Oregon Government Ethics Commission
2015 – 2017 Budget Presentation Slides

Executive Director

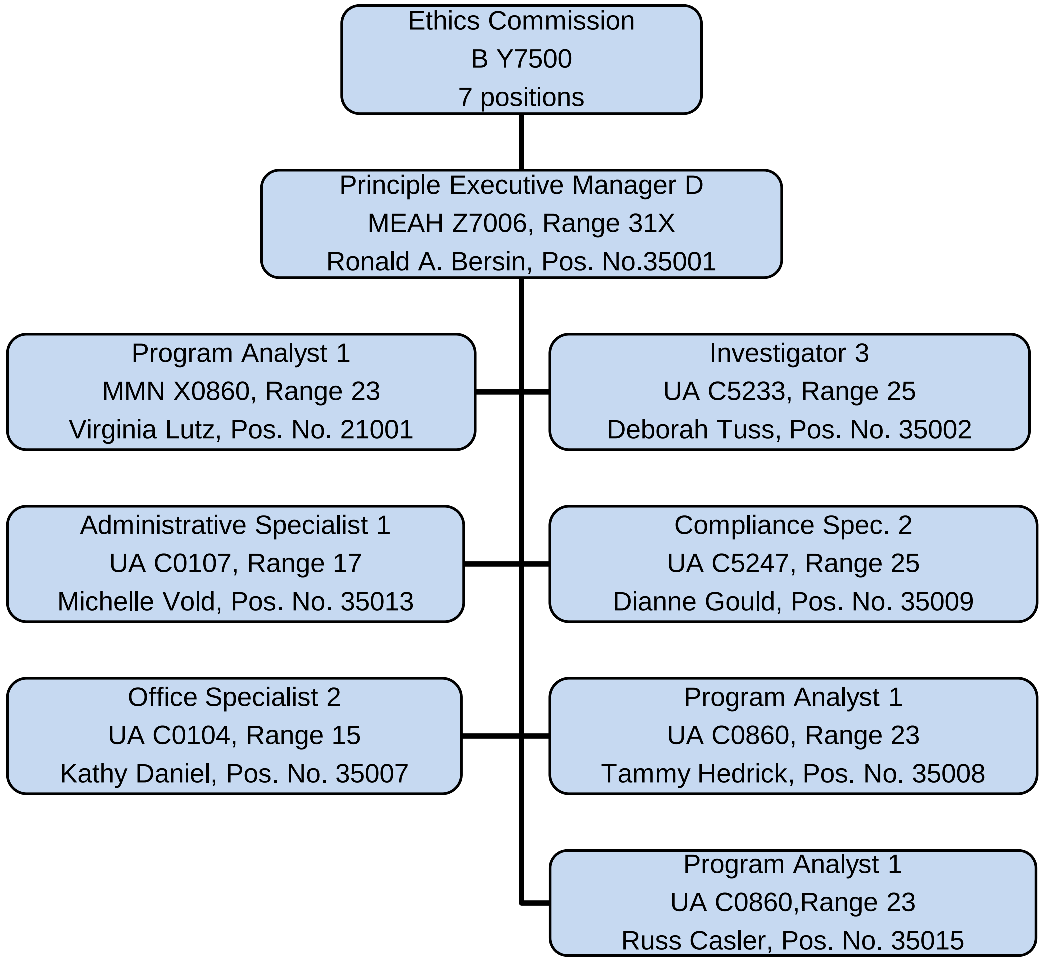
Ronald A. Bersin

Oregon Government Ethics Commission Mission Statement

- The mission of the Oregon Government Ethics Commission is to impartially and effectively administer and enforce Oregon's government ethics laws for the benefit of Oregon's citizens. The Commission will emphasize education in achieving its mission.

