## Executive Summary

[Senate Bill 606 (2023)](https://www.oregon.gov/das/Procurement/Documents/SB606Enrolled_Final.pdf) established the Modernizing Grant Funding and Contracting Task Force to examine how the state’s granting and public procurement practices limit the wages of nonprofit organizations. The type of input requested of task force members includes, but is not limited to:

* Recommendations to an interim committee of the Legislative Assembly with a copy to the Department of Administrative Services (DAS) on the following:
	+ Changes to state procurement practices that will support living wages for employees of nonprofit organizations,
	+ Uniform application procedures for grant moneys,
	+ Standard contracting language that permits flexibility in contract terms and conditions and multiyear contract terms,
	+ Sufficient reporting requirements that are commensurate with funding levels and allow for adequate lead time for changes to reporting required within the term of a contract,
	+ Payment models that prioritize full cost recovery,
	+ A mechanism for ongoing review and evaluation of grantmaking and procurement processes.

Members of the task force will:

* Work for the common good of people living in Oregon, while striving to make recommendations that support living wages for nonprofit employees and sustainable contracting and grants practices and healthy partnerships between government and nonprofits.
* Focus on the best interests of the task force rather than personal interests.
* Furnish expertise to solve related issues collaboratively.

The task force includes 15 appointed members, as outlined in Senate Bill 606, with representatives from:

* President of the Senate appointee,
* House of Representatives appointee,
* Governor’s Office,
* Department of Administrative Services,
* Public or private foundation headquartered in Oregon,
* Nonprofit organizations,
* Department of Justice

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| **Group Purpose** | The Modernizing Grant Funding and Contracting Task Force will work for the common good of people living in Oregon, while striving to make recommendations that support living wages for nonprofit employees and sustainable contracting and grants practices and healthy partnerships between government and nonprofits.  |
| **Charter Authority and Anticipated Duration** | The Modernizing Grant Funding and Contracting Task Force was established by Senate Bill 606 and will stay active until December 31,2024 when Section 1 of the 2023 Act is repealed. |
| **Chairperson** | The Modernizing Grant Funding and Contracting Task Force is chaired by Mercedes Elizalde.  |
| **Responsibilities and Expectations** | Members of the task force are expected to:* Attend all task force meetings to the extent possible. If unable to attend, send one consistent proxy in their place,
* Review all relevant material in advance of scheduled task force meetings,
* Provide thoughtful input into the deliberations of the task force,
* Participate openly and honestly, respecting the opinions of all group members,
* Be alert to changing needs and anticipate future needs of the nonprofit community and state agencies,
* Anticipate and provide advice on resolving issues that could affect agencies as it relates to recommended changes to contracting practices, contracting language, grant reporting requirements, and grant application processes,
* Provide input and make recommendations based on information collected from the nonprofit community and state agencies,
* Provide advice and guidance on strategies to support living wages for employees of nonprofit organizations,
* Carry out individual assignments as agreed to by the task force,
* Work as part of the task force to ensure that final task force recommendations are within the scope of interest of Senate Bill 606.
* Center equity and anti-racism in our approach to improve historically harmful practices that perpetuate disenfranchisement and lack of investment in communities most underserved.
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| **Decision Making Authority** | Senate Bill 606 limits decision making authority to advisory only, which includes: * Making recommendations to an interim committee of the Legislative Assembly with a copy to DAS on:
	+ Changes to state procurement practices that will support living wages for employees of nonprofit organizations.
	+ Uniform application procedures for grant moneys that apply to:
		- Department of Human Services,
		- Oregon Health Authority,
		- Housing and Community Services Department,
		- Department of Education,
		- Department of Early Learning and Care,
		- Oregon Youth Authority,
		- Department of Emergency Management,
		- Higher Education Coordinating Commission,
		- Department of Justice.
	+ Standard contracting language that permits flexibility in contract terms and conditions and multiyear contract terms.
	+ Sufficient report requirements that are commensurate with funding levels and that allow for adequate lead time for changes required within the term of a contract.
	+ Payment models that prioritize full cost recovery.
	+ A mechanism for ongoing review and evaluation of grantmaking and procurement processes.
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| **Decision Making Process** | * A majority of the voting members of the task force constitutes a quorum for the transaction of business.
* Official action by the task force requires approval of a majority of the voting members.
* Voting members can send a proxy to attend meetings but cannot delegate their vote.
* Voting must take place during the public meeting with voting members casting votes in the task force virtual meeting space or by phone call into the virtual meeting space.
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| **Membership****Membership (Cont’d)** | The task force consists of 15 members appointed as follows: * One member appointed by President of the Senate.
* One member appointed by Speaker of the House of Representatives.
* Twelve members appointed by the Governor:
	+ One representative of the office of the Governor.
	+ One representative of Department of Administrative Services.
	+ One representative of a public or private foundation with headquarters in Oregon.
	+ Nine representatives of nonprofit organizations that since January 1, 2020, have received grants from or entered into public contracts with a state agency, a municipality or another nonprofit organization.
* One member appointed by Attorney General to represent Department of Justice.

Additional staff support (non-voting) may be added as necessary.

