

## **Small Retailer Consolidated Renewal**

Multi-Agency Meeting

November 19, 2004

L & I Director's Conference Room 200 and by teleconference

Attendees:

Ron McKay and Juan Quiroz: Department of Agriculture

Michael Miliucci, Dan Croy, Roger Deming and John Espy: Oregon Liquor Control Commission (by phone)

Wendy Wiles Anu Patra and Stephanie Holmes: Department of Environmental Quality (by phone)

Donna Wimer: Secretary of State

Judy Whaley-Fultz and Edie Kessel: Department of Treasury

Kathy Ross: State Controllers Office

Patrick Allen and Laura Leshner: Office of Regulatory Streamlining

This meeting covered three main areas: 1) Project status update 2) population determination 3) Project IT & Accounting breakout teams setup and leadership responsibilities.

### General Project Discussion

- Project status was done by reviewing the tasks section of the Project Charter and Scope. The project is on track, a few informational items were noted to be sent to Donna.
- Population was assessed and due to the population size Juan needed to broaden the criteria to include revenue up to 1 million annually and stores with only 2 agencies issuing permits/licenses to reach a 130 stores in the population of OLCC Region 2. The Region 2 geographic area includes 1/2 of Multnomah, and all of Coos, Curry, Douglas, Benton, Lane, Lincoln & Linn counties. Juan forwarded the list to Donna and it has been distributed to the group.
- During the early December timeframe both the IS breakout team and the Accounting breakout team will begin meet to address work items on the Project Charter and Scope and to identify any items/issues that may have been overlooked.
- Lauren will lead the accounting team. Donna will lead the IS team.
- Treasury and State Controllers will review the Charter and Scope to see if any additions/changes are needed from their perspective.
- This issue of license issuance was tabled for this discussion and will be a policy decision of the Steering Team.

### Summary of action steps

- ✓ The comments on the Project Charter and Scope are to be sent back to Donna by Monday November 29. Donna will distribute the amended Charter and Scope by end of business on 11/29.
- ✓ Pat will meet with lobbyists to determine how to conduct customer interest assessment for project. This has been done, he will be sending an e-mail out to the Steering Group concerning their support, interests and suggestions.
- ✓ Laura will provide the DEQ sample invoice to Donna
- ✓ Wendy will forward Underground Storage Program OAR and ORS information/citations to Donna

- ✓ Wendy will research funds delay options after the population is set (if there is a need for transitional funds)
- ✓ 2 additional tasks will be added to the Project Scope. These are a process for adding in retailers, those who might have been missed or new businesses for next renewal period and a way to trigger/identify businesses that are no longer eligible for renewal status (have changed ownership, location or have been too late to renew).
- ✓ Meeting notes and Project Charter and Scope will be sent to meeting participants and accounting people from all agencies who were not able to attend this meeting.
- ✓ Accounting and IS breakout teams will meet to address their respective items on the project task list and work items/issues that may have been overlooked. The Accounting breakout group will also include Treasury and State Controller representatives.
- ✓ As statutory/rule issues are identified they will be tracked and forwarded to Pat to inform legislative work.
- ✓ After these items are complete an updated task document will be distributed and a December Steering Group meeting will be set if needed. The agenda will include the key outcomes/decisions needed.