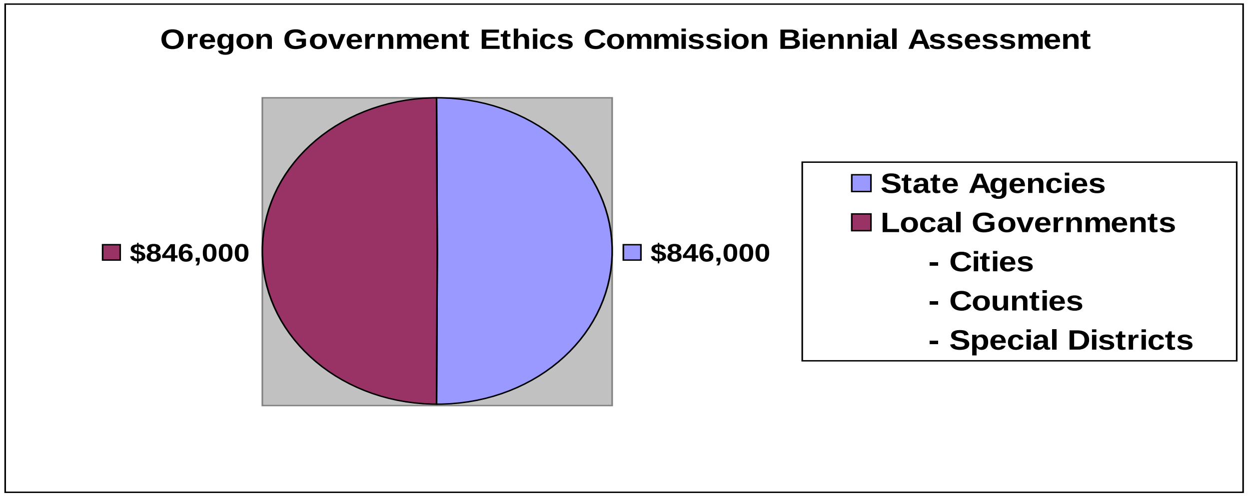
- The regulatory jurisdiction of the Oregon Government Ethics Commission covers provisions of ORS Chapter 244, Oregon Government Ethics law; ORS 171.725 to 171.785 and 171.992, Lobby Regulation law; and executive session provisions of Oregon Public Meetings law, ORS 192.660.

Oregon Government Ethics Commission
2015 - 2017 Organizational Chart



Revenue

- The agency is funded through assessment to both state agencies and local governments.
- State agencies pay one half of biennial budget based on FTE – Currently $12.78.
- Local governments pay one half of biennial budget based on their Municipal Audit fee.
  - Municipal Audit Fee has eight levels
  - Commission assessments to local governments range from $50.63 to $1,012.45



Education and Training

- Education and training is the highest priority for the agency because of the agency’s belief that it is its duty to educate public officials about what is expected of them.

- The laws will continue to change and new public officials will be hired, elected and/or appointed by public bodies. This requires education to remain a top priority for the agency.

- The effort includes two Program Analyst 1’s that are dedicated to the education and training program.

- In person trainings have been conducted statewide, from La Grande to Newport, with over 2400 public officials trained.

- The program will include web-based training made available to everyone throughout Oregon. The web-based training includes both i-Linc seminars, and live (web-cam) web-based training.

- The agency has seen an increase in complaints on improper executive sessions. The trainers are developing web-based trainings on executive sessions.

Investigations

- The investigative program includes two FTE, an Investigator 3 and a Compliance Specialist 2.
- The investigative process is two-fold, starting with a Preliminary Review of the information provided to the agency with the complaint. This preliminary review has a statutory time limit of 135 days. At the end of preliminary review, the Commissioners vote to either move the complaint into investigation, or to dismiss the complaint. If moved into investigation, the staff conducts a complete investigation on the complaint within the statutory deadline of 180 days.
- At the end of investigation, an investigative report is produced by staff, including a recommendation to either find a violation or to dismiss. The Commissioners review the report and vote on its recommendation.
- In 2014, the agency received 112 complaints. Over the past six years the agency has averaged 110 complaints per year.

Compliance

- During the last 5 years, the types of complaints received have been regarding the following areas of the agency's jurisdiction:
  - Ethics – 41%
  - Executive Session – 45%
  - Lobby – 14%

- Of those same complaints, the respondents were from the following jurisdictions:
  - Cities – 31%
  - Counties – 12%
  - State – 15%
  - Education – 17%
  - Special Districts – 15%
  - Other – 9%

Administration

- Managing the agency and its resources includes administering the agency budget within its limitation, and tracking revenues as they are collected from over 1,700 jurisdictions.

- Managing the staff of the agency.

- Performing all support functions for agency programs (training and investigations). Supporting Executive Director functions of administering budget (accounts payable, revenues received), and providing support functions of mailing, filing, answering telephone, preparing Commission meeting materials and sorting and organizing records held by agency.

- Representing agency for legislation, biennial budget, media and all special projects.

Cost Containment

- The agency has made an effort to electronically scan paper documents into PDF files. These files then can be sent electronically to interested parties, eliminating the need to copy and mail the documents. This action has reduced the agency's costs in responding to public record requests and costs to the requestor. On frequently requested records, such as legislator's SEIs, creating a single PDF file that can be used for the numerous requests saves the agency money by not repeating the effort.

- The agency purchased a portable digital recording device for $356.00 to record its public meetings. This device eliminated the need for cassette tapes ($10.00 per case) required by the old analog recording device; and it allows the agency to post its recording on the website for the public to either listen to or download. This will reduce the public record requests for recording of the Commission meetings, and the costs associated with duplicating cassette tapes ($5.00 per tape).

- The agency purchased a web cam and software to produce on-line, real-time webinars that public officials can attend from the comfort of their own workstations. These webinars allow the agency trainers to conduct trainings throughout the state, from the agency office, requiring no travel expenses. The training is also cost effective with the ability to train several public officials from multiple locations. The agency will continue to look for ways to utilize technology to deliver its training products.

- The agency continues to consolidate its expenses with other agencies. This includes sharing of office space, office equipment, meeting rooms, telephone and data lines, etc.

Performance Measures

- **The percentage of time used to complete preliminary reviews, investigations, staff and commission advisory opinions.** HB 2595, passed in 2009, set new time limits on these agency functions. The measure will give the agency information about the percentage of time used to complete tasks within these statutory time limits.
- **The number of complaints received and own motions actions taken by the Commission.** This measure will help the agency mange its resources and predict changes to the numbers in the future.
- **Training Effectiveness.** This measure will provide data on the amount learned by the participant through the agency's training effort. The agency will test participants before and after the training and compare the numbers. This measure will help the agency develop effective training programs.
- **Quality of Investigations.** A set of criteria for investigations will be measured. An outside auditor will review the investigations for compliance with the criteria. This measure will help the agency to develop effective and efficient investigation methods.
- **Customer Service.** The agency polls its customers each year on the required material for customer service survey. Availability, Helpfulness, Expertise, Timeliness, Accuracy, and Overall Satisfaction. The agency surveys it stakeholders through its own distribution network.
- **Best Practices.** The agency completes the required Best Practices Survey each year. The annual review is used to plan administrative changes needed in the next review period.

Budget Drivers

- Major Law revisions from 2007 and 2009 legislative sessions continue to drive the agency's budget. This includes publications, education, investigations and advice.

- On-line reporting and posting of the agency's information on the web will begin in 2016. The system will allow filers to complete and submit their reports on-line through the ERS, and the public to review these reports through the agency's website.

- The agency's GRB includes two policy packages that address the increased work required by the Electronic Reporting System (EFS).

- The agency will focus resource on training public officials, lobbyists, entities that hire lobbyists, and the public about the EFS. This focus includes training public officials from many jurisdictions, such as cities, counties, special districts, school districts, and state agencies. The agency must expend enormous resources to ensure that all users of the EFS are trained on how to file their statutorily-required reports, and the general public is educated on how to access the information through the ERS.

- The required reports will no longer be filed on paper, saving lobbyists and the many businesses that hire lobbyists, and all public officials who are required to file Statements of Economic Interest (SEI) money and time.

- The agency will realize savings with the ERS in postage, printing and filing expenses. The agency will no longer use its resource to simply mail, receive and file the reports. Instead, this resource will be redirected to auditing the information filed on the reports as required by ORS 244.290(2)(e).

Electronic Filing System

- The Agency has hired a development vendor and has contracted for project management services
- Product development of the five identified modules is at 30%
- User Acceptance testing is scheduled to begin on August 20, 2015
- A Project Pilot will be in place on October 1, 2015
- Lobbyists will use the system to register their clients/employers beginning December 15, 2015
- The Electronic Filing System will officially launch on January 1, 2016
- The project is on time, within scope and under budget

Policy Package 101

- The system will include features that will allow the public officials, lobbyists and entities to file registrations and reports on-line.

- In the 2015-17 biennium, the agency will need to complete the development of the system by continuing to contract with a private information technology project manager ($80,000), perform change management ($80,000) and train the public, SEI filers, lobbyists and the entities that hire lobbyists on the use of the new system ($40,000).

- Funding is needed for Project Management resource to ensure on-time delivery of the system and compliance with the business requirements identified by the agency.

- Other Funds $200,000.

Policy Package 102

- In the 2013-15 biennium, the agency had a one-time assessment to state agencies and local governments to fund the development and implementation of an electronic reporting system to collect its Statement of Economic Interest (SEI) filings, and reports from lobbyists and the entities that lobbyists represent.
- The system is scheduled to be implemented on January 1, 2016.
- The package includes the first two years of required subscription costs for the system ($63,500 per year, totaling $127,000 for the 2015-17 biennium).
- This subscription fee includes all maintenance and updates required for the system to operate correctly.
- Increase Other Funds $127,000.

Agency Activity Cost Continuum