

SB 5501
Advocacy Commissions Office

Senate Bill 5501 is the budget bill for the Oregon Advocacy Commissions Office. The office was established in 2005 to provide administrative support to the Commission on Asian Affairs, the Commission on Black Affairs, the Commission on Hispanic Affairs, and the Commission for Women. Each commission has 11 members. The commissions themselves serve as liaisons between the minority communities and government entities and work to establish economic, social, legal, and political equality in Oregon.

The General Government Subcommittee recommends a General Fund budget of \$415,026 and 2.00 full-time equivalent positions to support office operations and an Other Funds budget of \$40,960 to allow the commissions to spend donation revenue. The General Fund budget is 11.5% higher than the legislative approved budget for 2011-13 biennium.

The budget includes standard reductions for administrative and PERS savings. The budget increases the instate travel budget by \$10,500 General Fund and funds a portion of a work study student at a cost of \$3,491 General Fund.

The Subcommittee added a Best Practices for Boards and Commissions key performance measure for each commission.

The General Government Subcommittee recommends SB 5501 reported out do pass.

**77th OREGON LEGISLATIVE ASSEMBLY – 2013 Session
BUDGET REPORT AND MEASURE SUMMARY**

JOINT COMMITTEE ON WAYS AND MEANS

MEASURE: SB 5501

**Carrier – House: Rep. Frederick
Carrier – Senate: Sen. Steiner Hayward**

Action: Do Pass

Vote:

House

Yeas:

Nays:

Exc:

Senate

Yeas:

Nays:

Exc:

Prepared By: Dustin Ball, Department of Administrative Services

Reviewed By: John Borden, Legislative Fiscal Office

Meeting Date: May 17, 2013

Agency

Oregon Advocacy Commission's Office

Biennium

2013-15

Budget Summary*

| | 2011-13 Legislatively Approved Budget ⁽¹⁾ | 2013-15 Current Service Level | 2013-15 Committee Recommendation | Committee Change from 2011-13 Leg. Approved | |
|--------------|---|----------------------------------|-------------------------------------|--|----------|
| | | | | \$\$ Change | % Change |
| General Fund | \$ 368,932 | \$ 411,324 | \$ 415,026 | \$ 46,094 | 12.5% |
| Other Funds | \$ 40,000 | \$ 40,960 | \$ 40,960 | \$ 960 | 2.4% |
| Total | \$ 408,932 | \$ 452,284 | \$ 455,986 | \$ 47,054 | 11.5% |

Position Summary

| | | | | |
|--------------------------------------|------|------|------|-------|
| Authorized Positions | 2 | 2 | 2 | 00 |
| Full-time Equivalent (FTE) positions | 2.00 | 2.00 | 2.00 | 00.00 |

(1) Includes adjustments through December 2012.

* Excludes Capital Construction expenditures

Summary of Revenue Changes

The Oregon Advocacy Commissions Office is funded with General Fund and Other Funds. The sources of Other Funds are from individual commissions' fundraising, donations, and contributions.

Summary of General Government Subcommittee Action

The Oregon Advocacy Commissions Office (OACO) was established in 2005 to provide administrative support to four advocacy commissions: (1) Commission on Asian Affairs and Pacific Islander Affairs; (2) the Commission on Black Affairs; (3) the Commission on Hispanic Affairs; and (4) the Commission for Women. The commissions themselves serve as liaisons between the minority communities and government entities and work to establish economic, social, legal, and political equality in Oregon. Each commission has 11 members.

The OACO supports the work of the individual Commissions by providing all administrative functions including coordinating meetings and speakers, taking minutes, preparing reports and media releases, partnering with stakeholder groups, providing information and referrals for members of the public and elected officials, managing distribution lists, maintaining Commission websites, and overseeing budget/financial support. OACO also assists the commissions in monitoring existing programs and legislation designed to meet the needs of minority populations and helps in identifying and researching problem areas and issues affecting minority communities.

The General Government Subcommittee approved a \$415,026 General Fund and \$40,960 Other Funds budget for the 2013-15 biennium, which is 11.5 percent higher than the legislatively approved budget for the 2011-13 biennium. The number of positions (2) and FTE (2.00) remained unchanged from the prior biennium. The approved budget includes statewide adjustments for administrative savings and Public Employees Retirement System savings as well as a restoration of instate travel and funding for a work study student.

