

1st Extension Budget Committee Meeting

Minutes

3 February, 2021 – 6:00-7:40pm

Attendance: Cheryl Keithan, Leah Sundquist, Ed Winkler, Pam Whitten, Rob Guttridge, Rob Kappa, Don Wiley, Angela Sandino – not available

- Welcome – Leah

- Election of Officers: Currently Chair and Secretary – At least 3 members must participate in the May budget approval meeting. Cheryl moved that we include a Vice-Chair position as well as Chair and Secretary. Motion passed. Volunteers for Chair were Rob Kappa (in his last year) and Ed Winkler (for the next two years). It was decided that Ed would take the Chair position and Rob Kappa would serve as Vice-Chair. Rob K volunteered to also attend the agenda planning meetings. Cheryl Keithan volunteered to serve as Secretary for her two-year term. The secretary will take minutes of all monthly meetings but will need assistance with minutes in order to participate with the Commissioners Budget Committee in May. Motions were passed to confirm volunteer positions.

- Budget items being investigated: Pam and Leah have unearthed two budget items that have been allocated but not paid for the time period of 2014-2020.
 1. The first item falls under Expenses for yearly lease payments on the current Extension building from 2015-2020. They have not found any records showing that Extension was billed by the county for this time period nor indication that any payments were paid.
 2. The second item under Expenses is an allocation for payment to the county's outside auditors for our yearly budget audits. The search is on for billings from the county or auditors from 2014-2020.

- Areas that comprise the budget:
 1. Revenue: Most revenue comes from the Service District allotment of .05 per \$1000 of property tax value. Other monies come from: Contingency funds, delinquent taxes paid after November 15, Interest and penalties on property tax, intergovernmental transfers, interest earned less investing management fees on building funds and carry-forward from prior years.
 2. Expenses – Personnel – Almost 50% of income goes to staff wages and OPE, contract & grant services to include fund & website development, marketing, community reports, and advertising as well as replacing of office equipment including staff computers.
 3. Expenses such as operational services, supplies, staff program support as well as partial support for contracted staff that provide services as resources but are not housed in Oregon City.
 4. Other line items: Budgeted expenses paid to OSU for reimbursement, County contingency (10%) may continue, funds held at OSU for reserve, construction fund services of architects, etc. Security of debt service for building bonds, prior year budget comparison, and current year Ending Balance.

- Other budget dollars may be required to upgrade staff salaries and benefits after yearly reviews (April) are conducted by OSU, changes in non-classified and classified union contracts, and additional needs for program support.

- Staff hiring allocations in this office:
 - FTE – Full-time employee with benefits and program support
 - .90 – Probably working 4 days a week or has additional 10% support from grants, etc.
 - .75 – Not a full-time employee. May work 4 days a week.
 - .50 – ½ time employee with benefits
 - .49 – Part-time employee without benefits
 - .33 – Our share of contract support for resource services (mostly agricultural).

- Member comments:
 - Budget has increased about 4.8% in the last couple of years. How are the building fund monies invested – stock market?
 - It would be helpful to have budget committee meetings throughout the fiscal year so members have a better understanding of changes in the budget.
 - Has anyone contacted county auditors, Moss Adams, for questions or input? Leah will look into it.

- **To Do:**
 - Leah is still trying to meet with new commissioners Tootie Smith and Mr. Schul to update them on Extension’s value to Clackamas County.
 - Leah and Pam will wait until the March 18 meeting of Advisory Council to present the budget for their input. Budget committee members are invited to join the Zoom event.
 - Leah and Pam will soon have access to fiber optic service from the county for minimal cost so they can use the county financial reporting databases.

Next meeting for this committee will be by Zoom, February 17 at 6:00pm.

Cheryl Keithan, Secretary