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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, May 27, 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
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Cathryn Crawford	University Park Neighborhood Association
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
Moshe Lenske, Co-Chair	Woodstock Neighborhood Association
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Charles Shi	Communities Beyond Neighborhood Boundaries
Mark Sieber	Neighbors West/Northwest
Ruth Spetter	City Attorney's Office
William Warren	Central Northeast Neighbors

Absent:

Brent Canode	Office of Commissioner Randy Leonard
David Lane	Office of Neighborhood Involvement

Visitors

Lee Perlman	Media
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*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 May 13, 2003

Minutes

Motion's approved on 5-27-03:

- Motion approved to add to Responsibilities of ONI: J. "Open and fair grievance procedures shall be established for neighborhood associations, neighborhood offices, and the Office of Neighborhood Involvement."
- Motion approved to add to Responsibilities of ONI: K. "Establish Open Meetings and Public records standards for Neighborhood Associations and Neighborhood Offices."
- Motion approved for definition of Standards: "Regulations adopted by City Council that govern Neighborhood Associations, Neighborhood Offices, Business District Associations and the Office of Neighborhood Involvement."
- Motion approved to change multiple references of "citizen involvement" to "public involvement."
- Motion approved to change Responsibilities of City Agencies; A to: "Follow the standards for public involvement established by the Office of Neighborhood Involvement."
- Motion approved to take out sentence in Responsibilities of City Agencies starting with: "Each City agency shall establish..."
- Motion approved to change Responsibilities of City Agencies: B ... "when staff is assigned to a project and 45 days prior to any final action..." to "when staff is assigned to a project as well as 45 days prior to any final action..."

Summary of Notes for May 27, 2003

- Primarily discussed changes to City Code Chapter 3.96, Office of Neighborhood Involvement. Motions approved primarily grammatical. Added ONI responsibilities for grievance process and open meeting standards. Also added definition for "Standards".

No updates on Ad-Hoc groups

ONI Code Chapter 3.96

Issues brought up:

- Discussion about grievance language. Is "Establish a grievance procedure" adequate under responsibilities of Neighborhood Associations? Does there need to be a place holder for referencing to the Standards? Concern that some neighborhood associations will have bylaws that do not harmonize with proposed code responsibility about grievances.
- Discussion if we should reference responsibility to follow the whole standards or specifically reference following key sections like open meetings and grievances since those are so important.
 - Suggested changes to Responsibilities of Neighborhood Associations:
 - Section B about public meetings rules: "Neighborhood Associations shall abide by all ONI Standards."
 - Take out sentence #1 on abiding by ORS chapter 192 and replace with: "Neighborhood associations shall abide by the Standards established by the Office of Neighborhood Involvement."
- Consider asking Council to adopt new chapter changes to 3.96 to go into affect upon completion of adoption of standards changes.
- Discussion on responsibilities of city bureaus. Do we keep the place holder for establishing Standards. Unresolved.

- Email out final code draft to large email list and to neighborhood associations.
- Grammar mistakes found:
 - Change references of District Coalition Board and Alternative Service Delivery Structure to Neighborhood Office.
 - Capitalize all references of Neighborhood Association, Neighborhood Office, and Business Associations.
 - Under Responsibilities of ONI sentence D change district coalition boards to "Neighborhood Offices".
 - Capitalize or italicize "Standards."
 - Note last several sections are out of numerical order. Renumber.

Motions:

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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, June 24, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Tuesday, July 8, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Tuesday, July 22, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement