

Agenda Item Summary

BACKGROUND

In April of 2017, the Oregon Department of Fish and Wildlife (ODFW) contracted with Pivotal Resources to complete a six month licensing improvement project. The project's focus was to determine improvements and efficiencies that could occur within the agency's licensing processes. During development of a project scope, a business team made up of ODFW representatives from around the agency determined the project effort would center on sport licensing, rather than commercial licensing, hunter education or other licensing system functions. The timing of the project was driven in part by challenges with the current aging licensing system and the need for a replacement. Additionally, these efforts could assist the agency in meeting its strategic goal to mitigate future license and tag fee increases. The improvement project effort resulted in project mapping, benchmarking with other states and requirements for use in a Request for Proposal for a new licensing system.

Subsequent to the improvement project, ODFW embarked upon further development of requirements for a request for proposal, managed by the Department of Administrative Services. An RFP was issued in December of 2017, closed in January of 2018 and resulted in a contract with Johnson, Mirmiran and Thompson, Inc. (JMT) in May of 2018.

The proposed rule changes are a result of process improvement efforts and also reflect system design for the new system. This proposal includes changes to Divisions 001, 010 and 011. Other system related changes have been coordinated with the Wildlife Division and will be presented as part of their rule change effort. Rule changes are primarily for the following reasons:

- 1) Modification of Division 10 to be License focused, rather than License Agent focused;
- 2) Elimination of requirements for paper documents to be completed and submitted at Agency offices;
- 3) Centralization of rules related to exchanges and refunds;
- 4) Consolidation of smaller agent-related rules;
- 5) Inclusion of references for licensing processes that are located in Wildlife Division rules;
- 6) Inclusion of references to where pricing can be found;
- 7) Permitting an attestation online for low risk documentation needs where statute does not require furnishing of hard copy documents;
- 8) Provisions to permit electronic forms and presentation, to make the electronic form the official record and to promote electronic communication.

To facilitate a logical order, some rule numbers have been changed. Additionally, three rules were moved from Division 001 to Division 010. A further global effort for rule organization is planned, which may result in structural changes to the sections at a later date.

PUBLIC INVOLVEMENT

The project effort and updates have been shared at Commission meetings, with a presentation occurring in January of 2018 and a rule change

focused presentation in August of 2018. Rules have been visible on the Secretary of State's website since 7/13/18 and the Agency's website as part of the Commission packet. ODFW Agents have received notices of the project and have made inquiries into agent agreement terms. As of 08/01/18, 96% of responding agents have agreed to continue to represent ODFW. The response rate over a four week period is 49% and follow-up letters were sent 8/1/18. Agent agreements are binding and should not require the force of rule.

ISSUE 1

Whether to adopt the proposed rules

ANALYSIS

The proposed rules further organizes ODFW's licensing program and include minor changes consistent with the goals of the ELS project. These changes do not have a significant impact on the public.

OPTIONS

1. Adopt the rules as proposed.
2. Adopt the rules as amended.
3. Adopt a partial set of rules, directing agency to amend the balance and re-propose in October.
4. No action.

**STAFF
RECOMMENDATION**

Option 1.

DRAFT MOTION

I move to adopt the amendments to OAR Chapter 635, Divisions 001, 010 and 011 as proposed by staff.

EFFECTIVE DATE

December 1, 2018.