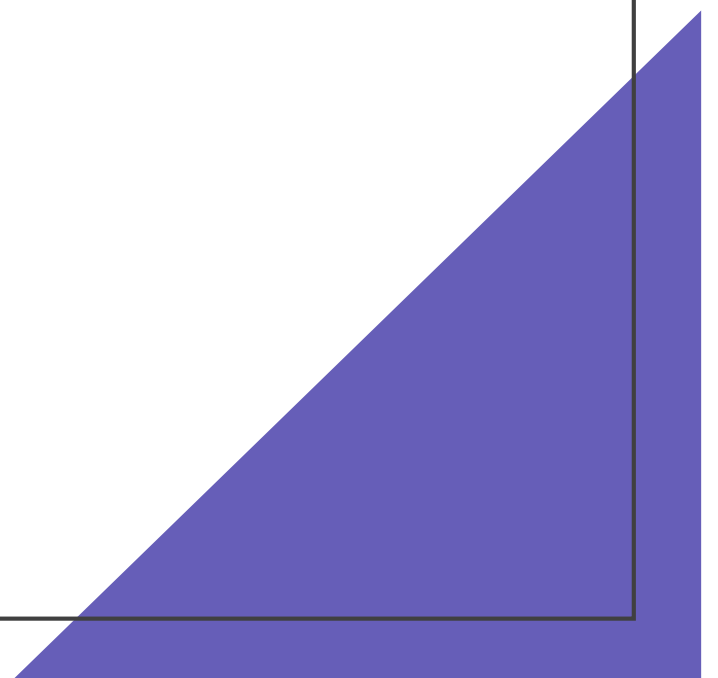


Oregon's Legislative Policy & Research Office (LPRO)

Budget Presentation 2021-23

April 2021





Core work

LPRO's Core Work:

COMMITTEE SERVICES

- Assists committee chairs in developing committee work plans, organizing and administering meetings, posting agendas and processing measures in and out of committee;
- Conducts measure analysis (summarizes what measures do, captures key issues discussed and provides background information);
- Coordinates with Legislative Counsel's Office to obtain legal opinions, bill drafts and amendments;
- Works with Legislative Fiscal and Revenue Offices to obtain impact statements on measures;
- Serves as a resource and additional communications link for legislators, legislative personnel, agencies, the public and other participants in the legislative process.

POLICY RESEARCH

- Provides nonpartisan, objective research to legislators and assists with developing policy options;
- Develops publications, such as Background Briefs on policy issues and a Summary of Legislation for each Session.

ADMINISTRATION

- Assists committees with adherence to procedural and parliamentary rules;
- Produces committee meeting records, which are available on the Legislative Assembly's website.

LPRO
Staffing &
Research
2019-21

Staffed 41 legislative committees

Staffed 4 task forces

Staffed 28 workgroups

Responded to >80 research requests

What happened in LPRO 2019-21?

Interim Director ->
Interim Director ->
Director

Strategic Planning

- Retreat
- Staff Initiatives
- Director & Leadership Team Initiatives

2020 Short Legislative Session

Pandemic, transition team
to work from home

- Joint Special Committee on Coronavirus Response
- All-remote Legislative Days
- 3 Special Sessions

Workgroups,
task forces

Redistricting

Segal process:

- Redraft of analyst series position descriptions (PDs)
- Redraft of assistant series PDs

Pay equity process

Recruited, hired, trained new staff (3 continuing, 42 session)

- 3 continuing analysts
- 24 session assistants
- 1 LD analyst
- 10 session analysts
- 5 support staff
- 2 support assistants

