

BUDGET COMMITTEE MEETING MINUTES

DATE: April 19, 2023

TIME: 1:01 pm

Members Present: Scott W. Myers, Jim Hamsher, John Rowell, Amy Kreger, Kathy Smith, and Charlene Morris.

Members Absent: None.

Others Present: Budget Officer Julie Ellison, Administrative Assistant Laurie Stinnett, Recorder Laurie Cates, Frances Preston, Title III Administrator Beth Simonsen and Reporter Neil Nispero.

Minutes. The minutes of March 29, 2023 were reviewed. **MSP: Jim/Scott - to approve the minutes as corrected.** The minutes of March 30, 2023 were reviewed. **MSP: Jim/Scott - to approve the minutes as corrected.**

Department: 101416 COUNTY COURT

Page 9

Staff Present: Judge Scott W. Myers, Commissioners Jim Hamsher and John Rowell and Administrative Assistant Laurie Stinnett.

Expense

5100004 Admin Asst: Kathy suggested talking about the request to increase this position from .50 FTE to .75 FTE. Charlene requested clarification on the roll the budget committee plays regarding personnel issues. **MSP: Charlene/Amy – to not increase the hours for this position to .75 FTE.** Kathy indicated she is not ready to make a decision on this until the other larger budgets present, because she would like to see how the entire budget looks before making a decision on any increases. John also would like to see how the budget ends up before discussing any potential increase. **Kathy believes the hours for the position do likely need to be increased, but the committee has not increased hours for any other positions up to this point. Amy, Kathy, Charlene, Scott and John voted yes and Jim voted no.**

Motion: Jim/ - to postpone the decision on this until later in the budget process. No second was received. Laurie Stinnett asked to speak and gave examples of the work load she is currently trying to keep up with and items that may not get done if she doesn't have additional hours to complete the work. Scott agreed. Stinnett said without an hour increase she will be forced to triage the work. Frances said she is hearing that services provided to the public from the County Court will not happen and doesn't feel this is acceptable.

Staff Present:

Revenue

Discussion General: Kathy has questions about the use of ARPA funds. Jim believes the funding can be used for existing and new positions. Kathy asked about capital outlay expenditures. Jim indicated he thinks Title III funding can be used for items such as vehicles and Kathy asked if Jim had the rules for this. Jim said he asked Emergency Manager Eric Bush to send these questions to County Counsel for clarification. Kathy again asked if ARPA funding can be used to purchase vehicles and Scott stated he believes this is a question for Eric. Amy stated ARPA funds are not recurring and asked what would be the plan moving forward into the future to fund the positions.

1:24 pm Sheriff Todd McKinley and Parole and Probation Sergeant Josh Wolf entered.

Jim asked Todd if the City of Prairie City had indicated how much funding they were planning to provide for patrol. Todd believes it will be the same as before(\$40,000).

Charlene recused herself from all discussion regarding the Sheriff's Department budget due to an unrelated conflict of interest.

Jim reported he has to leave for an appointment that he cannot miss and will return as soon as he is able.

1:27 pm Corrections Sergeant Wade Waddel entered.

Department: 118100 COMMUNITY CORRECTIONS

Page 44-45 TA

Staff Present: Parole and Probation Sergeant Josh Wolf.

1:30 pm Emergency Management Coordinator Eric Bush entered.

Expense

Discussion General: Kathy suggested putting \$350,000 into unappropriated ending balance in order to protect the funding so that it cannot be used during this budget year. Todd questioned whether this can be done with state money. Josh has been talking with the state on ways to spend money down. Discussion regarding the excess funding in this department followed. Kathy pointed out only 15 percent of contingency can be spent according to budget law. Julie asked if money from contingency should be moved into other budget lines and Kathy stated only if there are plans on spending more than 15 percent. Josh stated he believes the department will spend approximately \$175,000 during the upcoming fiscal year on a building project. Julie suggested creating a new budget line for capital outlay – buildings in the amount of \$200,000 (5400003). Amy asked if Josh would be comfortable placing \$200,000 in unappropriated which would still leave plenty of money in contingency. Josh agreed. Julie pointed out this fund is contributing \$35,000 towards the jail each year now.

