

**Minutes of the Board of Commissioners  
Multnomah Building, Board Room 100  
501 SE Hawthorne Blvd., Portland, Oregon  
Thursday, May 12, 2011**

**BUDGET WORK SESSION # 3**

Chair Jeff Cogen convened the meeting at 10:16 a.m. with Vice-Chair Deborah Kafoury and Commissioners Diane McKeel, Loretta Smith and Judy Shiprack present.

**BWS.3 FY 2012 Budget Work Session on the Non-Departmental Offices (NOND) and Programs. Presenters: Julie Neburka, Principal Budget Analyst; Brad McLean, Central CBAC Chair; Mark Campbell, Interim Director, Finance & Risk Management; Dr. Steve March, County Auditor; Marissa Madrigal, Chief of Staff, Chair's Office; David Austin, Communication Director; David Houghton, Director, Emergency Management; Matthew O'Keefe, Analyst, LPSCC; Daryl Dixon, Chief Diversity & Equity Officer; Kat West, Director, Sustainability.**

Ms. Neburka provided the introduction. Mr. McLean spoke on behalf of Central CBAC and their role as advocate for citizen involvement. For projects the Citizen Involvement Committee (CIC) initiates, they will continue to focus on: Citizen Budget Advisory Committee (CBAC); developing partnerships with other community groups; providing an independent source of information about County activities; co-hosting budget forums and surveys; and ongoing dedicated fund review of Non-Departmental (NON-D), the Library and the Health Department. They will continue to build volunteer recruitment; do regular reviews of CICs at department level; provide orientation and training to volunteers; advocate for creating mechanisms to allow elected officials to provide clear feedback to citizens; and broadening citizen awareness of County programs and policies. He shared their county-wide recommendations, including: funding critical County programs first including mandated programs and services, programs supporting people at risk, and proactive services focusing on prevention. They also recommended not expanding programs or offices at this time. Last, holding back "one-time-money" and using for critical capital projects and to back fill programs affected by the upcoming State cuts. They also participate on the steering committee of Multnomah Evolves Initiative and support including Wapato in facilities planning to offset the annual mothballing charges. He thanked the Board for the opportunity to participate and provide Central CBAC's recommendations.

Ms. Neburka provided an overview of the entire NOND budget. She explained that for FY12, the Information Technology department moved under the new Department of County Assets. She reviewed the Nondepartmental budget funds and those funds that are included, and what percentage they constitute for a total of \$99,381,544. She discussed the programs included in the General Fund (GF). GF Facilities Charges refer to the County's responsibility under ORS 1.185 to operate courtrooms, jury rooms, and offices. When the new East County Court facility is finished, its operating cost will become

General Fund obligations; debt service and maintenance at the Wapato Jail are budgeted here too. Next, she spoke about programs not included in the GF, such as ITAX payments to schools; tax revenue anticipation notes; and 211Info and the Family Security programs formerly operated by the CCFC, which will be managed by DCHS in FY12. The Federal/State fund covers programs such as the Commission on Children, Families and Community; Local Public Safety Coordinating Council (LPSCC); and Emergency Management (grant-funded portion). The Risk Fund incorporates the County Attorney's office, which has a FY12 budget of about \$3.7 million with 22.80 FTE.

Ms. Neburka spoke about other funds, noting that some dedicated funds collect taxes and fees and pass the whole amount through to other agencies (such as the Oregon Historical Society Levy), and others collect revenue and keep some portion of it for future payments (such as debt funds). She spoke about changes to FTEs, which total a 0.54 FTE difference, and responded to Board questions and comments.

Commissioner Shiprack asked about the Community Lending Program and to be provided with a comparison of the interest rates the County was paying before and after the program. Mr. Campbell replied that small local banks offer more competitive, lower interest rates than big banks. He said he will follow-up with a more detailed response after the meeting.

Dr. March began by thanking his staff for the work they do. He spoke about completing a successful request for the proposal (RFP) process for hiring an external audit firm. Moss Adams LLP won that competitive bid. He spoke about his office's accomplishments in FY11 and the work they will do in FY12, including: working with County staff to gather data on improving and monitoring controls and efficiencies; ad hoc consulting; and finding better ways of using data on a daily basis. They have audits planned for the Schools Uniting Neighborhoods system; Department of County Management; Department of Community Justice (DCJ); and others. Dr. March explained that the Government Auditing Standards require that Auditors receive peer reviews from other audit professionals. Three auditors from around the country will come and look at their work and see if they're meeting government standards and provide suggestions on improving efficiency. Following the guidance of the Association of Local Government Auditors, his office has peer reviews every three years. The reviews will be completed within the next two weeks.

