

Oregon Invasive Species Council

Business Meeting Minutes

June 16, 2021 | Virtual (1:00 - 4:00 pm)

Summary of Outcomes:

- April 2021 meeting minutes were approved.
 - ODA will put the OISC Coordinator RFP package together and send it out to the Budget Committee.
 - Jalene will send estimated costs for the different types of meetings (in person vs. virtual and in-person Willamette Valley vs. in-person outside of Willamette Valley).
 - Jalene will send out a list of Council members who are able to run for a second term and who is done with their term limits.
 - The updated OISC bylaws were approved.
 - Going forward, send all OISC Committee and MOU Working Group meetings to Marie (m.hepner@samarapdx.com) 2.5-3 weeks in advance of meetings for public posting.
 - The Council approved changing the concept of, what is currently referred to as the “Worst List,” to an invasive species hub and to continue to populate information into AirTable to support those resources.
 - Jalene/Marie will resend the original email to collect actions for 2020 OISC Annual Report.
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Welcome & Introductions

Rick Boatner, 2021 OISC Chair (Oregon Department of Fish & Wildlife)

See participants list at the end of the minutes.

Approval of Meeting Minutes: April 2021

Rick Boatner, 2021 OISC Chair (Oregon Department of Fish & Wildlife)

Dave Pranger moved to accept April 2021 meeting minutes.

2nd: Cat de Rivera

All voting members approved.

OISC Budget

Helmut Rogg, Oregon Department of Agriculture

Rick Boatner, 2021 OISC Chair (Oregon Department of Fish & Wildlife)

We have budget statements that we would like to present to OISC (see below). Spreadsheet shows, from left to right, total budget (not actual cash money, only represents a spending limit), actual expenditures,

percentage of budget spent, percentage of biennium elapsed, and available resources.

21	Invasive Species	FF	472,850.00	36,000.00	7.61%	75.00%	44,137.50
22		GF	20,000.00	13,723.19	68.62%	75.00%	6,276.81
23		LF	155,907.00	63,033.77	40.43%	75.00%	92,873.23
24		OF	169,600.00	8,452.04	4.98%	75.00%	3,141.52
25		Subtotal	818,357.00	121,209.00			

FF= federal funds

GF= general funds

LF= lottery funds

OF=other funds

We have \$150,000 in the budget. None of the Policy Option Packages (POPs) for the OISC have been included in the Governor's recommended budget. The state's budget looks good, hoping for additional funding through the Christmas Tree bill. Natural resource agencies should hopefully fare well. Should be confirmed on Friday. By June 30th, we have to spend all of the GF money, but can roll over LFs that we have.

Q (Karen): LFs roll over, but not really?

A (Helmuth): Right, it doesn't mean that we can accumulate and save money. \$150,000 limit still stands. They will look at what we have "saved" and then that amount is taken off of what is given to us.

Q (Karen): Is there a plan to spend the GFs?

A (Helmuth): Yes.

Q (Jas.): Why does ODA not have the OISC budget as part of its own budget? I have no clue what the OISC budget is for the next biennium.

A (Rick): We are working to have a line item OISC budget in the MOU with ODA.

Coordinator Contract Update

We signed an amendment for the Coordinator contract that goes through December 31, 2021. Once we know the budget, we need to prepare a new contract for next year. The Budget Committee is in charge of that. There will be a Request for Proposal (RFP) that goes out. We also need to come up with a Statement of Work. ODA can put the RFP package together and send it out to the Budget Committee next week. If we have more than one candidate, we might need to go through an interview process.

Q (Sam): Any ability to write specifications into the contract that help us in selecting a contractor who is well qualified to serve the Council?

A (Helmuth): We already have it pretty specific what we are expecting of the Council Coordinator (e.g. has to have experience in ...)

Q (Sam): What is the exact amount for that contract?

A (Helmuth): Limit is \$150,000 for the biennium.

Q (Troy): Is that the maximum we are allowed to pay for coordination services or can we augment with other funds?

A (Helmuth): As soon as we hit \$150,001, we have to go to the DOJ and they have to review the contract and they will charge a fee. Unfortunately we're limited to below \$150,000.

Q (Jas.): Can federal funds be used to offset in addition to \$150,000?

A (Helmuth): We are still bound to \$150,000 for the contract "not to exceed". It doesn't matter where the money comes from.

A (Jalene): The cap is a not-to-exceed for that one contractor. If there are services that the OISC wanted to contract out to different contractors, each could be kept under \$150,000.

A (Helmuth): Making sure there is no conflict of interest.

Q (Jas.): What is the conflict of interest?