5700050 Operating Contingency: Decrease to \$271,839.

5900070 Unappropriated End Balance: Increase to \$200,000.

Department: 101414 COUNTY SHERIFF

Page 6-7 TA

Staff Present: Sheriff Todd McKinley, Corrections Sergeant Wade Waddel.

Revenue

Discussion General: Charlene remained recused from this discussion and did not participate. Kathy feels the revenue might be inflated a bit this year, but is willing to see what happens and look at it further next year.

3030115 Gun Permit: Julie asked Todd if he had any updates on Measure 114 and the potential permit requirement process. Todd does not have an update on this yet.

3030144 AIC Boarding Fees: Julie wants to increase this line by \$35,000 to include the money that will be received from Community Corrections.

3030185 Public Safety Network Grant: This line item is a grant to upgrade existing radio systems throughout the entire county and to add some additional sites.

3030188 School Resource Officer: Kathy asked about this line. Todd advised the school has not decided on whether or not to provide funding for a resource officer.

3030193 ATV Grant: This is a reimbursement grant, but they do not currently have an employee providing this service.

3030196 ESD Truant Officer

Expense

Discussion General: Kathy asked Eric Bush about the ARPA funding and if it could be used to fund current employees in the Sheriff's Department. Eric reported this funding can be used for almost anything except lobbying and is almost certain the answer is yes, but he would prefer to ask County Counsel's opinion just to make sure. Kathy suggested utilizing the ARPA funding now since it has a sunset on when it must be spent and this will allow the LATCF funding to last longer. The County Court had previously approved use of the ARPA funding for new positions within the department. Todd questioned if all of the funding is used this year then what would happen to new positions once this funding is used up. Amy asked the court members if they were going to plan on a policing levy in the future as they have been requested to do several times. Kathy stated her plan would be to set aside LATCF funding for these positions after the ARPA funding is gone. Todd reported it is very difficult to hire new employees if there is a chance they won't be funded moving forward. Kathy pointed out once the budget committee presents the budget to the court and it is adopted the funding is secured. Utilizing the ARPA funding first would make it much easier for tracking and reporting purposes. Eric discussed legislation being discussed at the federal level that could cause unobligated funding for ARPA to potentially

need to be sent back in the future. Julie asked if Eric could send a request to County Counsel to find out if the ARPA money could all be obligated for this upcoming budget year to pay for staffing in the Sheriff's Department. Discussion regarding which budgets to pay this out of followed. Julie will need to know what the decision is regarding the cost of living adjustment (COLA) so she can have correct figures in order to calculate the wages. Kathy suggested discussing the COLA before the meeting ends today.

5200032 Health Services: Wade said this line is to pay for medical costs for AIC's in custody and reported they finally have a jail nurse providing this service.

5200036 Mental Health Serv: Wade would like this funding just in case they have an AIC in custody who needs mental health services. He agreed this line item could be reduced to \$20,000 since the pre-employment psychological evaluations will now be paid out of 5200079 instead of this one.

5200079 Pre Employment Exp: This line is to track pre-employment costs that are statutorily required.

5400001 Capital Outlay-Equip/Furn: Kathy reviewed the requests with Todd and asked if the committee is okay with the requests.

5400002 Capital Outlay-Vehicles: Todd has requested three additional vehicles. Kathy asked if older vehicles were being rotated out. Todd said the older, higher mileage vehicles are the ones that will be sold as surplus. The plan is to purchase a pickup and two additional Chevy Tahoes. There are still issues with getting new vehicles. Todd stated every year two vehicles should be rotated out, but this has been very difficult over the last several years. Kathy asked the court members to make sure the old vehicles are included in future surplus sales.

