

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

AGENDA REQUEST FORM

DATE: 7/10/25

REQUESTED MEETING DATE: 7/16/25 LENGTH OF TIME: Consent Agenda

DEPARTMENT DEADLINE: 7/16/25

NAME: Pam Smith 

DEPARTMENT: Finance

xxREVIEW FOR LEGAL SUFFICIENCY OBTAINED: YES NO NA

FINANCE REVIEW: YES NO NA

PROJECT REQUEST FORM SUBMITTED: YES NO NA

AGENDA REQUEST MADE TIMELY: YES NO (IF NO, DESCRIBE EMERGENCY, BELOW)

ITEM REQUEST WILL BE FOR (SELECT ALL THAT APPLY):

- | | | |
|---|---|--|
| <input type="checkbox"/> Information Only | <input checked="" type="checkbox"/> Discussion/Action | <input type="checkbox"/> Executive Session Under |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Report | ORS 192.660(2)(<input type="checkbox"/>) |

Brief Description of Topic To Be Discussed:

Approval for Out of State Travel for Budget and Finance Workshops to address Crisis Budgeting

Description of Attached Documents:

Course Overviews for Advanced Budget Academy and Managing Financial Distress

Description of Why Agenda Request Made Late (if applicable):

Just received information last week

Columbia County
Out-Of-State Travel Authorization Form

EMPLOYEE INFORMATION:

First Name: Pamela

Last Name: Smith

Email/Phone: Pam.Smith@columbiacountyor.gov

Department: Finance

Supervisor: BOC

TRAVEL INFORMATION:

Purpose of Travel: Advanced Budget Training & Managing Financial Distress Workshop

Travel Destination - City/State: Clearwater, Florida

Dates of Travel: 8/10/25-8/15/25

Estimated Costs: 2,700

Source of Funds: Major Project Fund Finance Budgeted: Yes No

Costs Reimbursed by Outside Agency: Yes No

AUTHORIZATION:

I approve the travel as indicated and certify that funding is available for the payment of all travel expenses that will be incurred in connection with this travel.

Supervisor Name/Title: _____ Date: _____

Supervisor Signature: _____

**BOARD OF COMMISSIONERS
COLUMBIA COUNTY, OREGON**

Approved: _____ Denied: _____

By: _____

By: _____

By: _____

COMPLETED FORM MUST BE RECEIVED BY BOC OFFICE 30 DAYS PRIOR TO TRAVEL



450
1200
740
400

\$2700

BUDGETING AND FORECASTING, COMPENSATION AND BENEFITS

Advanced Budget Academy

Course Overview

Aug 11-13 14

Title	Advanced Budget Academy
Level	Advanced
Prerequisite	Fundamentals of Local Government Budgeting, Budget Academy, or experience developing a local government budget
Field of Study	Finance
Topics	Budgeting and Planning / Compensation and Benefits
Format	Group-Live immersion training course.
CPE	23

Budgeting is not just an exercise in balancing revenues and expenses. Rather, it requires local government leaders to make a series of decisions about topics such as:

- What are the most pressing problems facing the community and what services and programs can we offer to address these problems?
- What is the best way to raise revenue to fund services and programs?
- Which programs should receive increased funding, and which should not?

This kind of decision-making is messy. It's often done by groups, there are often conflicting points of view. It's usually time-constrained, so there isn't time to consider everything. There is always uncertainty and risk--usually more than we realize. And it's done by humans, so it's fraught with bias and inconsistency.

Through a mix of lecture, group discussion, and group exercises, this course will provide you with the tools you need to manage budget decision-making processes, with a focus on how to build trust, collaborate, and communicate with both internal and external stakeholders.

Learning Objectives

Those who successfully complete this seminar should be able to:

- Understand how clear communication can encourage greater collaboration and build trust within your organization
- Understand why it is important to nurture stakeholders' trust in decision-making processes
- Understand the different purposes for communicating, including educating, informing, receiving feedback, decision-making, and consensus-building
- Learn tips for communicating complex information and financial data
- Understand the role of the budget manager as a "decision architect" and how behavioral science can help you design a better decision-making environment
- Identify cognitive biases that can negatively impact budget decisions

- Understand the benefits of public engagement and identify the key components of effective public engagement

Who Will Benefit

**CFO/Finance
Director**

**Budget
Manager**

**Budget
Director**

**Budget
Officer**

**Department
Director**

Course Instructors

This course is taught by experienced budgeting practitioners and GFOA staff. Instructors will be familiar with GFOA best practices and have experience as finance director, budget director, or CEO of various size local governments.



BUDGETING AND FORECASTING, FISCAL FIRST AID


Managing Financial Distress

In-Person Training

August 14, 2025

8:30 a.m.-4:30 p.m. ET

**Hyatt Regency Clearwater Beach Resort and Spa
301 South Gulfview Blvd
Clearwater Beach, Florida**

 Katie Ludwig

Field of Study: Finance

Credits: 8

Prerequisite: None

Status: This event has availability.

Details:

Fiscal distress can be caused by many factors, but in all cases, the finance officer must act to diagnose the cause, apply treatments, and work to restore fiscal sustainability. Whether your government finds itself in a budget crisis or is working towards preparing for the next recession, GFOA's Fiscal First Aid research series, developed originally to help deal with the 2009 Great

Recession and then refined through the pandemic offers several strategies to reduce budget expenses, create flexibility, and assess risk associated with different options with the goal of long-term sustainability. This course provides an overview of GFOA's 12 step approach for addressing fiscal distress and outlines the steps finance officers should take to guide their organizations through times of fiscal uncertainty and budget shortfalls.

Who Will Benefit: CFO/Finance Director, Budget Manager, Budget Analyst, Debt Manager, Department Director

Learning Objectives:

- Identify the three stages of fiscal recovery
- Identify the twelve steps that make up GFOA's Fiscal First Aid process
- Learn actions local governments can take to prepare for fiscal distress
- Learn how finance officers can take a more collaborative approach to addressing fiscal distress
- Understand how to assess the risks related to different types of Fiscal First Aid treatments and how to mitigate those risks
- Learn strategies for controlling and cutting personnel expenses
- Better integrate procurement practices to help in managing the budget
- Understand the role financial policies can play in addressing fiscal distress

Member Price: \$450.00

Non-member Price: \$675.00