

**Clackamas County Library Advisory Board
Meeting Agenda
June 9, 2025
5:30 pm
Gladstone Library
525 Portland Avenue
Gladstone, OR**

<https://clackamascounty.zoom.us/j/89078898118?pwd=bHhCMYACLW28WaZyUll09aM9sdiTXL.1>

Passcode: 323700

Webinar ID: 890 7889 8118

Topic	Time	Information Discussion Decision	Lead
Library Board meeting call to order	5:30 pm		Debrah
Approve March Minutes	5:35 pm	Decision	Debrah
Reports/Discussion items:			
a) Director's Report	5:40 pm	Information	Mitzi
b) Friends/Foundation update	6:10 pm	Information	Debrah/Mitzi
c) LDAC update	6:20 pm	Information	Grover/Natalie
d) NCPRD update	6:30 pm	Information	Grover
e) City update	6:40 pm	Information	Maria
f) County update	6:50 pm	Information	Paul Savas
g) Public Comment (3 minute limit)	7:00 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: July 28, 2025			

Clackamas County Library Advisory Board Meeting
Hybrid: In Person and Virtually Via Zoom
Minutes - Unapproved
March 24, 2025
5:30 pm

Attendance

Voting members

Members	Attendance	Notes
Debrah Bokowski	present	Chair
Grover J. Bornefeld	present	Vice Chair
Natalie Smith	present	
Evan Griffith	present	
Ryan Healy	present	
Nancy Eichsteadt	present	Non-voting alternate (Gladstone)
Dan McCue	present	Non-voting alternate (Oak Lodge)

Others present

Name	Notes
Mitzi Olson	BCS Library Manager
Maria Mitchell	Gladstone City Council
Michael Milch	Gladstone Mayor
Paul Savas	Board of County Commissioners

Call to Order: The meeting was called to order at 5:30 p.m.

Approval of Meeting Minutes: January & February 2025. Natalie made a motion to approve.
Seconded by [unclear]. APPROVED.

Reports

Director's Report: Mitzi

- The Board's recommendation of Natalie and Grover as LDAC representatives was passed along to the BCC; no response yet.
- Union negotiations continue (CEA and CEAT), currently in impasse.
- Will need to repost the Library Program Coordinator position, as the person selected for the position decided not to take it.
- Federal funding cuts (IMLS EO) may affect the State Library, essentially 25% of the State Library's budget. Mitzi will send out a link with additional information.

- NCPRD naming of the Concord property: there is no plan to change the name of the Oak Lodge Library.
- Saw the new library recently—it's taking shape. Will try to plan a visit in early May for Board & task force members. Moving will likely be in August.
- Collection work is ongoing at Oak Lodge in preparation for the move.

Friends/Foundation Update: Debrah/Mitzi

- Friends: Doughnuts for Donations on April 12th, 11am-2pm, with Voodoo Donuts; Debrah attended a national Friends webinar, which had some interesting information & ideas; will be participating in the HDOG Festival this summer.
- Foundation: Nothing new to report—next meeting is in April. Ongoing: donor wall decisions, new members needed, book sale shelving is complete.

LDAC Update: Grover/Natalie

- Nothing new to report; in the process of naming members to the task force.

NCPRD Update: Grover

- Announced a “Name That Park” initiative for the Concord site, submission window closes on May 9th.
- No news about the agreement to transfer the property the library sits on to the library.
- There is a listening session to get more people included and aware: April 9th at 5:30 pm at the Aquatic Center.

City of Gladstone Update: Maria

- Approved for the May ballot: Asking the voters for permission to sell the old library building.

Clackamas County Update: Paul Savas (not present)

Other Topics:

Arts Subcommittee-Oak Lodge: Anatta Blackmarr

- Three sites have been identified at the new Oak Lodge Library for art installations.
- Review of architect-planned art in several other areas of the library.

Library as a Community Safe Space: [Ryan or Dan?]

- Has there been a discussion with staff about law enforcement or immigration officials? Mitzi: There are privacy statutes in place to protect patrons and a court order is needed for law enforcement inquiries.

Space between the Library and the Community Center: Grover

- Discussion of the courtyard space just outside the Community Room, characterized as a place to gather.

Request to Change Meeting Schedule: Mitzi

- Alternate months through the time it takes to move the Oak Lodge Library. Natalie made a motion to change the meeting to alternating through the end of the 2025 calendar year. Seconded by Grover. APPROVED.

Public Comment: None

ADJOURNMENT: 6:40 pm

Next Meeting: May 26, 2025

Respectfully submitted,

Robin Dawson

Unattended Minor Policy

Clackamas County's Oak Lodge and Gladstone Libraries welcome and encourages library use by children. Providing quality materials and services to young people is one of our primary responsibilities. Parents and guardians are advised, however, that the library is a busy, public place and that they are responsible for monitoring and regulating their children's behavior, safety, and welfare while on library premises. Although it is a library priority to provide a safe and appropriate environment for visitors of all ages, the library staff is not responsible for providing long- or short-term care for unattended children.

Unattended Minors During Opening Hours

Per Oregon Revised Statutes (ORS) 163.545, parents, legal guardians, and caregivers must adequately supervise children less than 10 years of age. Adequate supervision is defined as having a parent/guardian or assigned caregiver in the immediate vicinity (within sight and conversational distance). Children 10 and older may use the library unattended provided that they refrain from prohibited conduct in Ordinance No. 05-3013. Caregivers who choose to leave a child unattended must first ensure that the child is capable of proper library behavior and of observing library expectations for appropriate use of library materials. Caregivers who neglect to provide proper supervision of their child and regulate disruptive behavior may be asked to leave the library with their child. Parents/legal guardians will be held responsible for damage to library property caused by their children. Library staff members are mandatory reporters and are required by law to report suspected child abuse to state agencies or local law enforcement.

