000 per year.

NWREC Budget Requests:

Dr Surenda Dara, NWREC Director, forwarded a formal request for 2023-24 funds along with a list of expenses that they incur throughout the year that they need to cover. The committee agreed that funds from the Extension budget to NWREC are not a gift and need to be accounted for to this committee. After much discussion, the following items were presented with a *motion from Don Wiley who moved that: "1. NWREC will receive the same allotment as 22-23 for Operation & Maintenance (O&M) support of \$81,500; 2. Extension will continue to pay half salary for the Small Farms person and a portion for the office assistant of \$53,099; 3. Extension will also continue to support NWREC staff members with working funds for Supplies and Services (S&S), assigned according to how their time/research impacts Clackamas Extension clients at \$85,750. (Per approved decision at the February meeting: Those S&S funds will be managed by Extension Fiscal Administration as requests are made through staff Purchase Cards.) and 4. All unused S & S allotments will be retained by Extension."* The motion was seconded by Cheryl Keithan and approved by a show of hands of all members.

Members of the budget committee agreed that NWREC's research staff and facilities are of great value to Clackamas County Extension clients and staff as well as providing information for development of new Horticultural species and practices that fit our changing environment and that Clackamas County Extension needs to contribute their fair-share of funding along with contributions from 6 other counties in the North Willamette Valley.

Budget Review: Members were concerned that once the budget is set and approved by the BCC Joint Budget Committee there may be unexpected change requests from outside sources. *Motion: Don Wiley moved "That no additional 23-24 budget funding changes can be made without approval from this standing committee."* The motion was seconded by Rob Guttridge and approved with a show of hands.

Additional Meetings Needed: The group talked about the need for at least quarterly meetings over the summer and fall in order to be available for changes and special requests. Leah reported that she can call special meetings as long as the committee is willing to meet. *Motion by Rob Guttridge: "Moved that the Clackamas County Extension Budget Committee meet at least quarterly after the first six months of meetings to address budget updates".* The motion was seconded by Don Wiley and approved with a show of hands.

As there was no further business, Cheryl moved to close the meeting and Rob seconded. Motion passed. Meeting closed at 11:30am. Next meeting will be held on March 20, 2023.

Submitted by Cheryl Keithan, Secretary – March 11, 2023