

Hemp Commission
Virtual Meeting
DRAFT Minutes for September 21, 2022

In Attendance:

Temporary Commissioners: Lauren Lucht, Miles McCoy, Seth Crawford, Paul Murdoch, Giavanna Accurso;

ODA Representatives: Commodity Commission Oversight Program Kris Anderson, Cannabis Policy Specialist Sunny Summers, Market Access & Certification Programs Director Jess Paulson, Market Access & Certification Programs Office Manager, Agency Rules Coordinator Alex Thomas;

Guests: Alan Cleaver, Chad Kennedy, Marlene Olsen (Oregon Department of Justice), Tovia Fornah, Chris Sullivan, Mike Newnan, Curt Gebers, Annie Rothrock, Eric Pike, Phillipe Thuillier.

Lauren Lucht called Hemp Commission meeting to order at 2:33 p.m.

Lauren Lucht informed those in attendance that the meeting was the 20th and final Commission meeting for the Temporary Commissioners.

Attendance Roll Call: Lauren Lucht: Yes; Miles McCoy: Yes; Giavanna Accurso: Yes; Seth Crawford: Yes; Paul Murdoch: Yes. A quorum (five out of seven) was present.

Additions to the draft agenda: Letter from Temporary Commissioners addressing how and why the Hemp Commission was established, update on Hemp grower survey. With additions, the agenda was approved by consensus.

Introduction of Guests:

Tovia Fornah: Central Oregon

Phillipe Thuillier: Producer, Researcher, Portland, OR.

Eric Pike: Producer and Processor, Grants Pass, OR.

Chad Kennedy: Processor, Beaverton, OR.

Alan Cleaver: Producer, Hermiston, OR.

Curt Gebers: Producer, Jacksonville, OR.

Mike Noonan: Processor, Eagle Point, OR.

Chris Sullivan: Producer, Central Oregon.

Marlene Olsen: Oregon Department of Justice

MOTION: Paul Murdoch moved to approve minutes of the September 14, 2022, Hemp Commission meeting. Seconded by Miles McCoy. Approved by roll call vote.

Roll Call Vote: Paul Murdoch: Yes; Seth Crawford: Yes; Giavanna Accurso: Yes; Miles McCoy: Yes; Lauren Lucht: Yes.

Kris Anderson presented the introduction of the Oregon Hemp Commission Grower Survey (Summer 2022). The introduction reads:

The intent of this survey is to identify how many acres of hemp were planted in Oregon during the 2022 growing season. Responses to the survey are anonymous. Survey responses will be used to forecast the Hemp Commission's available assessment funds and potential industry growth options.

Kris Anderson, Seth Crawford, and Sunny Summers provided revisions to the introduction section of this survey to more effectively express how and why the Hemp Commission was established.

Sunny Summers confirmed slider logic is available for survey use.

Guest Phillippe Thuillier suggested the addition of a question requesting respondents of what kind of assistance growers would like from the Hemp Commission

Kris Anderson suggested adding specific program focus points of the Hemp Commission, including, but not limited to, Grower Education, Industry Communication, Legislative Monitoring, etc.

Sunny Summers, Seth Crawford, and Kris Anderson to revise draft survey and present at next scheduled Hemp Commission meeting.

Kris Anderson introduced the nine people recently appointed by ODA Director Alexis Taylor as the first group of Oregon Hemp Commissioners. Letters informing each of their appointment were mailed September 20, 2022. An emailed copy was sent September 20, 2022. Those selected must provide a notarized oath of office to the Oregon Department of Agriculture prior to officially serving as a Commissioner. Commissioners selected as follows:

Name	Position	Area	Term Length	Business	City/County
Chris Sullivan	Producer 1	Central Oregon	4 years	Lazarus Naturals	Powell Butte/ Crook
Alan Cleaver	Producer 2	Eastern Oregon	3 years	CBD Ag LLC	Hermiston/ Umatilla
Seth Crawford	Producer 3	Northwest Oregon	4 years	Oregon CBD	Independence/ Polk, Benton, Josephine
Paul Murdoch	Producer 4	Southern Oregon	4 years	Horn Creek Farms	Jacksonville/ Jackson
Travell Bradford	Producer 5	Statewide	2 years	Momma Nature LLC	Clackamas/ Clackamas, Multnomah
Philippe Thuillier	Producer 6	Statewide	3 years	Xplant Laboratory	Portland/ Washington
Mike Noonan	Handler 1	Statewide	2 years	Brothers Botanical	Eagle Point/ Jackson
Eric Pike	Handler 2	Statewide	3 years	ROI Consulting	Grants Pass/ Jackson
Miles McCoy	Public Member	Statewide	2 years	Horticulturist Writer	Portland/ Multnomah

Description of geographic areas set in OAR 603 Division 30:

Central Oregon: Crook, Deschutes, Gilliam, Jefferson, Lake, Morrow, Sherman, Wasco, and Wheeler counties.

Eastern Oregon: Baker, Grant, Harney, Malheur, Umatilla, Union, and Wallowa counties.

Northwest: Benton, Clatsop, Columbia, Clackamas, Hood River, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington, and Yamhill counties.

Southwest: Coos, Curry, Douglas, Jackson, Josephine, and Klamath counties.

Lauren Lucht presented and opened discussion on draft Hemp Commission introductory letter to be sent to hemp growers. This letter was drafted to provide a brief introduction on how and why the Hemp Commission was established. The letter includes an outline of Commission Terms and Make Up and an outline of Grower Paid Assessments.

Paul Murdoch suggested adding a section about establishing a link between the industry (the growers) and the education needed for regulatory agencies and/or legislation.

Kris Anderson suggested including a reference to intellectual property procedures administrative rules (OAR 648, Division 50).

Seth Crawford suggested including a statement indicating the Commission is unsure of available assessment funds from growers.

Paul Murdoch asked Kris Anderson what happens if the Hemp Commission is unable to fund the Commission operations.

Kris Anderson said the Temporary Commissioners and the Rules Advisory Committee members intentionally delayed the implementation of the assessment collection date and kept the assessment rate at 1.0% (not the 1.5% maximum allowed) to not cause a negative impact on the hemp industry.

Kris Anderson informed those present that a Commission has the ability to modify their administrative rules to set their assessment rate to 0.0% (or as appropriate). However, she emphasized that once the Commission begins receiving assessment reports and assessments, the Commission is obligated to produce required monthly financial reports for the Commissioners to review. These reports can be produced internally within the Commission or through an administrative services provider. In addition to the monthly financial reports, the Commission is also required to provide other reports to the state.

Kris Anderson presented and opened discussion on draft Hemp Request for Proposal (RFP) for Administrative Services, section 6.7.2 Evaluation Criteria. This section outlines what the Commissioners use to evaluate proposals received and includes a section for criteria explanations. This section also includes an evaluation points table as follows:

Maximum Possible Points	Qualifications-Based Evaluation Criteria
5	Evaluation Item 1 – Office Facility and Equipment
20	Evaluation Item 2 – Bookkeeping and Financial Management
20	Evaluation Item 3 – Communications & Meeting Planning
15	Evaluation Item 4 – Time Management
20	Evaluation Item 5 –Developing and Maintaining Professional Relationships
10	Evaluation 6 – Regulatory Compliance Experience
90	SUBTOTAL of Qualifications-Based Evaluation Score
<u>10</u>	Cost Proposal Score Added
100	SUBTOTAL of Qualifications-Based Evaluation Score and Cost Proposal Score
35	Top scoring Proposals will be invited to interview. The interview score will be added to the SUBTOTAL of the Qualifications-Based Evaluation Score and Cost Proposal Score.
<u>5</u>	References scored for Proposals invited to interview.
140	TOTAL POSSIBLE POINTS

Kris Anderson presented and opened discussion on 6.7.2.1 Evaluation Item 1 – Office Facility & Equipment – 5 pts. maximum.