Truancy

Under Oregon law, generally children and teens between the ages of 6 and 18 must attend a full-time school. If a school aged child is at the library on a school day during regular school hours, the student may be asked to show written proof excusing the student from school on that day. Library staff reserves the right to report instances to parents and/or local schools.

Unattended Minors at Closing

If the building is closing and children have not been picked up, a reasonable attempt will be made to locate the responsible party. If no responsible party is found, the police shall be called to take custody of the child.

Access to the Children's Area and Programs

Adults in the Children's Room must be using the room's materials or be accompanied by a child. Adults and teens not fitting this description will be asked to leave the area. Children's programs are held for the instruction and enjoyment of children and their caregivers. Adults attending programs without children are not allowed without prior authorization from library staff.

Access to the Teen Area and Programs

Adults in the Teen Room can briefly browse the room's materials or enter to briefly visit with a teen or talk to library staff. All other adults or children may be asked to leave the area. Teen programs are held for the instruction and enjoyment of teens. Adults and younger children are not allowed at teen programs without prior authorization from library staff.

212-Library Services
500505-Oak Lodge Library

212-Library Services 500505-Oak Lodge Library						DTD REQUEST				DTD REQUEST		
Type	Account	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Amended Budget	FY 24-25 YTD (Valid GL* --> 01/16/2025)	FY 24-25 Year End Estimate	FY 24-25 Comments - Year End Estimate	3 Year Average (Using Year End Estimate)	FY 25-26 Proposed Budget	FY 25-26 Comments - Budget Request	FY 2025-2026 Distributed Budget Figures	
Revenues	30110-Restricted Beginning Fund Balance	\$ 5,437,396	\$ 4,368,529	\$ 4,810,203	\$ -	\$ 6,703,168	From end of prior year --> Total BFB \$ Amount MUST match EFB from Column "D".	\$ 5,503,031	\$ 4,575,159	FROM the YEE --> Total BFB \$ Amount MUST match 49910 + 49950 from Column "G". [External legal restrictions and spending constraints. Examples: grants, bond agreements, Oregon Revised Statutes, Federal Regulations, etc.]		
	33110-Federal Capital Grants	\$ -	\$ 767,833	\$ -	\$ -	\$ -	State ARPA funds have been used; and were received in a prior year. County ARPA is programmed in FUND 230; not this budget.	\$ 255,944	\$ -	None anticipated.		
	33120-State Capital Grants	\$ -	\$ -	\$ -	\$ -	\$ -	None anticipated.	\$ -	\$ -	None anticipated.		
	33130-Local Capital Grants	\$ -	\$ -	\$ -	\$ 6,620	\$ -	None anticipated.	\$ -	\$ -	None anticipated.		
	33140-Federal Operating Grants	\$ -	\$ -	\$ -	\$ -	\$ -	None anticipated.	\$ -	\$ -	None anticipated.		
	33150-State Operating Grants	\$ 5,144	\$ 5,093	\$ 5,093	\$ -	\$ 5,266	Ready to read grant.	\$ 5,168	\$ 5,266	Ready to read grant.		
	33160-Local Operating Grants	\$ 1,743,137	\$ 1,774,578	\$ 1,824,065	\$ 1,687,494	\$ 1,915,241	\$1,915,241 = Library District Distribution (YTD Includes 1 of 3).	\$ 1,810,985	\$ 1,936,621	\$1,936,621 = Library District Distribution (YTD Includes 1 of 3).	\$ -	
	34180-Charges for Services-Internal County	\$ 105,681	\$ -	\$ 123,000	\$ -	\$ 123,000	No longer receiving REVENUES, the expenses are being moved directly to the programs supporting Jason -- need to program \$\$ to offset expense, but the FTE line will be less, since those costs are moving out and actuals will be zero on this line. Most recent % of JV - 25 GLAD/25 OL/25 NCPRD/25 H3S. MO	\$ 76,227	\$ 217,421	No longer receiving REVENUES, the expenses are being moved directly to the programs supporting Jason -- need to program \$\$ to offset expense, but the FTE line will be less, since those costs are moving out and actuals will be zero on this line. Updated % of JV - 33 OL/33 NCPRD/34 H3S for 1/2 of the year. MO		
	34250-Copies of Records	\$ 3,035	\$ 3,434	\$ 3,000	\$ 2,033	\$ 4,000		\$ 3,490	\$ 4,000			
	34350-Indirect Cost Revenue	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000		\$ 15,000	\$ 15,000			
	34510-Registration Fees	\$ -	\$ -	\$ -	\$ -	\$ -	None anticipated.	\$ -	\$ -	None anticipated.		
	35110-Fines	\$ 5,642	\$ 4,873	\$ 4,500	\$ 1,280	\$ 2,500		\$ 4,338	\$ 2,500			
	38110-Contributions & Donations	\$ 422	\$ 1,347	\$ 400	\$ 202	\$ 400	Note for 38180 below: BCS relief? Detail shows 16K relief what is rest? MO	\$ 723	\$ 400			
	38180-Reimbursements	\$ -	\$ 48,801	\$ 192,601	\$ 23,688	\$ 192,601	BCS: FY 24/25 Admin Economic Relief Payback + \$51k for restoration of rental property + \$101k for final year of OL building lease + \$991 for J Varga DSB space rent. FY 23/24 was based on \$400k payback; FY 24/25 based on \$300k; this is being phased out over time.	\$ 80,467	\$ 47,164	From BCS Admin Indirect Model. FY25/26 total for all programs equal to \$150k. \$33,664 - 4-months of building rent.	\$ 13,500	
39110-Transfers In From Other Funds	\$ -	\$ 2,688,000	\$ 6,029,202	\$ 154,806	\$ 3,962,000	GF Construction support.	\$ 2,216,667	\$ 100,000	F100-500508 \$100K Last resort. NO ADDITIONAL GF SUPPORT ANTICIPATED.	\$ 3,962,000		
Total Revenues		\$ 7,315,457	\$ 9,677,488	\$ 13,007,064	\$ 1,891,123	\$ 12,923,176	Note for 41100 below: How much is JV? Added 4 months for LIB2. allowed for higher LIB2 salary. Compensate for JV. MO	\$ 9,972,040	\$ 6,903,531	Note for 41100 below: Note the end of JV. MO		
Expenses	41100-Full Time Wages & Salaries	\$ 455,600	\$ 397,772	\$ 614,459	\$ 246,214	\$ 573,791	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13*1.041]+[Budget/2]+25% Varga for 6 months	\$ 475,721	\$ 654,914	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Annual wage costs and add-to pay (incentive, longevity certification, etc.)		

