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Oregon Government Ethics Commission

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A Quarterly Newsletter

Ethics Matter



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Jurisdictional Contact Responsibilities & Deadlines

Jurisdictional contacts are responsible for explaining the requirements of ORS 244.050, ORS 244.060, ORS 244.070 and ORS 244.090 to each newly elected or appointed public official serving the public body who is required to file a verified state of economic interest (SEI) report under ORS 244.050.

A Jurisdictional Contact (JC) is a person designated by a public body to be the liaison between the Oregon Government Ethics Commission (OGEC) and those officials required to file an SEI. The JC role includes maintaining an up-to-date listing of the public officials in their jurisdiction required to file an SEI in the OGECs Electronic Filing System (EFS). Annually, on **February 1st**, JCs are sent an email notification reminding them to verify that the jurisdiction's listing is accurate and up-to-date in the EFS. JCs must certify that they

updated this listing by **February 15th** of each year. Any changes, additions or deletions of information that occurs after the February 15th deadline and prior to April 15th must be made in the EFS within three (3) working days. In order to ensure receipt of important reminders from the OGEC, it is recommended that JCs periodically login to the EFS system to review their contact information and verify that it is

current. JCs are encouraged to review and maintain all information listed for their jurisdiction throughout the year so that all EFS records are current and accurate year round. JCs are also responsible for assisting SEI filers in creating their profiles and setting-up their accounts within the EFS. In addition, JCs act as the local support

Important Dates:

February 1st
February 15th
March 15th
April 15th

person to aid SEI filers in completing and filing their SEI reports. Only public officials listed under ORS 244.050 are required to file an SEI report. The filing deadline for SEI reports is **April 15th** of each year

The window for filing the SEI report opens annually on **March 15th**. Just as with JCs, SEI filers receive an email notification reminding them that they are required to file an SEI report. This notification is emailed on March 15th, giving all SEI filers 30 days to file their reports in the EFS. It is imperative that JCs reach out to all SEI filers within their jurisdiction to confirm that all (Continued on pg.2)...



JC & SEI Training

2021 Webinars >>>

Jurisdictional Contacts (JCs)

JC webinars will guide JCs in creating, updating and maintaining their account profile and how to manage the positions within the jurisdiction(s) assigned to them. In addition, JCs will learn about their duties as the local liaison between SEI filers and OGEC as well as how they can best assist SEI filers with their filing requirements, through navigation of the OGEC Electronic Filing System (EFS).

Statement of Economic Interest (SEI) Filers

SEI filer webinars offer step-by-step instructions on how to complete the Annual Verified Statement of Economic Interest (SEI) form via the OGEC Electronic Filing System (EFS). Find out who has to file, what does not need to be reported, what the two most common mistakes are and more. In addition, it provides an opportunity for SEI filers to ask questions and hear questions asked by others.

Webinar Schedules & Additional Resources

All webinar training sessions are presented by an OGEC trainer using audio conferencing and Adobe Connect software. These sessions are available at no charge and are approximately 1 to 1.5 hours in duration.

To access a listing of webinar schedules and learn about additional resources that are available to you, please click on the following link:

[JC & SEI Filer Webinar Schedule](#)

SEI Jurisdictional
Contact

Statement of
Economic Interest
(SEI) Filer

Select a Role >>>

Jurisdictional Contact Responsibilities & Deadlines – Continued from pg.1....

newly seated SEI filers have created their account profiles and **existing** SEI filers have updated their contact information and account profiles by **March 15th** to ensure that they receive all important notifications sent by the OGEC in regards to the filing of their SEI reports. The EFS is available and open 24/7. Therefore, even if the due date falls on a weekend day – SEI filers must file their reports by the due date, i.e. SEI filers have NO grace period by deferring to the next business day to file their SEI reports. If you have any questions or need additional information regarding your responsibilities as a JC, established deadlines, SEI filer requirements or reporting please contact the OGEC by phone at: 503-378-5105 or by email at: ogec.mail@oregon.gov ▪

JC & SEI Filer Guidance & Advice

Questions??? OGEC Trainers are available Monday through Friday from 8:00 a.m. to 5:00 p.m. and always able to assist you with any questions regarding JC and SEI filer requirements and reporting:

Oregon Government Ethics Commission

Phone: 503-378-5105 / Fax: 503-373-1456

Email: OGEC.training@Oregon.gov

Website: www.oregon.gov/ogec

In addition, advice and guidance previously issued in regards to SEI reporting and requirements can be obtained from the OGEC website via the following link:

<https://apps.oregon.gov/OGEC/CMS/Advice>

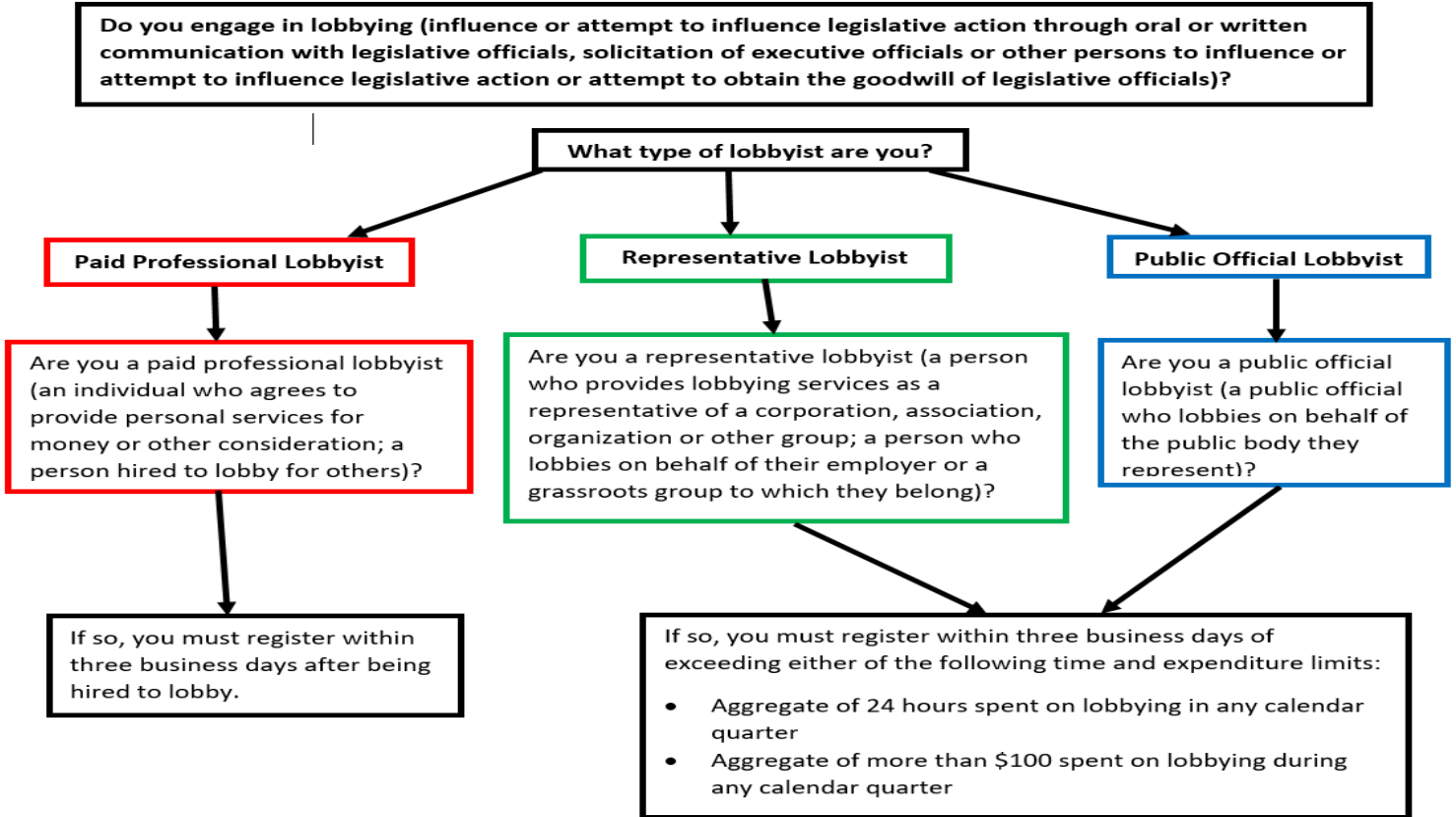
Please Note: Examples of guidance and assistance the OGEC has issued in regards to SEI filing requirements and reports will be provided in the 2021 Spring Newsletter. So, be on the lookout for the next issue of “Ethics Matter”.

