

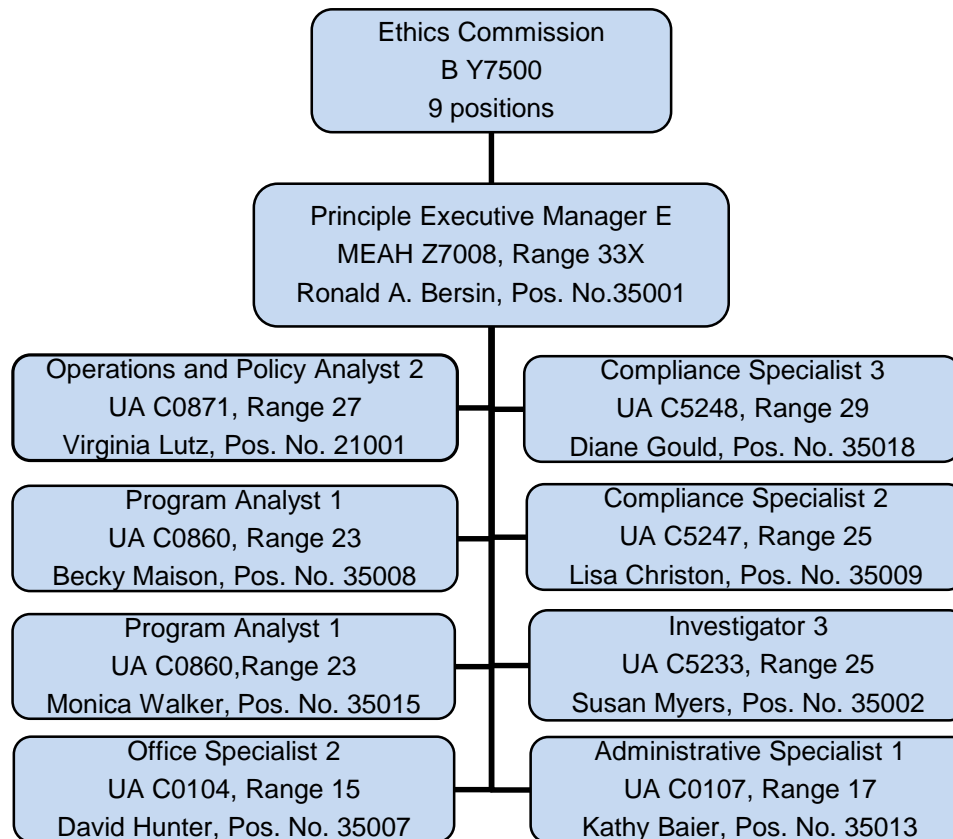
# Oregon Government Ethics Commission 2021 – 2023 Budget Presentation

Executive Director  
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## Oregon Government Ethics Commission Mission Statement

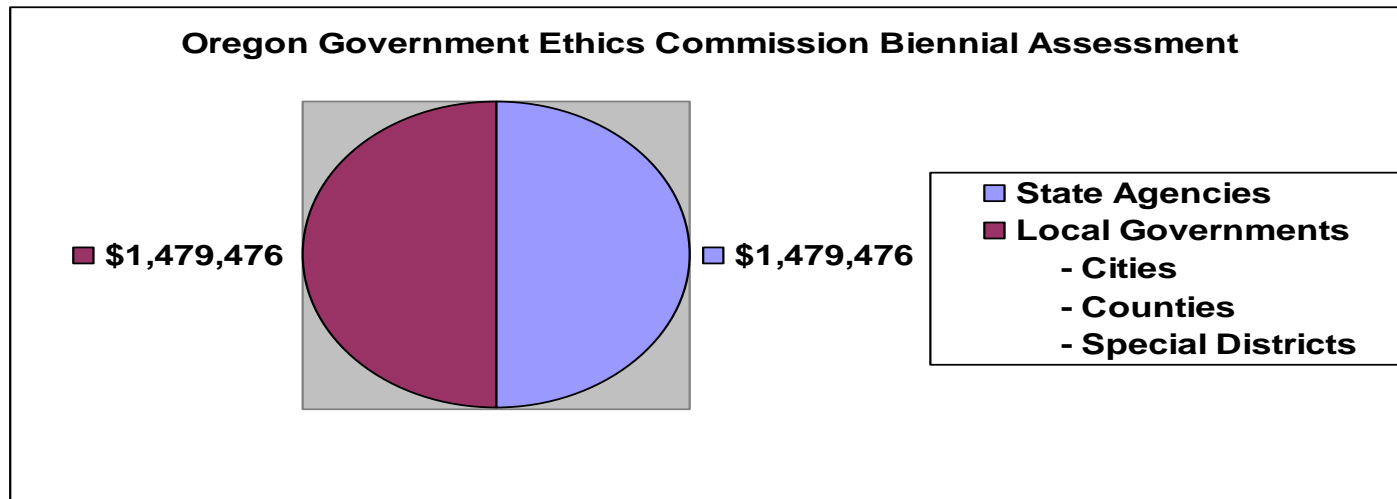
- The mission of the Oregon Government Ethics Commission is to impartially and effectively administer and enforce Oregon's government ethics laws for the benefit of Oregon's citizens. The Commission emphasizes education in achieving its mission.
- The regulatory jurisdiction of the Oregon Government Ethics Commission includes ORS Chapter 244, Oregon Government Ethics law; ORS 171.725 to 171.785 and 171.992, Lobby Regulation law; and ORS 192.660, the executive session provisions of Oregon Public Meetings law.