41110-Part Time Wages & Salaries	\$	-	\$	-	\$	-	\$	-	Ok to adjust YEE; Payroll through 12/20/24; Paychecks through 01/03/25.	\$	-	\$	-	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Employees must be hired under a job class and be paid under the assigned rate structure.
41120-Temporary Workers Wages & Salaries	\$	105,525	\$	114,845	\$	144,705	\$	43,184	Ok to adjust YEE; Payroll through 12/20/24; Paychecks through 01/03/25.	\$	106,790	\$	144,705	MANUAL CALCULATION: This code accounts for all temporary County employee costs. Temporary employees include employees who work temporarily, seasonally, irregular periods, on-call, or to cover an employee on leave. A temporary employee's salary is calculated by multiplying hours to be worked by the hourly wage. Fringe benefits for temporary employees should be included in this account code at 8.46% of salary (this includes FICA at 7.65% and Tri-Met at 0.8137% of salary). Also, if eligible, PERS benefits of 31.95% should be added and Oregon Paid Leave of 0.04% should be added.
41130-Overtime	\$	13	\$	31	\$	-	\$	-		\$	15			
41140-Vacation Payouts & Sell-Back	\$	731	\$	2,976	\$	6,000	\$	2,101		\$	2,902	\$	6,000	
41210-Fringe Benefits	\$	119,019	\$	109,904	\$	181,037	\$	70,821	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13]+[Budget/2]+25% Varga for 6 months	\$	131,032	\$	172,553	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Combined fringe benefit costs for all positions; full-time, part-time, and temporary positions, including fringe benefit costs for overtime and holiday pay. Personnel services costs are calculated using the actual health insurance coverage election of each employee as of December 2023. For vacant positions, the highest married plan per pay group (EA, DTD, etc.) has been assumed.
41220-PERS	\$	151,698	\$	137,166	\$	172,467	\$	83,649	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13*1.041]+[Budget/2]+25% Varga for 6 months	\$	155,220	\$	210,760	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure.
41230-Taxes	\$	47,112	\$	43,344	\$	50,608	\$	24,441	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13*1.041]+[Budget/2]+25% Varga for 6 months	\$	47,407	\$	55,495	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Employer tax cost includes FICA at 7.65% and Tri-Met at 0.8137% of salary.
41240-Paid Family Leave	\$	-	\$	1,866	\$	2,294	\$	1,168	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13*1.041]+Budget/2 -- Jason's PFL is captured in 41230 for 2nd half of the year.	\$	1,426	\$	2,620	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Employer tax cost at 0.4%, with a maximum cost of \$700.
41310-Unemployment Ins	\$	-	\$	-	\$	2,000	\$	-	Risk processes the unemployment claims as received and subsequently charges the cost to the user departments/offices. Departments/offices should budget the average, or a projection if future costs are anticipated.	\$	667	\$	2,000	Risk processes the unemployment claims as received and subsequently charges the cost to the user departments/offices. Departments/offices should budget the average, or a projection if future costs are anticipated.
41320-Worker Compensation Ins	\$	700	\$	556	\$	4,036	\$	2,354	Must match Amended Budget --> Column "G".	\$	1,764	\$	4,479	ReDist figure. Split between GLADSTONE - 43% & OAK LODGE - 57%. \$ 4,479
42010-Advertising/Marketing	\$	347	\$	-	\$	-	\$	-	None anticipated.	\$	116	\$	-	None anticipated.
42030-Banking & Merchant Fees	\$	-	\$	350	\$	-	\$	-	None anticipated.	\$	117	\$	-	None anticipated.
42040-Book Purchases	\$	111,272	\$	104,775	\$	151,500	\$	63,348		\$	122,516	\$	151,500	
42080-Dues & Memberships	\$	-	\$	113	\$	300	\$	-		\$	138	\$	300	
42150-Insurance - Liability	\$	4,750	\$	3,230	\$	2,445	\$	1,426	Must match Amended Budget --> Column "G".	\$	3,475	\$	2,376	ReDist figure. Split between GLADSTONE - 43% & OAK LODGE - 57%. \$ 2,376

