



# Oregon

Kate Brown, Governor

## *Citizens' Initiative Review Commission*

P.O. Box 9156

Portland, Oregon 97207-9156

Phone: (503) 725-5248

E-Mail: [info@circommission.org](mailto:info@circommission.org)

Web Site: [www.Oregon.gov/CIRC](http://www.Oregon.gov/CIRC)

WHO: Citizens' Initiative Review Commission

WHEN: Monday, December 7, 2015 – 11:00 A.M.

WHERE: Teleconference Meeting  
Contact the CIRC Administrator for call in information

### **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 portion of the meeting as listed on the agenda. 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 503-725-5248. 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  
Commission Meeting



11:00am, Monday, December 7th, 2015

Teleconference Meeting

- **Call to Order**
- **Approval of Minutes From September 28, 2015 Meeting**
- **Financial Update**
- **Initial Review of Healthy Democracy 3.0 Concept Design**
  - Q and A with Healthy Democracy - Part 1 – Lucy Greenfield / Jessie Conover
  - Review CIRC Workplan for Part 2 Review and 2016 CIR preparation
- **Approval of CIRC Final Recommendation from 2014 CIRs**
- **Public Comment Period**
- **Other Business**



Citizens' Initiative Review Commission  
Commission Meeting



1:30pm, Monday, September 28th, 2015  
College of Urban & Public Affairs  
Portland State University  
506 S.W. Mill St., Room 710  
Portland, OR 97201

**MEMBERS PRESENT:**

Jerry Hudson, Chair  
Ann Bakkensen  
Mary Forst  
Robin Gumpert  
Kay Ogden  
Marion Sharp  
Ernest Estes  
Debby Southworth

**MEMBERS ABSENT:**

James Huffman, Vice-Chair  
Daniel Esqueda

**ADMINISTRATIVE SUPPORT PRESENT:**

Amy Delahanty for Sarah Giles, Administrative Coordinator  
Roslyn Owen, Financial Coordinator  
Wendy Willis, Policy Consensus Initiative Executive Director

**GUESTS PRESENT:**

Lucy Greenfield, Healthy Democracy  
Jessie Conover, Health Democracy

**Call to Order**

Jerry Hudson, Chair, called the meeting of the Citizens' Initiative Review Commission (CIRC) to order at 1:30 pm., Monday, September 21, 2015, at the College of Urban & Public Affairs, Portland State University, 506 S.W. Mill Street, Room 720, Portland. Roll was called.

**Approval of Minutes from Commission Meeting June 8, 2015**

Kay Ogden made a motion to approve the minutes from the CIRC Commission Meeting on June 8, 2015. Debbie Southworth seconded the motion. Commissioners voted unanimously to approve the motion. None opposed.

Following the approval of the minutes, Ann Bakkensen referred to the Policy Consensus Initiative's request to increase the amount of administrative services from \$17,000 to \$20,000. Bakkensen expressed her vote of confidence for the PCI and stated that whatever happens here in Oregon is a base for going

forward in other states. Bakkensen added she thought it was important to be accurately reporting the efforts being made by PCI.

### **Financial Update**

Roslyn Owen from PCI shared there were a few hundred dollars added since the end of the last biennium. Owen added Healthy Democracy made one contribution and there was a small amount of bank fees.

### **CIRC Appointments and Nominations Process.**

Wendy Willis from PCI stated both Jerry Hudson and James Huffman's terms come up at the same time. The CIRC requires appointments by legislative leadership and the request has been made. Willis stated minority leader, Ted Ferrioli has expressed some concern over the Jackson County Citizens' Initiative Review. Jerry Hudson has volunteered to speak with the minority leader to clarify the CIRC was not part of the CIR process. Ted Ferrioli has two appointments he will need to make because the senate majority leader only appointed one individual last time. Willis noted if Ferrioli does not appoint two individuals, it may be problematic.

Jerry Hudson stated he was not appointed by Ferrioli, but he does know him and testified before him fairly recently. Hudson hoped that after explaining the situation sufficiently, Ferrioli will act to appoint commissioners. Wendy Willis also stated Commissioner James Huffman also volunteered to meet with Ferrioli.