Language
Access
Services

REMOTE 2021
Legislative
Session

City	2020 Q1 City Pop (PSU)	County	2020 Q1 County Pop (PSU) (combined for Cities within two counties)	Ratio of City Pop to County Pop	2020 Q1 State Pop (PSU)	Estimated 2020 Q1 Pop of Cities not eligible to receive OMA funds	Adjusted 2020 Q1 State Pop (state pop less ineligible city pop)	Ratio of City Pop to Adjusted State Pop	Total January 2020 County MJ Sales (OLCC) (combined for cities within two counties)	Total February 2020 County MJ Sales (OLCC)
Ontario	11,485	Malheur	32,030	35.86%	4,236,400	332,430	3,903,970	0.29%	\$5,242,086.00	\$5,627,16
Portland	657,100	Multnomah	821,730	79.97%	4,236,400	332,430	3,903,970	16.83%	\$19,377,470.00	\$19,346,37
Salem	167,400	Marion / Polk	430,700	38.87%	4,236,400	332,430	3,903,970	4.29%	\$5,441,439.00	\$5,489,41
Gresham	111,810	Multnomah	821,730	13.61%	4,236,400	332,430	3,903,970	2.86%	\$19,377,470.00	\$19,346,37
Hillsboro	103,350	Washington	613,410	16.85%	4,236,400	332,430	3,903,970	2.65%	\$6,991,179.00	\$6,906,47
Beaverton	98,255	Washington	613,410	16.02%	4,236,400	332,430	3,903,970	2.52%	\$6,991,179.00	\$6,906,47
Corvallis	58,885	Benton	94,360	62.40%	4,236,400	332,430	3,903,970	1.51%	\$995,182.00	\$960,49
Albany	54,120	Benton / Linn	220,910	24.50%	4,236,400	332,430	3,903,970	1.39%	\$2,557,052.00	\$2,558,65
Tigard	53,450	Washington	613,410	8.71%	4,236,400	332,430	3,903,970	1.37%	\$6,991,179.00	\$6,906,47
Keizer	38,580	Marion	347,760	11.09%	4,236,400	332,430	3,903,970	0.99%	\$4,761,090.00	\$4,801,78
Oregon City	35,570	Clackamas	423,420	8.40%	4,236,400	332,430	3,903,970	0.91%	\$3,623,371.00	\$3,530,50
Tualatin	27,125	Washington /	1,026,920	2.64%	4,236,400	332,430	3,903,970	0.70%	\$10,614,550.00	\$10,426,00

Table 4: Model Distribution of OMA Funds 2020 Q1 w/ Measure 110 and LC 674

Total Distribution	LC 674	State School Fund (40%)	Mental Health, Alcoholism, and Drug Services (20%)	Oregon State Police (15%)	Oregon Health Authority for Drug Treatment and Prevention (5%)	Eligible Cities and Counties (20%)
\$11,250,000	\$536,653 OR \$1,366,757	\$4,285,339 OR \$3,953,297	\$2,142,669 OR \$1,976,649	\$1,607,002 OR \$1,482,486	\$535,667 OR \$494,162	\$2,142,669 OR \$1,976,649

Source: LPRO

10
23
593)
796)
347)
898)
898)
449)
982)



Strategic planning



LPRO Retreat Process

LPRO: LEGISLATIVE POLICY AND RESEARCH OFFICE



Legislative Policy and Research Office

2020–2021 Strategic Plan

VISION

Oregonians have a legislative process that is open, transparent, and informed by objective legislative research and analysis.

MISSION

LPRO provides professional nonpartisan staffing, analysis, and research that supports and informs the policymaking process.

VALUES

- Objectivity
- Responsiveness
- Inclusivity
- Excellence

IMPERATIVES

INITIATIVES

Organizational Health

- Communication & transparency
- Professional development
- Accountability

Organizational Development

- Policies, procedures & best practices
- Organizational structure
- Segal Consulting

Professional Products & Services

- Research development
- Product assessment
- Task Force & Work Group services and staffing

Professional Relationships

- Chair, member & staff training
- Marketing & outreach strategy



- 1 PROJECT INITIATE**
- Group Selection
 - Project Scope Statement Development
 - Kick Off Meetings with Staff Project Groups

