



**TSCC Regular Business Meeting
Meeting Minutes
Thursday, October 10, 2024
11:00 a.m.**

Chair Harmony Quiroz, Commissioners Wubbold, Donahue, and Burton were present, as were Executive Director Allegra Willhite and Budget Analyst Tunie Betschart, for the virtual meeting.

Absent:

Commissioner Allison Lugo Knapp

REGULAR MEETING

Chair Quiroz called the meeting to order at 11:00 a.m.

Arts Education & Access Fund Oversight Committee

Chair Quiroz asked the Arts Education & Access Fund Oversight Committee chair, Jenn Falco, to give her presentation first. She gave a brief overview of the AOC, which oversees the Arts Access Fund, and the role of the TSCC representative on the board. She covered the history of the oversight committee, accountability, and what is asked of the volunteers who serve on the committee and answered questions from the commissioners. Following her presentation, Commissioner Wubbold briefly explained TSCC's commissioners' involvement in the committee since 2012, stating that either the executive director, a commissioner, or both have been on the board since its inception. There has always been a TSCC commissioner serving on the committee. At the end of 2024, Commissioner Wubbold will be termed out as commissioner and will no longer serve on the oversight committee for the Arts Education & Access Fund. The time frame for joining the committee would be at TSCC's discretion. AOC meet every other month beginning in February 2025. Hybrid meetings are an option, too, for committee members.

Sauvie Island local Option Levy

Executive Director Willhite gave a brief overview of Sauvie Island's Local Option Tax levy review. After some edits, revisions, deletions, and additions to the questions, there were seven questions to be discussed at the hearing on October 17, 2024, at the Sauvie Island Fire Station, 18342 Sauvie Island Rd. Portland, Oregon. It will begin at 7:00 p.m. (Commissioners Donahue and Burton will be out of town on October 17, so they will attend virtually). Executive Director Willhite will send the questions to the district today so they have time to prepare for the hearing.

TSCC Budget & Research Analyst Recruitment

There were 31 applicants for the analyst position. Eleven will participate in a telephone screening with both staff members in the upcoming weeks. Successful applicants from this



first round will move to an interview via Zoom. The panel interviews will take place early in November, and the final candidates will meet in person with Chair Quiroz, Commissioner Allison Lugo Knapp, and Executive Director Willhite in mid-November. The start date will be the first part of January.

TSCC Annual Work Plan

Commissioners were asked to vote on the work plan for the Fiscal Year 2025 Work Plan Draft distributed previously. Director Willhite reviewed some items, such as board and staff transitions, plans for the office, the budget manual, and the website updates. Chair Quiroz moved to accept the Fiscal Year 2025 Work Plan Draft. Commissioner Wubbold seconded the motion, which was passed with a unanimous vote.

TSCC Commissioner Transitions

Chair Quiroz said she was willing to remain the chair of the TSCC, but with Commissioner Wubbold terming out at the end of the year, a new vice chair would need to be elected. The plan is to elect a new vice chair at the first meeting in 2025. Currently, the governor has not named the new commissioner for TSCC. Still, hopefully, at the next regular meeting, the name of the new commissioner will be shared with the commissioners. Chair Quiroz reviewed how the duties of the chair and vice chair are shared. The vice chair is mainly responsible for being the human resource representative and stepping in to conduct meetings and hearings in the chair's absence.

TSCC Budget Check In

Executive Director Willhite said there has been no change in the FY 24 End of Year budget report sent in August. The organization is below the maximum authority and the commission-approved budget. For the current year, TSCC has utilized about 13% of the budget to date. Personnel spending will increase due to the budget analyst's retirement and the hiring of a replacement. Spending on supplies is up due to advertising for the budget analyst position. The budget will be discussed at length in January.

Wrap Up & Other Business

The next meeting will be determined at a later date. It will include an executive session to discuss the executive director's performance and determine salary. The meeting can be held early in December, with 30 minutes scheduled for the executive session and 30 minutes for the regular meeting.

The stipend eligibility forms were discussed. Since this form needs to be completed annually, Executive Director Willhite will email these to the commissioners in November or December. The state is also providing training on various topics for commissioners and will contact them with the information.

There being no other business, the meeting was adjourned at 12:30 p.m.