42210-Miscellaneous Expenses	\$	-	\$	-	\$	50,000	\$	-	\$	-	\$50k not this FY.	\$	-	\$	50,000	Verify with Facilities: Furniture Relay & Associated move-out restoration toturn back the old building upon termination of lease MO	
42220-Office Supplies	\$	6,382	\$	6,310	\$	8,500	\$	2,325	\$	6,000		\$	6,231	\$	8,500	Higher because of things needed for new building. MO	
42240-Postage/Shipping	\$	15,323	\$	14,309	\$	25,000	\$	8,681	\$	20,000		\$	16,544	\$	20,000		
42250-Printing & Copies	\$	5,183	\$	5,236	\$	5,300	\$	365	\$	830	Copier lease moved to 46110. MO. The rest is for meter read. MO	\$	3,750	\$	900		
42270-Publications & Subscriptions	\$	(648)	\$	-	\$	-	\$	-	\$	-	None anticipated.	\$	(216)	\$	-	None anticipated.	
42280-Records Destruction	\$	81	\$	51	\$	100	\$	19	\$	100		\$	77	\$	100		
42290-Refunds	\$	-	\$	-	\$	-	\$	-	\$	-	None anticipated.	\$	-	\$	-	None anticipated.	
42310-Telephone & Internet	\$	9,831	\$	11,968	\$	12,120	\$	3,907	\$	12,120		\$	11,306	\$	13,000	Added funds for TS to move phones. MO	
42320-Training & Development	\$	-	\$	110	\$	2,000	\$	-	\$	1,000		\$	370	\$	2,000		
42330-Transportation - Mileage	\$	-	\$	18	\$	1,000	\$	-	\$	1,000		\$	339	\$	1,000		
42350-Travel - Lodging, Airfare, Other	\$	-	\$	324	\$	1,000	\$	-	\$	500		\$	275	\$	500		
43100-Professional Services	\$	-	\$	368	\$	-	\$	-	\$	-	None anticipated.	\$	123	\$	-	None anticipated.	
43120-Architectual & Engineering Services	\$	-	\$	-	\$	-	\$	-	\$	-	None anticipated.	\$	-	\$	-	None anticipated.	
43140-Consulting Services	\$	65,107	\$	4,589	\$	3,288	\$	-	\$	3,288	Itemize the proposed expenses by \$ + VENDOR/Purpose. [Do not exceed 150 characters.]	\$	24,328	\$	20,392	LINCC consortium; outreach: \$367.39; text notification: \$337.33; Mobileprint: \$603.75; Email service: \$226.80; schedule3W \$740.39; Self check-out after subsidy: \$18,117 (using high estimate, mid estimate \$0, includes annual maintenance). MO	
43280-Other Contracted Services	\$	5,467	\$	4,837	\$	5,093	\$	4,619	\$	5,266	Ready to read expenses. MO	\$	5,190	\$	5,266	Ready to read expenses. MO	
43290-Preemployment Services	\$	1,491	\$	617	\$	2,000	\$	66	\$	1,000		\$	1,036	\$	2,000		
44120-Computer < \$5K	\$	13,983	\$	2,221	\$	2,750	\$	-	\$	2,750		\$	6,318	\$	6,900	3 replacement computers	
44140-Equipment & Furnishings < \$5K	\$	9,566	\$	-	\$	2,000	\$	107	\$	107		\$	3,224	\$	1,200	NAS replacement	
44160-Food (Jail, Housing, Senior Centers)	\$	-	\$	-	\$	-	\$	-	\$	200		\$	67	\$	200		
44170-Hospitality/Event Supplies	\$	232	\$	57	\$	800	\$	-	\$	-		\$	96	\$	800		
44210-Office Furniture < \$5K	\$	-	\$	1,847	\$	-	\$	-	\$	-	None anticipated.	\$	616	\$	-	None anticipated.	
44240-Program Materials & Supplies	\$	6,717	\$	8,538	\$	15,000	\$	4,333	\$	11,000		\$	8,752	\$	22,000		
44280-Small Tools & Equipment < \$5K	\$	-	\$	-	\$	-	\$	-	\$	-	None anticipated.	\$	-	\$	-	None anticipated.	
44290-Software (Owned) < \$5K	\$	3,743	\$	1,836	\$	3,251	\$	721	\$	3,251		\$	2,943	\$	3,806	Hootsuite split \$594; Constant Contact split \$414; Halo added \$400 as placeholder), Sensource: \$350, Lyngsoe \$500. MO Lyngsoe = \$1,548	
46110-Leases - Copier	\$	-	\$	-	\$	-	\$	2,658	\$	5,316		\$	1,772			CHANGE BELOW 46150 - \$33,664.64 (4 months rent) MO	
46150-Leases - Office	\$	90,170	\$	93,007	\$	100,991	\$	64,190	\$	100,991	Must match Amended Budget --> Column "G".	\$	94,723	\$	35,692	Includes Jason Varga Space rent + 4-months of the OL rent = \$33,664	\$ 2,028
47100-Cost Allocation - Finance	\$	25,170	\$	-	\$	20,852	\$	12,164	\$	20,852	Must match Amended Budget --> Column "G".	\$	15,341	\$	23,960	DO NOT CHANGE --> 114.9% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$ 23,960
47101-2 CFR 200 - Finance	\$	-	\$	21,754	\$	-	\$	-	\$	-	DO NOT USE.	\$	7,251	\$	-	DO NOT USE.	
47120-Cost Allocation - Facilities	\$	87,980	\$	6,990	\$	74,970	\$	43,733	\$	74,970	Must match Amended Budget --> Column "G".	\$	56,647	\$	68,210	DO NOT CHANGE --> 90.98% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$ 68,210
47121-2 CFR 200 - Facilities	\$	-	\$	69,840	\$	-	\$	-	\$	-	DO NOT USE.	\$	23,280	\$	-	DO NOT USE.	

