

April 8th, 2021

To: Oregon Coalition of Local Health Officials Board of Directors
Fr: Budget Committee
Re: Annual Dues and Budget – present for approval in May

The adhoc budget committee met twice to review the operating budget for 2021-22 to make recommendations for operating budget changes and a dues increase. Here is a summary of the operating budget changes and dues option.

1. On-going budget drivers
 - Personnel costs / adjustments – Adjustments for CLHO staff includes merit/ COLA increases
 - Organizational insurance – as we've grown we need insurance to cover staff travel, conferences, property. We've been woefully under-insured.
2. New additions to the CLHO Budget
 - CLHO staff professional development – \$1500 for training for Program Manager and Executive Director staff development (new line-item added)
 - Leadership Development program (currently on hiatus but will be coming back next year) - These additions to the budget will provide funding to contract with independent contractors for on-going local public health management support.
 - Six sessions per year in the leadership development program have opportunities for hour-long presentations on topics of interest. [estimated cost $\$300 \times 6 = \$1,800$]
 - Technical assistance & coaching for public health administrators [estimated cost = \$2,200]
3. Work to decrease expenses - CLHO staff will review lease and need for office space and work to either negotiate current lease or new lease at a lower cost.
 - In a quick scan of small office spaces there does seem to be more small office space available at either a same or slightly reduced cost.
4. Dues Increase
 - a. There has not been a dues increase in over eleven years. In the last eleven years CLHO has grown from one part-time contract staff to full-time staff with benefits and retirement offerings. In addition, there are supports for those staff including computers, printer, office space.
 - b. The adhoc budget committee recommends a one-time significant and on-going budget increase instead of smaller increases over time to help close the budget gap. The proposed dues increase is a mix of base increase (\$500 per county) and increase of the per capita (from .0455 to .053)

After meeting twice, reviewing the overall financial situation of the organization, operating budget, and future funding needs for the organization the adhoc budget committee is recommending a longer-term strategy to accompany the dues increase. The strategy would be to have a one-time significant (and on-going) dues increase, accompanied by the on-going use of reserves. The four recommendations outlined together would ensure that the reserves CLHO has will be available for project use and continue to be available far beyond the 3-5 years that the current use rate would allow.