



Oregon

John A. Kitzhaber, Governor

Citizens' Initiative Review Commission

P.O. Box 9156

Portland, Oregon 97207-9156

Phone: (503) 508-0886

E-Mail: info@circommission.org

Web Site: www.Oregon.gov/CIRC

WHO: Citizens' Initiative Review Commission

WHEN: Thursday, January 30, 2013– 9:00 A.M.

WHERE: College of Urban & Public Affairs
Portland State University
506 S.W. Mill Street, Room 611
Portland, OR 97201

What is the purpose of the meeting?

The purpose of the meeting is to conduct regular commission business. Please use appropriate language, manners, and protocols when conducting commission business. A copy of the agenda is printed with this notice. Please visit <http://www.oregon.gov/CIRC/meetings.shtml> for current meeting information.

Is the public allowed to attend the meeting?

Yes. Members of the public are invited and encouraged to be in attendance at all commission meetings. All public audience members are asked to sign-in on the attendance roster prior to the meeting. Comments may be heard under public comment at the end of the meeting. Please wait to be recognized by the Chairperson prior to commenting.

What if the board/council enters into executive session?

Prior to entering into executive session the commission chairperson will announce the nature of and the authority for holding executive session, at which time all audience members are asked to leave the room with the exception of news media and designated staff. Executive session would be held according to ORS 192.660.

No final actions or final decisions will be made in executive session. The commission will return to open session before taking any final action or making any final decisions.

Who do I contact if I have questions or need special accommodations?

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting. For questions or requests call 503-508-0886. All members are asked to please give at least 24-hour notice if they are unable to attend the meeting so arrangements may be made.



Citizens' Initiative Review Commission



9:00 A.M., Thursday, January 30, 2014

Room 611
College of Urban & Public Affairs
Portland State University
506 S.W. Mill Street
Portland, OR 97201

- Call to order
- Approval of minutes from December 11, 2013 meeting
- Financial update
- Review and approval of proposed administrative rules
- Review of administrative and program services requests for proposals
- Commissioner compensation
- Other items for Commission interest



Citizens' Initiative Review Commission
Commission Meeting



1:00 p.m., Wednesday, December 11, 2013
Oregon State Office Building
800 NE Oregon St., Room 445
Portland, OR 97212

MINUTES

MEMBERS PRESENT:

Jerry Hudson, Chair
James Huffman, Vice-Chair
Ann Bakkensen
Daniel Esqueda
Robin Gumpert
Kay Ogden
Marion Sharp

MEMBERS ABSENT:

Mary Forst

ADMINISTRATIVE SUPPORT PRESENT:

Tony Iaccarino, Administrative Coordinator

GUESTS PRESENT:

None

Call to Order

Jerry Hudson, Chair, called the meeting of the Citizens' Initiative Review Commission (CIRC) to order at 1:05 p.m., Wednesday, December 11, 2013, at the Oregon State Office Building, 800 St. N.E., Room 445, Portland, Oregon. Roll was called.

Approval of Minutes – August 22, 2013

Jim Huffman made a motion to approve the minutes from the August 22, 2013 meeting. Ann Bakkensen seconded the motion. Commissioners voted unanimously to approve the motion.

Updates

Hudson informed Commissioners that pursuant to their request on August 22, 2013, a temporary administrative rule had been filed authorizing the Chair to obtain temporary administrative services to assist the Commission in its transition to a semi-independent agency. The Chair, on behalf of the

Commission, entered into contract with Healthy Democracy to provide such services. The contract is valid from September 2013 through March 2014.

The contractor has forwarded, per ORS 182.460, the Commission's contracting and personnel policies & procedures, approved by the Commission on August 22, 2013, to the Department of Administrative Services for review.

The contractor has assisted the Commission in establishing, per ORS 182.470, a new FDIC-insured bank account; the remaining moneys from the Treasury account (the "CIR Fund") have been transferred to the new account.

The contractor has filed notice of a rulemaking hearing on January 29, 2014, for three proposed Commission rules: a proposed 2013-15 biennium budget for \$190,000 rule and proposed rules related to rule notification and model rules of procedure.

Final Report to Public on 2012 CIR

Hudson introduced the draft report of the Commission containing the required panelist and moderator evaluations of the 2012 CIR, as well as the additional and voluntary independent evaluation of the 2012 CIR. As the bulk of the report, absent the Commission's own findings and recommendations, had been approved on May 21, 2013, the Commission proceeded to review more specifically its new proposed findings and recommendations.

Robin Gumpert moved to approve the report in its entirety and to make it publicly available, with one minor revision: that the Executive Summary more clearly acknowledge the high standing of the foundations and institutions supporting the additional and voluntary independent evaluation of the 2012 CIR. Marion Sharp seconded the motion. Commissioners voted unanimously to approve the motion.

Work Plan for 2013-15 Biennium

Hudson introduced a draft Commission work plan for the 2013-15 Biennium.

After Commissioners reviewed the work plan, Marion Sharp moved that the work plan be approved and subject to periodic review and revision, with the following changes: that the January 29, 2014 meeting include review of administrative and program services options as well as potential rule changes; that the March 2014 meeting include securing administrative and program contract(s); and that the Commission receive regular legislative and financial updates at all its meetings. Jim Huffman seconded the motion. Commissioners voted unanimously to approve the motion.

Staffing Update

Hudson reminded the Commission of its need for either a combined administrative and program services contract or two separate contracts (one for administrative services and a separate one for program services).

Commissioners requested that the Chair make a good faith effort to obtain at least two informally solicited competitive price quotes or proposals from prospective contractors, and that the Commission review such proposals at its January 29, 2013 meeting with the goal of ultimately having contract(s) approved at the March meeting.

Items for Commission Interest

Hudson reminded Commissioners that at their July 18, 2013 meeting, the Commission directed staff to comply with a public information request from the legal counsel for the Coquille Indian Tribe for materials introduced by the Oregon Department of Justice Native American Affairs Coordinator during the 2012 CIR on Measure 82. The Commission has more recently received an additional request from the same legal counsel for any video and audio testimony of above-mentioned DOJ representative. Hudson informed Commissioners that while no video testimony exists, audio testimony is indeed available on a publicly accessible website.

Commissioners directed the administrative services coordinator to provide the legal counsel for the Coquille Indian Tribe with information on how to access such audio testimony.

The meeting adjourned at 2:55 p.m.

Prepared by: Tony Iaccarino, Administrative Coordinator

CITIZENS' INITIATIVE REVIEW COMMISSION 2013-15 WORK PLAN

Approved December 11, 2013

Key goal:

- To provide oversight of the Citizens' Initiative Review (CIR) in a manner that ensures its integrity, effectiveness, and sustainability

Key tasks:

- Regularly assess progress toward key work plan tasks and revise as needed
- Develop 2013-15 biennium budget
- Approve new contracting and personnel policies and procedures
- Establish new FDIC-insured depository account
- Review and approve final Commission report on 2012 CIR
- Adopt administrative rules re procedures and budget
- Consider additional administrative rules re CIR process, moderators, and criteria for ballot measure selection
- Secure long-term administrative services contract
- Secure program services contract for 2014 CIR
- Review and approve abbreviated biennial Commission report on financial and other activities
- Review and approve policies & procedures for 2014 CIR
- Review Commissioner terms, plan for new appointments
- Determine sufficiency of funds
- Select 2014 ballot measures for review
- Review and approval of annual financial report for previous fiscal year
- Review panelist and moderator evaluations of 2014 CIR to develop Commission findings and recommendations re CIR
- Develop and approve 2015-17 biennium budget

Meeting Dates:

- December 11, 2013
- January 29, 2014
- March 24-26, 2014 (precise date TBD)
- July 8-10, 2014 (precise date TBD)
- November 18-20, 2014 (precise date TBD)
- March 10-19, 2015 (precise date TBD)

December 11, 2013 Meeting:

- Review and approve final Commission report on 2012 CIR (due Dec 31, 2013)

January 29, 2014 Meeting:

- Adopt administrative rules re procedures and budget
- Review and decide long-term administrative services options
- Review and decide program services contract for 2014 CIR

- Consider additional rules re CIR process, moderators, and criteria for ballot measure selection
- Standing legislative and financial updates

March [24-26], 2014 Meeting:

- Review and approve abbreviated biennial Commission report on financial and other activities (due April 1, 2014)
- Determine sufficiency of funds to carry out duties of CIR Commission and to pay for statements to be printed in Voters Pamphlet (required by July 4, 2014)
- Review Commissioner terms, plan for new appointments (terms are four years, with no more than six member terms expiring every two years)
- Approve administrative and program services contract(s)
- Standing legislative and financial updates

July [8-10], 2014 Meeting:

- Review and approve policies & procedures for 2014 CIR
- Select 2014 ballot measures for review
- Review and approve annual financial report for previous fiscal year ending June 30 (to be made public and with copy to DAS by Sept 30)
- Standing legislative and financial updates

November [18-20], 2014 Meeting:

- Review panelist and moderator evaluations of 2014 CIR to develop Commission findings and recommendations re CIR
- Appointment of new Commissioners
- Standing legislative and financial updates

March [10-19], 2015 Meeting:

- Develop and approve 2015-17 biennium budget
- Approve contract for 2015-17 biennium
- Standing legislative and financial updates

CIRC REVENUE & EXPENDITURES AS OF 1/27/2014

REVENUE

A. Beginning Balance		
Ending Cash Balance 2011-13 Biennium	\$	3,519.64
A. Total	\$	3,519.64
B. Donations		
Healthy Democracy	\$	20,000.00
B. Total	\$	20,000.00

Total Revenues	\$	23,519.64
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EXPENSES