Lobbyist Flowchart

With the 2021 Legislative Session quickly approaching, we thought it might be good to provide the following flowchart in an effort to simplify when an individual is required to register with the OGE as a lobbyist.



LOBBYIST REGISTRATION



You are not required to register if you are any of the following [see exceptions set forth in ORS 171.735]:

- News media who directly or indirectly urge legislative action.
- Individuals who receive no payment for lobbying, who limit lobbying to formal testimony before public sessions of committees or state agency public hearings, and who, when testifying, register an appearance in the records of the committees or agencies.
- Legislative officials acting in an official capacity.
- The Governor or any of the other senior level public officials identified in ORS 171.735(5).

If you have any additional questions, please call the Oregon Government Ethics Commission at (503) 378-5105

Quarterly Reporting Periods:

Quarter	Reporting Period	Report Due Date
1	January 1 st – March 31 st	April 15 th
2	April 1 st – June 30 th	July 15 th
3	July 1 st – September 30 th	October 15 th
4	October 1 – December 31 st	January 15 th



Commission Calendar & Information...

Access to the Commission's monthly calendars can be obtained on our website via the following link:

[Commission Calendar](#)

The Commission Calendar includes all regularly scheduled Commission meetings and free webinar trainings offered by the Commission* on topics such as: Gifts, Lobbying, Use of Office, Conflict of Interest, Executive Session, and New Public Official Orientation. In addition, during the months of January through April, the Commission Calendar will reflect trainings offered for Jurisdictional Contacts (JCs) and Statement of Economic Interest (SEI) filers.

Clicking on the individual events within the Commission Calendar will provide additional details concerning the event or training session being offered.

For additional agency resources available to you, please click on the following link:

[OGEC Agency Resource Chart](#)



coming soon >>>

In The Next Issue

- *SEI Filer Requirements & Reporting*
- *SEI Filer Training*
- *SEI Filer Guidance & Advice*

In Future Issues

- *Lobbyist Quarterly Reporting*
- *Lobbyist Training Resources*

*Additional information and details regarding the FREE monthly webinars offered by the Commission:

Lobby Law - . The course will cover Lobby Regulations found in ORS 171.725 – 171.785 and 171.992. Training is designed for new lobbyists and new client/employers but that should not deter seasoned lobbyists or their client/employers from attending

Gifts - The session will provide an overview of gifts including the statutory definition of a gift and the limitations/restrictions for accepting gifts. It covers how the statute affects a public official's relatives and members of their household. The course will also discuss gifts that may be accepted without limit.

Use of Office & Conflicts of Interest - The course will cover Use of Position or Office and Statutory Conflicts of Interest. Public officials will learn how the law prohibits them from using their official position to obtain a financial gain or avoid a financial cost. Financial conflicts of interest will be defined and explained as well as how to disclose and dispose of them.

Executive Session - This session is designed for members of governing bodies subject to Oregon Public Meetings law, however anyone can attend. The course content will review the lawful reasons for holding an executive session.

New Employee Orientation - The course is designed for new public officials and will cover: Use of Position or Office, Private Employment, Statutory Conflicts of Interest, Gifts and Nepotism. In addition, the course will provide an overview of the Complaint Process and Sanctions, as well as information on agency resources that are available to you.



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