The Subcommittee approved the following statewide actions:

- Package 091, Statewide Administrative Savings, eliminates \$2,863 General Funds expenditure limitation. This package is a placeholder for administrative efficiencies in finance, information technology, human resources, accounting, payroll, and procurement expenditures. The Department of Administrative Services will continue to work on details of these reductions with agencies and report back during the 2014 session.
- Package 092, PERS Tax Policy, eliminates \$803 General Funds expenditure limitation. This package reflects the policy change in SB 822 that eliminates the increased retirement benefits resulting from Oregon income taxation of payments if the person receiving payments does not pay Oregon income tax on those benefits and is not an Oregon resident. This change reduces state employer contribution rates by approximately 0.30 percent.
- Package 093, Other PERS Adjustments, eliminates \$6,423 General Funds expenditure limitation. This package reflects the policy change in SB 822 that modifies the cost-of-living adjustment under the Public Employees Retirement System. This change reduces state employer contribution rates by approximately 2.2 percent.

An administrative action by the PERS Board, as directed by a budget note in the SB 822 budget report, will reduce state employer contribution rates by up to an additional 1.9 percent. However, no employer rate is reduced below its 2011-13 biennium rate.

The Subcommittee also approved the following actions:

- Package 100, Restore Travel, adds \$10,300 General Funds expenditure limitation. This package increases the instate travel reimbursement budget for the four commissions (36 members, excluding eight legislators) and two commission staff. The package adds \$7,800, or \$1,950 per commission and \$2,500 in staff in-state travel. Instate travel includes standard mileage and per diem (ORS 292.495). The goal of the package is to augment the existing instate travel costs of the agency and then add travel reimbursement for at least one additional meeting per biennium per commission for meetings in Eastern, Southern, and Western Oregon. Currently, the individual commissions meet 12 times per biennium totaling 48 regular meetings per biennium.

This policy package was approved under the condition that the General Fund provided be used exclusively for instate travel reimbursement. The agency should be prepared to report to the Legislature in 2015 on the actual travel and expenditures incurred by the Commission and its staff.

- Package 101, Leadership Development – Work Study Student, adds \$3,491 General Fund expenditure limitation. This package funds a portion (25%) of a Portland State University (PSU) work study student for 20 hours per week to update each of the four commission websites as well as conduct research for the commissions. PSU will be the employer of record for the student and provide 75% of the funding.

The policy package was approved as a one-time expenditure and is to be phased out of the agency's 2015-17 budget.

Summary of Performance Measure Action

See attached Legislatively Adopted 2013-15 Key Performance Measures form.

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

SB 5501

Agency Name
Dustin Ball -- 503-378-3119

| DESCRIPTION | GENERAL FUND | LOTTERY FUNDS | OTHER FUNDS | | FEDERAL FUNDS | | TOTAL ALL FUNDS | POS | FTE |
|--|-------------------|---------------|------------------|-------------|---------------|-------------|-----------------|----------|-------------|
| | | | LIMITED | NONLIMITED | LIMITED | NONLIMITED | | | |
| 2011-13 Legislatively Approved Budget at Dec 2012 * \$ | 368,932 | \$ 0 | \$ 40,000 | \$ 0 | \$ 0 | \$ 0 | 408,932 | 2 | 2.00 |
| 2013-15 ORBITS printed Current Service Level (CSL)*\$ | 411,324 | \$ 0 | \$ 40,960 | \$ 0 | \$ 0 | \$ 0 | 452,284 | 2 | 2.00 |
| SUBCOMMITTEE ADJUSTMENTS (from CSL) | | | | | | | | | |
| SCR 001 - Oregon Advocacy Commissions Office | | | | | | | | | |
| Package 091: Statewide Presentation Report | | | | | | | | | |
| Personal Services | \$ (2,238) | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | (2,238) | 0 | 0.00 |
| Services and Supplies | \$ (625) | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | (625) | 0 | 0.00 |
| Package 092: PERS Taxation Policy | | | | | | | | | |
| Personal Services | \$ (803) | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | (803) | 0 | 0.00 |
| Package 093: Other PERS Adjustments | | | | | | | | | |
| Personal Services | \$ (6,423) | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | (6,423) | 0 | 0.00 |
| Package 100: Restore Travel | | | | | | | | | |
| Services and Supplies | \$ 10,300 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 10,300 | 0 | 0.00 |
| Package 101: Leadership Dev - Work Study Student | | | | | | | | | |
| Services and Supplies | \$ 3,491 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 3,491 | 0 | 0.00 |
| TOTAL ADJUSTMENTS | \$ 3,702 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 3,702 | 0 | 0.00 |
| SUBCOMMITTEE RECOMMENDATION * | \$ 415,026 | \$ 0 | \$ 40,960 | \$ 0 | \$ 0 | \$ 0 | 455,986 | 2 | 2.00 |
| | | | | | | | | | |
| % Change from 2011-13 Leg Approved Budget | 12.5% | 0.0% | 2.4% | 0.0% | 0.0% | 0.0% | 11.5% | 0.0% | 0.0% |
| % Change from 2013-15 Current Service Level | 0.9% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.8% | 0.0% | 0.0% |

Legislatively Approved 2013-2015 Key Performance Measures

Agency: OREGON ADVOCACY COMMISSIONS

Mission: Responsible for administrative support to the Commissions as they strive for implementation and establishment of economic, social, legal and political equality for minorities in Oregon.

| Legislatively Proposed KPMs | Customer Service Category | Agency Request | Most Current Result | Target 2014 | Target 2015 |
|---|-----------------------------|----------------|---------------------|-------------|-------------|
| 1 - CUSTOMER SERVICE: percent of customers rating service quality as good or excellent-overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information | Accuracy | Approved KPM | 87.00 | 90.00 | 90.00 |
| 1 - CUSTOMER SERVICE: percent of customers rating service quality as good or excellent-overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information | Availability of Information | Approved KPM | 82.00 | 90.00 | 90.00 |
| 1 - CUSTOMER SERVICE: percent of customers rating service quality as good or excellent-overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information | Expertise | Approved KPM | 85.00 | 90.00 | 90.00 |
| 1 - CUSTOMER SERVICE: percent of customers rating service quality as good or excellent-overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information | Helpfulness | Approved KPM | 86.00 | 90.00 | 90.00 |
| 1 - CUSTOMER SERVICE: percent of customers rating service quality as good or excellent-overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information | Overall | Approved KPM | 85.00 | 90.00 | 90.00 |
| 1 - CUSTOMER SERVICE: percent of customers rating service quality as good or excellent-overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information | Timeliness | Approved KPM | 87.00 | 90.00 | 90.00 |
| 2 - Best Practices - Percent of total best practices met by the Commission on Asian/Pacific Islander Affairs | | Approved KPM | | 100.00 | 100.00 |
| 3 - Best Practices - Percent of total best practices met by the Commission on Black Affairs | | Approved KPM | | 100.00 | 100.00 |
| 4 - Best Practices - Percent of total best practices met by the Commission on Woman. | | Approved KPM | | 100.00 | 100.00 |
| 5 - Best Practices - Percent of total best practices met by the Commission on Hispanic Affairs | | Approved KPM | | 100.00 | 100.00 |

Agency: OREGON ADVOCACY COMMISSIONS

Mission: Responsible for administrative support to the Commissions as they strive for implementation and establishment of economic, social, legal and political equality for minorities in Oregon.

| Legislatively Proposed KPMs | Customer Service Category | Agency Request | Most Current Result | Target 2014 | Target 2015 |
|---|----------------------------------|-----------------------|----------------------------|--------------------|--------------------|
| 7 a - BEST PRACTICES: Percent of total best practices met for Boards and Commissions - COMMISSIONS. | | Legislative Delete | 83.00 | 100.00 | 100.00 |
| 7 b - BEST PRACTICES: Percent of total best practices met for Boards and Commissions - OREGON ADVOCACY COMMISSION OFFICE. | | Legislative Delete | 91.00 | | |

LFO Recommendation:

The Legislative Fiscal Office (LFO) recommends increasing the 2014 and 2015 targets for the agency as follows: Overall = 90%; Accuracy = 90%; Availability of Information = 85%; Expertise = 90%; Helpfulness = 90%; Timeliness = 90%.LFO recommends that KPM 7a - Best Practices for the Commissions and 7B - Best Practices for the Advocacy Commission Office be replaced with the standardized Board and Commission Best Practices KPM for each of the four commissions. The targets for these new KPMs is 100%.

Sub-Committee Action:

The Subcommittee adopted the Legislative Fiscal Office recommendation.