**OAEC September 2019 Meeting Minutes**

In attendance

* Ricardo Lujan (Vice Chair)
* Amy Ruiz (by phone)
* Norman Turrill
* Tom Simpson
* Sabra Purifoy
* Susan Mottet (Director)
* Carol Cushman (member of the public)

Housekeeping

* To vote on August minutes next month, given the short review period provided.
* Request from Commissioner: help create a list of campaign vendors, not to recommend, but as a resource for new candidates to get started.
  + Given that some commissioners work for these vendors, it feels inappropriate for the commission to create such a list.
* Program update:
  + Candidate program status update:
    - 6 candidates have filed Notices of Intent.
    - Expecting 2 certification applications this week or next. Current program focus is processing transactions quickly enough to make certification decision in 10 day period.
  + Tech update:
    - Launched program into final phase of full implementation with Plan A- technology
      * Not as good as Plan A, which is having everything we wanted
      * Better than Plan B, as we have automatic matches to the voter registration list
      * Way better than Plan C, which was fully manual implementation.
      * Getting rest of technology as it is ready.
    - Processed 60% of contributions in first hour, leaving remaining hard 40% for special attention – reviewing attestation forms, eyeballing VRL weak matches, sending postcards that need to be returned to validate. Technology saved several dozen hours of work in first of many 2 week reporting deadlines.
    - Some bugs as expected. Quickly fixed. Awaiting last 2 modules for City functionality. Then awaiting last two modules for campaigns/public.
  + Press update: some recent press coverage on OPB and in the Mercury + OPB asked for interview on Friday for Monday coverage of technology delivery
  + Hiring updates
    - Elections Aides: close today.
    - Deputy: Posted Monday. Still awaiting answer from chosen candidate from previous pool. Will close open listing if chosen candidate says yes. Closes October 7.
      * Sent to OAEC via email. Please do outreach!
      * Posted on Mac’s List + Wonks and Hacks + regular PDX recruiting

Amendments to law/rules updates, including language access

* Council approved an Intergovernmental Agreement with state for appeals hearings today.
* In-kind amendment is complete. Need to update rules to align. Commission approved the proposed amendments to the rules to align with amendment to Code.
* Process for language access amendment:
  + Commissioner Fritz to discuss OAEC options with Commissioner Fish. Wil discuss their thoughts at the next OAEC meeting to discuss.

Budget + Fall BMP update + Match rate discussion

* Fall Budget Monitoring Process (BMP) update – Commissioner Fritz asked to move $950k out of contingency at Fall BMP. May or may not get it.
* Discussed level of participation and known potential participation and what that could cost the program compared to what is available in the Fund for matching contributions.
  + Would like to revisit this discussion at every Commission meeting in the future, until it is moot.
  + Discussed lowering match rate to 5:1 if we don’t get the $950k in the Fall BMP. Voted to recommend – 4/5 voted yes. 1 abstained. Failed to pass.
  + If the program sends a letter to commissioners to fulfill the requirement in the Code that the program requests the money prior to lowering the match rate, the OAEC would like to review it at the next meeting first.

Two program decisions to make a recommendation on:

* Should the program send postcards to donors who contribute in cash or with money orders even if not matchable to prevent cash/money order based fraud that isn’t matchable?
  + Agreement not to send because that would be a silly way to commit fraud.
* Should the program send emails in lieu of post cards for donors we have email addresses for?
  + Yes - could save the program money and time.
  + No - campaign could alter email address, undermining utility in fraud prevention.
  + No- don’t know if email is the most active way of connecting to them. Could be a commercial email. Also spam filters could prevent delivery. Emails could be entered incorrectly, and result in non-delivery.
  + No – failed to capture mailing addresses that are non-deliverable, indicating possible fraud.
  + Agreement not to use email.

Input on tax credit/OAE document

* Public feedback: positive, understood, lots of people don’t know about OR tax credit, multiple questions on how to do for free when 1st step is to spend $ but answered by the time finished reading (add keep reading to see ow it is free?), only request was on title, use #s $50 and $350 somehow to ensure clarity of multiplying effect.
  + Suggestions for new titles:
    - How to use $50 to get your favorite candidate $350 and get your $50 back!
    - How to do more with your $50 campaign contribution!
    - How to multiply your $50 campaign contribution (to $350?) and get your money back!
    - Suggestion: Campaigns could use an easy-to-understand and accurate description of how the OAE matching works, and how it interacts with political tax credit works, to read at events. Attended a campaign event recently and it was confusing and clunky to explain and for the audience to grasp. Questions: How much is matched? Who is qualified to match? What if I’m not a Portlander, can I still give? How does tax credit play in? Agreement to write such language

Final Housekeeping

* Move meeting length back to 90 minutes starting next month.
* When there is a resolved dispute (request for reconsideration or formal appeal), the OAEC would like the Director to give the OAEC an update on it, in case a change will improve operations or clarity.
* Rico and Norman are happy to volunteer to do Deputy interviews.