Using the Oregon Public Meeting Manager Application

Centralized Public Meeting Notices

Meeting the Requirements For House Bill 2788; SB 250; HB 2370 & HB 3400
What Is A Public Meeting?

- Answer the following questions. If the answer to all questions is “Yes”, the meeting is a “public meeting.”
  - Does the meeting involve a government entity of any type — local, regional or otherwise? (This entity is known as a “public body.”)
  - Do the people attending the meeting have authority to make decisions or recommendations to the public body? (This group is known as a “governing body.”)
  - Is a quorum required for the governing body to meet in order to make a decision?
  - Is the governing body planning to make a decision or deliberate toward a decision of any type at the meeting?

For additional detail, refer to ORS 192.610 to 192.690 http://www.oregonlaws.org/ors/192.610
2013 Legislative Updates

- HB 2370/HB 3400
  - Requires DAS to post a link on the transparency website to public meeting minutes/summaries if they are posted on an agency website
  - There is now a new data field in the Public Meeting Manager for the URL to the agency website where public meeting minutes/summaries are posted
What Is the Public Meeting Manager?
https://apps.oregon.gov/DAS/OregonMeetings

- Custom application
- Interfaces (shares data) with data.oregon.gov (single dataset)
- Create, publish and edit public meetings
- Data published to data.oregon.gov in real time
What’s New in Version 2.0?

- New dashboard
- **New URL** to access the application since it is now on the E-Gov platform
- Real time publishing
- Meetings can have “multiple” owners
- Some changes to the layout/content of the “data entry form”
- Sortable columns on the dashboard (e.g. sort by date range)
- Select number of meetings you want to view
- Pagination
Click on the “Sign in with data.oregon.gov”

NOTE: If you are already signed in to data.oregon.gov, clicking on “Sign in with Data.Oregon.gov (Socrata)” will take you to your home page.

If you don’t have permission to use the Public Meeting Manager contact the E-Gov HelpDesk by clicking on the link.
Enter your data.oregon.gov user account ID and password to login.

Sign in with your Data.oregon.gov user ID (state/work-related email and password)

Sign In
“Home” page if you manage multiple entity meetings

NOTE: If you only manage meetings for one group those meetings will automatically populate your “Home” page when you log in.
Use the drop down menu to select which meetings you want to view.
Once you select the group of meetings you want to manage the “Home” page will be populated with those meetings. This is where all of the meetings you (and your team if more than one person manages meetings) have created exist. Here you can create, view, edit, cancel and publish meetings.
### Exploring the “Home” Page

**Drop down list of all the meetings you have access to**

**Click here to Add New Meeting**

**Click meeting “Title” to “View” meeting details**

**Three sortable columns**

**Sign Out**

**Total number of meetings for this group**

**Page to see other meetings or:**

**Select the number of items per page**

**Filter meetings by date**

**Click on the pencil icon to edit a meeting (You can also go to the “Edit” page from the “View” page)**

**Link to “master dataset”**

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### Current Public Meetings

<table>
<thead>
<tr>
<th>Agency, Board, or Department</th>
<th>Title</th>
<th>View as</th>
<th>Date</th>
<th>Location</th>
<th>Agenda</th>
<th>Agenda Online</th>
<th>Agenda Available</th>
<th>Meeting Minutes/Summaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services Department</td>
<td>Meeting 8</td>
<td>Yes</td>
<td>11/1/2014 2:00 PM</td>
<td>Salem, OR</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>Meeting 9</td>
<td>No</td>
<td>1/1/2015 1:00 PM</td>
<td>Salem, OR</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>Meeting 10</td>
<td>No</td>
<td>2/1/2015 2:00 PM</td>
<td>Salem, OR</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>Meeting 11</td>
<td>No</td>
<td>3/1/2015 3:00 PM</td>
<td>Salem, OR</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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**Go to this dataset on data.oregon.gov**
Create a new meeting

Click here to add (create) a new meeting
After clicking on “Add a new meeting” a blank form will be presented to you for entering the details of the public meeting. To the left is the upper portion of the form. Notice the name is pre-filled depending on which meetings you were viewing on your home page. You can change the name using the drop down menu in the data field. Any field not marked (optional) is a required field.

Blue icons signifies additional details for these data fields.
Complete the webform. Add the data for your meeting in the form’s data fields.
Lower portion of the form.
New Date and Time Picker
Once you select a date the time picker is presented.
After selecting the hour, you can choose a specific time in 15 minute increments. Click on the time you want and the window closes.
Smart typing (fill in)

Oregon Public Meeting Manager

Title: Quarterly SFMA Meeting

Short Description (optional):
Quarterly Meeting of Workgroup
A short description describing the purpose of the meeting. For example: Planning and Goal Setting; Statute and Rule Changes; or Budget Hearing Meeting.

Start Date and Time: 10/10/2014 11:00 AM
End Date and Time: 10/10/2014 1:30 PM

Location: 515 N State Street

City: [State: OR]

Public comment accepted? (optional)

Weblink to Meeting Minutes/Summaries (optional)
Smart typing
Submit the meeting

When you have completed the form click on “Submit” to create the meeting.

Click on “Submit” button when you have entered all of the information. You can view and edit any meeting after the meeting is created.
Submit the meeting

If you missed a required field you will see an error message.

Required fields are highlighted in red.
Meeting “View” Page

If all required fields are completed, after submitting, the application directs you to the meeting “View” page. Here you can review your data and if there are any errors you can go to the “Edit” page to correct them.

Click on the pencil icon if you need to go to the “Edit” page to correct errors.

Click X to close message
Contact Information

Name: Gene Newton
Phone Number:
Email: gene.newton@oregon.gov

Webinar Information

A Webinar/Webcast will be: No
Public Call-In Number:
Call-In Access Code:
Webinar Link:

ADA Information

ADA Contact
ADA Phone
ADA Email

Resource Links
Map Link
Calendar Link
Agenda Link
Agenda

If there are no errors, click here to return to your “Home” page
Return to meeting “Home” page

New meetings now appear in your meetings list
How It Works to meet HB 2788

- When you click on “Submit” the data you entered in the webform is automatically published to the master dataset on data.oregon.gov

- Public meeting data is visualized in both calendar (monthly and quarterly) and tabular (annual list) views on data.oregon.gov

- The visualized views are then embedded on the Oregon Transparency Website

- Anytime data changes in the master dataset, ALL embedded views are simultaneously updated
Locating, Viewing and Editing an Existing Meeting
Locating an Existing Meeting

If you manage more than one meeting be sure to use the drop down list to select the group of meetings you want to view before beginning your search.
Locating an Existing Meeting – continued

There are multiple ways to find an existing meeting:
First, you can sort meetings by Title

Click to sort by Title
Locating an Existing Meeting – continued

Second, you can sort meetings by Time and Date.

Click to sort by Time and Date.
Third, you can filter your meetings by date range. Click on “Filter Meetings” and enter a date range (multiple entry options).
Meetings sorted by date range.

<table>
<thead>
<tr>
<th>Agency, Board, Commission, Branch or ESD</th>
<th>Title</th>
<th>Time and Date</th>
<th>Location</th>
<th>Agenda Uploaded?</th>
<th>Agenda Link?</th>
<th>Meeting Minutes/Summaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services Department</td>
<td>Meeting 5</td>
<td>9/27/2014 9:30 AM</td>
<td>Salem, OR</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>Meeting 6</td>
<td>9/27/2014 10:50 AM</td>
<td>Salem, OR</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>Meeting 7</td>
<td>9/28/2014 8:30 AM</td>
<td>Salem, OR</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>Meeting 8</td>
<td>9/29/2014 8:00 AM</td>
<td>Salem, OR</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>Meeting 10</td>
<td>9/30/2014 10:00 AM</td>
<td>Salem, OR</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>Ifdsklfikd:</td>
<td>10/1/2014 3:10 AM</td>
<td>Salem, OR</td>
<td>Yes</td>
<td>Yes</td>
<td>Oregon.gov</td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>CIOC Quarterly Meeting</td>
<td>10/21/2014 1:30 PM</td>
<td>Salem, OR</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="http://das/cioc/meetingagendas">http://das/cioc/meetingagendas</a></td>
</tr>
<tr>
<td>Administrative Services Department</td>
<td>Iklsdfkikds</td>
<td>11/13/2014 3:30 PM</td>
<td>Salem, OR</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Total: 8 matching records</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on “remove filter” to return to “Home”

Quickly see if you have provided a link to the agenda.

Quickly see if you have uploaded your agenda.
Locating an Existing Meeting  – continued

Finally, you can page through your meetings to locate a specific one. You can also change the number of items you are viewing/page.

Page through meetings

Change the number of items per page (15, 25, 50 or 100)
View an Existing Meeting

- Locate the meeting you want to view and click on the “Title” of the meeting.
View details of an existing meeting

You can also edit from this page if you see any errors in your data. Just click on the “pencil icon” to go to the edit page.

Return to your “Home” page by clicking here.
Edit an Existing Meeting from your “Home” page

If you manage more than one meeting be sure to use the drop down list to select the group of meetings you want before beginning your search.
Edit an Existing Meeting - continued

Locate the meeting you want to edit and click on the “pencil icon” to go to the “Edit” page.

Click the “pencil icon” to go to the “Edit” page.
Edit an Existing Meeting – continued

The data from the selected meeting will appear in the webform view where it can be edited as necessary.
When you have finished editing the data fields click on the “Submit” button.

The start time and location have been corrected.

Click on “Submit” button when you have finished editing the information.
Back to the “View” page

After submitting, the application sends you back to the meeting “View” page where you can verify the changes.

Updated Meeting (note time change and room change)
Cancel an Existing Meeting

- Locate the meeting you want to cancel
- Click on the “Edit” pencil icon
- In the “Short Description” data field enter: MEETING CANCELLED
- In the “Location” data field enter: MEETING CANCELLED
Delete an Existing Meeting

If you have a meeting that needs to be deleted because it was entered by mistake, please email oregon.transparency@oregon.gov.
If you have a GovSpace account, login using your username and password. If not, to create an account, go to: https://govspace.oregon.gov/login.jspa
Oregon Transparency Website – Public Meeting Manager

http://www.oregon.gov/transparency/Pages/PublicMeetingNotices.aspx

Public Meetings

What is a Public Meeting?
- House Bill 2788. HB 2788 requires State Agencies, Boards, Commissions, and Education Service Districts (ESDs) to "...post on the Oregon Transparency website notices of public meetings required to be provided by the state agency under OBS 192.040."

As State Agencies, Boards, Commissions, and Education Service Districts (ESDs) determine which meeting notices to post on this site they will be asking themselves:

Is it a "public meeting"?
- Does the meeting involve a government entity of any type - local, regional or otherwise? (This entity is known as a "public body.")
- Do the people attending the meeting have authority to make decisions or recommendations to the public body? (This group is known as a "governing body.")
- Is a quorum required for the governing body to meet in order to make a decision?
- Is the governing body planning to make a decision or deliberate toward a decision of any type at the meeting?

If the answer to all questions is "Yes", the meeting is a "public meeting" and falls under the requirements of HB2788. For additional detail, refer
Calendar View of Public Meetings with Flyout (detail)

2014 Third Quarter Public Meeting Calendar (July 1 - September 30)
Four Websites To Keep In Mind

  - Open Data site

- https://apps.oregon.gov/DAS/OregonMeetings
  - Public Meeting Manager Application

- http://oregon.gov/transparency
  - Transparency Website

- https://govspace.oregon.gov
  - Oregon’s collaborative workspace (Intranet)
Contact

Paula Newsome, M.B.A.
Oregon Transparency Program Manager
Office of the State Chief Information Officer

Email: oregon.transparency@oregon.gov

Complete Our Online Form: