

## DPO Advisory Council Meeting

**Meeting Date:** April 24, 2019

**Time:** 1:30 – 3:30pm

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

**Attendees:** **Chris Shaver (OMD), Melissa Esser (ODA), Sharon Domaschofsky (OSP), Nancy Cody (DCBS), Connie Lelack (ODOT), Robert Jones (PERS), Karen Johnson (DOJ), Jay Jackson (DAS), Tom Riel (HECC), Shawn Range (OSL), Whitney Steward (ODF), Tony Payseno (DOC), Rich Palmer (PUC), Salem Opeifa (OWRD), Jessica Nelson (OHCS), Sabrina Hay (OPRD), David McKay (ODOE), Mande Wilding (ODE), Jon Walton (OBDD), Melody Waight (ODFW), Archana Thapa-Sherpa (DOJ), Jean Straight (DSL)**

**By Phone:** **Kirk Rhoades (DHS/OHA)**

**Guests:** **Chris Patchell (DAS), Nicole Brazeal (DAS), Lori Nordlein (DAS)**

ITEM	DISCUSSION
<b>Welcome/Announcements– Sharon Domaschofsky</b>	
	<ul style="list-style-type: none"> <li>– Introductions were made.</li> <li>– March minutes approved.</li> </ul>
<b>Agency Introduction – Debbie Dennis &amp; Kelly Mix (DAS)</b>	
Handout (PowerPoint)	<p>Agency Introduction:</p> <p>Mission: “We Support state government to serve the people of Oregon”</p> <ul style="list-style-type: none"> <li>• <b>Who is DAS:</b> The Department of Administrative Services (DAS) is the central administrative agency of Oregon state government. The Department is the state’s enterprise provider of accounting, finance, budgeting, purchasing, human resources, information technology, facilities, fleet, and publishing and distribution services.</li> <li>DAS also provides leadership and policy direction statewide for agencies who provide their own services in these areas.</li> <li>• <b>Department Breakdown:</b> Kate Brown (Governor) → Katy Coba (DAS Director and State COO) – Terrence Woods (CIO)</li> <li>• Katie Coba’s direct reports → George Naughton (CFO) – Madilyn Zike (CHRO) -- Brian Deforest (CAO)</li> <li>• Strategic Plan:             <ul style="list-style-type: none"> <li>○ Investing in People through Workforce Development:                 <ul style="list-style-type: none"> <li>▪ Workday Permanent Staff</li> <li>▪ Classification, Compensation &amp; Executive Recruiting</li> <li>▪ Strengthening Training Practices – 2007-2008 training staff was cut, we’re now rebuilding this group</li> </ul> </li> </ul> </li> </ul>

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- State Lead Internal Auditor
- Office of the Public Records Staffing & Travel
- Personnel Investigations
- Chief Business Technology Officers (OSCIO)
- Investing in Assets through Addressing Deferred Costs
  - Capital Construction (Justice Building, Revenue Building, Portland State Office Building)
  - State Vehicle Replacement
  - Capital Facility Planning
  - State Data Center Equipment Lifecycle Replacement (OSCIO)
- Investing in Systems through IT Modernization
  - Oregon Payroll System Replacement – planning phase in 19-21 biennium
  - OregonBuys
  - Learning Management Module – upgrading iLearn to new eLearning system
  - Risk Management
  - IT Security Compliance (OSCIO)
  - Enterprise Office 365 (OSCIO)
  - Basecamp/IT Vendor Management (DAS & OSCIO)
- Chief Operating Office (COO)
  - Also director of DAS
  - Statewide focus:
    - Strategic Communications
    - Legislative Coordination
    - Office of Economic Analysis
    - Internal Audits
    - DAS IT
- Chief Financial Office (CFO)
  - All of the statewide financial services
    - Budget and Management
    - Statewide Audit & Budgeting Reporting
    - Capital Finance & Planning (long term – buildings & infrastructure that the state will need to invest in)
    - Statewide Accounting and Reporting
    - DAS Business Services (internal DAS focus)
- Chief Human Resources Office (CHRO)
  - Statewide Human Resources