- 2 PROJECT PLAN**
- Risk Management Plan
 - Project Tasks & Schedule
 - Communication Plan
 - Project Budget

- 3 PROJECT EXECUTE**
- Project Execution
 - Team Accountability
 - Individual Accountability

- 4 PROJECT MONITOR & CONTROL**
- Project Status Reports
 - Effectively Manage Scope Change & Sticking Points

- 5 PROJECT CLOSE**
- Complete Project Close Checklist

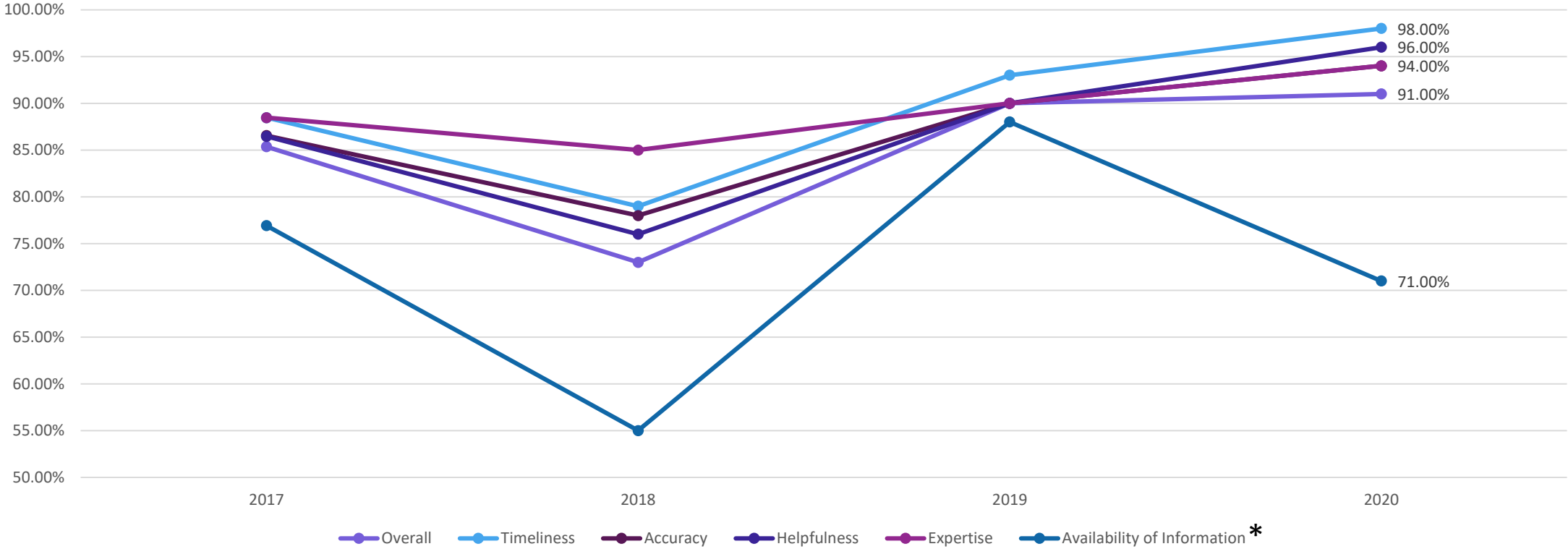
Initiative	Description	Deliverables	Lead	Timeline
1. Communication & Transparency	Regular staff meetings & email communications from Director	<ul style="list-style-type: none"> Regular monthly all staff, analyst, and asst meetings Regular Director email communications Director open door policy Special Project Managers make themselves available 	Leadership Leads: Laura & Lisa	3 months March – December
	Implementation Plan for 2020-21 Strategic Plan	<ul style="list-style-type: none"> Consistent, reliable meetings and communication from the Director and Leadership Team so that staff feel equitably and adequately informed All strategic plan implementation efforts are known, clear, and transparent, with visible milestones, progress tracking, and accountability systems 	Leadership Lead: Misty	3 months October – December
	Process for soliciting staff preferences on assignments	<ul style="list-style-type: none"> Implementation plan supporting documents & materials Shared project space in office for progress tracking Virtual dashboard/website for strategic plan progress tracking Monitor/support staff group and leadership team initiatives 	Staff Group Leads: Gillian & Shelley	Monthly June – December, + 2021
	Staff relationship-building activities	<ul style="list-style-type: none"> Process established so staff have an opportunity to express their preferences for committee, work group, and issue for area, and other assignments Fun, meaningful quarterly all-staff activities that build and strengthen relationships 	Leadership Lead: Misty	4 months May – September
2. Accountability	Accountability structure	<ul style="list-style-type: none"> Clearly communicated process for soliciting staff preferences Clearly communicated process for soliciting staff preferences 	Leadership Lead: Misty	2.5 months March – May
	Annual review revamp	<ul style="list-style-type: none"> Quarterly all-staff activities during work hours Any other relationship-enhancing outcomes Develop baseline office policies (see initiative below) Communicate expectations re: deviation from policies Communicate consequence structure 	Leadership Leads: Oliver, Misty, Laura	3 months August – December, +2021
3. Professional Development	Core all-staff trainings	<ul style="list-style-type: none"> Establish a meaningful, useful annual review process that offers space for feedback and articulation of professional development goals Annual review process Annual review paperwork 	Staff Group Leads: Laura & Lisa	Monthly September – December, + 2021
	Professional development training series	<ul style="list-style-type: none"> Foundational all staff trainings in core areas underlying LPRO products & services Provide optional staff trainings that showcase staff knowledge and draw on external resources for topics of interest 	<ul style="list-style-type: none"> Research training Writing training Facilitation training Calendar optional staff trainings for analysts, assts, & both Professional development resource list 	

