

**Legislative  
Fiscal Office**

900 Court St. NE, Rm. H-178  
Salem, OR 97301  
503-986-1828

Ken Rocco, Legislative Fiscal Officer  
Daron Hill, Deputy Legislative Fiscal Officer



**Joint Committee on  
Ways and Means**

Sen. Richard Devlin, Senate Co-Chair  
Rep. Peter Buckley, House Co-Chair

Sen. Betsy Johnson, Senate Co-Vice Chair  
Sen. Jackie Winters, Senate Co-Vice Chair  
Rep. Nancy Nathanson, House Co-Vice Chair  
Rep. Greg Smith, House Co-Vice Chair

**MEMORANDUM**

**To:** *General Government Subcommittee*  
**From:** *Krista McDowell, Legislative Fiscal Office (503) 986-1838*  
**Date:** *April 12, 2015*  
**Subject:** *HB 5001 Advocacy Commissions Office*

---

**Advocacy Commissions Office – Agency Totals**

	<b>2011-13 Actuals</b>	<b>2013-15 Legislatively Approved*</b>	<b>2015-17 Current Service Level</b>	<b>2015-17 LFO Recommended</b>
General Fund	365,513	425,525	481,478	604,592
Other Funds	7,884	40,960	42,189	42,189
<b>Total Funds</b>	<b>373,397</b>	<b>466,485</b>	<b>523,667</b>	<b>646,781</b>
Positions	2	2	2	3
FTE	2.00	2.00	2.00	2.5

\* includes Emergency Board and administrative actions through December 2014

**Background Information:**

In the 2013-15 biennium each of the 4 Advocacy Commissions initiated a reinvigorated committee structure to forward their work between regular meetings of the Commissions. To meet the growing activity of the OAC's in legislative advocacy and policy research, the Office prioritized the time of the Administrator to focus on legislative and policy research support which has resulted in the Commissions being able to more than double the scope and amount of their legislative advocacy and policy research partnerships in the current biennium.

The 2015-17 LFO Recommended Budget makes considerations to reclassify the Executive Support Specialist (ESS) 1 to an ESS 2. Additionally, the budget includes one additional permanent half-time Operations and Policy Analyst 3 position to increase and enhance policy research and analytic support.

**Adjustments to Current Service Level:**

See attached "Work Session Presentation Report" .

**Accept LFO Recommendation:**

***Sen./Rep. \_\_\_\_\_ Moves the LFO recommendation to HB 5001.***

**Accept LFO Recommendation with Modifications:**  
**Sen./Rep. \_\_\_\_\_ Moves the LFO recommendations on HB 5001, with modifications.**

**Budget Notes:**

There are no Budget Notes in the OACO budget bill: HB 5001.

**Performance Measures**

See attached "Legislatively Proposed 2015-17 Key Performance Measures" form.

**Accept LFO Recommendation:**  
**Sen./Rep. \_\_\_\_\_ Moves the LFO recommendation on Key Performance Measures to HB 5001.**

**Accept LFO Recommendation with Modifications:**  
**Sen./Rep. \_\_\_\_\_ Moves the LFO recommendations on Key Performance Measures, with modifications, to HB 5001.**

**Recommended Changes to Appropriation Bill:**

The Legislative Fiscal Office recommends a budget of \$42,189 Other Funds, \$604,592 General Funds, 3 positions (2.5 FTE) and that House Bill 5001 be approved, as amended.

**Accept LFO Recommendation:**  
**Sen./Rep. \_\_\_\_\_ Moves the -2 amendment to HB 5001.**

**Final Subcommittee Action:**

**Final Motion:**  
**Sen./Rep. \_\_\_\_\_ Moves House Bill 5001, as amended, to the full committee with a "do pass" recommendation.**

**Chair to assign carriers:**

**Full:** \_\_\_\_\_  
**1<sup>st</sup> Chamber:** \_\_\_\_\_  
**2<sup>nd</sup> Chamber:** \_\_\_\_\_

LFO102 - Work Session Presentation Report  
2015-17 BienniumVersion: L - 01 - LFO Analyst Recommended  
Cross Reference: 13100-000-00-00-00000  
Oregon Advocacy Commissions Office

