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*enhancing the quality  
of neighborhoods  
through  
community participation*

**City of Portland, Office of Neighborhood of Involvement  
Great – Guidelines Review Committee Meeting**

Tuesday, June 24, 2003  
8:30 AM to 10:00 AM, Lovejoy Room, Portland City Hall

**MINUTES AND SUMMARY NOTES**

Members Present:

Patricia Gardner, Co-Chair	Pearl District Neighborhood Association
Moshe Lenske, Co-Chair	Woodstock Neighborhood Association
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Raymond Hites	Lents Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
David Lane	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Mark Sieber	Neighbors West/Northwest
Ruth Spetter	City Attorney's Office
<u>Absent:</u>	<i>Cathryn, Leonard, and William excused, vacation</i>
Brent Canode	Office of Commissioner Randy Leonard
Cathryn Crawford	University Park Neighborhood Association
Leonard Gard	Southwest Neighborhoods, Inc.
Charles Shi	Communities Beyond Neighborhood Boundaries
William Warren	Central Northeast Neighbors

Visitors

Lee Perlman	Media
Don MacGillivray	Buckman Neighborhood Association

*Decisions by this group are subject to change at future meetings.  
Opportunities for public input are at the end of meeting and future workshops.  
The committee has approved these summary notes.*

**Information & Referral  
Center**  
503-823-4000

**Crime Prevention  
Center**  
503-823-4519

**Neighborhood Mediation  
Center**  
503-823-3152

**Metropolitan Human  
Rights Center**  
503-823-5136

**Civic Involvement  
Center**  
503-823-4519

## **Approval of Minutes**

- Minutes approved for April 22, May 27, and June 10 meetings.

## **Minutes**

### Motions approved:

- Motion approved to accept proposal by Grievance Ad-Hoc Committee for concept definitions of what are complaints and grievances. The committee will now work out a process for both.

## **Summary of Notes for June 24, 2003**

- Discussion on critical issue of insurance coverage for neighborhood coalitions struggling to find a company that will provide coverage. Since 9/11 non-profit coverage has become difficult to secure. May require redefining relationship between City, associations and coalitions.
- Discussed and approved Grievance Ad-Hoc committee to proceed with developing a process for complaints and grievances against neighborhood associations. Committee proposes developing a process for informal complaints with the hope of limiting long, drawn out grievance processes.
- Discussion on July 8<sup>th</sup> meeting with City staff. Goal is to begin a collaborative dialogue with City staff. Co-chair proposes allowing the Public Involvement Task Force to resolve responsibilities of City agencies.

## **Insurance issue for Neighborhood Offices/Coalitions**

### Issues brought up:

- Since 9/11 and stock market crash it has become difficult to get insurance coverage for non-profits and governments. Problem is that coalitions can not get their FY 04 City contract allocation if they do not have General Liability insurance coverage set up by July 1, 2003. The issue to GREAT is that we may need to redefine the relationship between the City and Neighborhood Coalitions and Neighborhood Associations based on changes in insurance industry.
- It has been determined that Errors and Omissions insurance is no longer needed and the City no longer will require D& O (Directors and Officers) insurance. Coalitions are close to getting coverage for general liability. But volunteer leaders want D&O coverage, are nervous of threat of lawsuits, and may no longer volunteer without it. Estimate to cover all neighborhood associations might cost \$2 million. City Attorneys and Risk Assessment are actively researching issue. Related issue is whether or not non-profit neighborhood associations and coalitions are agencies of the City. It is a very gray area in case law.
- Possible solutions:
  - Suggestion to fund a pre-legal service to have a lawyer on contract to cover all the coalition offices.
  - Suggestion that City needs to identify all association volunteers as City volunteers that would cover them under the City's self-insurance.

- ❑ Coalitions go ahead and self-insure their neighborhood associations. Estimate to cover all neighborhood associations might cost \$2 million.
- ❑ Individual volunteers self-insure themselves by taking a rider out on their own home owners or renters insurance policy.

Motions:

- ❑ No motions offered.

## **Update on Grievance Ad-Hoc Committee**

Issues brought up:

- ❑ Reviewed draft language of definitions of Complaint and Grievance. Goal is to protect people from the “tyranny” of the minority and/or majority and provide a process for resolving internal conflict.
- ❑ Does complaint mean written or oral complaint? Complaint is primarily an opportunity for an individual to bring up an issue with neighborhood leaders on an informal level before it becomes a significant grievance before the whole neighborhood association. The hope is to encourage a format for resolution of disputes informally before initiating a formal grievance process.
- ❑ Several are concerned that this over-regulates an issue that should be obvious, if you have a dispute you talk to the individual who is in a leadership role with the association.
- ❑ Others believe encouraging a written informal process will help speed up the process of resolving the majority of complaints people have with their associations before they become a major headache for the association.
- ❑ Suggest language to include how you will have that informal conversation, either orally or written.
- ❑ The next step would be for the Ad-Hoc committee to outline the process for complaints and grievances including encouraging people to seek mediation.
- ❑ Question: Who can complain and grieve? Answer is that anyone could have a dispute with the association or individual leader.
- ❑ Question: Does someone have to file a complaint before they formally file a grievance. Concern that definitions are too vague. Not resolved yet. Will not stop someone from informally talking with an association president or board member.

Motions:

- ❑ Motion approved to accept the concept of definitions of complaints and grievances. The committee will now work out a process for both.

## **Discussion on July 8<sup>th</sup> mtg. with City staff**

Issues brought up:

- ❑ Goal is to open up a collaborative process between citizens and city staff resolving differences over responsibilities of City agencies. Group recognized this issue has become controversial with City staff who are committed to public involvement but have differences of opinion on how to implement public involvement.
- ❑ Co-chair asks committee to consider dropping B and C in responsibilities of City agencies and limiting code 3.96 to simply state there will be a set of Standards for public involvement for city bureaus to follow.

Motions:

- No motions offered.

To Do:

- Send City PI staff the minutes to GREAT June 10 public hearing.
- Find copies of State land use law, goal one and federal citizen participation requirements.
- Send GREAT members info on PI Taskforce. Bring clarification to the conceptual difference between PI Taskforce and GREAT.
- ONI notification needs to go out explaining changes in the timeline.

*The committee has approved these summary notes. The information contained in this document is preliminary and informal in nature and does not necessarily reflect the views or adopted policies of the City of Portland or the final outcomes of this project; the reader should exercise caution in its interpretation.*

**NEXT MEETINGS**

Tuesday, July 22, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Tuesday, August 12, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Tuesday, August 26, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement