

Small Retailer Consolidated Renewal

Steering Committee Meeting

November 1, 2004

L & I Director's Conference Room 200

Attendees:

Ron McKay and Val Pascal: Department of Agriculture

Lauren Henderson and Debbie Shaffer (by phone): Department of Agriculture

Michael Miliucci and Dan Croy: Oregon Liquor Control Commission

Wendy Wiles (by phone): Department of Environmental Quality

Patrick Allen and Laura Leshner: Office of Regulatory Streamlining

This meeting covered four main areas: 1) Project status update 2) population and billing dates changes, 3) Project Manager's roles and activities and 4) next steps and timelines

General Project Discussion

- Population has not yet been determined, will shift to OLCC Region 3 population and billing dates 4/04. This population of 142 permit holders (off-premises plus pumps) includes 1/2 of Multnomah, and all of Coos, Curry, Douglas, Benton, Lane, Lincoln & Linn counties.
- Agriculture will do overall screening, Donna will work with DEQ & OLCC. Debbie will work with Agriculture. Each will get contacts and follow up with agencies to forward population data to Agriculture's IS staff. Agencies will strive to get the population info to Agriculture by 11/15/04.
- Premises address will be used to determine correct business entity for all agencies and will be checked for accuracy during the project work to avoid mistakes and to determine which businesses are outside the criteria and will not be included. Do not want to go below 100 businesses in the pilot.
- Wendy will assess the impact to the underground storage program after the population is determined and check for inter-fund loans for the population in pilot that will be delayed if needed.
- In response to the need for a unique business number Agriculture will look for an extra field in each agency's data or a way to cross reference each agency's special identification numbers.
- Agencies want to be assured the population is receptive to the pilot. Pat will talk with the lobby groups and get them involved in engaging the population effected by the pilot work, without creating unrealistic expectations.
- Governor Kulongoski will to announce the exploration of the project on November 17th. Do not want to create expectations that we can not deliver on.
- Pat will work with potential sponsors for a legislative concept that creates the flexibility to do the pilot and apply the learning for expanded efforts if it is successful (since the legislature does not meet again until 2007).
- License/certification fees are a major funding sources (DEQ needs funding in early 2005 without delay or find alternative to manage the risk)
- Agriculture has determined using License 200 and My License will work well for the project, as well as a new customer management service project they are pursuing.
- How license issuance will be approached needs to be worked out. DEQ does not provide the retailer any annual update or notification, both Agriculture and OLCC do provide a new

license with renewals. It would be easier if Agriculture did the issuance also but creates more responsibility for them. This depends on IT being able to confirm information and each agency being able to get the renewal information. Other places in government provide businesses confirmation of payment with a set of 'endorsements'. This might work for the project.

- Also records retention will be available to all if electronic, but does not cover the paper copy to cover false swearing that OLCC requires for their enforcement issues.
- Another issue is regardless of the pilot due date, the agencies have staggered renewal dates, need a transition strategy for funding the gaps, and work with customers to make the one time adjustment of due dates as easy as possible.
- The payment of fees is critical, the project will be able to receive payments with the lock box, but fees will need to be distributed as an accounting transfer to each agency like a 'batch set'.
- The accounting people from each agency will need to talk it and figure out the methods to make revenue transfers happen. Transfers to other agencies frequently happen now at Agriculture.

Summary of action steps

- ✓ The Technical Team will have a preliminary discussion to outline the work at a high level. In addition they will review the data set and inform the agencies of additional needs, request information, identify and communicate issues to the whole group. This will be sent by e-mail by 11/15 for corrections and additions.
- ✓ AG & OLCC will send an actual copy of the license they issue to Donna, DEQ does not have one for renewals.
- ✓ Pat will meet with lobbyists to determine how to conduct customer interest assessment for project.
- ✓ Pat will research methods and language for legislative concept to create the needed flexibility to move the pilot project work forward. Since the Legislature will not return until 2007, this will include ways to broadly define the work in order to expand the work after the pilot to include more of this population or other multi-agency efforts.
- ✓ Wendy will research funds delay options after the population is set (if there is a need for transitional funds)
- ✓ After these items are complete a late November/early December meeting will be set if needed.