A. CIR Commission Administrative Expenses		
Banking Fees	\$	60.27
A. Total	\$	60.27
B. Professional Services		
State Government Service Charges	\$	2,460.27
B. Total	\$	2,460.27

Total Expenses	\$	2,520.54
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Total Revenue	\$	23,519.64
Total Expenses	\$	2,520.54
Balance	\$	20,999.10

Secretary of State
NOTICE OF PROPOSED RULEMAKING HEARING*
A Statement of Need and Fiscal Impact accompanies this form

<u>Citizens' Initiative Review Commission</u>	710
Agency and Division	Administrative Rules Chapter Number
<u>Tony Iaccarino</u>	(503) 508-0886
Rules Coordinator	Telephone
<u>Citizens' Initiative Review Commission, P.O. Box 9156, Portland, OR 97207-9156</u>	
Address	

RULE CAPTION

Rules related to procedure and administration for Citizens' Initiative Review Commission

Not more than 15 words that reasonably identifies the subject matter of the agency's intended action.

Hearing Date	Time	Location	Hearings Officer
1-29-14	11:00 a.m.	506 S.W. Mill Street, Suite 710, Portland, Oregon	Tony Iaccarino

RULEMAKING ACTION

Secure approval of rule numbers with the Administrative Rules Unit prior to filing.

ADOPT:

710-001-0000, 710-001-0005, 710-005-0005

AMEND:

REPEAL:

RENUMBER: Secure approval of new rule numbers with the Administrative Rules Unit prior to filing.

AMEND AND RENUMBER: Secure approval of new rule numbers with the Administrative Rules Unit prior to filing.

Statutory Authority:

ORS 182.462 (1), ORS 183, ORS 183.341, ORS 250.137(3)(b) & Sec. 11 Ch. 722 OL 2013

Other Authority:

Statutes Implemented:

ORS 182.462 (1), ORS 183, ORS 183.341 & Sec. 11 Ch. 722 OL 2013

RULE SUMMARY

The first two proposed rules are procedural: the first identifies the procedures by which the Citizens' Initiative Review Commission, a newly established semi-independent state agency, will provide notice of rulemaking; the second affirms that the Commission shall adopt the Attorney General's Model Rules of Procedure. The third and final proposed rule is administrative, specifying the Commission's 2013-15 Biennium Budget, and the method for amending the budget if necessary.

The Commission requests public comment on whether other options should be considered for achieving the rules' substantive goals while reducing any negative economic impact on business.

The Agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing negative economic impact of the rule on business.

<u>01-29-2014 12:00 p.m.</u>	<u>Tony Iaccarino</u>	<u>info@circommission.org</u>
Last Day (m/d/yyyy) and Time for public comment	Rules Coordinator Name	Email Address

FILED 11-25-13 6:20 AM ARCHIVES DIVISION SECRETARY OF STATE

*The Oregon Bulletin is published on the 1st of each month and updates the rule text found in the Oregon Administrative Rules Compilation.

Secretary of State
STATEMENT OF NEED AND FISCAL IMPACT
A Notice of Proposed Rulemaking Hearing accompanies this form.

Citizens' Initiative Review Commission

710

Agency and Division

Administrative Rules Chapter Number

Rules related to procedure and administration for Citizens' Initiative Review Commission

Rule Caption (Not more than 15 words that reasonably identifies the subject matter of the agency's intended action.)

In the Matter of:

the adoption of rules related to procedure and administration for Citizens' Initiative Review Commission

Statutory Authority:

ORS 182.462 (1), ORS 183, ORS 183.341, ORS 250.137(3)(b) & Sec. 11 Ch. 722 OL 2013

Other Authority:

Statutes Implemented:

ORS 182.462 (1), ORS 183, ORS 183.341 & Sec. 11 Ch. 722 OL 2013

Need for the Rule(s):

As a newly established semi-independent state agency, the Citizens' Initiative Review Commission is required to adopt rules of procedure for use in rulemaking and for other administrative proceedings. In addition, the Commission is required to adopt a biennial budget, after a public hearing thereon, via administrative rule.

Documents Relied Upon, and where they are available:

ORS 182.462 (1), ORS 183, ORS 183.341, ORS 250.137(3)(b) and Sec. 11 Ch. 722 OL 2013 can be found online at the Oregon State Legislature's website. The Citizens' Initiative Review Commission minutes from August 22, 2013 and draft budget are available online at the Commission website.

Fiscal and Economic Impact:

As the proposed rules simply establish the Citizens' Initiative Review Commission's basic procedures for rulemaking and other administrative proceedings, while specifying the agency budget, the Commission anticipates that the proposed rules will have no fiscal or economic impact on state agencies, units of local government, small businesses, or the public. There will be a minimal impact on the Commission itself as it carries out such procedures, but such impact can be absorbed with existing agency resources. The Commission itself is funded entirely through charitable contributions.

Statement of Cost of Compliance:

1. Impact on state agencies, units of local government and the public (ORS 183.335(2)(b)(E)):

The proposed rules will have no fiscal or economic impact on state agencies, units of local government or the public. The Commission is funded entirely through charitable contributions.

2. Cost of compliance effect on small business (ORS 183.336):

a. Estimate the number of small business and types of businesses and industries with small businesses subject to the rule:

No small businesses will be subject to the proposed rules, although approximately ten small business owners from public relations and political consulting firms and legal offices, currently on the Citizens' Initiative Review Commission mailing list, will be provided notice of hearings and other administrative proceedings.

b. Projected reporting, recordkeeping and other administrative activities required for compliance, including costs of professional services:

The proposed rules require no projected administrative activities for any entities other than the Citizens' Initiative Review Commission itself. Such activities will include the minimal reporting, recordkeeping and other administrative activities required of the Commission as it complies with basic notification and procedural rules and any potential amendment of its 2013-2015 Biennial Budget. The costs will be minimal and can be absorbed with existing agency resources.

c. Equipment, supplies, labor and increased administration required for compliance:

Adoption of these rules will not impact the Commission's need for equipment, and supplies. While a minimal increase in labor and administration will be required for compliance, such costs will be minimal and can be absorbed with existing agency resources.

How were small businesses involved in the development of this rule?

Small businesses were not involved in the development of these proposed rules as no fiscal or economic impact is anticipated. However, the

Commission invites public comment on whether other options should be considered for achieving the rules' substantive goals while reducing any unforeseen negative impact on businesses.

Administrative Rule Advisory Committee consulted?: No

If not, why?:

An advisory committee was not consulted because rules relating to notice of proposed rulemaking specifically and to model rules of procedure more generally are similar among most semi-independent state agencies. These similarities were considered sufficient to guide the Commission in the development of its own similar proposed procedural rules. The process of developing the proposed rule pertaining to the budget was based on data from the Commission's previous year (prior to its transition to a semi-independent state agency) as well as projected needs. The Commission's knowledge of its own needs was considered the best tool in determining a proposed budget.

Nevertheless, input on the proposed rules will be sought through publication of the Notice of Proposed Rulemaking Hearing in the Oregon Bulletin, and by furnishing copies of the notice to legislators specified in ORS 183.335, to the Commission's mailing list, and to the Associated Press and the Capitol Press Room. Copies of the proposed rules and draft 2013-2015 budget are available from the Commission upon request. Input on the proposed rules, including the draft budget, may be provided to the Commission either in writing or at the scheduled public hearing.

01-29-2014 12:00 p.m.	Tony Iaccarino	info@circommission.org
Last Day (m/d/yyyy) and Time for public comment	Printed Name	Email Address

FILED 11-25-13 6:20 AM ARCHIVES DIVISION SECRETARY OF STATE

710-001-0000

Notice of Proposed Rulemaking

Before permanently adopting, amending or repealing any rule, the Citizens' Initiative Review Commission (Commission) will give notice of the intended action:

- (1) In the Secretary of State's Bulletin referred to in ORS 183.360 at least 21 days before the effective date of the rule;
- (2) By mailing or e-mailing a copy of the notice to persons on the Commission mailing list established pursuant to ORS 183.335(8) at least 28 days before the effective date of the rule;
- (3) By e-mailing a copy of the notice to the legislators specified in ORS 183.335(15) at least 49 days before the effective date of the rule; and
- (4) By mailing, e-mailing, or furnishing a copy of the notice to:
 - (a) the Associated Press;
 - (b) and Capitol Press Room.
- (5) The Commission may update the mailing list described in section two of this rule annually by requesting persons to confirm that they wish to remain on the mailing list. If a person does not respond to the request for confirmation within 28 days of the date the Commission sends the request, the Commission will remove the person from the mailing list. Any person removed from the mailing list will be immediately returned to the mailing list upon request, so long as the person provides a mailing or e-mailing address to which notice may be sent.

Stat. Auth.: ORS 250.137(3)(b), ORS 183.341 & Sec. 11 Ch. 722 OL 2013

Stats. Implemented: ORS 183.341 & Sec. 11 Ch. 722 OL 2013

710-001-0005

Model Rules of Procedure

The Attorney General's Model Rules of Procedure under the Administrative Procedures Act, in effect on February 1, 2012, are hereby adopted as the rules of procedure by reference for the Citizens' Initiative Review Commission.

Stat. Auth.: ORS 250.137(3)(b), ORS 183 & Sec. 11 Ch. 722 OL 2013

Stats. Implemented: ORS 183 & Sec. 11 Ch. 722 OL 2013

710-005-0005

Commission Budget

The Citizens' Initiative Review Commission hereby adopts by reference the Citizens' Initiative Review Commission 2013-2015 Biennium Budget of \$190,000 covering the period from July 1, 2013 through June 30, 2015. The Chair of the Commission, in consultation with the Commission, will amend budgeted accounts as necessary within the approved budget of \$190,000 for the effective operation of the Commission. The Commission will not exceed the approved 2013-2015 Biennium Budget without amending this rule and holding a public hearing thereon as required, by ORS 182.462(1). The budget can be found on the Commission's website.