Lucy Greenfield from Healthy Democracy (HD) stated there was some confusion as to the connection between the Jackson County CIR and the CIRC. HD stated there have been previous and ongoing conversations about this confusion. HD added that they have made a commitment to make sure a project like that will not happen in the future.

Hudson stated he will not be re-enstating his seat and but will continue to watch with great interest the difference this process can make in the State of Oregon. He was delighted that the CIRC got the approval to go beyond the last legislative session.

The group asked PCI to send out the list of Commissioner term limits to the group.

### **CIR Process Review**

Jessie Conover from Healthy Democracy shared with the group the report of activities since last June. There was one confab in Oregon where three CIRC representatives were present. Also present were members of Healthy Democracy staff, HD board members and a project partner from Arizona's last pilot project.

The group explored some key questions as to how the new process can be built from HD's experience from 2014. Some of the topics explored were the length of the CIR process, when and how a vote count should be taken, and how panelists provided information. Following the Oregon confab, HD gathered a group in Colorado with the HD board, staff, and a research team that included Dr. John Gastil and Dr. Katie Knobloch. HD stated Molly Keating was also in attendance.

HD is currently working to compile and synthesize the information. After Colorado, HD's internal decision wasn't entirely clear and the group decided to take a slight pause on the redesign work. HD will be undertaking a strategic planning session and then will resume the redesign process. HD feels that the processes in OR and CO was transformative and there was a lot of emergent wisdom. They are confident the redesign will be better and more efficient.

Ernest Estes asked if after the redesign, there would be testing. HD stated yes and they would be happy to chat with Commissioners after the meeting regarding this aspect. Robin Gumpert stated the process seemed like a very thorough review and commended the HD team in this effort.

The group then talked about the deadline for the redesign. HD stated they have a few drop dead dates for several things, but the relevant one would be for the December CIRC meeting.

PCI stated the CIRC would need to have some input into the design due to how PSU and the Dean sees PCI's involvement. There are some design questions that may influence the level of involvement from the university.

Bakkensen stated she was one of the participants in the Oregon confab from the CIRC. She wondered if HD reduced the panel below 24, would it affect the diversity of the panel? Additionally, of the seven categories, which one would most likely be affected from this change? Bakkensen also expressed concern regarding shortening the days of the CIR process.

Estes stated diversity in the group may be compromised if there are less people. Marion Sharp asked HD if they may have a sense of whether that change would affect the diversity of the group. HD stated they would have to look back and see. Forst mentioned it would be good information for the CIRC to have. She also would like to know more about whether holding CIRs during the week affect full-time panelists. HD stated the researchers found that CIRs held during the week significantly lowered the number of full-time panelist participation.

Debby Southworth expressed her concerns with the number of hours panelists have with the information. She stated panelists have different educational backgrounds and may need time to process the information. From her experience, she needed time going over the information and felt that many of the people seemed like they couldn't absorb the technical information. Estes echoed it was both numbers and weight of the information.

Forst shared the CIR review group talked about how to receive higher quality information from independent sources. Conover stated HD is exploring providing panelists with factual information first before giving them information from advocates.

The CIRC group discussed meeting before the December CIRC meeting to go over recommendations before the group goes to vote on it. Hudson proposed potentially having an executive session brown bag to talk a little bit more about the issues and focus in on those that could be talked about at the December meeting. The group asked HD when they would have the redesign process done so the CIRC could make their recommendations. HD stated possibly two weeks before, but at least one week before the December meeting. HD stated they may know more by the end of October. CIRC asked if the researchers could be skyped into the November meeting and HD will explore whether that is a possibility. The group decided they will have an executive session in November if HD is ready to do that. Some of the topics the group may explore are number of votes, quality of information, and length of time. Commissioners felt that diversity on the panel is critically important and potentially increasing the number of panelists and / or daily stipend would have a positive effect in increasing the diversity of the panel.