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
<b>2013-15 Agy. Leg. Adopted</b>	<b>399,995</b>	-	<b>40,960</b>	-	-	-	<b>440,955</b>	<b>2</b>	<b>2.00</b>
2013-15 Ebds, SS & Admin Act	25,530	-	-	-	-	-	25,530	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2013-15 Leg Approved Budget</b>	<b>425,525</b>	-	<b>40,960</b>	-	-	-	<b>466,485</b>	<b>2</b>	<b>2.00</b>
<b>2013-15 Leg Approved Budget (Base)</b>	<b>425,525</b>	-	<b>40,960</b>	-	-	-	<b>466,485</b>	<b>2</b>	<b>2.00</b>
Summary of Base Adjustments	16,864	-	-	-	-	-	16,864	-	-
<b>2015-17 Base Budget</b>	<b>442,389</b>	-	<b>40,960</b>	-	-	-	<b>483,349</b>	<b>2</b>	<b>2.00</b>
010: Non-PICS Pers Svc/Vacancy Factor	2,013	-	-	-	-	-	2,013	-	-
020: Phase In / Out Pgm & One-time Cost	(3,491)	-	-	-	-	-	(3,491)	-	-
030: Inflation & Price List Adjustments	40,567	-	1,229	-	-	-	41,796	-	-
<b>2015-17 Current Service Level</b>	<b>481,478</b>	-	<b>42,189</b>	-	-	-	<b>523,667</b>	<b>2</b>	<b>2.00</b>
<b>Adjusted 2015-17 Current Service Level</b>	<b>481,478</b>	-	<b>42,189</b>	-	-	-	<b>523,667</b>	<b>2</b>	<b>2.00</b>
<b>Total LFO Recommended Packages</b>	<b>123,114</b>	-	-	-	-	-	<b>123,114</b>	<b>1</b>	<b>0.50</b>
<b>2015-17 Legislative Actions</b>	<b>604,592</b>	-	<b>42,189</b>	-	-	-	<b>646,781</b>	<b>3</b>	<b>2.50</b>
Net change from 2013-15 Leg Approved Budget	179,067	-	1,229	-	-	-	180,296	1	0.50
Percent change from 2013-15 Leg Approved Budget	42.1%	0.0%	3.0%	0.0%	0.0%	0.0%	38.7%	50.0%	25.0%
Net change from 2015-17 Current Service Level	123,114	-	-	-	-	-	123,114	1	0.50
Percent change from 2015-17 Current Service Level	25.6%	0.0%	0.0%	0.0%	0.0%	0.0%	23.5%	50.0%	25.0%

LFO102 - Work Session Presentation Report  
2015-17 BienniumVersion: L - 01 - LFO Analyst Recommended  
Cross Reference: 13100-001-00-00-00000  
Oregon Advocacy Commissions Office

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
<b>2013-15 Agy. Leg. Adopted</b>	<b>399,995</b>	-	<b>40,960</b>	-	-	-	<b>440,955</b>	<b>2</b>	<b>2.00</b>
2013-15 Ebds, SS & Admin Act	25,530	-	-	-	-	-	25,530	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2013-15 Leg Approved Budget</b>	<b>425,525</b>	-	<b>40,960</b>	-	-	-	<b>466,485</b>	<b>2</b>	<b>2.00</b>
<b>2013-15 Leg Approved Budget (Base)</b>	<b>425,525</b>	-	<b>40,960</b>	-	-	-	<b>466,485</b>	<b>2</b>	<b>2.00</b>
Summary of Base Adjustments	16,864	-	-	-	-	-	16,864	-	-
<b>2015-17 Base Budget</b>	<b>442,389</b>	-	<b>40,960</b>	-	-	-	<b>483,349</b>	<b>2</b>	<b>2.00</b>
010: Non-PICS Pers Svc/Vacancy Factor	2,013	-	-	-	-	-	2,013	-	-
020: Phase In / Out Pgm & One-time Cost	(3,491)	-	-	-	-	-	(3,491)	-	-
030: Inflation & Price List Adjustments	40,567	-	1,229	-	-	-	41,796	-	-
<b>2015-17 Current Service Level</b>	<b>481,478</b>	-	<b>42,189</b>	-	-	-	<b>523,667</b>	<b>2</b>	<b>2.00</b>
<b>Adjusted 2015-17 Current Service Level</b>	<b>481,478</b>	-	<b>42,189</b>	-	-	-	<b>523,667</b>	<b>2</b>	<b>2.00</b>
<b>Total LFO Recommended Packages</b>	<b>123,114</b>	-	-	-	-	-	<b>123,114</b>	<b>1</b>	<b>0.50</b>
<b>2015-17 Legislative Actions</b>	<b>604,592</b>	-	<b>42,189</b>	-	-	-	<b>646,781</b>	<b>3</b>	<b>2.50</b>
Net change from 2013-15 Leg Approved Budget	179,067	-	1,229	-	-	-	180,296	1	0.50
Percent change from 2013-15 Leg Approved Budget	42.1%	0.0%	3.0%	0.0%	0.0%	0.0%	38.7%	50.0%	25.0%
Net change from 2015-17 Current Service Level	123,114	-	-	-	-	-	123,114	1	0.50
Percent change from 2015-17 Current Service Level	25.6%	0.0%	0.0%	0.0%	0.0%	0.0%	23.5%	50.0%	25.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

**Package 101 Growing interagency collaboration**

Package Description The policy package would reclassify an existing Executive Support Specialist 1 (1.0 FTE) position upward to an Executive Support Specialist 2 (ESS 2) (1.0 FTE) at a cost of \$5,895 General Fund for the 2015-17 biennium. The ESS 2 position would continue to provide high-level executive support for continuing the growth of the Advocacy Commission’s inter-agency collaborations with state agencies, policymakers and community partners. The current employee has provided increasing levels of executive support and the reclassification will ensure that the Advocacy Commission can retain the incumbent and ensure that future recruitments meet the necessary qualifications.

LFO Recommendation Approve

<b>LFO Recommended</b>	5,895	-	-	-	-	-	5,895	-	-
------------------------	-------	---	---	---	---	---	-------	---	---

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

**Package 102 Increasing OAC policy research and advocacy**

Package Description The policy package recommended as modified would permanently establish an Operations and Policy Analyst 3 (OPA 3) (0.5 FTE) at a cost of \$117, 219 General Fund for the 2015-17 biennium. The OPA 3 will increase and enhance policy analytic support for the four Commissions' legislative advocacy and joint policy research, by building relationships with state departments and Universities, researching and tracking legislation of interest in areas of strategic focus and working with the four Commissions, Governor's Office and legislators to draft legislative concepts and support the an equity-focused legislative agenda. The Advocacy Commission and its four Commissions require staff support in researching potential legislative concepts prior to session, working with the Governor's Office and sponsoring legislators to write and submit bills, tracking bills of interest, reporting weekly to the Commissions with customized reports on bills, helping the Chairs write testimony on bills supported by their Commission, coordinating votes among the Commissions on bill support and serving as the registered lobbyist for the four Commissions.

LFO Recommendation Approve 1 permanent position of an Operations and Policy Analyst 3 at a step 2 for .5 FTE.

<b>LFO Recommended</b>	<b>117,219</b>	-	-	-	-	-	<b>117,219</b>	<b>1</b>	<b>0.50</b>
------------------------	----------------	---	---	---	---	---	----------------	----------	-------------

## Legislatively Proposed 2015-2017 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 2016	Target 2017
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	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	Availability of Information	Approved KPM	91.00	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	89.00	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	94.00	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	97.00	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	80.00	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	100.00
3 - Best Practices - Percent of total best practices met by the Commission on Black Affairs		Approved KPM	100.00	100.00	100.00
4 - Best Practices - Percent of total best practices met by the Commission for Women.		Approved KPM	100.00	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	100.00

**LFO Recommendation:**

**Sub-Committee Action:**



HB 5001-2  
(LC 9001)  
4/13/15 (TR/ps)

**PROPOSED AMENDMENTS TO  
HOUSE BILL 5001**

1 In line 6 of the printed bill, delete "\$1,044,049" and insert "\$604,592".

2

---