Stat. Auth.: ORS 250.137(3)(b), ORS 182.462 (1) & Sec. 11 Ch. 722 OL 2013

Stats. Implemented: ORS 182.462 (1) & Sec. 11 Ch. 722 OL 2013

CITIZENS INITIATIVE REVIEW COMMISSION

INFORMAL REQUEST FOR PROPOSALS: Administrative and/or Program Services

Introduction:

The Citizens' Initiative Review Commission (CIRC) is responsible for the oversight of the Citizens' Initiative Review (CIR) process, an innovative way of publicly evaluating ballot measures so that voters have easy access to clear, useful, and trustworthy information at election time.

The CIRC oversees the creation of separate panels of 18-24 randomly-selected and demographically-balanced Oregonians who hear arguments for and against each measure and call upon subject-area experts over the course of each multi-day review. The findings of each citizen panel appear as stand-alone Citizens' Statements published in the Oregon Voters' Pamphlet.

Established and operationalized in 2012 pursuant to ORS 250.137 through 250.149, the CIRC was reorganized as a semi-independent state agency in accordance with Sec. 11 Ch. 722 OL 2013.

The CIRC seeks written, informal proposals from qualified contractors able to provide administrative and/or program services.

Scope of Work:

The CIRC is seeking administrative support for its operations as well as program support for the management of the 2014 CIR process. The CIRC will consider individual proposals offering both administrative and program support as well as separate proposals limited to offering either administrative or program support.

Administrative support

- *Board administration.* Serve as primary agency contact and respond to public inquiries as needed; prepare CIRC meeting schedule and agendas, in consultation with CIRC chair, for 4-5 public meetings; secure public meeting facilities and provide public notice for meetings; prepare minutes of meetings; maintain records; update CIRC website; facilitate the appointment of remaining CIRC members.
- *Rules coordination.* Provide support for administrative rulemaking; ensure proper internal review and public posting requirements for proposed CIRC rules; implement CIRC policies and decisions.
- *Accounting and budget development.* Provide accounting on behalf of the CIRC, including tracking accounts receivable/payable and publishing all donations based on the standards laid

out in ORS 250.147; at the direction of the CIRC, draft annual financial report for previous fiscal year; develop 2015-17 budget in consultation with the CIRC.

- *Program evaluation.* At the direction of the CIRC, assist with drafting evaluation of 2014 CIR process; make report available to public by June 30, 2015.
- *Other duties.* Fulfill other duties as agreed upon in collaboration with the CIRC.

Program support

- *Panel planning.* Plan and manage Citizens' Initiative Review panels; establish dates for each panel review in accordance with ORS 250.139 (6), with each panel lasting no more than five days and no less than 25 hours total; conduct background research on each initiative measure selected; identify, select, and invite advocates and background presenters.
- *Panel recruitment.* Recruit each panel, consisting of at least 18 but no more than 24 panelists, from a list of randomly selected electors and consistent with Oregon demographics.
- *Venue and site logistics.* Identify appropriate venue and manage site logistics for each citizen panel.
- *Moderator training.* Manage and provide training for two moderators for each panel.
- *Material preparation.* Prepare and distribute supporting materials for each panel.
- *Communications.* Assist each citizen panel with preparation of Citizens' Statement and deliver each statement in acceptable format to the Secretary of State in time for publication in the Voters' Pamphlet.
- *Evaluation.* Facilitate the moderator and panelist evaluations of the CIR process and submit to CIRC a written summary of findings report of the CIRC process in accordance with ORS 250.143.

Timeline:

Administrative and program work is to be conducted from March 15, 2014 to June 30, 2015.

Compensation:

Compensation for performance of administrative duties shall not exceed \$17,000; compensation for performance of program duties, including specific event expenses, shall not exceed \$94,500. All program event expenses shall be the responsibility of the program contractor, with the exception of the following, which shall be the direct responsibility of the CIRC: mailing for panelist recruitment, travel reimbursements for panelists, stipends for panelists, and costs associated with the publication of each Citizens' Statement in the Voters' Pamphlet.

Proposal Content:

Proposals should include the following:

- Description of administrative work and/or program-related projects of similar scope and size, which proposing contractor has completed on time, on budget, and to a high-quality standard.
- Description of capacity of contractor to perform the administrative and/or program-related scope of work, including relevant qualifications of key individuals performing the intended work.
- Price proposal and justification.

Proposals Due:

No later than 5:00 PM, PST, January 23, 2014.

Submit Proposals to:

Proposals should be delivered electronically in PDF to Jerry Hudson, Chair, Citizens' Initiative Review Commission, jerryhudson@comcast.net.

Direct Questions to:

Jerry Hudson, jerryhudson@comcast.net.

Wendy Willis, Executive Director
P.O. Box 1762
Portland, Oregon 97207
(503) 725-9091 FAX (503) 725-9099
wwillis@pdx.edu
www.policyconsensus.org



Co-Chair
James Geringer (WY)
Former Governor
State of Wyoming

January 23, 2014

Co-Chair
Ruth Ann Minner (DE)
Former Governor
State of Delaware

Mr. Jerry Hudson

Chair

Ralph Becker (UT)
Mayor
Salt Lake City

Oregon Citizen Initiative Review Commission

Manley Begay (AZ)
Associate Social Scientist,
American Indian Studies
Program, Univ of Arizona, &
Co-Director, Harvard Project on
American Indian Economic
Development

Dear Mr. Hudson:

Ted Celeste (OH)
Representative
Ohio House of Representatives

Thank you very much for reaching out to us. Please accept this proposal from the Policy Consensus Initiative (PCI) to provide administrative services for the Oregon Citizen Initiative Review Commission for the period from March 15, 2014, through June 30, 2015. Details of the proposal follow.

Jim Clinton (LA)
CEO, CENLA Partnership

The Policy Consensus Initiative

Frank Dukes (VA)
Director, Institute for
Environmental Negotiation

PCI was founded in 1997 by Governors John Kitzhaber (D-Or) and James Geringer (R-WY), creating an organization of elected officials, university center directors, and practitioners dedicated to collaborative governance and democratic decision-making. PCI staff and board provide collaborative governance assessment, design, and project support—as well as training and capacity building—all over the country. PCI is the non-profit affiliate of Portland State University's National Policy Consensus Center, which houses both Oregon Solutions and Oregon Consensus. PCI, working with several regional and national partners, founded Oregon's Kitchen Table, in order to create a permanent civic infrastructure through which Oregonians can provide real-time feedback, opinions, and ideas to decision-makers.

Beverly Gard (IN)
Senator
Indiana Senate

Peter Groff (DC)
Former Senate President
Colorado Senate

Robert M. Jones (FL)
Director, FCRC Consensus
Center

Diane Kenty (ME)
Director, Court Alternative
Dispute Resolution Service

Michael McCabe (IL)
Executive Director
CSG Midwestern Office

Roger D. Moe (MN)
Former Majority Leader
Minnesota Senate

PCI staff members provide meeting planning and logistics, organizational capacity, and programmatic and administrative support to PCI's national board and its subcommittees, to the 30-member University Network for Collaborative Governance, and to the advisory committee for Oregon's Kitchen Table.

Lana Oleen (KS)
Former Majority Leader
Kansas Senate

Jim Souby (UT)
Former Executive Director
Western Governors Association

Ex Officio Palma Strand
Chair, University Network for
Collaborative Governance

PCI has worked with Healthy Democracy Oregon (HDO) in numerous capacities over the years, including contracting with HDO to assist in the launch of Oregon's Kitchen Table. Our staff is fully supportive of the philosophy and activities of the Citizen Initiative Review, and would welcome the opportunity to support the CIRC's mission.

PCI Staff

Wendy Willis, Executive Director. Wendy Willis is the Executive Director of PCI and Director of Civic Engagement for NPCC. Wendy is a national leader in the field of civic engagement and citizen-centered decision-making. She provides leadership and programmatic and organizational support for the PCI Board, UNCG, and the Oregon's Kitchen Table advisory committee. Prior to joining PCI/NPCC, Wendy was the Executive Director for City Club of Portland. She has also served as an Assistant Public Defender for the District of Oregon and a law clerk to Chief Justice Wallace P. Carson, Jr. of the Oregon Supreme Court. Wendy is also a senior fellow of the American Leadership Forum Oregon, a poet, and the mother of two young daughters. She graduated magna cum laude from Georgetown Law Center and holds a B.A. from Willamette University.

Sarah Giles, Special Projects Manager. Ms. Giles has worked for PCI since 2007. In this role she oversees communications with internal and external partners, particularly the PCI Board of Directors and the University Network for Collaborative Governance. She staffs the UNCG Steering Committee during quarterly virtual meetings and annual meetings and coordinates program planning for conferences and symposia for both UNCG and the PCI Board. Ms. Giles also manages research projects and writes on current issues in collaboration. She was previously a Research Assistant with the Department of Health Promotion and Sports Medicine at Oregon Health and Sciences University. Ms. Giles also taught writing at the University of Arizona where she also received her MFA in Creative Writing. She graduated *cum laude* from Vassar College in 2001 and was a Fulbright Scholar in Germany, where she taught English to elementary and secondary level students.

Roslyn Owen, Program Representative. Ms. Owen has worked for PCI since 2002. She provides accounting, bookkeeping and event planning services, including: managing and maintaining overall accounting; preparing, tracking and managing expenses for subcontractors; preparing invoices, payroll reports, and time sheets; and organizing the logistical aspects of three major national conferences for the PCI Board and partners and the University Network for Collaborative Governance.

Proposal for Services

Board Administration

PCI staff is experienced and efficient in providing board administration and support. The staff supports a national board consisting of current and former elected officials and university-based leaders in collaborative governance. Each year, the PCI plans and executes at least one multi-day meeting somewhere in the country and supports the board for remote meetings throughout the rest of the year.

The staff also supports a 30-member national network of university centers that meets in a large multi-day national meeting every year. The staff also supports the UNCG steering committee and other working groups that arise through the year.

The staff also supports the advisory committee for Oregon's Kitchen Table.

As part of this work, PCI staff has successful experience in securing locations, working with the chairs to develop agendas, inviting interested parties, providing meeting support, and drafting and distributing memos. The staff is experienced in working with high-level officials and in reporting on financial and operational matters in a timely and efficient way.

Rules Coordination

The staff has years of experience in working with public leaders and public issues in Oregon and around the country. Should the CIRC need rules changes over the contract period, PCI staff has both the capacity and the experience to support the Commission in properly developing and then executing those changes.

Accounting and budget development

PCI staff develops and maintains a budget in coordination both with its own Board for PCI but also with the steering committee for UNCG. The staff has over ten years' experience in organizational accounting,

Program Evaluation

It is our understanding that the primary evaluation of the 2014 Citizen Initiative Reviews will be conducted by the organization providing program support. As a result, PCI anticipates playing only a supporting role, including things like proof-reading and distribution.

Other Duties

PCI is experienced in working with boards and steering committees and in providing support as needed. We understand that this type of work requires adaptability and good listening and communication skills. We know how to work with board leadership to negotiate the appropriate role between board and staff and to work with the board to delegate and execute miscellaneous duties appropriately.

Estimated Budget

CIRC Meeting Support	Hourly Rate	Hours	Meetings	Total
Sarah Giles	56.10	45	3	1,524.50
Roslyn Owen	58.32	30	3	1,749.60
Wendy Willis	82.86	15	3	1,242.90
TOTAL				\$4,517.00
Financial Management & Accounting				
Reporting:				
Sarah Giles	56.10	5		280.50
Roslyn Owen	58.32	30		1,749.60
TOTAL				\$ 2,030.10
Budgeting and accounting:				
Roslyn Owen	58.32	75		4,374.00
Wendy Willis	82.86	10		828.60
TOTAL				\$ 5,202.60
Rules Coordination and Other Duties				\$ 3,550.30 (as needed)
(including extra commission meetings, etc.)				
PCI Overhead				\$ 1,700.00
TOTAL				\$17,000.00

Thank you very much for the opportunity to submit this proposal. Please let us know if you need additional information. We look forward to hearing from you.

Very truly yours,


Wendy Willis
Executive Director

TO: Jerry Hudson, Chair, Citizens' Initiative Review Commission
FROM: Tyrone Reitman, Executive Director, Healthy Democracy
RE: Informal Request for Proposals for Administrative and/or Program Services
DATE: January 23, 2014

Healthy Democracy (HD) is pleased to submit this proposal in response to the request by the Citizens' Initiative Review Commission.

Given HD's familiarity with the needs of the Commission, HD is prepared to provide the Commission with either: (a) program services, or (b) in the absence of other qualified applicants, both combined administrative and program services. It should be stated that while HD is willing and capable to provide administrative services for the Commission, HD's expertise is in the provision of program-related services. HD's own preference, therefore, is to assist the Commission with the delivery of program services.

Description of administrative work and/or program-related projects of similar scope and size, which proposing contractor has completed on time, on budget, and to a high-quality standard.

Program services

HD's experience with program work of similar scope and size includes the programmatic work HD performed under contract with the Commission. In June 2012, HD entered into a not-to-exceed \$88,700 contract with the Commission, which expired on February 28, 2013, to manage the Citizens' Initiative Review process and to assist with follow-up evaluation of the CIR process. The scope of work for the contract included program planning, panel recruitment, venue and site logistics, moderator training, material preparation, communications and evaluation. Specific deliverables included the following, all of which were met, within budget, well in advance of the February 28, 2013 deadline:

- Establishing dates for two CIR panels, conducting background research on selected initiative measures, identifying and inviting advocates and expert witnesses to participate in CIR panels.
- Recruiting eligible citizen panelists for CIR panel, confirming citizen panelist participation, collecting payment information provided by Commission for citizen panelists.
- Securing hotel, catering and venue reservations, subcontracting for videography services and on-site audio/visual services.
- Recruiting, hiring, training and managing moderators responsible for facilitating CIR panels.
- Preparing, duplicating, and distributing materials, including posters, citizen panelist notebooks, slides, and agendas for each CIR panel.
- Delivering product ("Citizens' Statement") from each CIR panel to Secretary of State for inclusion in the Voters Pamphlet.

- Assisting with moderator and panelist review of the CIR process and submitting written summary of findings to Commission for review.