47130-Cost Allocation - Utilities	\$	20,400	\$	47	\$	18,431	\$	10,751	\$	18,431	Must match Amended Budget --> Column "G".	\$	12,959	\$	19,870	DO NOT CHANGE --> 107.79% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	19,870
47131-2 CFR 200 - Utilities	\$	-	\$	19,360	\$	-	\$	-	\$	-	DO NOT USE.	\$	6,453	\$	-	DO NOT USE.		
47140-Cost Allocation - Tech Services	\$	6,030	\$	2,330	\$	61,603	\$	35,935	\$	61,603	Must match Amended Budget --> Column "G".	\$	23,321	\$	61,600	DO NOT CHANGE --> 99.99% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	61,600
47141-2 CFR 200 - Technology Svcs	\$	-	\$	47,705	\$	-	\$	-	\$	-	DO NOT USE.	\$	15,902	\$	-	DO NOT USE.		
47150-Cost Allocation - PGA	\$	3,180	\$	5,887	\$	6,776	\$	3,953	\$	6,776	Must match Amended Budget --> Column "G".	\$	5,281	\$	7,540	DO NOT CHANGE --> 111.33% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	7,540
47160-Cost Allocation - Records Management	\$	-	\$	216	\$	2,000	\$	1,167	\$	2,000	Must match Amended Budget --> Column "G".	\$	739	\$	2,090	DO NOT CHANGE --> 104.72% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	2,090
47161-2 CFR 200 - Records Mgmt	\$	-	\$	1,420	\$	-	\$	-	\$	-	DO NOT USE.	\$	473	\$	-	DO NOT USE.		
47170-Cost Allocation - Human Resources	\$	9,550	\$	-	\$	16,000	\$	9,333	\$	16,000	Must match Amended Budget --> Column "G".	\$	8,517	\$	16,850	DO NOT CHANGE --> 105.28% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	16,850
47171-2 CFR 200 - HR	\$	-	\$	16,218	\$	-	\$	-	\$	-	DO NOT USE.	\$	5,406	\$	-	DO NOT USE.		
47180-Cost Allocation - County Admin	\$	2,540	\$	3,108	\$	200	\$	200	\$	200	Must match Amended Budget --> Column "G".	\$	1,949	\$	190	DO NOT CHANGE --> 95.29% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	190
47190-Cost Allocation - County Counsel	\$	-	\$	5,837	\$	7,000	\$	4,083	\$	7,000	Must match Amended Budget --> Column "G".	\$	4,279	\$	6,980	DO NOT CHANGE --> 99.75% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	6,980
47191-2 CFR 200 - County Counsel	\$	-	\$	594	\$	-	\$	-	\$	-	DO NOT USE.	\$	198	\$	-	DO NOT USE.		
47300-Dept. Indirect Costs	\$	-	\$	121,370	\$	155,250	\$	90,559	\$	155,250	Must match Amended Budget --> Column "G". FY25/26 Economic Relief was programmed as a revenue; total for all programs equal to \$300k.	\$	92,207	\$	183,601	From BCS Admin Indirect Model. FY25/26 Economic Relief is shown as a revenue in; total for all programs equal to \$150k.	\$	183,601
[NEW LINE] 47520-Pass thru payments -Local Gov									\$	-				\$	300,000	NCPRD: Land Acquisition Costs		
48150-Construction	\$	1,562,683	\$	1,578,473	\$	10,911,369	\$	162,329	\$	6,576,000	Assumes \$12.8M in construction but \$6.22M is in F230.	\$	3,239,052	\$	1,200,000	Itemize the proposed expenses by VENDOR/Purpose + \$; to make up total budget amount. [Do not exceed 150 characters.]		
49910-YE Proj Bal - Restricted	\$	-	\$	-	\$	-	\$	-	\$	4,575,159	Use for DEDICATED surplus to balance program YEE to ZERO.	\$	1,525,053	\$	-	Do not use for BUDGET REQUEST.		
49997-Contingency	\$	-	\$	-	\$	160,569	\$	-	\$	-	Do not use for YEAR END ESTIMATE.	\$	-	\$	3,410,682	Use to balance program budget to ZERO. A budget of funding available for unexpected costs; for unexpected/unforeseen expenses, supplemental budget required to access funds between 7/1/24 - 6/30/25.		
Total Expenses	\$	2,946,928	\$	2,974,320	\$	13,007,064	\$	1,004,904	\$	12,923,176		\$	6,281,478	\$	6,903,531			
Ending Fund Balance	0	\$ 4,368,529	\$ 6,703,168	\$ -	\$ 886,219	\$ -						\$ 3,690,562	\$ -					

