

ODOT/DHS Transportation Budget Note

Process Outline for the Steering Committee

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What is the Task?

The task is to participate in a collaborative process to develop recommendations for new revenue sources to fund transit services for seniors and people with disabilities in Oregon.

- From the 2007 Legislative Session the Department of Human Services (DHS) received a budget note that states “The Departments of Human Services and Transportation are directed to work together to investigate sources of new revenue to enhance funding for elderly and disabled transportation services, with consideration for both urban and rural Oregon. The departments shall report their findings to the Department of Administrative Services, Budget and Management Division and the Legislative Fiscal Office prior to the 2009 Legislative Session.”

While the budget note was attached to the DHS budget, it is clear that the intent is for DHS and the Oregon Department of Transportation (ODOT) to work collaboratively to develop recommendations and a report.

The purpose of the steering committee

The committee members:

- Represent the public’s interest in transportation services for the elderly and people with disabilities by sharing information regarding local needs, barriers and issues.
- Make diverse views known to decision-makers. The decision-makers include Michael Ward, Public Transit Division Administrator and **(To be added – a person representing DHS)**, who will co-chair the Steering Committee.

- Communicate local values during the recommendation and report drafting process.
- Resolve conflict, if such exists, before the draft report is released.

Role of the steering committee

The committee members:

- Advise. The committee is asked to provide credible advice about senior and disability transportation needs and revenues, and to communicate how these will affect their business or the population that they represent. The committee is not expected to be experts or technicians in the area of special transportation. They are not expected to provide detailed or technical judgements.
- Oversight and feedback. Provide oversight and feedback to the Budget Note Work Group and project consultant on the work plan, proposed scope of the report and the draft report.
- Represent the public and their constituency. The advisory committee is not an extension of the staff, and as such, is not expected to write the report.

The expectations of the steering committee member

- Participate in good faith;
- Attend regularly;
- Represent their constituency;
- Advise ODOT and DHS of any information that would affect its work;
- Fully participate;
- Comment constructively and specifically;
- Attack the problem and not each other;
- Explore all options;
- Keep an open mind.

The committee process

- The committee at their first meeting will establish a regular schedule of meetings. The schedule will be revisited from time to time.
- The committee to make decisions through consensus.
- Each member will have one vote.

- ODOT and DHS will not be voting members. ODOT and DHS staff will participate in discussions and will be given the same consideration as committee members.
- In the event of significant committee disagreement, majority and minority reports will be prepared to reflect the nature of the issues and concerns. These reports will be submitted to the decision-makers and included in the public record.
- The co-chairs will address any situation where it appears that a member is not acting in good faith.
- The co-chairs will enforce ground rules impartially.
- Prior to the conclusion of each meeting, the co-chairs will identify tasks for the members to complete by the next meeting and identify the agenda for the next meeting.
- Committee members will be reimbursed for their travel-related costs, if requested. Reimbursement is limited to State of Oregon Department of Administrative Services policy.

Organization of the steering committee

- ODOT and DHS will recruit members representing key stakeholders interested in and impacted by the availability of transportation services for seniors and people with disabilities. Membership should represent the following areas of interest: rural, urban/suburban, transit providers, aging and disability network providers, advocates for seniors, and advocates for people with disabilities (cross-disability).
- The members of committee(s) will be a balanced representation of interests, including but not limited to: transit providers (cities, counties, others), aging and disability network providers, seniors and people with disabilities and their representatives, transportation users and their representatives, and rural and urban/suburban communities.

Public involvement and comment during the committee process

- Additional information may be gathered during the report-writing process through mail, e-mail and through public workshops.
- Written minutes will be taken at all committee meetings. The minutes will reflect the matters discussed and the views expressed by the participants. Minutes of the meetings and any written and oral input

received by the committee will be maintained as background documentation for the final report.

- The draft report will be reviewed by the steering committee prior to being sent to ODOT and DHS for final approval.

After the report is complete

- The committee will be dissolved when the final report is submitted to the Department of Administrative Services (DAS) and the Legislative Fiscal Office (LFO).
- After all process requirements are met, the report will be submitted to DAS and LFO for consideration.
- Neither DAS nor LFO are required to accept the report recommendations.

Operating procedures for drafting the report

- A consultant, in coordination with ODOT, DHS and the Budget Note Work Group, will write the working draft report, based on data, research and input from the committee and others.
- The working draft will be identified by date.
- The working draft will be made available prior to and at each meeting.
- To assist in the proper understanding of the working drafts, the following information will appear on each page (in the footer):

*“This draft is a **Work in Progress** and does not reflect the opinion of ODOT, DHS, the Budget Note Steering Committee or of any of its members. It is prepared by DHS Seniors and People with Disabilities Division and ODOT Public Transit Division from multiple sources and as a discussion aid. Tentative recommendations will be made on a point by point basis as the process evolves. At the last meeting of the Budget Note Steering Committee, the committee will review the tentative recommendations as a whole and will have the opportunity to suggest changes for its final recommendations.”*

- The working drafts will be updated throughout the committee process.

Status of steering committee meetings and records

- Committee meetings are open to the public. ODOT and DHS will provide notice to the public regarding date, time and location of meetings.

- Steering committee records, documents and other final work products are public records. Notes and drafts of individual members are not considered part of the public record.
- The role of the public at committee meetings: The agenda will include a designated time for public comment. Participation at committee meetings in addition to during the public comment period will be at the discretion of the co-chairs.
- Member communication to ODOT and DHS: Members are encouraged to communicate their issues and concerns regarding the committee process in a timely and specific manner. Such communication may become part of the public record.

Communication with the media

- While free to communicate with the media, the committee members are encouraged not to negotiate through the media, consistent with their responsibility to participate in good faith. Please contact the ODOT or DHS staff about any media contact.
- DHS designates Cary Greenwood, DHS Communications, or **(TBD)**, as lead spokespersons for the purpose of this effort.
- The lead spokesperson for the committee, in the event it is required, will be the co-chairs.

Timeline and Meeting Locations

- All meetings will be held in Salem, Oregon at either the ODOT Human Resources Building at 2775 19th St SE or at the SPD Office at 676 Church St NE. The meeting schedule will be discussed at the first meeting. Additional phone conferences will be held as often as necessary and reasonable to keep the project progressing.
- Members unable to attend will be encouraged to participate via conference call, with the understanding their ability to participate may be adversely affected.

Attachment: List of Members