Department: 108100 EMERGENCY MANAGEMENT Page 32-33 TA

Staff Present: Emergency Management Coordinator Eric Bush.

Revenue

Discussion General: Eric presented a PowerPoint presentation to the committee showing what the department does and gave examples of different situations responded to, including the recent downtown business fire in John Day. Eric said Tory Stinnett at Economic Development will be instrumental in assisting the businesses damaged from the fire to recover economically and he wouldn't be able to do the recovery part of an emergency such as this without her help.

2:29 pm Victim Intervention Director Kaylie Clark entered.

3030816 OEM Grant: This amount can vary and is competitive and the exact amount won't be known until June. Eric said the expenses will depend on the amount received.

3030818 General Reimb: Julie will decrease this to \$63,705.

3030822 Other Federal Grants: This grant would be to finish Phase 2 of the remodel of the Berry Building and will likely not arrive until fall. Eric explained the different grant funding sources and no general fund money or LATCF funds are

planned for expenses. Kathy told Eric he did an excellent job explaining the work he is doing and funding sources and thanked him for providing the information.

Expense

5200002 Telephone/Utilities: The cost of utilities was discussed. Julie calculated an annual cost of \$9,050. Eric explained the different utility costs including satellite cellular phones and satellite internet capabilities.

5600060 Transfer – Gen Admin/Rent: Eric said the budget needs to be reflected to make this rent and not admin and \$10,000 can be paid for rent. Julie will make the change to rent and put \$10,000 in this line.

Department: 133100 DOMESTIC VIOLENCE PREVENTION Page 60 TA
Staff Present: Victim Assistance Director Kaylie Clark and Title III
Administrator Beth Simonsen. Beth advised she is here to assist Kaylie because some of the funding sources and services provided are tied together.

2:43 pm Jim Hamsher returned.

Revenue

Discussion General: Charlene recused herself from this discussion and stated she has a conflict of interest. There are no general fund dollars provided to this budget, it is strictly grant funded.

3033305 VAWA Rural CFDA 16.588: Kathy asked if the amount in this line is for one year or two. Beth explained some of the money is carry over from a previous year that was not used and must be spent in this fiscal year so the money listed is for one fiscal year.

Expense

5100002 Deputy DA: This position is currently funded at 32 hours per week.

Department: 134100 DA REVOLVING Page 61 TA
Staff Present: Victim Assistance Director Kaylie Clark and Title III
Administrator Beth Simonsen.

Revenue

3033406 VOCA Basic CFDA 16.575: Beth reported the applications for this have not been opened yet, but it is a non-competitive grant. Beth was advised the amount provided will be lower than in previous years and it may require a small grant match from the County. Beth placed \$1,000 in grant match funds in this line, but isn't sure it will even be that much.

3033410 CAMI Grant: Beth stated this amount has declined because not enough money was being spent and she will work with Kaylie to up the spending. Kaylie believes some of the lack of spending was due to not being able to attend trainings because of COVID.

Department: 147100 FOREST TITLE III SRS
Staff Present: Administrator Beth Simonsen.

Page 70 TA

Revenue

3034705 SRS Fees CFDA 10.666: Kathy asked if this increased was due to the changes in SRS percentages. Beth indicated yes. There is still a 45-day objection time frame in order to obligate the funding. Charlene asked why SRS funds are used in this manner. Jim and Kathy said these are categories that are allowed as uses for SRS funding. Jim explained the difference between the different Title I, Title II and Title III uses. Beth said the basic premise is Title III funding can be used for anything that benefits the national forest. Charlene asked Beth is she was an employee of the County and Beth stated she is not, she contracts with the County to administer Title III funding.

Expenses

Discussion General: Charlene asked who came up with the figures for expenses and Beth indicated she did. Kathy pointed out this is a best guess and the entire amount is usually never spent.