Ms. Madrigal spoke about the Economic Development Program, which works closely with the Board to drive county-wide economic development policy, expand relationships with County businesses, promote job creation and staff the County Business Advisory Committee. This program is run by the Economic Development Advisor and is responsible for promoting job creation and retention, job training for youth and adults, business recruitment and access to capital for small business and underserved communities. It also reports annually on the expenditures of the State of Oregon Lottery Funds for economic development; oversees the County Microlending program; manages County contributions to Summer Youth Connection, etc. In FY11, this program was budgeted in the Board Clerk's Office, but will now be funded in the GF.

Mr. Austin explained the transition of the Communications office from Public Affairs. This office will maintain its employ of 6.5 FTE and work to fully inform the public on what the County does. They serve the entire Board and all County departments and are available to provide information and help with media correspondence. Their goal is to take communications to the next level, including more social media and getting as much exposure as possible.

Mr. Houghton spoke about performance measures in Emergency Management (EM), such as after-action reports and surveys. He stressed the critical nature of frequent training and preparing staff for emergency situations. The Incident Command System is an important tool the County uses to ensure a focused, controlled and coordinated emergency response. He spoke about the different trainings they provide and the funding they receive. Commissioner Smith asked if they plan to provide more English-Second-Language materials in the future, as non-English speakers also need to know what to do in emergency situations. Mr. Houghton responded that this has not been discussed yet, but will be addressed in future conversations. Vice-Chair Kafoury asked if he knew how the State is looking to cut EM services and what would happen if basic services are cut. Mr. Houghton replied that this is a conversation he needs to have with his DCJ partners. Commissioner Smith requested for Mr. Houghton to meet with her staff to follow-up on her questions.

Commissioner McKeel was excused at 11:51 a.m.

Mr. O'Keefe expressed gratitude for this opportunity to recognize the investment the County has made in LPSCC. He spoke of challenges ahead, such as overseeing the operations of Decision Support System for Justice (DSS-J), which is the County's public safety data warehouse and decision support system. DSS-J is currently costly technology, but Mr. O'Keefe anticipates that those costs will decline in upcoming years.

The Commissioners asked questions requiring follow-up by the departments after the meeting. The following inquiries were made: Vice-Chair Kafoury asked to be provided with specific detail regarding the SB 1145 carryover (about \$200k) in LPSCC.

Mr. Dixon began by speaking about the Office of Diversity and Equity (ODE) mission and vision to serve by holding the County accountable to ensure access, equity and inclusion in services, policies, practices and procedures. He spoke about the importance of identifying institutional barriers to inclusion and opportunity and recruitment outreach audits. He identified several employee network groups supported by ODE such as the Managers of Color, Employees of Color, Pride Respect Integrity for Sexual Minorities, and the Vital Aging Network. Outreach methods ODE has used include postcards, brochures, the County website, social networks, and videos. Mr. Dixon spoke about the Courageous Campaign for Equity, which works to engage all staff in identifying healthy versus harmful behaviors so that standards of behavior are agreed upon throughout the organization through means of employee focus groups,

surveys, a book club and other facilitated discussions. He responded to Board questions and comments. The Board thanked him for this presentation.

Ms. West spoke about the Office of Sustainability's mission to promote sustainable County operations and a vibrant community where present and future generations are able to prosper. She listed the three program mandates her office focuses on as supporting the fiscal integrity of County operations; supporting sustainable County services and policies; and promoting a vibrant community. She explained that Sustainability provides the County with immediate savings, long term investments into the future, and reduces the external costs to the community. She reviewed her office's successes, such as obtaining grants, building three eco-roofs, bringing the recycling rate up to 54% in the County, creating six County composting locations, the Sustainable Jail project, etc.

Ms. West spoke about the release of the Food Action Plan, which she described as a public engagement project bursting with opportunity. The CROPS project has allowed the County to donate fresh food to local food systems and engage youth offenders in the Restitution Garden, which allows them to plant food sold to New Seasons market to pay back their victims. She spoke about projects her office has planned for FY12 such as the Climate Action Plan mitigation and adaption; East County Courthouse Clean Diesel Retrofits; Beginning Urban Farmer Apprenticeship program, etc. She responded to Board questions and comments. The Board thanked her for her presentation.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:17 p.m.

Submitted by:

Lynda J. Grow, Board Clerk and  
Marina Baker, Assistant Board Clerk  
Board of County Commissioners  
Multnomah County