# Oregon Government Ethics Commission 2021 - 2023 Organizational Chart



# Revenue

- The agency is funded through an assessment to state agencies and local governments.
- State agencies pay one half of biennial budget based on FTE – Estimated at \$21.11 for 2019-21.
- 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 are estimated to range from \$87.82 to \$1,756.36.



## Education and Training

- Education and training is the highest priority for the agency because of the agency's belief that its duty is to educate public officials about what is expected of them. Laws will continue to change and the roster of public officials in Oregon is always growing and changing, but the agency remains committed to providing advice and free training to educate public officials on the laws within the Commission's jurisdiction.
- The effort includes two Program Analyst 1s that are dedicated to the education and training program. A Compliance Specialist 3 spends approximately 0.4 FTE doing education and training.
- In prior biennia, agency trainers conducted in-person trainings of public officials statewide, with some additional web-based training offered. Because of the COVID-19 pandemic, in-person training and travel was restricted and agency trainers adapted the training presentations to a virtual platform, utilizing available software such as AdobeConnect and Camtasia. The software enables the trainers to customize the training based on the needs of each organization.
- The paradigm shift from in-person training to web-based training will continue in the new biennium, and the agency will maintain its efforts to ensure that all public officials can easily access the agency's free training opportunities.

## Investigations

- The investigative program includes two FTE, an Investigator 3 and a Compliance Specialist 2. A Compliance Specialist 3 spends about 0.4 FTE on investigation.
- The investigative process is two-fold, starting with a Preliminary Review of the information provided to the agency with the complaint. This preliminary review currently has a statutory time limit of 30 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 either to find a violation or to dismiss. The Commissioners review the report and vote on its recommendation.
- In the past two biennia, the agency opened 468 cases, receiving an average of 102 complaints per year.

## Compliance

- During the last 4 years, the types of complaints received have been regarding the following areas of the agency's jurisdiction:
  - Ethics – 54%
  - Executive Session – 44%
  - Lobby – 2%
- Of those same complaints, the respondents were from the following jurisdictions:
  - Cities – 39%
  - Counties – 10%
  - State – 14%
  - Education – 15%
  - Special Districts – 17%
  - Other – 5%

## 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, including facilitating and coordinating remote work during the COVID-19 pandemic.
- 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 reduce costs for public records requests. Many records are now immediately available to the public via the Electronic Filing System (SEIs, lobby registrations, lobbyist/client expenditure reports) or the Case Management System (case outcomes, advice and opinions). For files that are not available online, the agency scans paper documents into PDF files to email upon receipt of a public records request, which reduces costs to the agency and requestor. On frequently requested records, such as legislator's SEIs, the agency creates a single PDF file that can be used for the numerous requests, which saves the agency time and money in responding to the requests.
- Commission meetings are digitally recorded, and meeting minutes and recordings are available on the agency's website.
- The agency has seen some savings from moving in-person training to a virtual platform. Money saved by cancelling in-state travel has and will be used for new software and technology for both trainers and investigators. For example, during the COVID-19 pandemic, the agency invested in new laptops and cellphones to enable investigators and trainers to work remotely.
- 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. [GREEN]
- **The number of complaints received and own motions actions taken by the Commission.** This measure will help the agency manage its resources and predict changes to the numbers in the future. [GREEN]
- **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. [GREEN]
- **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. [GREEN]
- **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 its stakeholders through its own distribution network. [GREEN]
- **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. [GREEN]

## 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.
- The agency's Electronic Filing System (EFS) system allows filers of statutorily-required reports, such as Annual Statements of Economic Interest, lobbying registrations, and quarterly expenditure reports for lobbyists and their clients/employers, to complete and submit their reports on-line. Filing these reports through the EFS increases compliance and saves lobbyists, their clients, and public officials money and time. The agency also realizes savings in postage, printing and filing expenses, as the public may review these reports through the agency's website.
- The agency's Case Management System (CMS) allows the agency to post on-line the final dispositions of investigations, and informal and formal written advice and opinions issued by the Commission. This again saves agency and the public time and resources by eliminating the need for a public records request.
- The agency continues to focus resources on training public officials, lobbyists, entities that hire lobbyists, and the public about the EFS and CMS. This focus includes publishing a revised *Guide to Lobbying*, available on the agency's website.

# Agency Activity Cost Continuum

