

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
Attendees: AOC members: Carmen Denison, Erika Foin, Jessy Friedt, Craig Gibons, Nancy Helmsworth, Cherie-Anne May, Stanley Penkin, Amanda Hess (for Senator Chip Shields), Gwen Sullivan, Mark Wubbold.
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>
- Revenue Bureau presentation posted
 - <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
 - 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?
 - 1st year was the startup of the program
 - 2nd year had Printing and Development and staffing increases
 - More voluntary compliance with 3rd Party Providers
 - IRS Federal Taxpayer information to come in February 2015
- Are your staff dedicated to Arts only?
 - There are 4 dedicated Arts staff for 400k people
 - 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?
 - 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
 - The third Arts Tax reminder came as a paper notice
- If Administrative Costs go over the 5% cap - who provides the information to Council?
 - The AOC gives recommendations to Council
 - 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
 - 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?
 - 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:
 - [Proposed February Meeting Dates](http://doodle.com/47f24wwachn9ugvb) - <http://doodle.com/47f24wwachn9ugvb>
 - [Proposed October Meeting Dates](http://doodle.com/7evq7vum9tw2dpsx) - <http://doodle.com/7evq7vum9tw2dpsx>

7. Public Comment

- When does the conversation about school accountability and disbursements come into play?
 - 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:
 - Metrics – money and disbursements (quantitative)
 - Additional –oversight and outcomes (qualitative)
 - Implementation and Resources – come from RACC

9. Adjourn

- Adjourned at 6:45 PM