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| **Role** | **Name** | **Agency/Organization** |
| Chair | Mercedes Elizalde  | Latino Network |
| Co-chair | Marianne Schlies  | St. Vincent de Paul |
| President of Senate appointed (advisory, non-voting)  | Senator Wlnsvey Campos | Oregon State Senate |
| Speaker of the House appointed (advisory, non-voting)  | Representative Charlie Conrad | Oregon State Representatives |
| Governor’s Office representative | Andre Bealer | Oregon Governor’s Office |
| Department of Administrative Services representative | Debbie Dennis | Department of Administrative Services |
| Public or private foundation representative | Helen Wong | Meyer Memorial Trust |
| Nonprofit representative | Tamara Henderson | Native American Youth and Family Center  |
| Nonprofit representative | Dahnesh Medora  | United Way of the Columbia Willamette |
| Nonprofit representative | Katrina Holland | Urban League of Portland |
| Nonprofit representative | Mercedes Elizalde | Latino Network |
| Nonprofit representative | Bettina Schempf | Old Mill Center for Children and Families |
| Nonprofit representative | Felicita Monteblanco | Northwest Health Foundation |
| Nonprofit representative | Marianne Schlies  | St. Vincent de Paul |
| Nonprofit representative | Heather Ficht | East Cascade Works |
| Nonprofit representative | Lea Sevey | Oregon Coalition Against Domestic & Sexual Violence |
| Department of Justice representative | Jonathan Groux | Department of Justice |
| Staff support (non-voting) | Kirk Rhoades | Department of Human Services / Oregon Health Authority |
| Staff support (non-voting) | Dolly England | Oregon Health Authority |
| Staff support (non-voting) | Stephanie Stephens | Department of Human Services |
| Staff support (non-voting) | Kai Turner | Department of Education |
| Staff support (non-voting) | Deb Lange | Department of Education |
| Staff support (non-voting) | Teresa Waite | Department of Early Learning and Care |
| Staff support (non-voting) | Lori Nordlien | Department of Early Learning and Care |
| Staff support (non-voting) | Jennifer Purcell | Higher Education Coordinating Commission |
| Staff support (non-voting) | Derek Dizney | Higher Education Coordinating Commission |
| Staff support (non-voting) | Phillip Andrews | Oregon Housing and Community Services |
| Staff support (non-voting) | Tim Mahern-Macias | Oregon Housing and Community Services |
| Staff support (non-voting) | Kimi Ueoka | Oregon Housing and Community Services |
| Staff support (non-voting) | Caitlin Hudson | Oregon Youth Authority |
| Staff support (non-voting) | Susanna Ramus | Oregon Youth Authority |
| Staff support (non-voting) | Alaina Mayfield | Department of Emergency Management |
| Staff support (non-voting) | Seiji Shiratori | Department of Emergency Management |
| Staff support (non-voting) | Stephen Nelson | Department of Administrative Services |
| Staff support (non-voting) | Amy Velez | Department of Administrative Services |

**Initial appointment of members**Members are appointed by the President of the Senate, Speaker of the House of Representatives, Governor, and Attorney General as identified in the membership section of Senate Bill 606. **Replacement of members**If there is a vacancy for any cause, the appointing authority shall make an appointment to become immediately effective. **Guiding principles and values:**The Modernizing Grant Funding and Contracting Task Force members will:* Work for the common good of people living in Oregon, striving to make decisions in the best interest of agencies and nonprofits.
* Focus on the best interests of the task force rather than personal interests.
* Provide expertise to assist in solving related risks and issues collaboratively.
* Embrace and value input from all members.
* Encourage inclusiveness by sharing expertise, information, and lessons learned with the task force.
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| **Convening Information**  | **Ad-hoc meetings and subgroups**The Modernizing Grant Funding and Contracting Task Force chair may form ad-hoc subgroups to work on specific issues:* The task force will authorize or dissolve ad-hoc subgroups by majority vote in support of the needs that arise during the regular task force activities.
* These ad-hoc subgroups will make recommendations to the Modernizing Grant Funding and Contracting Task Force regarding topics as specified in the task force enabling provision.
* Any ad-hoc subgroup meetings are subject to Public Meeting Law.

**Frequency of meetings** * Regular monthly meetings will be held.
* Subgroups will be convened on an as needed basis.
* Agenda setting meetings will occur monthly with the chair, co-chair, and members of the agenda setting subgroup.

**Agenda**Members of the Modernizing Grant Funding and Contracting Task Force who would like to discuss specific topics may make their request known during the call for next meeting agenda items which is a standing topic for each regular meeting session or by email to the board administrator. Agendas will include a list of the principal subjects anticipated to be considered at each meeting, but this requirement does not limit the ability of the Modernizing Grant Funding and Contracting Task Force to consider additional subjects. **Minutes and other meeting materials**In lieu of minutes, the Modernizing Grant Funding and Contracting Task Force meetings will be recorded and made available on the [taskforce webpage](https://www.oregon.gov/DAS/Procurement/Pages/taskforce.aspx) and [Public Meetings Calendar](https://www.oregon.gov/transparency/Pages/Public-Meetings.aspx) on the Oregon Transparency website. Recordings and all meeting materials are public record.  |
| **Amendments to Charter** | The Modernizing Grant Funding and Contracting Task Force charter is a living document that can be altered up until final task force recommendations are made. Changes can be proposed to the chair by any Task Force member. After consideration, the chair may move forward proposed amendments to the Task Force for approval.  |

## Document Revision History

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| **Date** | **Version** | **Author** | **Change** |
| 7/06/2023 | 1.0 | Amy Velez | Initial content  |
| 9/27/2023 | 1.5 | Amy Velez | Membership roster updates |
| 10/17/2023 | 2.0 | Amy Velez | Suggested edits from task force members |
| 5/6/2024 | 2.1 | Amy Velez | Membership roster updates |