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- Classification & Compensation
- Information Management
- Workforce Management and Innovation
- Policy Consultation & Research
- Labor Relations
- Enterprise Human Resource
- Chief Administrative Office (CAO)
  - Service delivery
    - DAS IT (functional reporting IT is under CAO – Budgeting under CFO)
    - Enterprise Goods & Services (EGS)
      - Finance Business Systems
      - Procurement Services
      - Publishing and Distribution
      - Risk Management
      - Shared Financial Services (accounting & budgeting for DAS & 22 other client agencies)
    - Enterprise Asset Management (EAM)
      - Fleet & Parking Services (4,200 vehicles – 24 DAS parking lots & 10 parking lots for other agencies)
      - Operations & Maintenance (43 buildings & 69 agencies that are served including medical labs, crime labs, gov. mansion)
      - Planning & Construction Management (construction projects)
      - Real Estate Services (negotiates leases)
      - Surplus Properties (\$3 million in sales)
      - Sustainability

**Question:** provide PS for DAS correct? Services for your own division

**Answer:** before 2012 for about 8 years there was a separate office in a different building that had its own DPO for DAS, so it was a completely separate unit and their authority was 150K and then there was the State Procurement Office. In 2012 DAS had a big reorganization, and we chose to integrate those teams into a commodity and services/portfolio arrangement rather than DAS – Agency Specific – Statewide. Still organized this way today. Our staff gets assigned DAS contracts as well as other agency specific contracts – we do have other staff that typically work on the statewide contracts.

**Independent Contractor vs Employee – Melissa Canfield (ODOT)**

Handout (PowerPoint & IRS 11 question test)

- If ever there is a question about how to treat an independent contractor or if someone is an independent contractor, please contact DOJ for advice.
- Independent Contractor:
  - Must comply with ORS 279A, B or C and related Administrative Rules for contracting

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	<ul style="list-style-type: none"> <li>○ Must establish and maintain an independent contractor/business relationship</li> <li>○ Should not be included in staff meetings or parties</li> <li>• Temporary Employee:             <ul style="list-style-type: none"> <li>○ Must comply with ORS 240.309 and related OAR for hiring temporary employees</li> <li>○ Service to the state is limited to 1040 hours per 12 month period</li> </ul> </li> <li>• To avoid confusion and blurring of the line between employee and contractor you could:             <ul style="list-style-type: none"> <li>○ Have a section of the office where the contractors sit together</li> <li>○ Require contractors to work from home</li> <li>○ Require contractors to bring their own supplies</li> <li>○ Do not provide them with laptops</li> <li>○ Do not provide them with a state email address</li> <li>○ Do not invite them to staff meetings or office parties</li> <li>○ Avoid giving the contractor “work hours” but give them times where they can be in the building</li> </ul> </li> <li>• The reason to keep employees and contractors very clearly separated is to avoid a law suit by a contractor because if they are being treated like an employee they can argue that they should receive the same benefits of an employee.</li> <li>• ODOT offers a training on this subject. Reach out to Stacy Madsen (<a href="mailto:Stacy.J.MADSEN@odot.state.or.us">Stacy.J.MADSEN@odot.state.or.us</a>) for more information on the class.</li> </ul>
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**COBID EO – Eloisa Miller (GOV)**

Handout	<ul style="list-style-type: none"> <li>• EO Designee Meet and Greet meeting 5/2.</li> <li>• During meeting Gov. Office is hoping to clarify rolls of designees.</li> <li>• Will amend the EO. Item that will be amended is the reporting requirement. Will change from quarterly to annually with a check-in every 6 months.</li> <li>• Asking directors to review the EO once again and look for areas for amendments.</li> <li>• Will be meeting with the steering committee for review comments again.</li> <li>• Once OregonBuys is up and running enterprise wide Gov. Office is looking at amending the whole EO.</li> <li>• Training: looking to add info to current trainings rather than creating new trainings.</li> <li>• Next meeting for EO Designees is 6/25 – would like get designees to a networking event. Salem Capitol Connections is a monthly event for community vendors who want to contract with the State and gets them networking with the right people. We will be asking the Designees to attend the June event.</li> </ul> <p>Comment: we need to have emergency work addressed in the EO.</p> <p>Response: I will add that to the agenda for our next meeting.</p> <p>Comment: Have a difficult time finding the appropriate certified firms – the search is not helpful for very specific services.</p> <p>Response: I will bring this up to Business Oregon for them to help out with this.</p>
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	<ul style="list-style-type: none"> <li>• Can Carrie B. come in for a demonstration?</li> <li>• Maybe we can come up with a common difficult subject list where we can figure out a crosswalk for users? So give a list of keywords that can get you to that difficult subject/service.</li> </ul>
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**OregonBuys Update – Chris Patchell & Nicole Brazeal (DAS)**

Handout (PowerPoint)	<ul style="list-style-type: none"> <li>• SOS first agency who implemented OregonBuys.           <ul style="list-style-type: none"> <li>○ Actively processing transactions through OregonBuys.</li> <li>○ 152 vendors registered</li> <li>○ 253 orders have been issued</li> <li>○ 5 solicitations are ongoing</li> </ul> </li> <li>• Forestry is currently in the planning phase</li> <li>• Forestry is about to begin vendor outreach</li> <li>• Enterprise:           <ul style="list-style-type: none"> <li>○ Planning currently</li> <li>○ Working with Periscope in early May</li> <li>○ Working on how we are using ORPIN currently and how we will be translating this to OregonBuys</li> <li>○ How many vendors need to be registered and how will we get them moving over as smoothly as possible.</li> </ul> </li> </ul> <p>Prior Question &amp; Answer attached, in handout.</p> <p>Question: When will we be getting an official communication?</p> <p>Answer: OregonBuys team does not feel comfortable doing an official communication until we have a signed contract in place. As soon as that happens we will communicate to everyone.</p> <p>Question: How far out is this – months, weeks, days?</p> <p>Answers: Contract is very close to being signed – Maybe 2 weeks out.</p>
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**IT Professional Services & Cloud Solutions - Lori Nordlein (DAS)**

	<p>Cloud: 7 vendors have master agreements. Most are resellers. Must do pre-work (market research) at your agency about what you're wanting to purchase.</p> <p>Initial step is to do the cloud workbook through OSCIO. Run a best Value Analysis. Contact the reseller(s) – if they don't have what you're looking for, they can add it. Go through the RFQ process. Then Place your order.</p> <p>If we do not have a license/services agreement it will have to be negotiated. Currently we have Microsoft and Adobe – working on Amazon, VMWare and a couple others currently at DOJ.</p> <p>The information you need, it will be in the Buyers Guide.</p>
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**Legislative Updates – Jay Jackson (DAS)**

	<p>HB 2498 – independent contractor: First week of March did get a hearing, it has been sitting in committee ever since. Rules committee is not subject to the legislative deadlines so it can hang around until the last day of session. Could have significant impact on agencies – adds the idea that you cannot have someone as an independent contractor that does a service that is ordinarily a part of</p>
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	<p>the work that your agency would do.</p> <ul style="list-style-type: none"><li>• Some examples of how this could be problematic:<ul style="list-style-type: none"><li>○ Dept. of Ed. Contracting substitutes or summer school teachers.</li><li>○ Forestry hiring firefighters.</li></ul></li></ul> <p>We have 2 months left of session.</p> <p>2828 bills filed as of today.</p> <p>Not a lot of public hearings. Jay believes this means there is a lot going on behind the scenes, trying to work out the specifics.</p> <p>HB2020 – up to #79 amendment. This shows that there are a lot of conversations behind the scenes trying to pick parts of amendments to create what is truly needed.</p>
<b>Roundtable:</b>	
	<p>DAS – recruiting for OregonBuys – OPA 2, Project Manager, Business Analyst, Program Manager</p> <p>DOJ – get work in soon for end of Biennium</p>
	<p>Close of meeting.</p>

**Next Meeting:**

**Date:** May 22, 2019

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

**Location:** ODF – 2600 State Street SE, Salem (Tillamook Room #100)