

# Oregon Invasive Species Council

Executive Committee Meeting Agenda | July 14, 2021 | 1:00-3:00 pm

*Web conference details:*

Join from your computer, tablet, or smartphone:

<https://global.gotomeeting.com/join/938012205>

Join using your phone: +1 (872) 240-3212 | Access Code: 938-012-205

Welcome
Review Strategic Plan Summary
Update on 2021-2023 budget
Coordination Needs and Capacity Discussion for 2022 and remainder of the biennium <ul style="list-style-type: none"><li>● Reflection on what has worked and what needs to be improved</li></ul>
Additional Topics (as time allows) <ul style="list-style-type: none"><li>● Summit</li><li>● Opportunities for fundraising</li></ul>
Close



# Oregon Invasive Species Council

## Executive Committee Meeting Minutes

### July 14, 2021 | Virtual (1:00 - 3:00 pm)

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#### Welcome & Introductions

Rick Boatner, 2021 OISC Chair (Oregon Dept. of Fish and Wildlife)

See participants list at the end of the minutes.

#### Review Strategic Plan Summary

Jalene Littlejohn, 2021 OISC Coordinator

Jalene gave an overview of how the working group was formed and gathered information over the past year.

1. We walked through the Statewide Strategic Plan for Invasive Species to review the overarching outline: Objectives, Strategies, then associated Implementation Measures (formerly labeled as actions in the Action Plan), and then reported actions from network partners.
  - a. We reviewed the intent of the plan to be an overarching 10-year strategy plan that does not change. Accompanied by a working plan that is adaptable for implementation and the needs of the network that is implementing the work across the state at varying levels of scale, authority, effort, etc.
  - b. The currently labeled Action Plan was dated for 2017-2019 and is intended to be adaptable and tell the story of our progress of the state over time.
2. The working group was originally convened in 2015 to engage with network partners and publish the plan; co-chaired by Jas. Adams and Rian vanden Hooff working with Jalene and the Samara Group team. The working group was re-convened in 2020, led by Jas. Adams to develop a path forward for updating the action plan. After review of the plans and assessment of the current status, Jas. and Jalene recommended to the Council that the Action Plan actually lists “implementation measures” and that the network partners are actually implementing actions to meet these recommended measures that move the needle towards achieving the state’s objectives.
  - a. We reviewed the conversations that have happened at the OISC meetings where we determined the rationale for changing the language to Objective:Strategy:Implementation Measure:Actions.
3. Jalene updated the committee on the current status of the planning process.
  - a. The working group originally intended to collect “action reports” from all council members. However, the generic request has not been a priority for council members due to capacity and lack of understanding of the purpose and future outcomes of the effort. This is understandable based on the state of current workloads.
  - b. Jas. and Jalene have been meeting to adapt our approach and question the end product that we are producing with this information. We concluded that it is not feasible to solicit an inventory of “actions” and that our best effort could be achieved by

categorizing implementation measures by status and needs (see photo list of draft categories below).

- c. Jalene has organized all objectives, strategies, and implementation measures into AirTable to allow for sorting, categorizing, filtering or grouping for reporting purposes, etc. She has also added some example action reports from Noel at Parks to the database to provide an example of what we could do with this information. Putting the information here provides a connection to the species information hub (formerly worst list).
- d. By leveraging the collective knowledge of council members, we can effectively draft summary statistics that tell the story of progress in the state. Categorizing would also allow us to narrow in on a few actions to focus the council's efforts such as convening partners, brainstorm discussions at council meetings, gathering materials for the OISC information hub, and/or identifying priority fundraising needs - for example.

#### Draft **needs** categories

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⋮	Collect Information for Hub	×
⋮	Facilitation	×
⋮	Increased Capacity	×
⋮	Increased Funding	×
⋮	Legislation or Policy	×
⋮	Material Development	×
⋮	More Specific	×
⋮	Research or Report	×
⋮	Update Plan	×

#### Draft Implementation Measure STATUS categories

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⋮	Completed or Partially Complete
⋮	In Progress
⋮	Not Started
⋮	Need more information

- 4. Jas. and Jalene are presenting information to the executive committee because the executive committee oversees the working group and we are looking for guidance to ensure we are gathering information and facilitating a product that is guided by the committee's direction.

Further committee discussion:

The group appreciated the work that has been done so far and thinks that the airtable format is approachable and adaptable. The group talked about how the tool needs to be useful for users to make it worth the effort to update.

(chat) Troy: do we know if/how many state agencies and/or network partners are actually using the OISC Action Plan as their guide? (Or were using it from 2017-2019)?

(chat) Troy: Rick, Helmuth et al - do your agencies recognize this as THE statewide action plan?

(chat) Rick: No, we use the Conservation Strategy. They are similar in their approach.

(chat) Helmuth: We certainly recognize it as we are close partners.

(chat) Troy: Are the in-progress items a result of attempts to execute the plan or coincidental?

Jalene response: We developed the plan over more than a year of engagement, so yes the resulting implementation measures reflect what folks are doing that work well as well as addressing gaps of what is not being done or what needs to be leveraged across the state. Inherently, actions will be what folks are already doing.

The group discussed the question: what is the OISC's role in progress tracking, updates, and engaging with the network to implement the plan? Jalene noted: I could see us using the categorizing of the implementation measures to narrow in on a few to focus on. The group agreed that we need to think simply. This is overwhelming without the capacity and funding to maintain. Picking a couple to focus on is a good idea. The group agreed that it is not the role of the OISC to roll up all accomplishments, however the OISC can glean information that is helpful to tell the 'story' - whether that's a big picture story about the whole plan, or focusing on an objective or strategy. What is the high level analysis that will be effective? Document the players and the gaps? Rather than a "project tracking tool", this is an outreach tool including: fundraising needs, leveraging collaborative opportunities to address gaps, and/or gathering information for the information hub. The data for the assessment should be the brain power of the council members and/or network, not an inventory of actions.

Even if we wanted to do an inventory of actions, we won't get a full inventory because of time/capacity, but also because there isn't a good reason for people to report their work. They are following their own plans and they frankly might not want to share their BMPs for example. We need a different approach.

(chat) Troy: I think the aggregation is lacking rather than the existence of BMPs.

(chat) Troy: Anything that's ever been well established has surely had BMPs developed/explored.

**Direction from the committee for next steps:**

1. Continue to update AirTable rather than "updating" the current document.
2. Schedule a working group meeting; invite the full council if they would like to participate. Jalene to develop a draft email to be run by the executive committee that inspires folks to understand why this is important and what we can do with this information.
3. Working group to focus on the big picture view. To start with determining the best categories and use of "status" and "need" categories. Then, discuss the OISC's role to

support outreach, communications, and progress - what is the outcome we are working towards? What are the opportunities for addressing gaps?

- a. Consider our communications strategy and key audiences to determine what we put on the web/what we publish. Key audiences: invasive species managers/practitioners, decision-makers/policy makers, and early detection network.
4. Report back to the Executive Committee at the next meeting (September 8, 2021) for next steps.

## Update on 2021-2023 budget

Helmuth gave a brief update from the Budget and Funding committee meeting earlier today.

Notes from Budget & Funding Committee meeting:

*There has not been a lot of change from the previous project balances report; except that the emergency control account funds have been released (\$30,000). With \$53,000 approximately left in the emergency control account. The governor has not yet signed any budget bills and the agencies are on a continuing resolution at this point for the new biennium. The OISC is anticipated to be allocated \$155,000 in lottery funds, Helmuth has not seen any additional funds in the "christmas tree" bill for OISC to make up for the grant program. Samara Group's contract ends at the end of the calendar year 2021; at this point we have enough remaining in the OISC budget to cover monthly expenses for the coordinator.*

*Next steps:*

- *JL to pencil in the funding amounts that we have into our budgeting spreadsheet for 2021-20-23*
- *JL will work with Rick at chair check ins to identify rough budget numbers to determine funds that might be available for education grants or other projects*
- *Bring draft of this 20210-2023 OISC budget to the Sept 8th committee meeting and then recommendations to the October 2021 OISC meeting (virtual).*

Any opportunities for the education grants? Rick and the budget committee are still looking at the numbers to identify available funds for the grants.

Is the 'christmas tree' bill already done? Yes, that is the understanding.

## Coordination Needs & Capacity discussion for 2022-2023 end of biennium

12/31/21 contract ends with Samara Group; ideally a new contract would start 1/1/22. The Budget Committee talked about looking through the RFP to look at the statement of work and the proposal evaluation criteria to see if there are changes that need to be made. If we keep moving things forward, we should get it wrapped up and awarded by November. If the statement of work is done in July, posting in August will be a good timeline. Helmuth will prepare a draft and send out later this week or early next week for comment. We can have another brief meeting about it if there are questions or needed discussion.

With Helmuth leaving, who will be the contact person at ODA? Helmuth will work internally with Lisa Hanson to understand coverage internally at ODA. Jake may be a logical fill in for Helmuth to move things forward. He has been involved and familiar with the OISC business.