The slide features a white background with decorative geometric shapes. At the top, there is a dark grey triangle on the left and a light grey trapezoid on the right. At the bottom, there is a light grey trapezoid on the left and a purple triangle on the right. The text "Key Performance Measures" is centered in the white space.

Key Performance Measures

Key Performance Measures

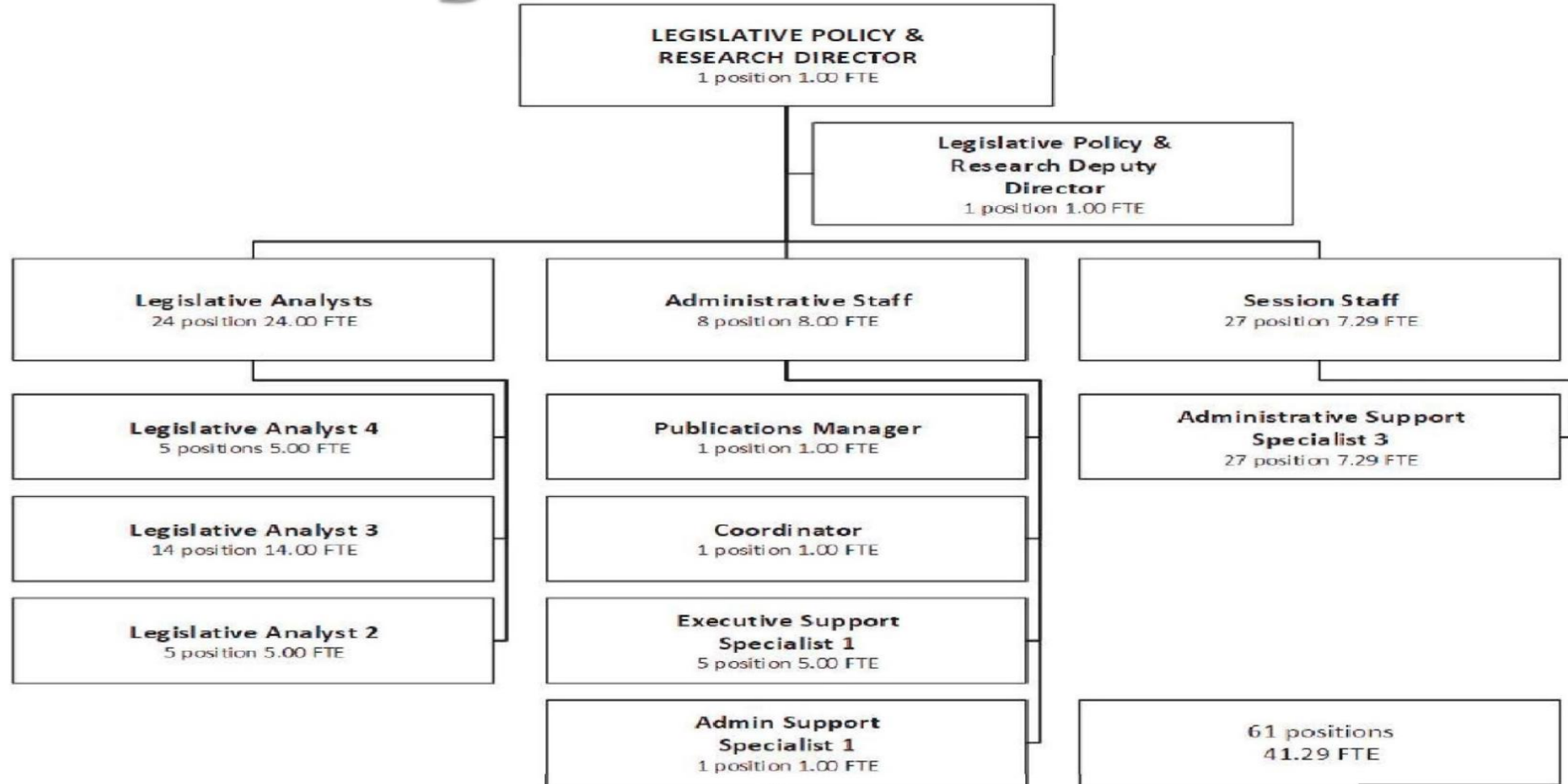
LPRO's Key Performance Measures Over Time
2017-2020



*Note that 19.25% of respondents in 2020 said "Don't know" to this measure.