Type	Account	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Amended Budget	FY 24-25 YTD (Valid GL* --> 01/16/2025)	FY 24-25 Year End Estimate	FY 24-25 Comments - Year End Estimate	3 Year Average (Using Year End Estimate)	FY 25-26 Proposed Budget	FY 25-26 Comments - Budget Request	FY 2025-2026 Distributed Budget Figures
Revenues	30110-Restricted Beginning Fund Balance	\$ 904,888	\$ 941,370	\$ 1,167,558	\$ -	\$ 2,619,033	From end of prior year --> Total BFB \$ Amount MUST match EFB from Column "D".	\$ 1,488,430	\$ 2,021,028	FROM the YEE --> Total BFB \$ Amount MUST match 49910 + 49950 from Column "G". [External legal restrictions and spending constraints. Examples: grants, bond agreements, Oregon Revised Statutes, Federal Regulations, etc.]	
	33110-Federal Capital Grants	\$ 51,291	\$ 458,825	\$ -	\$ -	\$ -	None anticipated	\$ 170,039	\$ -	None anticipated	
	33120-State Capital Grants	\$ -	\$ -	\$ -	\$ -	\$ -	None anticipated	\$ -	\$ -	None anticipated	
	33130-Local Capital Grants	\$ 17,401	\$ -	\$ -	\$ -	\$ -	None anticipated	\$ 5,800	\$ -	None anticipated	
	33140-Federal Operating Grants	\$ -	\$ -	\$ -	\$ -	\$ -	None anticipated	\$ -	\$ -	None anticipated	
	33150-State Operating Grants	\$ 3,480	\$ 3,444	\$ 3,444	\$ -	\$ 3,572	Ready to Read Grant. Check not deposited yet. MO	\$ 3,499	\$ 3,572	Ready to Read grant. MO	
	33160-Local Operating Grants	\$ 921,665	\$ 942,425	\$ 958,353	\$ 884,937	\$ 1,226,951	\$1,006,256 = Library District Distribution (YTD Includes 1 of 3). City GF contribution (FY 24/25 \$220,695) MO	\$ 1,030,347	\$ 1,238,414	\$1,011,850 = Library District Distribution (YTD Includes 1 of 3). City GF contribution (FY 24/25 \$226,564) MO	\$ 226,564
	34250-Copies of Records	\$ 1,572	\$ 1,643	\$ 1,600	\$ 754	\$ 1,500		\$ 1,572	\$ 1,600		
	35110-Fines	\$ 3,833	\$ 4,148	\$ 3,500	\$ 835	\$ 1,600		\$ 3,194	\$ 2,000		
	38110-Contributions & Donations	\$ 178	\$ 5,576	\$ 100	\$ 188	\$ 360		\$ 2,038	\$ 40,200	Gladstone Foundation 501C for public art.	
[JE's NEEDED]	38180-Reimbursements	\$ 373,582	\$ 270,109	\$ 272,721	\$ 245,041	\$ 42,721	Gladstone moved to 33160. BCS relief \$41,730, includes Jason \$991 space rent. MO	\$ 228,804	\$ 13,060	From BCS Admin Indirect Model. FY25/26 total for all programs equal to \$150k.	\$ 13,060
	39110-Transfers In From Other Funds	\$ -	\$ 1,978,189	\$ 449,441	\$ 409,751	\$ 455,602	GF Construction Support.	\$ 811,264	\$ -	NO ADDITIONAL GF SUPPORT ANTICIPATED. Itemize the proposed revenues by \$ + PAYING FUND/Purpose. [Do not exceed 150 characters.]	\$ 455,602
	39115-Transfers In From General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	Match Amended Budget; explanation is needed for any increase. --> Column "G". [Calculation: (Expenditures / Budget) * Budgeted GFS]	\$ -	\$ -	DO NOT CHANGE --> From the Budget Office. [Assumes a 3.6% increase, per Budget distribution.]	
Total Revenues		\$ 2,277,890	\$ 4,605,729	\$ 2,856,717	\$ 1,541,506	\$ 4,351,339		\$ 3,744,987	\$ 3,319,874		
Expenses	41100-Full Time Wages & Salaries	\$ 356,268	\$ 381,666	\$ 434,563	\$ 174,153	\$ 424,885	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13*1.041]+[Budget/2]+25% Varga for 6 months	\$ 387,606	\$ 402,295	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Annual wage costs and add-to pay (incentive, longevity certification, etc.)	
	41110-Part Time Wages & Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	Ok to adjust YEE; Payroll through 12/20/24; Paychecks through 01/03/25.	\$ -	\$ -	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Employees must be hired under a job class and be paid under the assigned rate structure.	

41120-Temporary Workers Wages & Salaries	\$	65,064	\$	75,853	\$	80,000	\$	26,180	\$	65,000	Ok to adjust YEE; Payroll through 12/20/24; Paychecks through 01/03/25.	\$	68,639	\$	75,000	MANUAL CALCULATION: This code accounts for all temporary County employee costs. Temporary employees include employees who work temporarily, seasonally, irregular periods, on-call, or to cover an employee on leave. A temporary employee's salary is calculated by multiplying hours to be worked by the hourly wage. Fringe benefits for temporary employees should be included in this account code at 8.46% of salary (this includes FICA at 7.65% and Tri-Met at 0.8137% of salary). Also, if eligible, PERS benefits of 31.95% should be added and Oregon Paid Leave of 0.04% should be added.
41130-Overtime	\$	9	\$	310	\$	200	\$	8	\$	100		\$	140	\$	-	
41140-Vacation Payouts & Sell-Back	\$	731	\$	2,976	\$	8,000	\$	-	\$	4,000		\$	2,569	\$	8,000	
41210-Fringe Benefits	\$	94,796	\$	99,104	\$	129,226	\$	37,856	\$	108,570	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13]+[Budget/2]+25% Varga for 6 months	\$	100,823	\$	112,602	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Combined fringe benefit costs for all positions; full-time, part-time, and temporary positions, including fringe benefit costs for overtime and holiday pay. Personnel services costs are calculated using the actual health insurance coverage election of each employee as of December 2023. For vacant positions, the highest married plan per pay group (EA, DTD, etc.) has been assumed.
41220-PERS	\$	112,992	\$	119,923	\$	120,823	\$	55,032	\$	125,436	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13*1.041]+[Budget/2]+25% Varga for 6 months	\$	119,450	\$	129,543	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure.
41230-Taxes	\$	35,370	\$	38,718	\$	35,326	\$	16,841	\$	37,573	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13*1.041]+[Budget/2]+25% Varga for 6 months	\$	37,220	\$	34,089	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Employer tax cost includes FICA at 7.65% and Tri-Met at 0.8137% of salary.
41240-Paid Family Leave	\$	-	\$	1,670	\$	1,648	\$	804	\$	1,694	Payroll through 12/20/24; Paychecks through 01/03/25. YTD includes 14 of 26 pay periods. [YTD/12.5*13*1.041]+Budget/2 -- Jason's PFL is captured in 41230 for 2nd half of the year.	\$	1,121	\$	1,609	DO NOT CHANGE --> From the Budget Office; must change APOS to modify this figure. Employer tax cost at 0.4%, with a maximum cost of \$700.
41310-Unemployment Ins	\$	-	\$	-	\$	2,250	\$	-	\$	-	Risk processes the unemployment claims as received and subsequently charges the cost to the user departments/offices. Departments/offices should budget the average, or a projection if future costs are anticipated.	\$	-	\$	2,000	Risk processes the unemployment claims as received and subsequently charges the cost to the user departments/offices. Departments/offices should budget the average, or a projection if future costs are anticipated.
41320-Worker Compensation Ins	\$	40	\$	420	\$	3,508	\$	2,046	\$	3,508	Must match Amended Budget --> Column "G".	\$	1,323	\$	3,379	ReDist figure. Split between GLADSTONE - 43% & OAK LODGE - 57%.
42010-Advertising/Marketing	\$	347	\$	-	\$	-	\$	-	\$	-		\$	116	\$	-	