The programmatic work completed by HD under contract with the Commission resembles the scope of work—panel planning, panel recruitment, venue and site logistics, moderator training, material preparation, communications, and evaluation—outlined in the informal RFP. Panelists and moderators reported a high level of satisfaction with the CIR process, independent evaluators gave the process high marks for deliberative quality and resulting voter utility, and the 2012 CIR process itself was awarded both the North American and International Public Project of the Year by the International Association for Public Participation (IAP2)—the leading national and international association for public participation professionals. Given HD’s effective and timely performance of such programmatic work, HD fully expects that it can address the scope of work and effectively accomplish the deliverables outlined in the informal RFP.

Administrative services

HD’s experience with administrative work of similar scope and size includes the administrative tasks HD is currently performing under contract with the Commission. In September 2013, HD entered into a short-term contract that is set to expire on March 15, 2014, to assist the Commission in its transition to a semi-independent state agency. Specific deliverables include the following, which have either been met or are in the process of being completed, within budget, and well in advance of the March 15, 2014 deadline:

- Preparing Commission meeting schedule and agendas in consultation with Commission chair.
- Updating Commission website; maintaining Commission records and ensuring that Commission activities and records are available for review by public; responding to public inquiries as needed.
- Securing public meeting facilities and providing public notice for public hearing on Commission 2013-15 biennial budget; filing modified or adopted Commission budget via administrative rule; filing Commission rules, implement Commission policies and decisions.
- Establishing FDIC-insured bank account for Commission, pursuant to ORS 182.470; making required deposits and withdrawals from account with Commission approval, including transfer of any remaining funds from expiring Citizens’ Initiative Review Fund to new account.
- Following generally accepted accounting principles and keeping financial and statistical information as necessary to completely and accurately disclose financial condition and operations of the Commission.
- Assisting Commission with completion of report, including any findings and recommendations regarding Citizens’ Initiative Review procedures, pursuant to ORS 250. 143; making report available to public by end of 2013 calendar year.

Description of capacity of contractor to perform the administrative and/or program-related scope of work, including relevant qualifications of key individuals performing the intended work.

HD is a 501(c)(3) nonpartisan, nonprofit organization, located in Portland, Oregon, and dedicated to advancing innovative ways for the public to engage in the democratic process and to improve political discourse. HD convenes rigorous and fair deliberations, both in-person and online, to build meaningful new methods for citizens to weigh in on pressing policy issues.

HD grew out of the successful work of its sister organization, Healthy Democracy Oregon (HDO), which played a lead role in improving Oregon's ballot initiative system by developing and refining the Citizens' Initiative Review. HDO worked to win passage of state legislation in 2009, authorizing official CIR pilots for 2010. Given the positive evaluation of the pilots by a team of nationally-recognized researchers supported by funding from the National Science Foundation, in 2011, the Oregon State Legislature made the CIR a regular feature of the state election system. In addition HD's current and previous work for the CIR Commission, HD serves as a resource for organizations attempting to establish the CIR in the other states with the initiative system.

HD regularly expands its capacity when conducting program-related events, by hiring additional staff and experienced and established contractors. These include professional project managers and facilitators familiar with the CIR process, as well as technical, logistical and communications support personnel.

HD's permanent staff includes the following:

- Tyrone Reitman is HD's co-founder and executive director and also principal co-collaborator in the initial creation of the Citizens' Initiative Review process. As the executive director of HD, he provides management expertise, strategic planning, and oversight for the organization. Reitman effectively managed HD's contract to implement the 2012 CIR panels and he currently manages the contract to provide administrative services for the Commission. Reitman's background is in the political reform arena, having advocated for increased transparency and accountability in government and politics. He graduated with a Master's of Public Administration from the University of Oregon, with a specific focus on public deliberation, electoral reform, and small-group democratic practices.
- Anthony Iaccarino is HD's policy & projects director and has served in this capacity since 2012. He was directly responsible for implementing multiple aspects of the 2012 statewide CIRs, including outreach, research, and evaluation; and also currently serves as the lead HD staff providing administrative services to the Commission. Iaccarino has spent most of his career promoting informed citizenship to enhance the public good. Prior to joining HD, he earned a doctorate in history from U.C.L.A., taught history and humanities at Reed College, and served as the research & policy director for the City Club of Portland.
- Lucy Greenfield is HD's development & communications manager and has served in this capacity since 2013. Greenfield has focused her career on helping civic-minded nonprofits find the resources they need to grow. After earning her bachelors' degree in history from Whitman

College, she served as development director for several nonprofits, as a legislative advisor in Salem, and as policy director for citywide campaigns in Portland.

Price proposal and justification.

HD is prepared to provide program services for the not-to-exceed amount of \$94,500, assuming the Commission chooses to convene two citizen panels in 2014. In its previous contract with the Commission to manage the 2012 citizen panels, HD completed a nearly identical set of deliverables for approximately the same amount.

In the absence of other qualified applicants, HD is prepared to provide administrative services for the not-to-exceed amount of \$17,000.

Contact information

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