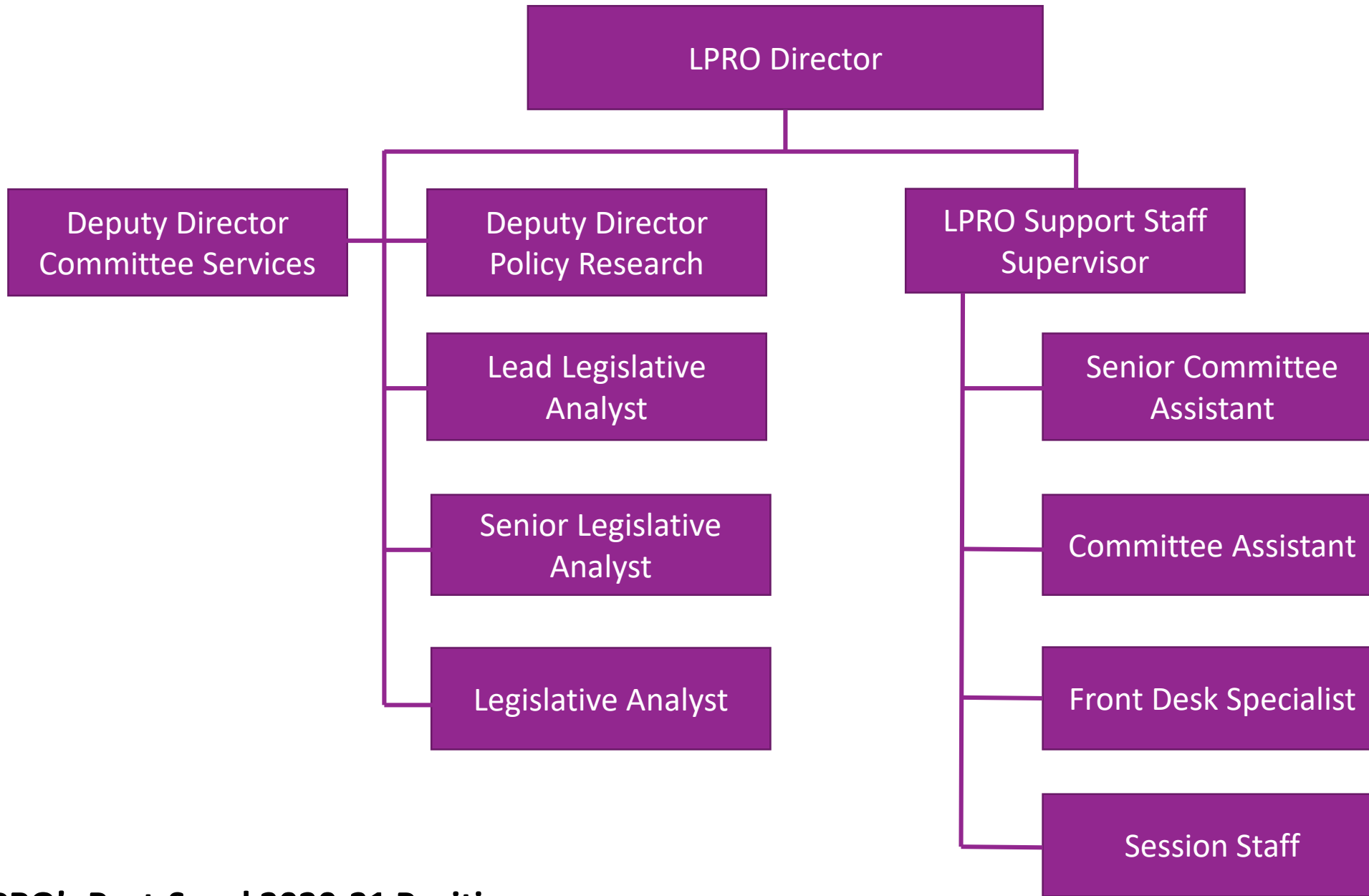
2021-23 Budget Requests

Organizational Chart

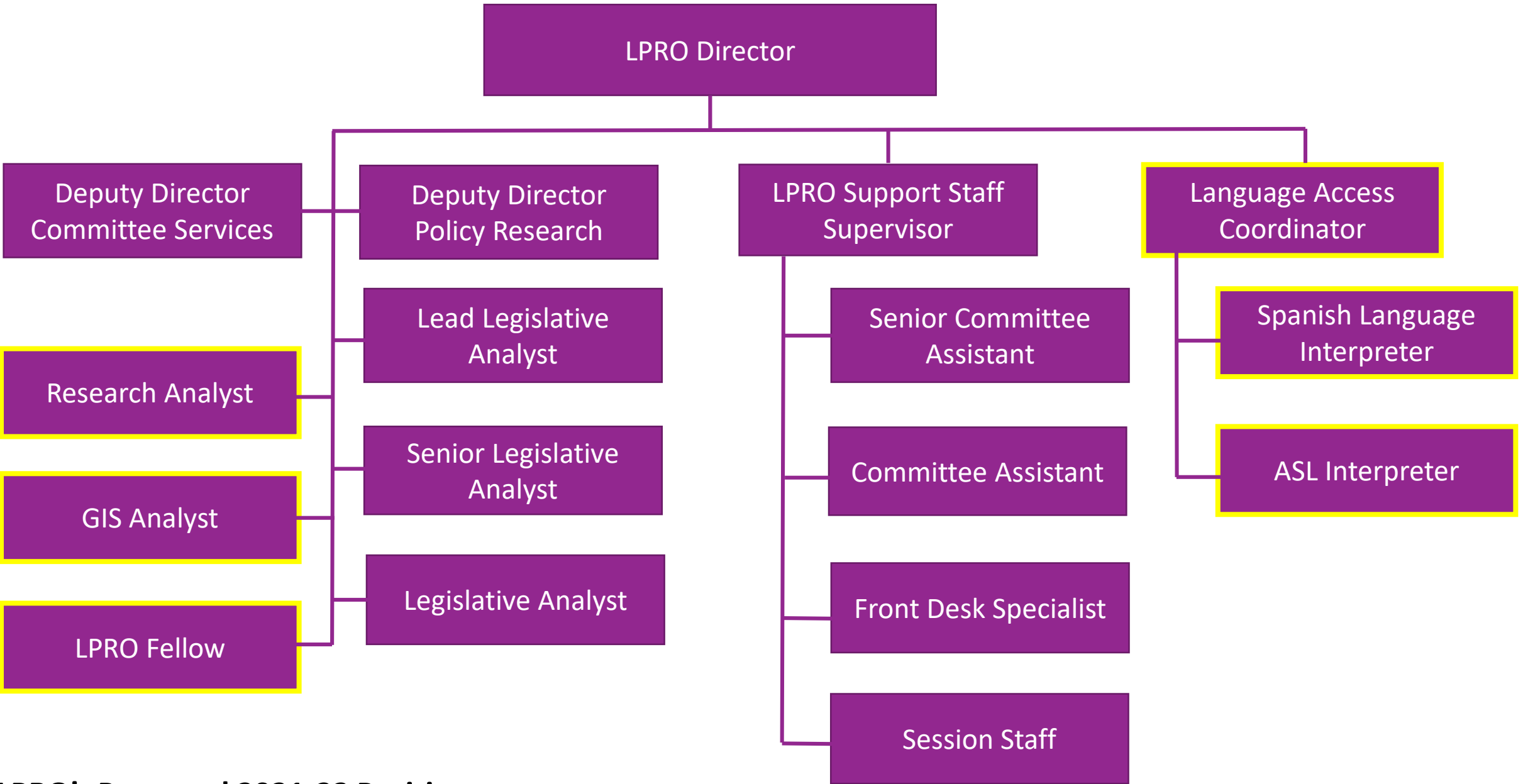


LPRO's 2019 Positions





LPRO's Post-Segal 2020-21 Positions



LPRO's Proposed 2021-23 Positions

2019 Budget Presentation Staff			Current Post-Segal Continuing Staff			Proposed 2021-23 Staff			
Grade	Title	Position Count	Grade	Title	Position Count	Grade	Title	Position Count	
--	Director	1	SR 21	Director	1	SR 21	Director	1	No Change
--	Deputy Director	1	SR 18	Deputy Director	2	SR 18	Deputy Director	2	Add 1 Deputy (per Segal and updated org chart)
--	Pubs Manager	1	SR 13	Support Services Supervisor	1	SR 13	Support Services Supervisor	1	Change from Pubs Manager to Support Services Supervisor)
