



Meeting: Conservation & Recreation Advisory
Committee Meeting – Hybrid Attendance
Time: November 29th, 2022,
8:30AM Pacific Time
(US and Canada)

1 *Committee minutes are considered draft until approved by the Advisory Committee.*

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4 Those attending the meeting included:

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6 Advisory Committee Members

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| 7 Dr. Karl Wenner (Chair, Klamath Mountains) | 13 ODFW Commissioner Mark Labhart |
| 8 Mauricio Valadrian (Vice-Chair, at-large) | 14 Cailin O'Brien Feeny, Office of Outdoor |
| 9 Maret Pajutee (East and West Cascades) | 15 Recreation |
| 10 Mark Stern (at-large) | 16 Liza Jane McAlister (Columbia Plateau & Blue |
| 11 Dr. Sristi Kamal (at-large) | 17 Mountains Ecoregion) |
| 12 Jane Hartline (Willamette Valley) | |

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19 ODFW Staff

- 20 Dr. Charlotte Regula-Whitefield, OCRF Coordinator
21 Deputy Director Debbie Colbert
22 April Brenden-Locke, Contracting Team
23 Sarah Reif, Habitat Division Administrator
24 Amanda Solla, Communications and Marketing
25 Roger Furman, Information and Education Division Administrator
26 Adrienne Averett, Acting Beaver Workgroup Coordinator
27 Derek Broman, Furbearer Coordinator
28 Chandra Ferrari, Deputy Habitat Division Administrator & Water Program Manager, ODFW
29 Shaun Clements, Deputy Fish Division Administrator
30 Emily VanWyk, Acting Conservation Strategy Coordinator, ODFW

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33 **MEETING**

34 **Welcome**

35 On Tuesday, November 29th, 2022, at 8:30 a.m., Chair Karl Wenner, called the Oregon Conservation and
36 Recreation Advisory Committee (the Committee) meeting to order. This meeting was held in a hybrid
37 format, with participation in Salem Oregon and online via the Zoom platform.

38
39 Warm up - Committee members introduced themselves and shared something recent from their lives.
40 ODFW Commissioner Mark Labhart and Liza Jane McAlister participated in the meeting virtually, all
41 other listed Advisory Committee Members participated in person.

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43 **Review and Approve Meeting Minutes**

44 *The Board reviewed and moved to approve the minutes from November 7th, 2022, with continued*
45 *authority correct spelling, punctuation, and grammar. All members were in favor of motion.*

1 **Meeting Overview and OCRF History**

2 OCRF/ODFW Staff Charlotte Whitefield provided a brief presentation on the history of the OCRF and
3 reviewed an updated Advisory Committee Operating procedures document provided in the meeting
4 materials package.

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6 *OCRF Advisory members had no further questions about the presentation. Staff were instructed to
7 continue to develop draft amendments to the Board's operating procedures and bring further edits back
8 to the Board in early 2023.*

9
10 OCRF/ODFW Staff Charlotte Whitefield provided a short overview of Board appointment process for the
11 chair and vice chair of the OCRF Advisory Committee. Each appointment is for 2-years.

12
13 *Dr. Karl Wenner was nominated as chair for a second 2-year term. All members were in favor of motion
14 of chair. Mauricio Valadrian was nominated as vice chair for a second 2-year term. All members were in
15 favor of motion vice chair.*

16
17 Chair Karl Wenner lead a group discussion of the Board members and ODFW staff on reflections from
18 the past 2-years of the Grant.

19
20 *OCRF Advisory members shared thoughts on the success and areas for improvement in the funds scope
21 of work, processes, and frameworks.*

- 22 - *The Members mentioned many communication needs including but not limited to website*
23 *improvements, toolkits for grantees to share stories, and outreach materials for the*
24 *Board/Coalition to share success.*
- 25 - *The importance of the Coalition also was a topic of consideration, and ways to better engage*
26 *and empower them to share messages. The OCRF subgroup on communications was mentioned*
27 *by several Members as a tool that this can be accomplished with.*
- 28 - *Many Board members discussed specific projects that they were excited by and how they knew*
29 *they impacted Oregon. In each example, the success revolved around community engagement*
30 *and the interconnection with conservation needs.*
- 31 - *The diversity of project types, and the flexibility of the Fund to support a wide range of projects*
32 *resonated with all board members.*

33
34 **OCRF Granting Updates**

35 OCRF/ODFW Staff Charlotte Whitefield provided a brief presentation on the status of current and closed
36 OCRF projects, funding and budget, as well as current project reviews and procedures.

37
38 *Currently, the OCRF Board has 92 active grants and are reviewing 64 grants from the past*
39 *August/October 2022 request for proposals. The Fund resources primarily consist of Drought Package*
40 *general fund, and this pot of funding will be the focus of the Winter 2023 request for proposals.*

41
42 *OCRF Advisory members had no further questions about the presentation.*

43
44 **Project Contracting Processes**

45 ODFW staff April Brenden-Locke from the internal Contracting Team presented on the Department's
46 contracting processes and timelines.

1 *OCRF Advisory members had a discussion on how this process can be improved for grantees. There were*
2 *questions from the Board about how the contracting process impacted different types of applications*
3 *(size of organization, type of organization, timelines of the specific projects). Staff went into detail on*
4 *how “Public Entity” contracting was the longest and most time extensive application type, due to the*
5 *extensive negotiations that tend to occur. Staff also explained new outreach documents and workshops*
6 *that have been held that those that are planned, including but not limited to “how to apply workshops”,*
7 *new insurance documents, and the upcoming contracting webinar for recently approved projects.*

9 **OCRF and the Oregon Legislative Session**

10 Deputy Director Debbie Colbert and Habitat Division Administrator Sarah Reif lead a discussion about
11 ODFW OCRF Policy Option Packages (POPs) and how OCRF Advisory Members can participate in the
12 process.

13
14 *In this conversation two different POPs were explained, one for the OCRF Staff support position and a*
15 *second for a one-time funding of \$3M for general granting missions of the Fund. OCRF Advisory members*
16 *had a discussion around what it meant to be a public official as well as what types of actions and*
17 *messages they can share about in their roles in the OCRF Board verses as private citizens.*

19 **2022 Biennial Report**

20 The presentation on the Biennial Report was removed from the agenda due to timing.

22 **Project Update – ODFW Drought Communications Presentation**

23 ODFW staff Amanda Solla and Information and Education Division Administrator Roger Furman provided
24 a presentation on recently completed special project request on Drought Communications.

25
26 *The focus of this presentation was to review the final media materials that were developed as part of the*
27 *\$150,000 special project request that was funded in June 2022. Staff also presented and discussed web*
28 *based “user” metrics used to evaluate the impacts and reach of the project materials. OCRF Advisory*
29 *members discussed the overall audiences for these products and how the Department planned on using,*
30 *and funding, these materials in 2023.*

32 **Conservation and Recreation Priorities**

33 Four presentations were provided from ODFW Staff about key conservation priorities:

- 34 - Portland Harbor Mitigation Fund Collaborations, Chandra Ferrari
- 35 - Fish Passage and Aquatic Resiliency, Chandra Ferrari and Shaun Clements
- 36 - Beaver Management and Beaver Modified Habitats, Adrienne Averett and Derek Broman
- 37 - Oregon Conservation Strategy, Emily VanWyk

38
39 One presentation was provided by Cailin O’Brien-Feeney from Oregon Office of Outdoor Recreation
40 about key State Recreation priorities and impacts from drought and forest fires.

41
42 *OCRF Advisory members held questions about the presentations until lunch due to the presentations*
43 *running long on timing.*

45 **Working Lunch – Small group discussions on OCRF future**

46 ODFW staff presenters and on opportunities of OCRF to address capacity gaps identified in
47 presentations from the Conservation and Recreation Priorities.

1 *Following lunch, OCRF Advisory members recapped discussions from lunch and synthesizing key take*
2 *homes and messages from discussions.*

- 3 - *Members stressed the importance of keeping focus on filling gaps identified from the Oregon*
4 *Conservation Strategy including non-game species such as frogs and reptiles.*
- 5 - *There were emphases on the need to identify ways to prioritize recreation-based projects and an*
6 *interest in adopting the State's "Oregon Statewide Comprehensive Outdoor Recreation Plan". No*
7 *motion was made at this time.*
- 8 - *Board members identified the need for ODFW staff and leadership to clearly prioritize needs of*
9 *the Department internally and provide these to the Board during granting cycles.*

10
11 *The OCRF board concluded this section with a general discussion over the interest/need to have priority*
12 *action areas for funding, or to continue as normal with the OCRF wide mandate. The Board members had*
13 *group consensus to continue funding across the wide OCRF mandate and revisit the need for request for*
14 *proposal specific focal topics at a later meeting date.*

16 **Public Comment**

17 Public was invited to comment on agenda items or strategic priorities for the OCRF.

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19 *No Public Comment was received*

21 **Future Public Communications**

22 The presentation on the Biennial Report was removed from the agenda due to timing.

24 **Future Granting Cycles**

25 OCRF/ODFW Staff Charlotte Whitefield provided a brief presentation on the on competitive granting
26 and special project awards as well as possible 2023/2025 granting formats.

27
28 *OCRF Advisory members had a discussion on how OCRF Expenditure Framework, and the ongoing*
29 *considerations of the 30% match process to restricted donations to specific projects. The Board discussed*
30 *the importance of different granting mechanisms to provide timely funds to projects, while maintaining*
31 *the competitive fairness of a routine and open process. There were considerations of available funds in*
32 *the 2023 calendar year, and the constraints of staff time in contracting processes.*

33
34 *The Board members had group consensus to pause the matching program until more information is*
35 *available on the POPs in the current legislative session for funding. No motion was made.*

37 **OCRF Monitoring and Evaluation**

38 OCRF/ODFW Staff Charlotte Whitefield provided a brief presentation on examples of other program
39 monitoring and evaluation as well as an overview of contacting process and timelines to hire an external
40 contractor to compete the required work.

41
42 *OCRF Advisory members had a discussion on goals and outcomes of the work product. The Board came*
43 *to consensus that this will be one of the topics that will be explored by the OCRF Communications*
44 *subcommittee later in January 2023, and a draft scope of work will be presented back the OCRF Advisory*
45 *committee in early 2023.*

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47 **Chair Karl Wenner adjourned the meeting at 4:25 p.m.**