### **CIRC Recommendations**

Kay Ogden, Mary Forst, and Ann Bakkensen all participated in the Oregon Confab as members of the CIRC. They all felt it was a valuable opportunity to learn about different aspects of the process and discuss possibilities for new process ideas. Hudson stated there was a good discussion regarding this topic and will look with great interest in what is presented. The group asked about the deadline for the

recommendations. PCI stated statutorily the group must make recommendations by December, but it is not required that there are changes each time the CIRC makes recommendations. Mary Forst felt the draft of recommendations was obscure and Bakkensen stated there was some confusion as to bullet points #4 and #5. Forst wanted to confirm the report is not due to the legislature until June. PCI confirmed that it is due by April; however, recommendations must be made public on the website in December. That recommendation could be the CIRC will undergo a review process after HD redesign and submit the report the legislature in June.

**Other Business**

**No other business was discussed.**

**Public Comment**

There was no additional public comment made.

The meeting adjourned at 2:30p.m.

Prepared by: Amy Delahanty and Sarah Giles, Administrative Coordinator



REVENUE			
<b>A. Beginning Balance</b>			
	Ending Cash Balance 2013-15 Biennium	\$ 1,992	\$ 2,130
<b>A. Total</b>		<b>\$ 1,992</b>	<b>\$ 2,130</b>
<b>B. Donations</b>			
	Grants		
	Individual Contributions	\$ 201,000	\$ 25,000
<b>B. Total</b>		<b>\$ 201,000</b>	<b>\$ 25,000</b>
<b>C. Earned Income</b>			
		\$ -	
<b>C. Total</b>		<b>\$ -</b>	
<b>Total Revenues</b>		<b>\$ 202,992</b>	<b>\$ 27,130</b>

EXPENSES			
<b>A. CIR Commission Services</b>			
	Voters Pamphlet Publication (2 CIRs)	\$ 11,750	
	CIR Panelist Stipends (2 CIRs)	\$ 16,000	
	CIR Panelist Travel Reimbursements (2 CIRs)	\$ 5,000	
	CIR Panel Recruitment List/Mailing (2 CIRs)	\$ 6,250	
<b>A. Total</b>		<b>\$ 39,000</b>	<b>\$ -</b>
<b>B. CIR Commission Administrative Expenses</b>			
	Administrative Staffing	\$ 40,000	\$ 5,000
	Liability Insurance	\$ 2,500	
	Commissioner Travel Reimbursements	\$ 1,000	
	Banking Fees	\$ 650	107.80
<b>B. Total</b>		<b>\$ 44,150</b>	<b>5107.80</b>
<b>C. CIR Event Expenses (2 CIRs)</b>			
	Project Management Staffing	\$ 15,000	
	Research	\$ 10,000	
	Event Staffing	\$ 12,000	
	Moderators and Facilitators	\$ 16,000	
	Moderator Training	\$ 2,000	
	Event Security	\$ 1,000	
	Venue Rental / Meals	\$ 12,500	
	Lodging	\$ 20,000	
	Staff Travel & Training	\$ 4,000	
	Office Supplies	\$ 500	
	Videography	\$ 2,000	
	Summary Report	\$ 2,500	
	Miscellaneous Event Expenses	\$ 1,000	
<b>C. Total</b>		<b>\$ 98,500</b>	<b>\$ -</b>
<b>D. Professional Services</b>			
	State Government Service Charges	\$ 6,000	
	Professional IT Services	\$ 2,500	
	Professional Services	\$ 7,500	
<b>D. Total</b>		<b>\$ 16,000</b>	<b>\$ -</b>
<b>E. Other</b>			
	Contingent Expenses	\$ 4,500	18.36
<b>E. Total</b>		<b>\$ 4,460</b>	<b>18.36</b>
<b>Total Expenses</b>		<b>\$ 202,110</b>	<b>5126.16</b>
<b>Total Revenue</b>		<b>\$ 202,992</b>	<b>\$ 27,130</b>
<b>Total Expenses</b>		<b>\$ 202,110</b>	<b>5126.16</b>
<b>Balance</b>		<b>\$ 882</b>	<b>22,003.84</b>

