

City of Portland
Public Involvement Advisory Council (PIAC)
Meeting Agenda & Notes
September 10, 2013

Members Present: Teresa Baldwin, Kelly Ball, Glenn Bridger, Liam Frost, Donita Fry, Greg Greenway, Brian Hoop, Muna Idow, Denver Igarta, Elizabeth Kennedy-Wong, Paul Leistner, Carri Munn, Linda Nettekoven, Amy Spring, Marty Stockton, Desiree Williams-Rajee, Christine White

Members Absent: Mohamed Abdiasis, Robert Boy, Kyle Brown, Alisa Cour, Bill Gentile, Tim Hall, Inger McDowell, Rick Nixon, Khalid Osman, Colleen Poole, Goldann Salazar, Mike Vander Veen, Keith Witcosky

Guests: Claire Adamsick, Baher Butti, Jaymee Cuti, Shoshanah Oppenheim

Staff: Brian Hoop

Facilitator: Carri Munn

Agenda

- A. Open dialogue and reflections about Afifa's death
- B. Business & Announcements
 - 1. Core skills, competencies and capabilities for staff position
 - 2. Small group updates
 - 3. Committee needs for short-term and long-term staff support
- C. Small Group Meetings – No small group meetings

Notes

A. Open dialogue and reflections about Afifa's death

The death of Afifa Ahmed-Shafi had a tremendous impact on PIAC members. Many spoke movingly about her character and contributions to the City. Much of the success of PIAC to date can be traced to Afifa's commitment to meaningful and equitable public involvement in government, and her talent for moving the group's work forward. A common theme in the personal reflections is that we honor Afifa by continuing this work.

B. Business & Announcements

- 1. Core skills, competencies and capabilities for staff position

PIAC members broke into small groups to discuss the key attributes that Afifa brought to the PIAC staff position that made their experiences meaningful and successful. They considered the skills and tasks that will be important for ONI to incorporate into the job description for a new staff position. The results of the small group conversations were posted on a sticky wall and recorded in a separate document attached to these notes.

2. Small group updates

- ASPIRE is planning to review new FIPIS data and work on updating the Council ordinance form to incorporate Title VI issues
- Comp Plan group would like to present the draft Comprehensive Plan goals and policies on public involvement to the PIAC and get feedback to improve the draft and, eventually, to inform formal comments from PIAC on the final draft in 2014.
- Budget Advisory group discussed delays completing the BAC survey, plans to meet with the City Budget Office staff, and the need to assess the group's capacity to implement evaluation tools.

3. Committee needs for short-term and long-term staff support

Small groups discussed their immediate needs for staff support, and their expected needs over the next year or so. They posted their results on the sticky board and reported to the large group. The sticky wall notes are recorded on the attached document.

4. Announcements and other business

- Coordinating Committee meeting on September 17 at 2:00 at ONI office
- Proposed letter on PIAC status. Some members suggested that the Coordinating Committee could draft a letter to the mayor indicating that PIAC's annual report will be delayed and reassuring him that we are moving forward with our work. Other members questioned the need or urgency for such a letter and it was agreed to continue the discussion at the coordinating committee meeting.
- Integrating small group work. Members of the Comp Plan and ASPIRE committees spoke about the value of integrating their recommendations (Comp Plan goals and principles and ASPIRE foundational practices) and developing an approach and common language that works broadly for all bureaus. One recommendation common to both groups is that bureaus should have a strategy or policy toward public involvement, so creating a template or tools to support bureaus in developing this could be an area of future collaborative work in a re-formed small group. Marty pointed out that Comp Plan group members intend to work on a "manual" to help planning staff implement the Comp Plan, and that there is an opportunity in the planning process known as "Task 5" related to project implementation that must be completed by June 2015. Members agreed that this discussion should continue at the next meeting, and Carri and Greg agreed to do a "mapping" exercise to describe the intersections of the work.

- Expiration of member terms. The normal process for outreach and recruitment of new PIAC members has been delayed. Normally, recruitment would begin in the summer, leading to a list of recommended appointees for City Council approval in the fall. By the end of September, the majority of active PIAC members' terms will expire

ACTION: Members voted unanimously to extend the terms of those current members whose terms will expire in September 2013 for six months if they are willing to serve for that time. Members agreed this will provide time to recruit new members and allow current members to consider applying for reappointment.

The meeting adjourned at 8:00pm.

ATTACHED: Summary of PIAC member comments on agenda items B.1. and B.3.

PIAC – “Sticky Wall”

Sept. 10, 2013

Skills, Competencies, Capabilities	SHORT TERM	LONG TERM
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Skills, Competencies, Capabilities

- Curriculum development
- Understanding of equity policy issues
- Ability to evaluate & summarize community feedback
- Broad network with City and community connections—takes time to develop
- Commitment to social justice
- Community organizer
- Truthfulness
- Leadership skills
- Process management
- Lead from behind
- Respect process & know when to step in
- Authentically reflected where group wanted to go.
- Conflict resolution
- Active listening (listening for understanding)
- Track record of community engagement
- Communication skills—oral and written
- Listening skills
- Created space—drew people out
- Conveyed welcoming and respectful
- Detail oriented
- Have success convening traditionally marginalized communities
- Partnership builder
- Flexible schedule
- Data analysis competencies
- Policy experience—navigating public sector agencies
- Strong organizing and writing skills
- Cultural competence: experience working with a broad array of groups and interests; able to bring diverse groups together in mutually beneficial ways
- Project management—follow through, attention to detail, very organized
- Commitment to public involvement, social change, social justice.
- Relationship and networking skills
- Existing community connections

- Facilitation skills
- Humble yet penetrating way of facilitating (“leading from behind”)
- Standing, well respected
- Experienced & rooted in the community
- Community organizing experience
- Exceptional project management abilities
- Lightness/fun
- Political analysis to identify what should be priorities for PIAC to move forward
- Politically savvy
- Able to build rapport w/people across agencies/platforms
- Champion for the work/mission more than the position
- Sense of humor
- Relationship building & networking skills
- Respect for the process
- Facilitation
- Detail oriented
- Skilled in conflict resolution
- Relationship builder
- Leadership encouragement
- Strategic communicator
- Ability to resolve conflict
- Project management: detail oriented; very organized yet flexible
- Ability to work with elected officials, their staff, bureau directors, and city staff; treat city staff as our “public” to involve
- Understanding of organizational culture change; how to change culture/behavior of city government
- Writing & editing: reports, official letters, communication/email
- Organization & time management; details!
- Public involvement theory and practice: content, best practices, ongoing professional development
- Organizational culture change: experience & understanding; seeing City Hall as out “audience and public”
- Training: design, delivery, mentoring
- “People skills”: tact—understanding what is possible; emotional intelligence & resonant leadership; experience working with diverse groups toward common goals
- Facilitation: logistics, info, good agenda, meeting planning/design, follow up
- Representation: history of service on boards/commissions; community relationships, speaking skills, champion for the work
- Political acumen: navigate among bureaus, track issues, educate, ensure political support
- Keeping IAC focused on the mission

SHORT TERM help needed by PIAC workgroups

- ASPIRE: INTERN
- BAC: Survey; meeting with city budget office staff
- COMP PLAN: Working with PIAC Coordinating Cmte to track agenda requests/needs for PIAC meeting in 2013.
- COMP PLAN: Note taking during PIAC discussions [about the draft Comp Plan cmtly inv goal/policy language]/recording PIAC member feedback
- COMP PLAN: Oversee production of formal letter of comment on proposed Comp Plan from PIAC to Planning and Sustainability Commission
- PIAC: Supporting the Coordinating Committee—facilitate a process around developing our annual report and integrating the work of our committees
- PIAC: Statement to City Council about status of annual report, commitment to PIAC's work, and honoring legacy of Afifa.

LONG TERM help needed by PIAC workgroups

- BAC: Guidebook—need staff to finish
- BAC: Time to transition to new topic—digital engagement/innovation fund
- ASPIRE: INTERN
- COMP PLAN: Work with entire PIAC to understand how the Comp Plan work informs and intersects with other PIAC projects (FIPIS, BACs, etc.)
- COMP PLAN: Outreach to conceive and implement the development of a public involvement manual; “Task 5” advocacy with BPS—process through June 2015