

## DPO Advisory Council Meeting

**Meeting Date:** February 27, 2019

**Time:** 1:30 – 3:30pm

**Location:** **OMD**  
 Owen Summers Building – 1776 Militia Way  
 Salem, OR 97301

**Attendees:** Sharon Domaschofsky (OSP), Jay Jackson (DAS), Robert Jones (PERS), Nathan Brumfield (OMD), David McKay (DOE), Teresa Mortiz (OPRD), Jessica Nelson (OHCS), Toni Payseno (DOC), Shannon Rand (ODF), Tom Riel (HECC), Kathy Storm (OFRI), Melody Waight (ODFW), Jon Walton (OBDD), Sam Goff (OMD), Chris Shaver (OMD)

**By Phone:**

**Guests:** Melody Waight (ODFW), Ryan Taub (OCE), Barb Watson (SARS), Chris Patchell (DAS), Nicole Brazeal (DAS)

ITEM	DISCUSSION
<b>Welcome/Announcements– Sharon Domaschofsky</b>	
	<ul style="list-style-type: none"> <li>- Introductions were made.</li> <li>- January minutes approved.</li> </ul>
<b>Agency Introduction – Melody Waight (ODFW)</b>	
Handout (PowerPoint)	<p><b><u>Agency Introduction:</u></b></p> <ul style="list-style-type: none"> <li>• Mission: “To protect and enhance Oregon’s fish and wildlife and their habitats for use and enjoyment by present and future generations.”</li> <li>• Biennial operating budget of \$345 million.</li> <li>• Have 1,471 full time positions.</li> <li>• 2 main operating areas – Administration &amp; Operations             <ul style="list-style-type: none"> <li>○ Administration: HR, Information Systems, Information and Education, and Administrative Services (includes procurement)</li> <li>○ Operations: contains 2 divisions; Fish and Wildlife</li> </ul> </li> <li>• All federal funding the agency receives goes through the procurement division.</li> <li>• The procurement department is made up of:             <ul style="list-style-type: none"> <li>○ 3 PCS 3’s - contract specialists who process over \$150 million in grant applications annually,</li> <li>○ 4 PCS 2’s – 2 are real estate specialists and process land applications and 2 are contract specialists,</li> <li>○ 1 PCS 1 - position was just reclassified and now has an opening,</li> <li>○ 1 PCA - position will have an opening coming soon.</li> </ul> </li> <li>• March-June is the time of year where ODFW receives grant applications. In this time period they will receive around 350 applications.</li> </ul>

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	<ul style="list-style-type: none"><li>• Has 33 hatcheries &amp; 21 designated wildlife areas</li> <li>• There are 45 different wildlife sites that are manned and 194 units for employees to be housed.</li><li>• Each year ODFW has to do a rent assessment for each of the housing units for employees.</li><li>• ODFW has recently adopted a new process in which the state is broken up into 5 different sections and an assessment is done on one section each year. Each unit will be assessed once every five years.</li><li>• Fish Division:<ul style="list-style-type: none"><li>○ Propagation (hatcheries)</li><li>○ Natural Production (manage water quantity and quality, keep aquatic inventory)</li><li>○ Marine Resources (Ground fish, shellfish &amp; ocean salmon fisheries)</li><li>○ Interjurisdictional Fisheries (Ocean Salmon &amp; Columbia River management)</li></ul></li><li>• Wildlife Division:<ul style="list-style-type: none"><li>○ Conservation program</li><li>○ Game Program</li><li>○ Habitat Program</li></ul></li><li>• This video (<a href="https://www.youtube.com/watch?v=8CjDPiPMGAk">https://www.youtube.com/watch?v=8CjDPiPMGAk</a>) will give an overview of what the Wildlife Division is about.</li></ul>
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**OCE New website – Ryan Taub (OCE)**

Handout (PowerPoint)	<ul style="list-style-type: none"><li>• OCE is #4 on the buy decision, which requires state agencies to purchase products from them if they are acceptable and meet the specs that are needed.</li><li>• New website is rolling out May 1, 2019. The goal of the new website is for it to feel like Amazon.<ul style="list-style-type: none"><li>○ Easy to use</li><li>○ Simple to find products</li></ul></li><li>• Products/services that OCE currently offers:<ul style="list-style-type: none"><li>○ Lockers</li><li>○ Benches</li><li>○ Garbage cans</li><li>○ Office Furniture (desks, tables, filing cabinets)</li><li>○ Upholstered furniture</li><li>○ Mail Services</li><li>○ Embroidery services</li><li>○ Sign making</li><li>○ Document imaging services</li></ul></li></ul>
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**SARS for GASB87 – Barb Watson (SARS)**

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Handout (PowerPoint)	<ul style="list-style-type: none"><li>• Government Accounting Standards Board (GASB) 87- establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.</li><li>• Reporting requirements will be effective as of fiscal year 2021. Although, agencies should be ready to begin recording the below information as of July 1, 2020 to be prepared for reporting.<ul style="list-style-type: none"><li>○ Lease term (remaining after 7/1/20)</li><li>○ Useful life of asset</li><li>○ Lease liability measure at present value</li><li>○ Lease asset measured as the sum of:<ul style="list-style-type: none"><li>▪ Initial measurement of lease liability</li><li>▪ Payments made to lessor at or before commencement of the lease term, less lease incentives</li><li>▪ Indirect costs that are needed to place asset in service (delivery, installation).</li></ul></li></ul></li><li>• Implementation Team has 29 members with 14 agencies represented.</li><li>• Currently mapping out accounting and policy changes.</li></ul>
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**OregonBuys – Chris Patchell & Nicole Brazeal (DAS)**

Handout (PowerPoint)	<ul style="list-style-type: none"><li>• For questions regarding issues with OregonBuys should go to <a href="mailto:OregonBuys.support@oregon.gov">OregonBuys.support@oregon.gov</a></li><li>• For questions regarding process within OregonBuys should go to <a href="mailto:OregonBuys.info@oregon.gov">OregonBuys.info@oregon.gov</a></li><li>• Implementation of end to end functionality of OregonBuys will come in 3 waves.</li><li>• <b>Question:</b> Will each agency have the same functionality after these waves happen?</li><li>• <b>Answer:</b> Yes, to keep everything uniform for both agencies and vendors we will keep functionality the same.</li><li>• <b>Question:</b> Are we trying to capture expenditure for only Public Procurement Code?</li><li>• <b>Answer:</b> Likely no, only if it is something you do in ORPIN currently.</li><li>• <b>Question:</b> Is there an agency cost to implement?</li><li>• <b>Answer:</b> funding is coming from an increase of 1% in vendor fee – Agency will not have a fee directly.</li><li>• <b>Question:</b> When ORPIN is fully replaced, will there be a deadline for open solicitation to be transferred to OregonBuys?</li><li>• <b>Answer:</b> We will be sending out an email with advice on how to prepare for the transfer soon.</li><li>• <b>Question:</b> How can an agency prepare now?</li><li>• <b>Answer:</b> We will be creating and distribute guidelines soon.</li><li>• <b>Question:</b> is this replacing CSR's?</li><li>• <b>Answer:</b> any requisitions that go through ORPIN currently will be replaced. OregonBuys has its own form for CSRs</li></ul>
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	<ul style="list-style-type: none"> <li>• <b>Question:</b> Can you register vendors for them?</li> <li>• <b>Answer:</b> Would not suggest it.</li>   <li>• <b>Question:</b> Does it integrate with COBID?</li> <li>• <b>Answer:</b> yes – will tell you if they are certified but it does not go in to detail about what certifications the vendor holds. We wanted to keep that with the COBID website.</li> <li>• <b>Question:</b> Can you enter and track manual records – if a vendor is not in OregonBuys? (ex. Hotels)</li> <li>• <b>Answer:</b> Yes, SOS keeps manual records of travel. So we can follow the process and where we are at as far as reservation and payments</li> </ul>
<b>Legislative Updates – Jay Jackson (DAS)</b>	
	<ul style="list-style-type: none"> <li>• Currently there are 6,772 bills</li> <li>• Deadline of 4/9 for a bill in policy committee has to have a work session or it is effectively dead.</li> <li>• 165 bills being tracked by Jay Jackson.</li> <li>• 111 bills have not received or scheduled a hearing (Jay is assuming a large number of bills will be falling off after deadline).</li> <li>• Legislative Conference Calls are held Wednesday mornings, any and all are invited to participate in this conference call.</li> <li>• Jay Jackson puts out a update on the DPO listserv on a regular basis. If you do not see these emails please contact Jay (<a href="mailto:Jay.Jackson@oregon.gov">Jay.Jackson@oregon.gov</a>).</li> </ul>
<b>Roundtable:</b>	
	<ul style="list-style-type: none"> <li>• SOS: OregonBuys – working well, some bumps along the way but working through them.</li> <li>• DCBS: Does anyone have training plans that we can use? Please send to Jordan Sim for distribution (<a href="mailto:jordan.sim@oregon.gov">jordan.sim@oregon.gov</a>).</li> <li>• DAS: Can local governments participate in DPO meetings? <ul style="list-style-type: none"> <li>○ Answer: Need to be careful with that. Karen Johnson will discuss further with Debbie Dennis and give update at later date.</li> </ul> </li> <li>• DOJ: Suggests that agencies meeting with DAS IT &amp; OSCIO to discuss Basecamp further to get a better understanding. DOJ did this and it was very beneficial.</li> </ul>
	Close of meeting.

**Next Meeting:**

**Date:** April, 24 2019

**Time:** 1:30 - 3:30 pm

**Location:** ODOT – 3930 Fairview Industrial Drive (Room 230 – Ashland Conf. Room)