

CLACKAMAS COUNTY EXTENSION AND 4-H SERVICE DISTRICT

BUDGET MEETING

February 20, 2024 10:30am-12:00pm

Chair Ed Winkler called the meeting to order at 10:30am and welcomed everyone to the meeting.

Attendees: Extension Budget Advisory committee members Rob Guttridge, Vice Chair; Cheryl Keithan, Secretary; Don Wiley, and Rob Kappa attended as well as Ed Winkler, Committee Chair. Other attendees included Leah Sundquist, Advisor, Clackamas Extension; Pamela Whitten, Extension Financial Coordinator, and Sarah Cameron, Classified Staff Representative. Janaleen Williams, Faculty Representative was unable to attend and has asked to be excused as unclassified staff representative due to a continuous conflict with meeting dates and times. Leah is in the process of recruiting another representative from unclassified staff to fill the vacancy.

Minutes: January 20, 2024 minutes were read and approved by the committee.

Campus Updates: Extension Director, Dr Ivory Lyles has submitted his resignation for retirement. His position will temporarily be shared by Chris Elliott, currently supervisor of all regional directors and Jeff Sherman from the College Partnership Department until a national search can be organized. Also, Dr Surendra Dara, NWREC Director, is moving back to OSU agriculture research so Ag Director Sam Angina, Associate Dean of Extension will be filling in at NWREC.

Upcoming Meeting Dates: Please reserve the following dates for budget meetings.

Leah's county admin meeting – March 16	March 26 – final budget review with county
March 19 – 10:30-noon - Budget Committee	May - TBD – present county presentations for review
April 16 – 10:30-noon – Budget Committee	May - TBD – County Budget Approval

Budget Discussion: Leah and Pam had a couple of minor budget changes on the latest edition of the budget. SNAP-ED Supplies and Services funds from a former employee will be committed to funding support for non-qualifying schools to keep those dollars in action and Family Community Health will be purchasing a commercial food dryer for their programs. Pam and Leah once again brought up the need to raise our estimated income from 3% to 3.5% to cover unknown salary increases for classified union changes (up to 18%) and unclassified employee salaries paid by the Service District to match other increases. Current county estimates property tax income are at 4.1%.

Motion: A motion was made by Rob Guttridge to change our income estimate from 3% to 3.5%. Cheryl seconded the motion and all members approved the new percentage rate.

Motion: Cheryl Keithan moved to put all unallotted funds (\$143,663.15) into the contingency fund so they are accessible for salary increases. Don Wiley seconded the motion and it was approved by all members.

NWREC's request for support was discussed. Dr Dara had asked for \$100,000 plus \$7,000 for increasing expenses. Members are concerned that once again, NWREC is asking for additional support without a clear accounting of where Service District dollars go before they request additional funding. The committee agreed that a new director will need to be advised of Extension Service District requirements in order to receive support from this group. A decision was made to list the \$100,000 and \$7000 as separate line items for 24-25.

Motion: Ed Winkler moved to disapprove NWREC's request for the additional \$7,000 until NWREC staff have documented and justified the use of Service District funds for 23-24. He also requested that this budget group be provided with additional information on the funding that NWREC receives from Columbia, Polk, Washington, Marion, Multnomah and Yamhill counties. Motion was seconded by Rob Guttridge and approved by the committee. Currently the Service District is funding 42% of NWREC's financial needs.

Motion: Rob Guttridge moved to accept the changes to the budget and Don Wiley seconded. Motion approved by the committee. As there was no further business, Rob G. moved to close the meeting at 12:00pm. Next meeting date will be Tuesday, March 19th at 10:30am at the Annex.

Cheryl Keithan, Secretary

Minutes approved on 10MAR2024