--	Legislative Analyst 4	5	SR 17	Lead Legislative Analyst	4 of 5	SR 17	Lead Legislative Analyst	5	No change, but put correct individuals in this category
--	Legislative Analyst 3	14	SR 15	Senior Legislative Analyst	8 of 12	SR 15	Senior Legislative Analyst	11	Reduce from 12
--	Legislative Analyst 2	5	SR 13	Legislative Analyst	5 of 5	SR 13	Legislative Analyst	5	No change, but put correct individuals in this category
--	--	--	--	--	--	--	--	--	
--	Coordinator	1	--	--	--	--	--	--	
--	Executive Support	5	--	--	--	--	--	--	
--	Admin Support	1	--	--	--	--	--	--	
--	Session Admin Support	27	--	--	--	--	--	--	
--	--	--	SR 07	Senior Committee Assistant	3	SR 07	Senior Committee Assistant	4	Add 1 Senior Assistant
--	--	--	SR 05	Committee Assistant	6	SR 05	Committee Assistant	7	Add 3 Committee Assistants
--	--	--	SR 04	Front Office Specialist	1	SR 04	Front Office Specialist	1	No change
--	--	--	SR 04	Session Support Staff	27	SR 04	Session Support Staff	27	No change
							Language Access Coordinator	1	New position
							Spanish Language Interpreter	1	New position
							ASL Interpreter	1	New Position
							GIS Analyst	1	New position, currently limited duration GIS Analyst working on Redistricting
							Research Analyst	5	New positions
							LPRO Fellowship	1	Convert from Comms Coordinator
TOTAL CONTINUING		34	TOTAL CONTINUING		31	TOTAL CONTINUING		47	
TOTAL SESSION ONLY		27	TOTAL SESSION ONLY		27	TOTAL SESSION ONLY		27	

Other Requests

Redistricting (deadline extended from July 1 to September 27)

- Expect Special Session for considering, adopting maps in September
- Costs for staff time, software, possible additional roadshows

Training

- Leadership training for Lead Legislative Analysts
- Writing, research, facilitation for all staff



Budget Reduction Exercise

LPRO 2021-23 Budget Reduction Exercise

Divison	Category	AY23 CSL	AY23 FTE	AY23 Per FTE	5% Reduction	5% FTE
001 Admin	PersSrvcs	\$867,285	2.00	\$433,643	\$43,364	0.10
001 Admin	S&S	\$913,121			\$45,656	
002 Analysts	PersSrvcs	\$7,518,821	24.00	\$313,284	\$375,941	1.20
002 Analysts	S&S	\$577,418			\$28,871	
003 Committee	PersSrvcs	\$1,637,797	8.00	\$204,725	\$81,890	0.40
003 Committee	S&S	\$205,487			\$10,274	
004 Session	PersSrvcs	\$1,184,917	7.29	\$162,540	\$59,246	0.36
004 Session	S&S	\$25,686			\$1,284	

5% **\$646,527**
Total Reduction Needed **\$1,293,053**

1st or 2nd 5%	Priority Order	Program/Function/Title	Amount	Description (including positions)	Impact of Reduction
1st 5%	1	Agency	\$20,000	6% S&S reduction	Reduces training, travel; reduces ability to cycle technology
1st 5%	2	Policy & Research Analysts	\$626,568	1 Pos, 2.00 FTE LA	Reduces the number of committees, task forces, work groups LPRO has capacity to staff; reduces ability to respond in a timely fashion to research requests; increases the number of freshmen analysts staffing session committees
2nd 5%	3	Session Staff	\$91,429	2 Pos, 0.565 FTE	Requires fewer Committee Assistants to staff more committees during session; threatens capacity to staff the number of committees assigned to LPRO
2nd 5%	4	Agency	\$37,047	11% S&S reduction	Eliminates training, travel; reduces or eliminates access to necessary supplies; requires technology replacement to wait until breakdown, resulting in interruption of service
2nd 5%	5	Committee Services	\$204,725	1 Pos, 1.00 FTE	Reduces capacity to train and mentor session Committee Assistants; reduces capacity to staff committees during session; reduces capacity to staff interim committees, task forces, and work groups
2nd 5%	6	Policy & Research Analysts	\$313,284	1 Pos, 1.00 FTE LA	Further educs the number of committees, task forces, work groups LPRO has capacity to staff; reduces ability to respond in a timely fashion to research requests; increases the number of freshmen analysts staffing session committees

Thank you!

Misty Mason Freeman, Director
Legislative Policy and Research Office
misty.freeman@oregonlegislature.gov

