



Citizens' Initiative Review Commission  
Conference Call Commission Meeting



9:00 a.m., Thursday, August 22, 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  
Mary Forst  
Robin Gumpert  
Marion Sharp

**MEMBERS ABSENT:**

Daniel Esqueda  
Kay Ogden

**GUESTS PRESENT:**

Tony Iaccarino

**Call to Order**

Jerry Hudson, Chair, called the meeting of the Citizens' Initiative Review Commission (CIRC) to order at 9:05 a.m., Thursday, August 22, 2013, at the Oregon State Office Building, 800 St. N.E., Room 445, Portland, Oregon. Roll was called.

**Approval of Agenda – August 22, 2013**

Ann Bakkensen made a motion to approve the meeting agenda. Robin Gumpert seconded the motion. Commissioners voted unanimously to approve the motion.

**Approval of Minutes – July 18, 2013**

Bakkensen made a motion to approve the minutes from the July 18 meeting, with one minor change: delete the reference to the availability of an audio recording for the meeting. Marion Sharp seconded the motion. Commissioners voted unanimously to approve the motion.

**Policies & Procedures**

Hudson reminded the CIRC that as a newly re-organized semi-independent state agency, the CIRC is responsible, per ORS 182.460, to adopt personnel policies and contracting and purchasing procedures and that such policies shall be reviewed by the Department of Administrative Services (DAS) for compliance.

Gumpert presented draft CIRC personnel policies, noting that their development had been informed by review of policies from other semi-independent boards and agencies. Gumpert moved that the personnel policies be adopted and forwarded to DAS. Forst seconded the motion. Commissioners unanimously approved the motion.

Gumpert then presented draft CIRC policies relating to contracting and purchasing procedures that had been informed by review of similar policies from other semi-independent boards and agencies. Gumpert moved that the contracting and purchasing policies be approved and forwarded to DAS. Bakkensen seconded the motion. Commissioners unanimously approved the motion.

### **Budget**

Hudson also reminded the CIRC that as a newly re-organized semi-independent state agency, the CIRC is responsible, per ORS 182.462, to adopt a biennial budget. Although the budget is not subject to review and approval by the Legislature, it shall only be adopted by the CIRC after a public hearing on such budget.

Sharp presented a draft CIRC 2013-15 budget, noting several features, including expected revenues of \$190,000 all in the form of charitable contributions, as well as anticipated expenses of \$185,540. Hudson recommended aligning revenues and expenditures by increasing potential expenses by \$4,460 in a contingent reserve line item. Sharp moved that the draft CIRC 2013 budget be forwarded for public review, with minor changes, including the use of classifications of revenues and expenditures required by ORS 291.206, and a \$4,460 increase in potential expenses. Bakkensen seconded the motion. Commissioners voted unanimously to approve the motion.

### **Items for Commission Interest**

Hudson informed commissioners that the 2012 Citizens' Initiative Reviews have been recognized as the 2012 United States Public Project of the Year by the International Association for Public Participation (IAP2) – the leading national and international organization for public involvement professionals.

Hudson added that the CIR is the object of considerable interest in other states possessing the initiative system and that pilot CIRs are likely in other states in 2014.

In order to address the challenge of obtaining needed administrative services for the CIRC during its transition from an independent to a semi-independent state agency, Hudson proposed, upon advice from DOJ legal counsel, to file a temporary administrative rule that would empower the CIRC to contract or hire for such interim services. Hudson presented a draft rule authorizing the CIRC Chair, with consultation from the CIRC, to obtain such services with payment not to exceed \$10,000. Bakkensen moved that the temporary administrative rule be filed with the Secretary of State. Gumpert seconded the motion. Commissioners voted unanimously to adopt the motion.

Sharp subsequently moved that Hudson be appointed the agency rules coordinator so that a rule could indeed be filed. Gumpert seconded the motion. All commissioners present, with Hudson abstaining, voted to approve the motion.

Hudson consulted with Commissioners regarding potential interim and low-cost administrative service options, drawing a distinction between a short-term small contract for interim administrative services that the Chair might approve, and a potentially long-term medium contract for administrative and program services that the CIRC itself would need to approve. All commissioners present agreed that Healthy Democracy, a nonprofit with knowledge of relevant administrative processes and expertise in the CIR program, would serve as a logical choice for the interim and that the CIRC would consider long-term options at a later date. Bakkenson moved that the Chair negotiate and formalize a short-term contract with Healthy Democracy for administrative services. Gumpert seconded the motion. Commissioners unanimously approved the motion.

The meeting adjourned at 10:35 a.m.

Prepared by: Ann Bakkensen, Commissioner