

Public Involvement Task Force

Work Group Process

August 6, 2003

Step One

Data collected from public meetings, constituency meetings, Task Force dialogues, interviews with bureaus' public liaison staff and coalition directors, etc. Brian is finalizing key themes and issues from public comments to-date and the June constituency meetings. Notes from June constituency meetings is being mailed out August 7.

Step Two

Data sorted into six categories:

1. **The City's Adopted Principles for Public Involvement workgroup**
Review and update public involvement principles as appropriate. Suggest policy options and opportunities regarding implementation.
2. **Process design and implementation**
Ensuring flexibility in designing and implementing PI efforts to respond to unique characteristics of specific project requirements, geographical and constituent needs, state and federal mandates, etc.
3. **Diverse and accessible public involvement strategies**
Develop diverse and accessible public involvement efforts that engage Portland's increasingly diverse demographics, including what are culturally appropriate models for engaging engage low-income renters, immigrants/refugees, seniors, youth, and communities of color, etc.
4. **Accountability & transparency of process**
Develop public involvement efforts that are more transparent and ensure accountability measures, expectations for public, bureaus, and staff, access to quality project information, how decisions are getting made, who is making them, how the public participates.
5. **Education and skills training for staff and public**
Provide skill-building and leadership training for staff on best practices and for public at how the City works and how to be informed advocates for themselves.
6. **Communication and access to information**
Expand coordination efforts for efficiencies and cost reductions. Utilize e-government to reach public while acknowledging digital divide issues.

Step 3

Each category will have a work group and an assigned facilitator.

Proposed Facilitators are:

1. City's Adopted Principles
 - ❑ Jeanne Lawson (Katy Brooks takes notes)
2. Process Design and Implementation
 - ❑ Carlotta Collette
3. Diverse and Accessible
 - ❑ Brian Hoop
4. Accountability and Transparency
 - ❑ Jim Gladson
5. Education and Skills Training
 - ❑ Phil Colombo
6. Communication and Access to info
 - ❑ Mary Volm

Step 4

Each work group will be provided with a summary of the issues in their category by August 11.

For example:

Process Design and Implementation Workgroup

Examples of issues to address:

- ❑ What's included in the development of a public involvement plan?
- ❑ Responsibilities of staff
- ❑ Project Description: purpose, scope, goals, products, contact info, schedule
- ❑ Identification of stakeholders
- ❑ Types of meetings, Citizen Advisory Committees, public forums, workshops, person-to-person, door-to-door.
- ❑ Publications, press releases and distributions system, signage, displays.
- ❑ Evaluation, process documentation.
- ❑ How early should early notification and involvement be?
- ❑ Etc.

Step 5

Prioritize the issues, find overlaps, etc., and pick one, two, or three that the work group thinks are the most important or the most doable in the short-term time frame. We'll be figuring out a long range plan for what to do with the rest as we move along.

Step 6

Each issue that is chosen will be taken through the process of identifying the problem, developing solutions, and recommending implementation strategies.

Identify/define the problem

1. Define the problem(s) from as many perspectives as possible and appropriate: City staff, coalition staff, neighborhood and business associations, ethnic and other community organizations, renters/homeowners, youth/seniors, the public at large, city council, etc.
2. What has been said about this problem in the feedback we've received from constituency meetings, task force meetings, and other public input?
3. What has been said about this problem in past guidelines (State Goal 1, Metro, County, City Principles, ONI Handbook, Bureau Policies, SW Community Plan, etc,) and other processes that have looked at the problem (Comprehensive Plan, GREAT, Civic Index, etc).
4. Why has this problem been difficult to solve in the past?
5. What are some examples of when and how this problem has hurt a public involvement process?
6. What are some examples of when and how the problem was successfully overcome in a public involvement process?
7. What else does the work group need to know about this problem in order to develop a solution(s)?

Identifying remedies and solution(s)

8. What is the solution(s) this group would recommend to bureaus in order to overcome this problem more often? What are the specific strategies that would accomplish this?

Identify impacts and implementation strategies

9. Using the "map," identify the city's decision-making process to which this solution(s) would apply. Using the implementation tool guide, suggest an appropriate implementation tool for this solution(s).
10. How does this solution(s) impact the various perspectives identified in Question 1?
11. Estimate how much it would cost to implement this solution(s). (We can draw on staff resources to figure this out.)

Other

12. What else does the work group think is important for the Task Force to know about this problem and its solution(s)?

Step 7

Answers to these questions for each issue should be recorded in a written document.

Step 8

Work groups will update the Task Force on their work at the September and October meetings. We're trying to schedule City Commissioners to attend one of these meetings so they can hear about our work and answer questions from the Task Force.

Step 9

Each work group will make a presentation to the Task Force at the October and/or November meetings.

Step 10

The Task Force, as a whole, will then develop the final recommendations package, which will incorporate the work of all the groups and be taken to the City Council.

Work group process issues

Workgroups organize themselves

- Brian will take the lead in helping schedule initial meetings. Brian can help find locations for future meetings once groups decide when they hold ongoing meetings. Each work group will decide among themselves how to best organize the work: how the workload is divided, how to go about finding answers, etc. You can consult with the steering committee if you need help with these issues or if you need additional resources.

Workgroups involve the public

- The work groups will be required to involve members of the public, who have attended constituency meetings or otherwise expressed an interest in this process, in their discussions. This means these individuals should be able to participate in decision-making. Each group will have to figure out how to balance public input with the needs of the task force members to get the job done.

Workgroup problem-solving

- If there is disagreement about Task Force members' recommendations from the public participants, this should be described under Question 12 in the report to the overall Task Force. If a work group comes to an impasse on an issue or solution, they can consult with or pass their work on to another work group or they can bring the issue to the steering committee or to a Task Force meeting.