42030-Banking & Merchant Fees	\$	-	\$	700	\$	-	\$	-	\$	233	\$	-	
42040-Book Purchases	\$	94,291	\$	89,165	\$	116,500	\$	45,190	\$	116,500	\$	116,500	
42080-Dues & Memberships	\$	-	\$	113	\$	300	\$	-	\$	300	\$	300	
42150-Insurance - Liability	\$	610	\$	2,437	\$	1,455	\$	849	\$	1,455	\$	1,792	ReDist figure. Split between GLADSTONE - 43% & OAK LODGE - 57%.
42210-Miscellaneous Expenses	\$	51	\$	-	\$	-	\$	-	\$	17	\$	1,600	DEQ Permit for Drywell - 1200U permit (annual)
42220-Office Supplies	\$	2,750	\$	3,080	\$	5,500	\$	4,340	\$	7,000	\$	5,000	
42240-Postage/Shipping	\$	457	\$	266	\$	1,400	\$	160	\$	600	\$	600	
42250-Printing & Copies	\$	5,097	\$	5,247	\$	5,600	\$	217	\$	217	\$	-	Copier lease 46110. MO
42270-Publications & Subscriptions	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
42310-Telephone & Internet	\$	6,989	\$	8,544	\$	12,000	\$	8,666	\$	14,000	\$	10,000	
42320-Training & Development	\$	-	\$	110	\$	1,000	\$	213	\$	1,000	\$	1,000	
42330-Transportation - Mileage	\$	-	\$	13	\$	1,000	\$	-	\$	500	\$	1,000	
42350-Travel - Lodging, Airfare, Other	\$	-	\$	324	\$	1,000	\$	-	\$	1,000	\$	1,000	
43100-Professional Services	\$	-	\$	132	\$	-	\$	96	\$	96	\$	-	Itemize the proposed expenses by VENDOR/Purpose. [Do not exceed 150 characters.]
43120-Architectual & Engineering Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	Itemize the proposed expenses by VENDOR/Purpose + \$. [Do not exceed 150 characters.]
43140-Consulting Services	\$	57,743	\$	4,311	\$	2,958	\$	-	\$	2,958	\$	13,532	LINCC consortium; outreach: \$252.77; text notification: \$232.09; Mobileprint: \$603.75; Fiber fee: \$102; Email service: \$151.20; Self check-out after subsidy: \$11,451 (using high estimate, mid estimate \$0, includes annual maintenance). MO Schedule 3W = \$774
43210-Interpreter Services	\$	48	\$	55	\$	400	\$	55	\$	400	\$	500	
43280-Other Contracted Services	\$	4,367	\$	2,568	\$	3,480	\$	1,395	\$	3,572	\$	3,572	Ready to Read expenses. MO
43290-Preemployment Services	\$	815	\$	617	\$	1,000	\$	33	\$	1,000	\$	1,500	
44120-Computer < \$5K	\$	10,130	\$	8,973	\$	2,750	\$	481	\$	2,750	\$	6,200	2 replacement computers, and NAS (\$1,200). MO
44140-Equipment & Furnishings < \$5K	\$	9,216	\$	-	\$	3,000	\$	18	\$	3,000	\$	1,000	
44160-Food (Jail, Housing, Senior Centers)	\$	-	\$	-	\$	100	\$	-	\$	100	\$	100	
44170-Hospitality/Event Supplies	\$	880	\$	57	\$	400	\$	-	\$	-	\$	100	
44210-Office Furniture < \$5K	\$	-	\$	-	\$	-	\$	903	\$	903	\$	-	Should have posted to project? MO
44240-Program Materials & Supplies	\$	8,114	\$	16,823	\$	16,000	\$	8,102	\$	16,000	\$	18,000	
44290-Software (Owned) < \$5K	\$	3,109	\$	1,836	\$	3,251	\$	721	\$	3,251	\$	3,306	Hootsuite split \$594; Lyngsle = \$1,548; Constant Contact split \$414; Halo added \$400 as placeholder), Sensource: \$350 MO
46110-Leases - Copier	\$	-	\$	-	\$	-	\$	1,774	\$	5,600	\$	5,600	Moved from printing/copies 42250 to copier lease MO
46150-Leases - Office	\$	-	\$	2	\$	992	\$	497	\$	991	\$	-	Jason space rental split. MO

47100-Cost Allocation - Finance	\$	-	\$	-	\$	11,510	\$	6,714	\$	11,510	Must match Amended Budget --> Column "G".	\$	3,837	\$	13,220	DO NOT CHANGE --> 114.9% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	13,220
47101-2 CFR 200 - Finance	\$	-	\$	12,008	\$	-	\$	-	\$	-	DO NOT USE.	\$	4,003	\$	-	DO NOT USE.		
47120-Cost Allocation - Facilities	\$	76,960	\$	3,859	\$	41,384	\$	24,141	\$	41,384	Must match Amended Budget --> Column "G".	\$	40,734	\$	37,650	DO NOT CHANGE --> 90.98% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	37,650
47121-2 CFR 200 - Facilities	\$	-	\$	38,552	\$	-	\$	-	\$	-	DO NOT USE.	\$	12,851	\$	-	DO NOT USE.		
47130-Cost Allocation - Utilities	\$	8,520	\$	26	\$	10,174	\$	5,935	\$	10,174	Must match Amended Budget --> Column "G".	\$	6,240	\$	10,970	DO NOT CHANGE --> 107.79% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	10,970
47131-2 CFR 200 - Utilities	\$	-	\$	10,687	\$	-	\$	-	\$	-	DO NOT USE.	\$	3,562	\$	-	DO NOT USE.		
47140-Cost Allocation - Tech Services	\$	-	\$	1,286	\$	34,006	\$	19,837	\$	34,006	Must match Amended Budget --> Column "G".	\$	11,764	\$	34,000	DO NOT CHANGE --> 99.99% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	34,000
47141-2 CFR 200 - Technology Svcs	\$	-	\$	26,334	\$	-	\$	-	\$	-	DO NOT USE.	\$	8,778	\$	-	DO NOT USE.		
47150-Cost Allocation - PGA	\$	-	\$	3,249	\$	3,739	\$	2,181	\$	3,739	Must match Amended Budget --> Column "G".	\$	2,329	\$	4,160	DO NOT CHANGE --> 111.33% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	4,160
47160-Cost Allocation - Records Management	\$	-	\$	119	\$	1,100	\$	642	\$	1,100	Must match Amended Budget --> Column "G".	\$	406	\$	1,150	DO NOT CHANGE --> 104.72% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	1,150
47161-2 CFR 200 - Records Mgmt	\$	-	\$	784	\$	-	\$	-	\$	-	DO NOT USE.	\$	261	\$	-	DO NOT USE.		
47170-Cost Allocation - Human Resources	\$	-	\$	-	\$	8,800	\$	5,133	\$	8,800	Must match Amended Budget --> Column "G".	\$	2,933	\$	9,260	DO NOT CHANGE --> 105.28% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	9,260
47171-2 CFR 200 - HR	\$	-	\$	8,953	\$	-	\$	-	\$	-	DO NOT USE.	\$	2,984	\$	-	DO NOT USE.		
47180-Cost Allocation - County Admin	\$	-	\$	1,716	\$	100	\$	100	\$	100	Must match Amended Budget --> Column "G".	\$	605	\$	100	DO NOT CHANGE --> 95.29% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	100
47190-Cost Allocation - County Counsel	\$	-	\$	3,222	\$	3,900	\$	2,275	\$	3,900	Must match Amended Budget --> Column "G".	\$	2,374	\$	3,890	DO NOT CHANGE --> 99.75% change in THIS allocation to DTD Overall. Total ALLOCATED COSTS for this program calculate out to 99.7% of the current FY.	\$	3,890
47191-2 CFR 200 - County Counsel	\$	-	\$	328	\$	-	\$	-	\$	-	DO NOT USE.	\$	109	\$	-	DO NOT USE.		
47300-Dept. Indirect Costs	\$	-	\$	124,710	\$	147,920	\$	86,289	\$	147,920	Must match Amended Budget --> Column "G". FY25/26 Economic Relief was programmed as a revenue; total for all programs equal to \$300k.	\$	90,877	\$	148,908	From BCS Admin Indirect Model. FY25/26 Economic Relief is shown as a revenue in; total for all programs equal to \$150k.	\$	148,908
48150-Construction	\$	380,756	\$	884,850	\$	543,348	\$	373,862	\$	854,905	Assumes \$1.6M - subtracted the F230 balance spent (\$516k) - subtracted the furniture in 48160.	\$	706,837	\$	80,000	Public Art (possibly); programmed 501C3 revenue of \$40k.		
48160-Equipment & Furnishings > \$5K	\$	-	\$	-	\$	-	\$	19,719	\$	248,814	Includes book locker; and contracted furnishings not yet paid for.	\$	82,938	\$	-	Itemize the proposed expenses by VENDOR/Purpose + \$; to make up total budget amount. [Do not exceed 150 characters.]		

48220-Right Of Way & Easements	\$	-	\$	-	\$	-	\$	10,000	\$	10,000	Itemize the proposed expenses by VENDOR/Purpose; to make up total budget amount. [Do not exceed 150 characters.]	\$	3,333	\$	-	Itemize the proposed expenses by VENDOR/Purpose + \$; to make up total budget amount. [Do not exceed 150 characters.]
49910-YE Proj Bal - Restricted	\$	-	\$	-	\$	-	\$	-	\$	2,021,028	Use for DEDICATED surplus to balance program YEE to ZERO.	\$	673,676	\$	-	Do not use for BUDGET REQUEST.
49997-Contingency	\$	-	\$	-	\$	1,055,106	\$	-	\$	-	Do not use for YEAR END ESTIMATE.	\$	-	\$	2,015,847	Use to balance program budget to ZERO. A budget of funding available for unexpected costs; for unexpected/unforeseen expenses, supplemental budget required to access funds between 7/1/24 - 6/30/25.
Total Expenses	\$	1,336,520	\$	1,986,696	\$	2,856,717	\$	943,458	\$	4,351,339		\$	2,558,182	\$	3,319,874	
Ending Fund Balance	\$	941,370	\$	2,619,033	\$	-	\$	598,048	\$	-		\$	1,186,805	\$	-	

4091622
\$ 259,717

Clackamas County Advisory Boards & Commissions (ABCs)

Aligning Expectations across ABCs

Goals

- Review and revise all ABC by-laws in 2025 to ensure current up to date information and consistency on key items.
- Ensure all ABCs are operating consistent with County expectations.
- Provide training to all ABCs to ensure all members are trained to same standard.
- Provide training to County Advisory Board liaisons to ensure meeting logistics are handled consistently.

Why?

- By-laws are inconsistent throughout the County and often have items that are outdated and/or not possible due to other rules and regulations. Ex: Oregon Budget Law.
- ABCs are operating under different parameters.
- Training varies.
- Meeting logistics are handled differently across the County. Updates are intended to increase efficiency and ensure meeting logistics support positive meeting outcomes.

Upcoming Advisory Board Training will include:

- Code of Conduct
- Conflict of Interest
- Oregon Government Ethics Law “ A Guide for Public Officials”
 - As an Advisory Board member, YOU are a Public Official
 - Gifts
- Restrictions on Political Campaigning by Public Employees
- Mandatory Child Abuse Reporting Training
- Advocacy
 - Since Advisory Boards advise departments and the Board, they do not have independent authority
- Public Meeting Law
 - If you find yourself in the community with other Advisory Board members...
- Robert’s Rules of Order – key things to know about operating under Robert’s Rules of Order
- Oregon Budget Law regarding when Fiscal Year budgets are available for viewing