

## Legislative Fiscal Office

Oregon State Capitol  
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## Joint Committee on Ways and Means

Sen. Betsy Johnson, Senate Co-Chair  
Sen. Elizabeth Steiner Hayward, Senate Co-Chair  
Rep. Dan Rayfield, House Co-Chair

Sen. Fred Girod, Senate Co-Vice Chair  
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Laurie Byerly, Interim Legislative Fiscal Officer  
Amanda Beitel, Deputy Legislative Fiscal Officer (Budget)  
Paul Siebert, Deputy Legislative Fiscal Officer (Audit/IT)

**To:** General Government Subcommittee

**From:** Haylee Morse-Miller, Legislative Fiscal Office

**Date:** May 19, 2021

**Subject:** SB 5501 – Oregon Advocacy Commissions Office  
Work Session Recommendations

### Oregon Advocacy Commissions Office – Agency Totals

	2017-19 Actual	2019-21 Legislatively Approved	2021-23 Current Service Level	2021-23 LFO Recommended
General Fund	714,860	708,032	767,440	1,026,068
Other Funds	4,694	9,841	9,841	9,841
<b>Total Funds</b>	<b>719,554</b>	<b>717,873</b>	<b>777,281</b>	<b>1,035,909</b>
Positions	3	3	3	3
FTE	2.50	2.50	2.50	3.00

The 2021-23 recommended budget for the Oregon Advocacy Commissions Office is \$1,035,909 total funds and three positions (3.00 FTE).

Attached are recommendations from the Legislative Fiscal Office for the Oregon Advocacy Commissions Office. These include:

- Policy Option Package 101: Increasing Equity Policy Advocacy and Research, which increases the agency's existing Operations and Policy Analyst 3 position from part-to full-time in order to expand the agency's capacity to undertake policy research projects on behalf of the Advocacy Commissions; and,
- Policy Option Package 801: LFO Analyst Adjustments, which includes a General Fund appropriation of \$121,377 to pay for the difference between the budgeted and actual costs of the agency's Executive Director position. This position was recently reclassified from a Principal Executive Manager - C (PEM - C) to a PEM - D.

### Adjustments to Current Service Level

See attached "Work Session Presentation Report."

Note: Statewide adjustments and six-year capital construction expenditures are not included in these recommendations. Any needed adjustments will be made in end of session bills.

**Performance Measures**

See attached “Legislatively Proposed 2021-23 Key Performance Measures.”

**Recommended Changes**

LFO recommends a budget of \$1,026,068 General Fund, \$9,841 Other Funds and 3 positions (3.00 FTE), which is reflected in the - 1 amendment.

**Final Subcommittee Action**

LFO recommends that SB 5501, as amended by the - 1 amendment, be moved to the Ways and Means Full Committee.

**Carriers**

Full Committee: \_\_\_\_\_

House Floor: \_\_\_\_\_

Senate Floor: \_\_\_\_\_

LFO102 - Work Session Presentation Report  
2021-23 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>2019-21 Agy. Leg. Adopted</b>	<b>756,596</b>	-	<b>9,841</b>	-	-	-	<b>766,437</b>	<b>3</b>	<b>2.50</b>
2019-21 Ebds, SS & Admin Act	(48,564)	-	-	-	-	-	(48,564)	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2019-21 Leg Approved Budget</b>	<b>708,032</b>	-	<b>9,841</b>	-	-	-	<b>717,873</b>	<b>3</b>	<b>2.50</b>
<b>2019-21 Leg Approved Budget (Base)</b>	<b>756,596</b>	-	<b>9,841</b>	-	-	-	<b>766,437</b>	<b>3</b>	<b>2.50</b>
Summary of Base Adjustments	(26,893)	-	-	-	-	-	(26,893)	-	-
<b>2021-23 Base Budget</b>	<b>729,703</b>	-	<b>9,841</b>	-	-	-	<b>739,544</b>	<b>3</b>	<b>2.50</b>
010: Non-PICS Pers Svc/Vacancy Factor	(399)	-	-	-	-	-	(399)	-	-
030: Inflation & Price List Adjustments	38,136	-	-	-	-	-	38,136	-	-
<b>2021-23 Current Service Level</b>	<b>767,440</b>	-	<b>9,841</b>	-	-	-	<b>777,281</b>	<b>3</b>	<b>2.50</b>
<b>Adjusted 2021-23 Current Service Level</b>	<b>767,440</b>	-	<b>9,841</b>	-	-	-	<b>777,281</b>	<b>3</b>	<b>2.50</b>
<b>Total LFO Recommended Packages</b>	<b>258,628</b>	-	-	-	-	-	<b>258,628</b>	-	<b>0.50</b>
<b>2021-23 Legislative Actions</b>	<b>1,026,068</b>	-	<b>9,841</b>	-	-	-	<b>1,035,909</b>	<b>3</b>	<b>3.00</b>
Net change from 2019-21 Leg Approved Budget	318,036	-	-	-	-	-	318,036	-	0.50
Percent change from 2019-21 Leg Approved Budget	44.9%	0.0%	0.0%	0.0%	0.0%	0.0%	44.3%	0.0%	20.0%
Net change from 2021-23 Adj Current Service Level	258,628	-	-	-	-	-	258,628	-	0.50
Percent change from 2021-23 Adj Current Service Level	33.7%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	20.0%

LFO102 - Work Session Presentation Report  
2021-23 BienniumVersion: L - 01 - LFO Analyst Recommended  
Cross Reference: 13100-001-00-00-00000  
Oregon Advocacy Commissions Office

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<b>2019-21 Agy. Leg. Adopted</b>	<b>756,596</b>	-	<b>9,841</b>	-	-	-	<b>766,437</b>	<b>3</b>	<b>2.50</b>
2019-21 Ebds, SS & Admin Act	(48,564)	-	-	-	-	-	(48,564)	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2019-21 Leg Approved Budget</b>	<b>708,032</b>	-	<b>9,841</b>	-	-	-	<b>717,873</b>	<b>3</b>	<b>2.50</b>
<b>2019-21 Leg Approved Budget (Base)</b>	<b>756,596</b>	-	<b>9,841</b>	-	-	-	<b>766,437</b>	<b>3</b>	<b>2.50</b>
Summary of Base Adjustments	(26,893)	-	-	-	-	-	(26,893)	-	-
<b>2021-23 Base Budget</b>	<b>729,703</b>	-	<b>9,841</b>	-	-	-	<b>739,544</b>	<b>3</b>	<b>2.50</b>
010: Non-PICS Pers Svc/Vacancy Factor	(399)	-	-	-	-	-	(399)	-	-
030: Inflation & Price List Adjustments	38,136	-	-	-	-	-	38,136	-	-
<b>2021-23 Current Service Level</b>	<b>767,440</b>	-	<b>9,841</b>	-	-	-	<b>777,281</b>	<b>3</b>	<b>2.50</b>
<b>Adjusted 2021-23 Current Service Level</b>	<b>767,440</b>	-	<b>9,841</b>	-	-	-	<b>777,281</b>	<b>3</b>	<b>2.50</b>
<b>Total LFO Recommended Packages</b>	<b>258,628</b>	-	-	-	-	-	<b>258,628</b>	-	<b>0.50</b>
<b>2021-23 Legislative Actions</b>	<b>1,026,068</b>	-	<b>9,841</b>	-	-	-	<b>1,035,909</b>	<b>3</b>	<b>3.00</b>
Net change from 2019-21 Leg Approved Budget	318,036	-	-	-	-	-	318,036	-	0.50
Percent change from 2019-21 Leg Approved Budget	44.9%	0.0%	0.0%	0.0%	0.0%	0.0%	44.3%	0.0%	20.0%
Net change from 2021-23 Adj Current Service Level	258,628	-	-	-	-	-	258,628	-	0.50
Percent change from 2021-23 Adj Current Service Level	33.7%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	20.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 099 Microsoft 365 Consolidation**

Package Description Microsoft 365 Consolidation: Microsoft 365 is being consolidated within the Office of the State Information Officer at the E5 level of service. This cost is built into the State Government Service Charge for every agency as a cost increase for the 21-23 biennium. This package makes a corresponding reduction to the agency base budget in an amount equivalent to what agencies should be paying in the current 2019-21 biennium for Microsoft 365 at the E3 level of service.

