



REGIONAL SOLUTIONS PUBLIC INVOLVEMENT PLAN Effective January 1, 2016

Oregon Laws 2014 Chapter 82 (enrolled House Bill 4015) directed the governor and the director of the Oregon Department of Administrative Services to develop a public engagement process to “provide public notice and the opportunity for public comment, and consideration of public comments, at regional solutions advisory committee meetings where the establishment of regional priorities for community and economic development and regional implementation project proposals are being considered.” Regional implementation projects are projects an advisory committee is recommending to be funded by the Regional Infrastructure Fund for inclusion in the governor's recommended budget.

The Regional Solutions office is committed to open and transparent meetings and decision making. Public notice and opportunity for comments are provided as follows:

1. Regional Solutions Website

The Regional Solutions website (<http://www.regionalsolutions.oregon.gov>) includes a public involvement section for each region of the state. Information on the site includes current regional priorities, the advisory committee members, and contact information for the Regional Solutions coordinator and team members. These pages also include Regional Solutions Advisory Committee meeting dates, agendas, materials, and minutes.

In addition, a general interest public involvement page on the website includes a monthly meeting calendar and the opportunity to submit comments or join an email list.

2. Oregon State Library Email List

The Oregon State Library provides an easy way to sign up for email notifications. The Regional Solutions website includes links to subscribe to an email list that covers all regions, as well as separate email lists for each individual region.

Public meeting announcements are distributed using the regional email lists. Meeting dates, times, and locations, as well as a link to the agenda and materials, are sent using the email lists according to the schedule listed under *Public Meeting Notice*.

3. Public Meeting Notice

Whenever a Regional Solutions Advisory Committee plans to revise regional priorities, or review/recommend regional implementation projects, all meeting information and materials are distributed to the interested parties list and posted in the corresponding region's section of the website at least 14 days in advance of the meeting. The date, time, and location of all Regional Solutions Advisory Committee meetings are distributed and posted on the website as soon as the dates are confirmed. Meeting agendas and materials that do not include reviewing regional priorities or discussing regional implementation project proposals are noticed and posted at least seven days prior to the meeting.

4. Public Comments

Public comments are considered during advisory committee meetings where regional priorities are discussed and/or established, and where regional implementation project proposals are discussed and/or recommended.

Public comments may be submitted via the website from either the public involvement page or a region's page. These comments are compiled by the list administrator and sent to the appropriate Regional Solutions coordinator. The coordinator provides a summary of the comments to the advisory committee prior to the meeting for review. If a constituent's public comments are not submitted at least two days in advance of the meeting, then the commenter is asked to provide copies of their comments to the committee members at the meeting.

5. Conflict of Interest Disclosure

At the start of each meeting where regional priorities or regional implementation projects are discussed and/or recommended, the convener shall require committee members to disclose all conflicts of interest regarding any projects being discussed. A conflict of interest means the member is an applicant, or a consultant to the applicant, or is a committee or board member who has assisted the applicant, or has a financial benefit in the project. All conflict of interest disclosures will be recorded in the committee meeting minutes.

The convener will ensure that members refrain from voting on or recommending projects or a slate of projects in which they have disclosed a conflict of interest. Committee members with conflicts of interest, except those who are excluded from discussions or debate because they are subject to ORS 244.120(2)(b) and have an actual conflict of interest, are allowed to otherwise participate in the evaluation process. Those with actual conflicts of interest per ORS 244.120(2)(b) may not participate in discussion or debate nor may they vote.