\*Budget for 2015 - 2017: based off assumption of 2 - 4 day CIRs, each with 20 panelists

## **CITIZENS' INITIATIVE REVIEW COMMISSION FINDINGS AND RECOMMENDATIONS ON 2014 CIRs**

In 2014, the state's Citizens' Initiative Review Commission (CIRC) conducted two Citizens' Initiative Reviews (CIRs), one on Measure 90 and one on Measure 92. In early 2015, moderators and citizen panelists met to evaluate CIR procedures and submitted summaries of their evaluations to the Commission. Throughout 2015, CIRC members discussed these evaluations and other input on the 2014 CIRs (see meeting minutes on the CIRC website - <http://www.oregon.gov/circ/Pages/meetings.aspx>). In addition, three CIRC members participated in a comprehensive CIR process review conducted by Healthy Democracy Oregon. In accordance with ORS 250.143, the CIRC provides findings and any recommendations from the CIRs that were held by December 31st of the following year.

The CIRC supports a thorough review of the CIR process and will continue to participate in the process review in early 2016. The CIRC anticipates supporting process changes for the 2016 CIRs, which could potentially include specifying additional criteria regarding the CIRs by rule as outlined in ORS 250.139 (6)(e).

## CITIZENS' INITIATIVE REVIEW COMMISSION

### 2015-2017 WORK PLAN

Review for Approval June 8, 2015

#### **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
- Consider additional administrative rules re CIR process, moderators, and criteria for ballot measure selection
- Secure long-term administrative services contract for 2017-2019
- Secure program services contract for 2016 CIR
- Finalize and Approve CIRC Recommendations from 2014 CIRs
- Develop and approve biennial Commission report on financial and other activities in 2016
- Review and approve policies & procedures for 2016 CIR
- Review Commissioner terms, plan for new appointments, consider administrative rules re term staggering
- Determine sufficiency of funds
- Select 2016 ballot measures for review
- Develop promotion and education strategies for public on CIR process
- Review and approval of annual financial report for previous fiscal year
- Review panelist and moderator evaluations of 2016 CIR to develop Commission findings and recommendations re CIR in 2017
- Develop and approve 2017-19 biennium budget

**Meeting Dates (precise dates TBD):**

August 2015

December 2016

March 2016

June 2016

July 2016

September 2016

December 2016

February 2017

April 2017

June 2017

**August 2015 Meeting:**

- Standing legislative and financial updates
- Finalize CIRC recommendations on 2014 CIRs
- Review Commissioner terms, plan for new appointments, consider administrative rules re term staggering
- Consider additional administrative rules re CIR process, moderators, and criteria for ballot measure selection

**December 2015 Meeting:**

- Standing legislative and financial updates
- Vote on CIRC recommendations on 2014 CIRs
- Begin Full Report to Legislature

**March 2016 Meeting:**

- Standing legislative and financial updates
- Vote on Full Report to Legislature
- Approve program services contract for 2016 CIRs

**June 2016 Meeting:**

- Determine sufficiency of funds to carry out duties of CIR Commission and to pay for statements to be printed in Voters Pamphlet

- Standing legislative and financial updates

July 2016 Meeting:

- Review and approve policies & procedures for 2016 CIR
- Select 2016 ballot measures for review
- Standing legislative and financial updates

September 2016 Meeting:

- Standing legislative and financial updates

December 2016 Meeting:

- Standing legislative and financial updates

February 2017 Meeting:

- Review panelist and moderator evaluations of 2016 CIR to develop Commission findings and recommendations re CIR
- Review and approve abbreviated biennial Commission report on financial and other activities (due April 1, 2016)
- Review Commissioner terms, plan for new appointments (terms are four years, with no more than six member terms expiring every two years)
- Standing legislative and financial updates

April 2017 Meeting:

- Develop and hold hearing for 2017-2019 biennium budget
- Standing legislative and financial updates

June 2017 Meeting:

- Approve 2017-19 biennium budget
- Approve administrative contract
- Standing legislative and financial updates