A (Helmuth): Can cause issues without issuing an RFP. As long as we do an official public process, there is no issue. If the contract amount is over \$10,000, we have to go through the public RFP process.

Leveraging Partnerships & Activities to Advance Statewide Objectives: Northwest Regional Invasive Species and Climate Change Network

Paul Heimowitz (U.S. Fish & Wildlife Service) and Rachel Gregg (EcoAdapt)

[Link to Northwest Regional Practitioner Survey Results](#)

Invasive Species & Climate Change: Northwest State of Practice Survey was finalized after running for ~4 months. We had 300+ responses from across the region (WA (54%), OR (41%), ID (16%), but also received some responses from other areas in NW). The goals of the survey were to identify the degree to which practitioners are considering the nexus of climate change and invasive species; identify emerging practices and policies that may address the dual goals of reducing climate-related vulnerabilities and invasive species management efforts; and identify the needs, opportunities, and limitations faced by practitioners in the region. The most commonly mentioned management priorities were biodiversity, rare species and habitats, habitat connectivity, freshwater resources, and endangered species. On average, respondents reported that they are currently spending more time addressing existing invasive species and 49% believe they are currently holding ground against invasives.

Feel free to connect with Cat de Rivera or directly with Paul (paul_heimowitz@fws.gov) or Rachel (rachel@ecoadapt.org). Currently working on publishing an online data hub for invasive species - it would be great to collaborate with this effort to link out to species summaries.

- Christine: Listed zebra mussels as a priority - curious why quagga mussels wasn't listed.
- Rachel: We pulled directly from the responses we received. Quagga mussels were listed frequently as well.
- Troy: It's interesting to see what folks see as priorities vs. what agencies see as priorities. Curious to know how these perceptions align with current literature and if we really are "holding ground."
- Paul: It's important to consider that this isn't necessarily aligned with state priorities. We will have an ear towards what we are hearing from the group. We don't have a lot of broad regional level questions going out.
- Sam: Hoping to make a connection for Grayden (student) between resource economics and climate change.
- Rachel: We had several students give presentations. If Grayden is interested in that, we could extend an invitation.

OISC Meetings Calendar

Meeting dates for the remainder of 2021: October 13, 2021 (1:00 - 4:30 PST) and ~~December 15, 2021~~ [post-meeting note: December meeting date updated to December 8th] (1:00 - 4:30 PST). For 2022 OISC meetings, Jalene will be sending out a link for Council members to submit their preferences.

Q (Christine): How does this relate to the regional webinars?

A (Troy): OISC meetings need to take place regardless of the webinars.

Q (Brendan): For in-person meetings, what's the cost difference between Willamette Valley meeting vs. outside of Willamette Valley meeting?

A (Jalene): I can follow-up with historical costs for the different types of meetings.

2022 Appointed Membership Nominations & Officer Elections Timeline

Timeline with rough dates for 2022 nominations process:

CALENDAR	APPOINTED MEMBER TIMELINE	ELECTED OFFICERS TIMELINE (CHAIR/VICE-CHAIR)
August	Call for nominations	
September	Deadline for incoming nominations	
October	Ex-officio voting members meet to appoint incoming members. Then, nominees are notified of the decisions.	Officer nominations form distributed to all council members (voting & non-voting) after appointed nominees are notified.
November		Officer nominations due. Chair and Vice-Chair nominees are notified and asked to accept/decline within the week. Then, Statement of Qualifications due from interested nominees.
December	Scheduling orientation for January 2022 and track term information, update lists, and other communication tools such as the website, etc.	Voting members vote on Chair and Vice Chair by or during the December OISC meeting and confirmed at the end of the meeting by majority vote. Schedule 2022 Officers "passing of the gavel" meeting with 2021 Officers and Coordinator
December	Recognition of outgoing appointed members & 2021 elected officers	
January	Press release & outreach to welcome new members, orientation for new members	2022 Officers take over leadership of the OISC

Keep nominations on your radar and please talk to people. We have a list of people who can run for a second term and who are done with their term limits. Jalene will send out that list to the Council via email.

Committees & Working Group Open Items

*Multiple committee reports have been posted to the Council member webpage and are available for review. They are also available in the [meeting packet](#), starting on page 15.

MOU Working Group

Progress update re: Memorandum of Understanding with Oregon Department of Agriculture, Catherine de Rivera (Portland State University - Center for Lakes and Reservoirs)

Renee Moulun drafted a framework for the MOU (purpose, date, duration, terms, background of OISC, etc.). Next comes another selected group of Council members to review and then it will go back to Renee for editing.

Governance Committee

Bylaws Revisions and Request for Approval, Troy Abercrombie - 2021 Vice Chair (Western Invasives Network)

The last time the Bylaws were adopted was October 2019. Wyatt was Vice Chair at that time. Newest edits focused on Council and Committee procedures, delegation of tasks, working groups, communication flow, and statutory obligations. Outcomes of what has been proposed include clarity throughout the document, template for future council members, and creates efficiencies. Committees have authority to make recommendations to the Council, so those meetings must be public. As we continue MOU discussions, there will likely be revisions to the bylaws. Working groups do not have the authority to make recommendations to Council, so those meetings don't need to be public. One exception is the MOU working group. Going forward, the MOU working group will need to be publicly posted.

- Christine: In light of today's Northwest Regional Invasive Species and Climate Change Network presentation, maybe we should have a definition of who plays the role of collaborating with different groups.
- Jalene: We don't have good documentation of which groups have OISC representation.
- Christine: Looking at OISC turnover, trying to improve institutional memory and obligation. I was amazed at the presentation today. Looking at the output of that survey, it made me curious about the results that they came up with. It mentioned that we have separate silos of concerns. We're all struggling to do the right thing. Communication networks are really important.
- Jas.: The focus of bylaws edits wasn't to institutionalize these groups. The real point of change is to make sure we aren't bound up with endless requirements for public meetings.
- Troy: Yes to both. It would be great to better capture how we display the network and to communicate to OISC "here's these resources, etc.". Maybe there needs to be something in the bylaws that dictates this.
- Christine: "Liaison to XYZ".... officially stated.
- Jalene: If OISC is being represented as a partner (such as with an OISC logo represented), it should be a little more formal.
- Jas.: Partnerships are ad hoc.

Q (Troy): Has everyone had a chance to orient themselves with the new updates to the bylaws?

A (Karen): If I were a voting member, I might ask for more time and then can vote via email.

A (Jas.): Given that voting members should review the bylaws, I think it should be moved over to the next Council meeting.

A (Rick): This is a living document that can be updated at a later time.

Jas. Adams moved to approve adoption of updated bylaws.

2n: Sam Chan

- Wyatt: ODF abstains on approving bylaws

- Christine: I vote nay

All other voting members approved

Cat: We need meetings posted publicly two weeks in advance, but we need to give our state partners (usually ODA) time to post as well.

Send meetings to the coordinator team (coordinator@oregoninvasivespeciescouncil.org) 2.5-3 weeks in advance of meetings.

Strategic Plan Working Group

Progress update re: draft information being compiled for the strategic plan update and summary report, Jas. Adams - (Public Member), Jalene Littlejohn (OISC Coordinator)

Statewide Action Plan → implementation measures. Looking at how we can make this a tool. If we actually input what is happening around the state into a database, we'd be able to assess progress. Jalene and I are looking at ways to move this forward. With the AirTable account, we are able to take strategies, implementation measures, and reporting actions and organize them into a sortable resource. If we could start to organize these efforts, we can better showcase statewide invasive species work. Can sort by objective, status, and needs. Allows us to create a different tool than we originally envisioned.

Next steps for this effort is we need more of you involved!

- Karen: I really like the idea of moving this into AirTable format. In the past when there would be a request for information, we would get emails in different formats, etc. This AirTable tool is so powerful to receive information. I think this is the right direction to implement the strategic plan.
- Troy: I agree, this empowers the network and gives them a clear way to engage with the OISC.
- Jalene: We still need to think about how we would promote engaging with the network on this effort.

Education & Outreach

Progress update re: new Inclusive Language Working Group under Education & Outreach Committee Sam Chan, (Oregon Sea Grant)

The Education & Outreach Committee hasn't met recently. Continuing to work on the topic of common name nomenclature as it applies to carrying names with race and other implications. When it comes to common names, there is no consistency. By July 15th, we'll have an analysis of invasive species names complete and we can share that. Then we will prepare a short article of what we found. This effort is not meant to make radical policy changes. When we shared information with the Western Regional Panel AIS task force, there was some push back on how these names have been used for a long time and changing the names would require additional outreach and costs and that this will take many years to implement. We've also been trying to nail down a budget for education grants. Challenging for the Education & Outreach Committee when, 16 months later, we are still in the same place. Troy sent an announcement out recently about a Boot Brush Event which was one of the grant applications we received. It happened without our funding.

Q (Sam): Does anyone know what the status of funding is?

A (Jalene): From the budget update earlier, we don't have confirmation for the next biennium yet.

A (Troy): Seems like with the reported \$3.2B surplus that Helmuth mentioned, there ought to be opportunities to get those funds restored for FY21/22.

Process for publishing of Invasive Species Information Hub. Request for approval of process, Nikki Brooks (Customs & Border Protection)

- Jalene: Regarding the name of the worst list, instead of focusing on what we should name it, we are thinking we just focus on the concept that we have an invasive species information hub. We're already transforming the Worst List into this format.
- Nikki: It was clear from the first meeting of the working group, we wanted to turn it into an information hub.
- Jas.: Hub idea is much more dynamic and helps the Council move forward in a productive way.
- Nikki: We are trying to figure out the process for publishing the list, because we are a Working Group, we can only compile information. Our plan is that we (the Working Group) will coordinate with the Education & Outreach Committee after researching and organizing the best available information. We can then report our proposed changes to the Committee. We need to know what type of information will need the full Council's approval.
- Wyatt: I like the idea of a central hub, but a lot of people used the "Top 100" for grant proposals. If you go away from that, people will lose that.
- Jalene: We talked about that. We will be able to label and sort "alert species" or "management species", etc. This could be an effective tool for putting together a grant application. On the flip side, if things are changed, does that affect funding?
- Sam: I really like the "alert species" aspect of this and I think that should address Wyatt's concern. Policy makers and media respond more to things that are urgent. We need to be smart about how we share the database through Google.
- Troy: I share Wyatt's concern. Maybe call it "high risk invasive species hub" or indicate position on the invasion curve. We need some way to point back to this resource.
- Nikki: What if it was an alert species last quarter, but isn't anymore? Maybe there could be a way to identify species that have been an alert species.
- Jas.: The hub can generate lists for PR and grant applications. But sometimes getting on a list limits the ability to mobilize action when needed, as has been the case with getting on federal lists -- often years too late for effective actions.

Sam Chan moved to change the concept of the list to invasive species hub and associated categories and to continue to populate information to support those resources.

2nd: Troy Abercrombie

All voting members approved.

Communications Committee

Progress update re: 2020 Annual Plan, Karen Ripley (USDA Forest Service)

Mixed amount of success with input for the 2020 Annual Report. Trying to populate 4 pages. Needing "COVID-19 Invasive species success" story, Regional invasive species stats. Hoping to reinstate a monthly committee meeting for July, August, September, and November. If you have good activities, please share those. Jalene/Marie to resend original recruitment message to collect actions.

Public Comment

No public comment.

Action Items & Next Meeting

See summary list of actions/outcomes at the top of minutes. Next OISC Meeting is October 13, 2021. Next Executive Committee Meeting is July 14, 2021.

Q (Cat): So are we not going to do an awards meeting this fall?

*A (Troy): I think we are doing the regional Jim seeley award at one of the regional webinars.
Currently building the planning team for the Oregon Coast webinar.*

Meeting Participants

Council Members

Troy Abercrombie, Western Invasives Network
Jas. Adams, Public Member
Noel Bacheller, Oregon Parks & Recreation Department
Rick Boatner, Oregon Department of Fish & Wildlife
Nikki Brooks, US Customs and Border Protection
Sam Chan, Oregon State University & Oregon Sea Grant
Josh Emerson, Oregon Department of Environmental Quality
E. Chuck Fisk, F5 Wildlife Control
Peter Kenagy, Kenagy Family Farm Inc, Oregon Farm Bureau, Willamette Mainstem Cooperative,
Specialty Seed Growers of Western Oregon
Heidi McMaster, US Bureau of Reclamation
Christine Moffitt, Friends of South Slough Reserve
Jennifer Poirier, US Fish & Wildlife Service - Alternate OISC Member
Dave Pranger, Morrow County
Karen Ripley, USDA Forest Service
Catherine de Rivera, Portland State University
Helmuth Rogg, Oregon Department of Agriculture
Alex Stauch, Mosaic Ecology
Eugene Wier, The Freshwater Trust
Brendan White, US Fish & Wildlife Service
Wyatt Williams, Oregon Department of Forestry

Council Members Excused: Glenn Dolphin (Oregon State Marine Board), Erin McConnell (Bureau of Land Management), Sean McMillen (USDA APHIS PPQ), Tim Newton (Malheur SWCD), Kathy Pendergrass (USDA NRCS), Cheryl Shippentower (Confederated Tribes of the Umatilla Indian Reservation), Rep. David Brock Smith (Oregon House of Representatives - District 1), Amira Streeter (Office of Governor Kate Brown)

Other Meeting Participants

Rachel Gregg, EcoAdapt
Paul Heimowitz, US Fish & Wildlife Service, former OISC Member
Marie Hepner, Samara Group
Jalene Littlejohn, Samara Group
Mark Sytsma, Portland State University, former OISC Member