Arts Education and Access Citizen Oversight Committee (AOC) MEETING NOTES

Date: October 28, 2014
Time: 5:00 pm – 6:30 pm
Location: City Hall, 1221 SW 4th Ave, Rose Room, Portland, OR
City of Portland staff: Jennifer Kalez, Thomas Lannom, Meghann Fertal
Public: Srule Bachmann (PPS), Kristen Brayson (PPS), Paul Coakley (for Sam Breyer) (Centennial), Eloise Damrosch (RACC), Chris Russo (Fairview), Crystal Simpson (PPS), Marna Stalcup (RACC), David Wynde (PPS)

Did Not Attend: AOC members: Oscar Arana, Jim Cox, Susan Denning, Alina Harway, Carter MacNichol, Juan Martinez, Araceli Ortiz, Charniece Tisdale

1. Welcome & Introductions
   - Welcome by Stanley Penkin

2. Review and Approval of Meeting Notes (June 19, 2014)
   - Approved
   - Minutes posted
     - [https://www.portlandoregon.gov/revenue/article/509714](https://www.portlandoregon.gov/revenue/article/509714)
   - Revenue Bureau presentation posted
     - [https://www.portlandoregon.gov/revenue/article/509717](https://www.portlandoregon.gov/revenue/article/509717)

3. Chair Report (Stan Penkin)
   - New member and member terms
     - Request for attendance at meetings and commitment
     - Terms are expiring on 12/19/2014 for the following:
       - Oscar Arana
       - Jim Cox
       - Susan Denning
       - Erika Foin
       - Alina Harway
       - Carter MacNichol
       - Juan Martinez
       - Cherie-Anne May
       - Stanley Penkin
       - Chip Shields
       - Gwen Sullivan
       - Mark Wubbold
   - Review of member attendance and commitment to Committee
   - Metrics Review of data format
     - Deadline for school reports – December 31st
       - IGA has specific language
4. IGA Update (Thomas Lannom)
   • 4 out of 6 School Districts are signed as of 10/28/2014
   • Review IGA Status Report document
   • No known controversial items – agreed changes are supported by AOC Annual Report
   • AOC Annual Report to be put on the regular agenda item for City Council

5. Status Update by Revenue Bureau (Director Thomas Lannom)
   • See attached presentation
   • TY 2012 – Collection Expenses have rolled to TY 2013
     o Difficulty tracking 2012 – if you send a collection letter for TY 2012 and TY 2013 it would be difficult to parse out expenses for each year
   • How do you ensure that you meet 5% Administrative Costs when the costs are so high for 1st and 2nd year?
     o 1st year was the startup of the program
     o 2nd year had Printing and Development and staffing increases
     o More voluntary compliance with 3rd Party Providers
     o IRS Federal Taxpayer information to come in February 2015
   • Are your staff dedicated to Arts only?
     o There are 4 dedicated Arts staff for 400k people
     o Other Revenue staff are dedicated to other departments but they assist with the Arts phone calls, entry and collections
       ▪ The time spent on the Arts Program by these staff members are billed to Arts
   • Do you use e-mail communication (to the public) as a cost saving mechanism?
     o Yes, e-mail reminders are sent before and after due dates as reminders instead of USPS mail provided the tax payer has given their email address to contact
     o The third Arts Tax reminder came as a paper notice
   • If Administrative Costs go over the 5% cap - who provides the information to Council?
     o The AOC gives recommendations to Council
     o Revenue would assist with their Administrative Cost numbers
       ▪ However, if there is a change to the Administrative Cost cap would go back to voters or would need to be subsidized
   • Transportation Fee and Income Tax
     o One form or collection letter for Arts and Transportation User Fee/Income Tax

5. RACC Report (Eloise Damrosch and Marna Stalcup)
   • See October 14 AEAF Report document
   • Distributed general operating funds from Grants
   • Financials to come Fall 2014
   • Keeping organizations apprised of the schedules and disbursements
   • Is the Arts disbursement a deterrent for philanthropic giving?
     o It would affect the groups, but because the disbursements have not occurred yet, there has not been any movement in a negative way
• In discussion with Commissioner Fish and Mayor regarding the $1.2 million gap as part of the bump
• Professional Development was offered to all school districts, PPS took up the offer and sent a handful of teachers to the training
• Disbursement would occur once a year – staggered depending on the financials that arrive after the FY end

6. Next Meeting TBD
• Frequency 2-3 meetings per year:
  o Proposed February Meeting Dates - http://doodle.com/47f24wwachn9uqvby
  o Proposed October Meeting Dates - http://doodle.com/7evq7vum9tw2dpsx:

7. Public Comment
• When does the conversation about school accountability and disbursements come into play?
  o Recommendations from the AOC occur in Annual Report to City Council
    ▪ Discussed in detail at the Metrics Committee
    ▪ If specific issues arise from Metrics discussions it becomes an agenda item for AOC overall discussions
• Discussion about a second committee:
  o Metrics – money and disbursements (quantitative)
  o Additional – oversight and outcomes (qualitative)
    ▪ Implementation and Resources – come from RACC

9. Adjourn
• Adjourned at 6:45 PM