LFO Recommendation Approve the package.

LFO Recommended	(2,116)	-	-	-	-	-	(2,116)	-	-
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LFO102 - Work Session Presentation Report  
2021-23 Biennium

Version: 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)
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**Package 101 Increasing Equity Policy Advocacy & Research**

Package Description The package permanently establishes a 1.00 FTE Operations and Policy Analyst 3 (0872) by increasing the existing .50 FTE OPA 3 position to full time.

LFO Recommendation Approve the package.

LFO Recommended	139,367	-	-	-	-	-	139,367	-	0.50
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 801 LFO Analyst Adjustments**

Package Description OACO hired a new Executive Director in February 2021. This position was hired as a Principal Executive Manager-D (PEM-D) at Step 10, but is included in OACO's 2021-23 budget as a PEM-C at Step 2. The difference between what the position is budgeted at, and the actual position cost, is \$121,377 General Fund.

LFO Recommendation

LFO Recommended	121,377	-	-	-	-	-	121,377	-	-
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# Legislatively Proposed 2021 - 2023 Key Performance Measures

Published: 5/5/2021 8:23:57 PM

**Agency:** Advocacy Commissions Office

**Mission Statement:**

The Oregon Advocacy Commissions Office (OACO) was created to support the work of the Commissions on Asian and Pacific Islander (OCAPIA), Black (OCBA), Hispanic (OCHA), and Women's (OCFW) affairs which serve as the liaisons between communities of color, women and government entities. The OACO is responsible for administrative support to the Commissions as they strive for implementation and establishment of economic, social, legal and political equality for communities of color and women in Oregon.

Legislatively Proposed KPMs	Metrics	Agency Request	Last Reported Result	Target 2022	Target 2023
1. Customer Service - Percent of commissioners who rate the Oregon Advocacy Commissions Office service quality as good or excellent- overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information	Timeliness	Approved	90%	90%	90%
	Availability of Information		90%	90%	90%
	Helpfulness		90%	90%	90%
	Expertise		90%	90%	90%
	Overall		95%	90%	90%
	Accuracy		90%	90%	90%
3. Best Practices - Percent of total best practices met by the Commission on Asian/Pacific Islander Affairs		Approved	100%	100%	100%
4. Best Practices - Percent of total best practices met by the Commission on Black Affairs		Approved	100%	100%	100%
5. Best Practices - Percent of total best practices met by the Commission for Women.		Approved	100%	100%	100%
6. Best Practices - Percent of total best practices met by the Commission on Hispanic Affairs		Approved	100%	100%	100%
2. Applied Policy Research - Percent of stakeholders who worked with the Commissions on equity-focused policy research projects and rated OAC Applied Policy Research quality as good or excellent- relevance, accuracy, helpfulness, timeliness, expertise, availability of information, and overall effectiveness.	Overall effectiveness	Proposed New		75%	75%
	Timeliness			75%	75%
	Accuracy			75%	75%
	Helpfulness			75%	75%
	Expertise			75%	75%
	Availability of information			75%	75%
	Relevance			75%	75%

**LFO Recommendation:**

The Legislative Fiscal Office (LFO) recommends the following modifications to the agency KPMs:

For KPM #1, LFO recommends modifying the KPM description to clarify that the Oregon Advocacy Commissions Office "customers" are commissioners serving on one of the Advocacy Commissions; this change has been made in the report above.



For KPM #2, LFO recommends approval of this proposed KPM. During the 2019 Legislative Session, OACO was directed to return with a proposed KPM that would provide feedback on the performance of the Commissions based on data collected from the advocacy and research groups that the Commissions work with most closely. This KPM fulfills that requirement. At the end of each equity-focused research project completed by the Commissions, OACO will send a survey to stakeholders who participated in the project. Survey data will be used to track the performance of the Commissions and OACO, and also help the agency determine if the research projects conducted are considered to have been successful at advancing equity-focused public policy. LFO notes that targets for this KPM may need to be modified after the Commissions have collected sufficient data on this new measure.

For all other KPMs, LFO recommends approval of the KPMs and targets as presented.

**SubCommittee Action:**