



Veterans Empowerment Team

Meeting Minutes

Monday, August 6, 2018

12:00 – 12:45

Rose Room, City Hall

1. Christopher Sun distributed a draft of the VET Bylaws for review and input. Requesting feedback before submitting to DEEP Executive Committee and City Attorney's Office for review.
2. Sun introduced chartering a Human Resources Sub-committee to work with Bureau of Human Resources (BHR) in developing their veterans outreach and hiring practices. Eddie Van Buren will be leading the group.
3. Sun introduced chartering a Cultural Sub-committee to develop the programming and activity for Veterans Day and other significant veterans holiday. Nicholas Carroll will be leading the group.
 - a. Focus on the 100th Anniversary of Armistice Day (End of World War I) around a theme of allies, teamwork, honoring commitments, etc...
 - i. Veterans Display in Atrium of City Hall.
 1. Profiles
 2. World War I era displays, including a uniform.
 - b. Work with Jamie Dunphy from Commissioner Fish's Office for an official City of Portland Veterans Day event.
 - i. Proclamation
 1. Tony Garcia recommended getting Proclamation scheduled as soon as possible as well as thinking ahead of what VET would like to do in order to lead the effort.
 - ii. Employee recognition
 1. Kathy Robertson stated that Bureau of Development Services has a well-established model, which has been organized by Norma Langi.
 - iii. Social activity

- c. Hollywood Veterans Day Parade
 - i. Need to identify volunteers.
- 4. Dr. Allison Prasad of BHR requested VET volunteers for a focus group to support current Executive Recruitment effort.
 - a. Currently, recruiting 8 directors, and the feedback will directly identify key attributes and qualifications in candidates important to VET members.
 - b. 1 x 90 minute meeting for the focus group.
 - c. Open to 1-on-1 meetings with VET members.
- 5. Next Steps:
 - a. Sun will continue to work on Bylaws and requests feedback.
 - b. VET will ask for volunteers for the two sub-committees and focus group.
 - c. Begin planning and preparation for Veterans Day activities.

In attendance:

Nicholas Carroll
Joey Sato
Christopher Sun
Kathy Robertson
Dominic Caputo
Alicia Gruber
Tony Garcia

Statistical data:

Branch of Service

3	USA
1	USMC
2	USN
0	USAF
0	USCG
1	Allies

City Bureaus & Offices

0	Mayor & Commissioners Offices
1	City Attorney's Office
0	City Auditor's Office
0	City Budget Office
2	Bureau of Development Services
0	Bureau of Emergency Communications
0	Portland Bureau of Emergency Management
0	Bureau of Environmental Services
0	Office of Equity & Human Rights
0	Portland Fire & Rescue
0	Fire & Police Disability & Retirement
0	Office of Government Relations
0	Portland Housing Bureau
1	Office of Community & Civic Life
0	Office of Management & Finance
0	Portland Parks & Recreation
0	Bureau of Planning & Sustainability
0	Portland Police Bureau
3	Portland Bureau of Transportation
0	Portland Water Bureau