3:10 pm The committee took a short break. 3:21 pm The committee returned to session.

Frances Preston asked who pays Beth Simonsen as a contractor. Julie said the Title III fund pays Beth and it is not a general fund department. Julie explained she is paid out of whichever expense line she does work in. Beth previously worked in Economic Development and administered Title III as a county employee and when she left employment, the County requested that she continue to administer Title III by contract.

Department: 101453 PLANNING DEPT
Staff Present: None.

Page 21 TA

Expense

5200011 Legal Services: Julie needs to add this line in the amount of \$1,000 to track legal expenses.

Department: 101100 NON-DEPARTMENTAL

Page 1-2

5200048 Animal Damage Control: Kathy asked to discuss this line now that the County Court has heard the presentation from those requesting funding. Scott and Laurie Stinnett both believe the court approved \$60,000 in funding for this position. Kathy wanted it on the record that she voted no on this and will continue to do so. Kathy suggested changing the amount in this line to \$60,000 and not including any money for donations.

Cost of Living Adjustment (COLA): The committee discussed the proposed COLA the County Court suggested of 8%. Amy asked about the unions and Kathy pointed out the COLA for the unions will depend on upcoming negotiations. John's recollection was the court set a starting point for the COLA,

but the end decision will be up to the budget committee. John suggested someone make a motion and second to move toward discussion. **MS: Jim/Scott – to approve the 8% COLA increase.** Kathy believes this is too high and the county cannot afford it. Scott used the Northeast Oregon Housing Authority of an example and said they settled on 6%. Jim said last year a 3.5% COLA was approved even though the actual CPI was 5.26. Kathy asked what departments the court was ready to cut in order to fund this because both cannot be done. John said having more housing doesn't necessarily increase the tax base. Jim disagreed. Amy stressed protecting the LATCF funding is imperative moving forward and suggested voting on the motion on the floor.

3:44 pm Assessor David Thunell entered.

John asked David for clarification on property tax increase for new houses. David said the more new homes built the more money that would be brought in. He also said the tax rates per thousand cannot change, but additional properties will add additional money. Charlene said for example if 10 new homes were built at a tax rate of \$3,500 per house then the additional tax base would be \$35,000, but the money is divided in percentages between different entities depending on where the homes are built. David agreed with her assessment. Kathy pointed out the property taxes would not keep up the funding needed for public safety. **Jim voted yes. John, Charlene, Amy, Kathy and Scott all voted no. Motion failed.**

MS: Charlene/ - that county employees receive a 3% COLA increase for the next three years. Motion died for lack of a second.

MS: Amy/Scott - to set a 6% COLA for the upcoming fiscal year. Charlene asked if the committee was willing to use LATCF funding for this. Amy and Kathy pointed out that some of this funding has to be used and some has already been used. Frances asked how anyone discussing this budget in good conscience could agree to increasing anything. She believes the committee should look at decreasing hours and not filling vacancies when they happen. Jim asked Julie if she included how much interest the ARPA money was making each year in her budget figures and she said she did. Charlene asked if there was ever a time employees have went without a COLA increase. Kathy said no, but the increases have been less than the actual CPI-W at times. Charlene asked the courts position on the following: if the 6% COLA is approved would the County Court keep the Courthouse open Monday through Friday from 8 am to 5 pm and through lunch. Scott said there is very little activity on Friday afternoons. John believes the Courthouse should be open Monday through Friday from 8 am to 5 pm. **Amy, Kathy, Charlene, John and Scott voted yes. Jim voted no. Motion carries with a 6% COLA increase.** Kathy asked Julie if she would have enough time to make the changes and Julie indicated she would.

MSP: Amy/Scott – motion to adjourn.

Meeting adjourned at 4:01 p.m. the next meeting will be on April 24, 2023 at 10:00 a.m.

Respectfully Submitted,

Amy Kreger
Secretary