Reflection Discussion regarding what has worked well for the coordinator role vs. what can be improved. The summary of the conversation is below:

What is Working:	What can be Improved:
<ul style="list-style-type: none"> <li>● Coordinator support for:               <ul style="list-style-type: none"> <li>○ Committee meetings</li> <li>○ Public meeting calendar liaison with ODA</li> <li>○ Support for chair &amp; vice chair including regular check ins to support work plan</li> <li>○ Website updates and other communication materials</li> <li>○ Managing listservs and other communications</li> </ul> </li> <li>● Very helpful to have multiple skill sets to build momentum over the last handful of years</li> <li>● Coordinator sits outside of an agency and has a reputation for being collaborative</li> </ul>	<ul style="list-style-type: none"> <li>● Should be a staff position rather than a contract.               <ul style="list-style-type: none"> <li>○ Coordination is fluid, but in a contract there are “deliverables” and submit when done. Scope doesn’t accommodate for fluidity/flexibility because you need to follow the engagement and momentum.</li> <li>○ Could a full-time person be employed at a contracted organization? Deliverables and work plan flexible with the Chair &amp; Vice Chair.</li> </ul> </li> <li>● Time and budget considerations - there is more to do than there is budget to get it done.               <ul style="list-style-type: none"> <li>○ With this consideration, how might we streamline communications?</li> </ul> </li> <li>● OISC needs the mechanism to set up small contracts for specialized support such as graphic design, additional facilitation needs, technical expertise, stakeholder engagement, etc.</li> </ul>

Additional discussion:

Specificity can be worked out with the contractor; can’t possibly list the specifics for the contract/statement of work. Council members need to discuss the scope of work in executive session: Public/contractors should not be privy to the conversation about the specific scope/RFP items.

Change is an opportunity to adapt things if it is necessary. What we’ve done over the last 20 years may not be applicable to what we need now. The structure conversation for OISC comes up every

couple years. There have been some variables that affected OISC. ODA is open to opportunities and will support the efforts for the OISC.

Public meetings: it's up to ODA to access the system; this shouldn't be up to the coordinator and they are trying to work on this so there is a backup system. Talked about it via the MOU working group conversations.

Next steps:

- Helmuth is putting together a draft RFP/scope of work to send out to council members (without coordinators involved).
  - Need to have a full council vote on the decision for the updated scope / RFP. Schedule early August OISC meeting - Troy to call a special meeting - public comment time first (?), then go into executive session. Question about whether the group can just do an executive session.
  - ODA will need to work with the OISC to put together a selection committee with OISC members. Final decisions voted on by the OISC.
- Lisa Hanson will be designating the replacement for ODA's OISC representative.
- Budgeting for the OISC is going to be drafted using our best available information (rather than confirmed since the governor has not signed the budget yet).

## Additional Topics

Letter of Support, Sam Chan (Oregon Sea Grant)

I have to leave for a Sea Grant meeting. I just sent you all a sample draft letter of support that the OISC can adapt should it move forward to support the proposal on: "Integrating Economics and Ecology to Inform Climate-Ready Aquatic Invasive Species Management for Vulnerable Willamette Basin Communities"

Advisory team for species to model, etc. Sent a brief summary of the proposal. Happy to share the full draft proposal for a letter of support. Sam is not getting funding, and acting as a liaison for the OISC and setting up climate adaptation workshops and how to access the information for the workshops. Whatever proposals are accepted; OISC willing to provide expertise advising researchers; not just one proposal. Willing to serve as experts and to be partners in this - of value the OISC. It came up last year, we said that OISC does not support individual funding proposals we are not involved in. We do have the expertise.

(Sam left meeting at 2:38 pm)

Further discussion:

Karen: it's hard to define how much things cost (or don't cost), I am willing to try to find things but I don't have a significant amount of time to work on it to review the models, etc. We can't volunteer subject matter experts.

Rick: Numbers and this project are enticing. We can't volunteer everyone.

Troy: dovetails nicely with the horizon scanning tool that USFWS is working on. Together with economics, there is a synergy of these kinds of tools. Also complements WIN work for a project that Cal-IPC is working on to expand their risk assessment tool in Oregon and Washington, Portland State University; to evaluate non-established terrestrial species. Without knowing what questions are going to come our way, it's hard to say how much we can help as collaborators. For OISC, at least a support letter makes sense if the proposal meets some of these statewide goals. Bigger question to be a collaborator - needs to send it out to the full council.

Cat: individual people have signed on as members of the council for proposals in the past. Then, the OISC can support the project in line with the strategic plan, and specific people can sign on as advisors.

## Public Comment

No public comment.

## Action Items, Next Meeting & Close

Next steps:

- Send a letter of support from OISC, not committing anyone at this time. Need more information for an advisory role.
- Send information back to Sam that they need more information to identify the aquatic advisors on the council (rather than committing the full council).

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## Meeting Participants

### **Committee Members**

Catherine de Rivera, Portland State University

Helmuth Rogg, Oregon Department of Agriculture

Karen Ripley, US Forest Service

Peter Kenagy, Kenagy Family Farm Inc. Oregon Farm Bureau, Willamette Mainstem Cooperative,  
Specialty Seed Growers of Western Oregon

Rick Boatner, Oregon Department of Fish and Wildlife

Sam Chan, Oregon Sea Grant

Troy Abercrombie, Western Invasives Network & North Coast CWMA

Jalene Littlejohn, Samara Group

### **Committee Members not in attendance:**

Christine Moffitt, Friends of South Slough Reserve