This section includes evaluation of the administrative service provider’s proposal and its description of office space, software, communication mediums, storage procedures, and overall structural setup.

Temporary Commissioners present agreed this section will remain as drafted.

Kris Anderson presented and opened discussion on 6.7.2.2. Evaluation Item 2 – Bookkeeping & Financial Management – 20 pts. maximum.

This section includes evaluation of the administrative service provider’s proposal and the experience reported in accounts payable/receivable, preparing financial reports, bank statement reconciliation, administering audits (Commission is required to receive an audit at least once every 5 years), and administering grants.

Temporary Commissioners present agreed this section remains as drafted.

Kris Anderson presented and opened discussion on 6.7.2.3 Evaluation Item 3 – Communications & Meeting Planning – 20 pts. maximum.

This section includes evaluation of the administrative service provider’s proposal and the experience reported in communication with clients, boards, industry, government, and stakeholders in both written and verbal formats.

Paul Murdoch asked why requested experience included “larger group” management and communication.

Kris Anderson explained that Commissions may host industry or grower events, and would require an experience provider to setup, communicate, and manage such an event.

Kris Anderson also indicated that Commissions may request and accept sponsorships to assist with financial costs to host an event.

Temporary Commissioners present agreed this section remains as drafted.

Kris Anderson presented and opened discussion on 6.7.2.4 Evaluation Item 4 – Time Management – 15 pts. maximum.

This section includes evaluation of the administrative service provider’s proposal and the experience it lists in managing competing priorities, multiple deadlines, and operating with limited oversight.

Temporary Commissioners present agreed this section remains as drafted.

Kris Anderson presented and opened discussion on 6.7.2.5 Evaluation Item 5 – Developing and Maintaining Professional Relationships – 20 pts. maximum.

This section includes evaluating the proposal and the experience listed that covers the administrative service provider’s work with a variety of different personality types and diverse groups.

Lauren Lucht suggested additional section to request evaluation of proposers’ experience handling conflict and difficult situations (conflict resolution).

Temporary Commissioners present agreed with this section as revised.

Kris Anderson presented and opened discussion on 6.7.2.6 Evaluation Item 6 – Regulatory Compliance Experience – 10 pts. maximum.

This section includes evaluation of the administrative service provider’s proposal and the experience listed for complying with rules, regulations, policies, and procedures. Including working with regulatory agencies and natural resource management entities.

Temporary Commissioners present agreed this section remains as drafted.

Kris Anderson presented and opened discussion on 6.7.3 Cost Evaluation. This section provides an outline of the cost evaluation. After the Commissioners evaluate and score each proposal, the single point of contact (SPC) for the RFP opens the cost proposal envelopes and reports each proposed price. Points are added to the overall score for lowest price, second lowest, and third lowest cost price proposed.

Temporary Commissioners present agreed to the modify points assigned as follows: lowest cost: 10 points, second lowest cost: 7 points, third lowest cost: 4 points, all others: 0 points. This section otherwise remains as drafted.

Kris Anderson presented and opened discussion on 6.8 Point and Score Calculations.

This section outlines how points are scored by each evaluator, and how they are averaged (via numeric table) by the SPC (Kris Anderson, at the time of this meeting).

Temporary Commissioners present agreed this section remains as drafted.

The remainder of the Hemp Request for Proposal for Administrative Services outlines the award notice, contracting, and review process. Kris Anderson indicated these sections were drafted by the Oregon Department of Justice and are not to be modified. The newly appointed Commissioners will need to consider adopting the RFP and setting a timetable for the process.

Kris Anderson to provide the newly appointed Hemp Commissioners with a Commissioner orientation and to provide a virtual presentation at a future scheduled meeting.

Kris Anderson to communicate with newly appointed Commissioners to schedule (notified) next hemp commission meeting.

Temporary Chairperson Lauren Lucht adjourned meeting at 5:06 p.m.