

Jefferson County Budget Advisory Committee Regular Meeting

Minutes

June 7, 2021 – 2:45pm

Convened: 2:45pm (virtually)

Members Present: Jim Dale, Emily Ellet, Leanne Emm, Ed Valenzuela, Frank Teunissen, T.O. Owens, Brittney Warga

Members Absent: None

County Staff: Daniel Conway (Budget Manager), Micah Badana (Sr. Budget Analyst), Phillip Pappas (Sr. Budget Analyst), Zoe Jenkins (Budget Analyst), Mary O’Neil (Division Director), Stephanie Corbo (Chief Financial Officer), Becky Gehrig (Sr Administrative Coordinator)

Public Comment: None

Welcome and Introductions:

- Welcome remarks made by Dan Conway, Budget Manager.
- Introductions of county staff (Strategy, Planning & Analysis Division).

Overview of Committee Procedures:

- Dan Conway reviewed the purpose of the advisory committee and the county policy.
- Dan informed the committee of county training requirements for people appointed to serve Jefferson County board/commission, and that they will be contacted by Deborah Churchill, Chief of Staff, to arrange the training.
- Dan instructed the committee that they are not permitted to communicate directly with one another regarding committee matters to ensure compliance with public meeting laws, and requested all committee-related communications be directed to him.
- Jim Dale questioned if this is related to the Sunshine law. Dan agreed to obtain further clarification from Deb Churchill and the County Attorney’s Office.

Election of Committee Chair:

- Dan provided clarification on the duties of the chair - conduct meetings, call items to vote, etc.
- Because current county policy does not specify the duration of the chair’s term, Dan recommended the chair serve for one year. No objections to this recommendation were made.
- Dan opened the floor for nominations.
- Leanne Emme made a motion to nominate Jim Dale, Brittney Warga seconded
- Jim made a motion to nominate Leanne, Brittney seconded.
- Jim was elected by a unanimous vote of the members present.
- The Chair appointed Leanne as Vice Chair, no objections from the committee members.

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Review of Budget Development Timeline:

- Dan provided overview of the county budget development timeline.
- Dan provided overview of the county organization chart to help identify the departments, and explained that some departments have their own dedicated financial staff but the Strategy, Planning & Analysis (SPA) Division provides budget oversight and coordination for all county departments and offices.
- Dan agreed to provide a copy of the budget development calendar (indicating process due dates)
- Leanne recommended the committee could be helpful in reviewing the preliminary budget and the associated assumptions, as well as reviewing decision package requests from departments for the proposed budget.
- Frank Teunissen asked if the committee will be required to attend budget development meetings. Dan informed the committee that they are welcome and encouraged to attend all public budget meetings.
- The Chair asked for more information on the decision package requests (volume, content, structure, etc.) Dan agreed to provide the committee with copies of the decision package requests once compiled by SPA staff.
- The Chair recommended the committee convene once a month for July, August, and September to review revenue forecasts/limits, preliminary assumptions, and decision packages as they become available, with said documents provided 7-10 days prior to meeting. No objections from the committee members.
- The committee also discussed the possibility of departments with biggest expenditures present a 15-minute overview to the committee. Staff will evaluate the suggestion.

Next Steps:

- The committee requested Don Davis, County Manager, attend the July meeting and provide an overview of strategic planning efforts, budget assumptions, revenue limits, and framework for the development of the preliminary budget. Staff will evaluate the request and follow up with the County Manager and Chief Financial Officer to determine availability and feasibility.

Committee Meeting Dates/Times:

- Setting the upcoming committee meeting dates and times was tabled by the Chair and will be discussed through email communication with staff.

Adjourned: 3:45pm