

City of Portland - Office of Neighborhood Involvement
Bureau/Budget Advisory Committee (BAC) Summary Notes
October 12, 2009

In Attendance:

Christina Albo (RNW), Richard Bixby (EPNO), Sylvia Bogert (SWNI), April Burris (SEUL/North Tabor NA), Jan Campbell (Disability Commission), Roland Clarke (IRCO/Africa), Betsy Coddington (Resolutions NW), Anne Dufay (SEUL, BAC Co-Chair), Donita S Fry (NAYA), Mark Fulop (Resolutions NW), Alem Gebrehiwot (Yared African CC), Lavaun Heaster (Connecting Communities), Vicki Hersen (Elders in Action), Kayse Jama (CIO), Oleg Kubrakov (IRCO/Russian), Tamara Marlawa (Russian Speaking Network), Shirley Nacoste (North Tabor NA), Midge Purcell (Urban League), Joseph Santos-Lyons (IRCO), Tom Schaper (SWNI/Ashcreek NA), Doretta Schrock (Kenton/NPNS), Martha Simpson (PDOC), Nataliy Sobolevskaya (Russian Speaking Network), Alison Stoll (CNN), Jen Tonneson (Rocky Point Marina), Anna Volkova (Russian Speaking Network), King Zam (IRCO)

ONI Staff: Amalia Alarcón de Morris, Katherine Anderson (Labor/CP), Amy Archer, Michael Boyer (Labor/CP), Nickole Cheron (NRC), John Dutt (I&R), Brian Hoop (NRC), Paul Leistner (NRC), Judith Mowry (NRC)

Commissioner's office: Commissioner Amanda Fritz, Tim Crail, Dora Perry

Welcome

Commissioner Amanda Fritz welcomed all the participants to the kickoff of the ONI budgeting process. She gave thanks to all those present, those that have participated in the past and reminded everybody of the great job the group did last budget cycle. The Commissioner stated that although we do not know a percentage yet, we do expect a budget reduction this year. She encouraged open participation and felt that the community involvement process at ONI sets a standard for other bureaus. The current economic situation is a challenge we have not faced here before and encouraged taking the opportunity to consider how we can do things better.

Resource Sharing/Announcements

- Resolutions Northwest is currently holding their volunteer recruitment. If anybody is interested, it is a great opportunity to understand what a mediator does and learn how to resolve conflict.
- If there are any seniors that have a problem Elders in Action has volunteers available to advocate on their behalf and to make referrals as needed.
- Elders in Action is supporting a tax measure to fund vital services. See Vicki Hersen for details. (Note that this was a partner announcement and does not represent any official position of ONI or the City).

- On Wednesday Council will approve the Disability Commissioners. Thank you to Nickole Cheron for all the work she has done getting the Commission going!
- There is a matrix posted on the wall during the meeting with a variety of questions to help participants get to know one another. Please take some time to answer some of the questions and review other responses. We hope this will allow folks to share and generate some conversations about any interesting information.

Budget Process Overview

Amy provided a powerpoint presentation with a general overview of budgeting in the City and at ONI. The presentation is available online at:

<http://www.portlandonline.com/oni/index.cfm?c=51168&a=267414>. If you have any questions please contact Amy Archer at 503-823-2294 or amy.archer@ci.portland.or.us.

Preparation for Budget Process

Chairs:

- Chairs of the BAC are responsible to lead the Steering committee that meets prior to BAC meetings to finalize agenda and discuss process. They also help facilitate the general flow of BAC meetings.
- For the last year, co-chairs have been Polo Catalani and Anne Dufay. Anne stated that she is willing to continue if new co-chairs are not identified (Polo was absent).
- New chairs established effective November 2009: Kayse Jama (Center for Intercultural Organizing) and Jen Tonneson (Rocky Point Marina).

Steering Committee:

- The Steering Committee has representatives from various programs and partners and meets prior to the BAC meeting (typically during the day the week prior). Primary roles are to finalize the agenda and strategize regarding process. The group may also be called upon to give input on time-sensitive requests for information during the budget process.
- Volunteers for the Steering Committee effective November 2009, in addition to co-chairs Kayse and Jen: Amalia Alarcón de Morris (ONI), Amy Archer (ONI), Doretta Schrock (NPNS), Mike Boyer (Labor/Crime Prevention), Paige Coleman (NECN), Christina Albo (Resolutions NW), Anne Dufay (SEUL).

Mentors:

- Participants with experience budgeting at the City and ONI volunteered as potential “mentors” to be available to newer folks with questions throughout the process. If you have questions, please contact one of the following volunteers:
 - ❖ Sylvia Bogert, Southwest Neighborhoods Inc, 503-823-4592, Sylvia@swni.org

- ❖ Mike Boyer, ONI Crime Prevention, 503-823-5852, Michael.boyer@ci.portland.or.us
- ❖ Nickole Cheron, ONI Disability Program, 503-823-2036, nickole.cheron@ci.portland.or.us
- ❖ Anne Dufay, Southeast Uplift, 503-232-0010, anne@southeastuplift.org
- ❖ Vicki Hersen, Elders in Action, 503-235-5474, Vicki@eldersinaction.org
- ❖ Amy Archer, ONI Administration, 503-823-2294, amy.archer@ci.portland.or.us

Facilitation:

- In the last few budget cycles, ONI has contracted with an independent consultant to facilitate the BAC meetings during the budget development process. Unfortunately, during the last budget cycle these funds were cut. Although there are many around the table with skills in facilitation, for them to facilitate would make it difficult to participate in the process.
- Joe Hertzberg, the consultant in 2 of the last 3 budget cycles, has volunteered to help facilitate the process but preferably not independently. The group discussed having a team of facilitators to share the work with Joe as the lead/mentor. It was suggested to pull volunteers from Portland State programs or other pools of trained facilitators through Resolutions Northwest. The group agreed that a summary of the facilitation model should be created and forwarded on to partners for possible volunteers.
- The group also requested that the red/yellow/green paddles be used for polling/voting.

Meeting Schedule/Location

- The group agreed that we needed a larger room due to the number of participants. Several members suggested that using the Portland Building rooms downtown were preferable to finding locations outside of downtown. Although it seems like a good idea to use other community rooms, it ends up being a hardship for many due to accessibility and transit lines.

Materials

- In prior years, ONI has provided a budget notebook with materials. The group was asked to identify what information was useful and should be included in those materials.
- Several members indicated that the materials in the notebook were helpful. Some pieces to include are some budget comparisons from current to prior years and program updates. Since program ranking will be required, more program information would be helpful.
- Some members suggested the possibility of having a tabling event in City Hall as another way to provide some program updates. It also could draw

- Council and other bureau representatives to learn about the ONI programs and partners.
- Some members indicated that individual program update presentations and materials were needed. It was suggested that they could be more interactive with opportunities for questions. It was also suggested that partners could send materials out in advance and then people could come with questions.
 - Members asked that another program summary template be created similar to last year that provides a 1-page template for the notebook. These should include a summary of what went away with cuts. It was suggested that a template be provided for presentations as well.

Mission/Goals/Values

Last year, ONI adopted a working draft of the Mission and Goals developed through the BAC with public input. These were adopted as working drafts pending development of the value statements to accompany them. Amalia distributed a draft and requested input regarding a draft preamble and themes that incorporate all the ideas raised over the past year by the BAC, the subcommittee and ONI staff. Some feedback was provided and Amalia will send out a final draft. ONI and partners should distribute for broader input from the public. It was also suggested that partners have hard copies at their offices for distribution to those without email. The intent is to finalize by the end of November for use in budget development. Final draft available at: <http://www.portlandonline.com/oni/index.cfm?c=50340>.

Future Meeting Topics:

- Equity Lens
- Program Presentations
- Mission/Goals/Values (possibly 11/30)

Next Meeting: Monday, October 12th, 5:30pm