

Clackamas County Extension Budget Committee Meeting
January 30, 2023 – 10:00am-12:00pm
Minutes

This first Clackamas County Extension and 4-H Special District budget meeting was held on Zoom and in-person at the Annex with the following members attending: Cheryl Keithan, and Don Wiley; Jan Williams and Sarah Cameron (Staff Representatives); Pamela Whitten (Accountant); and Leah Sundquist, (Office Liaison) and Angela Sandino (Regional Director). Ed Winkler and Rob Guttridge were unable to attend.

Budget Committee Positions Open: Rob Kappa attended while waiting for approval from County Commissioners for a second term. The fifth committee position is still open. Please contact Leah if you are interested in applying. This is a 3-year term with meetings in January, February, March, April, May and June for the on-site budget approval hearing.

Leah Sundquist welcomed committee members to the new budget year and thanked them for participating in the upcoming Extension budget process which has the following important deadlines:

- MAR 13-Budget review with County Administrator
- APR 3- County Administrator approves final proposed budgets
- May 10-11- proposed budget packets to Budget Committee
- May 22-Budget presented with the committee present. (As of our meeting)
- JUN 22- Budget adoption goes before the BCC.

Leah and Pamela attended the recent county budget update meeting where goals of efficient and diligent use of budget dollars were encouraged. County budget officials encouraged all county staff to reconsider the need to allocate funds for long-term, unfilled positions and also cut the cost of unnecessary overtime. Classified staff should not have overtime unless authorized by their supervisor. It was also recommended not funding other counties special requests unless they benefit Clackamas County Extension Service.

Pam Whitten went through the budget items with estimates for 23-24 Budgets to include the following changes:

- Increase of at least 3.5% in county tax revenue since final figures will not be available until after budget is approved.
- Salaries continue to eat-up half of available budget dollars. COLA'S set at 1.5% and OSU approved staff bonuses could go as high as 6%.
- The Extension Community News is now on a 5-year print contract. This year postcards were sent to 180,000 county homes with a QR code to access the publication. Online access will reduce printing and mailing costs. Some hard copies printed for libraries and handouts at office.
- Building maintenance and Facilities Cost increased by 30% as the county expects to recover costs from past years. All other housing costs increased by 8.7% (Consumer Price Index estimates).
- New hires include one Administrative Program Assistant and one Educational Program Assistant for 4-H.
- Operating Contingency has been set at 5%.
- Building fund allocations will continue at \$500K.

With no other business, the meeting was adjourned at 11:30am. Leah will notify the committee of the date and time for the February meeting.

Cheryl Keithan, Secretary
February 7, 2023