# City of Portland Public Involvement Advisory Council (PIAC) Meeting Agenda & Notes

June 4, 2013

**Members Present:** Teresa Baldwin, Glenn Bridger, Mike Crebs, Liam Frost, Donita Fry, Bill Gentile, Greg Greenway, Tim Hall, Brian Hoop, Muna Idow, Denver Igarta, Elizabeth Kennedy-Wong, Paul Leistner, Carri Munn, Linda Nettekoven, Khalid Osman, Colleen Poole, Marty Stockton, Mike Vander Veen, Desiree Williams-Rajee

Members Absent: Mohamed Abdiasis, Kelly Ball, Robert Boy, Kyle Brown, Inger

McDowell, Goldann Salazar, Amy Spring, Christine White, Keith Witcosky

**Guests:** Kem Marks

Staff: Afifa Ahmed-Shafi, Kat Fiedler

#### Agenda

A. Business & Announcements

1. Upcoming PIAC Meeting Scheduling

- 2. Attend Title VI Civil Rights Presentation at City Council
- 3. Small Group Updates
- 4. Updated PIAC Charter
- 5. Reminder: Take Small Group Notes
- 6. PIAC Annual Report Development for Fall 2014
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#### **Notes**

#### A. Business & Announcements

#### 1. Upcoming PIAC Meeting Scheduling

- a. July: The next PIAC meeting is scheduled for Tuesday, July 2<sup>nd</sup>, which is two days before a holiday. As many people may have vacations this week, a form was distributed throughout the group that included options for rescheduling this meeting. Afifa asked PIAC members to note all the possible dates that will work. She will get back to the group as soon as possible with the new meeting date.
- b. August and September: Currently, the August and September meetings are scheduled for the 2<sup>nd</sup> Tuesdays, rather than the 1<sup>st</sup> Tuesdays, as previously agreed to due to National Night Out and back to school conflicts. There may be a need to reschedule the August 2<sup>nd</sup> Tuesday meeting. Afifa will send an email with rescheduled options later in June to take a poll regarding the best date to meet in August.
- \* Bill handed out the new aging and disability resource cards, produced by Multnomah County through the State of Oregon. The resources cover Clackamas, Multnomah, and Washington Counties. He also offered to provide more cards, or cards in specific languages.

# 2. Attend Title VI Civil Rights Presentation at City Council

PIAC will be presenting in support of the City's adoption of the Title VI Civil Rights plan on Wednesday, June 12<sup>th</sup> at 2:00pm. Afifa invited PIAC members to attend to show support for this initiative. PIAC members received a copy of the final letter from PIAC expressing their support of the plan, which they had voted to submit. Afifa will send an Outlook invite to PIAC members.

Mike asked about the new bureau assignments, which were just announced by the mayor. Underneath the mayor is the Office of Neighborhood Involvement, Office of Equity and Human Rights, Bureau of Planning and Sustainability, Portland Development Commission, Fire & Police Disability and Retirement, Office of Management and Finance, Office of Government Relations, Office of the City Attorney, City Budget Office, and the Police Bureau. Commissioner Amanda Fritz was assigned the Bureau of Parks & Recreation and Bureau of Development Services. Commissioner Dan Saltzman was assigned Portland Fire & Rescue, Portland Housing Bureau, Gateway Domestic Violence Center, and Portland Children's Investment Fund. Commissioner Steve Novick was assigned Portland Bureau of Transportation, Portland Bureau of Emergency Management, and Bureau of Emergency Communications. Commissioner Nick Fish was assigned the Bureau of Environmental Services, Portland Water Bureau, and Regional Arts and Culture Council.

#### 3. Small group updates

Brian said that as the first year of implementation of the Budget Advisory Committee (BAC) recommendations comes to an end, the BAC group is finishing a set of questions for an electronic survey for staff coordinators and BAC members and follow-up one-on-one interview with just the staff coordinators. This will help evaluate how these recommendations were implemented and whether they were effective or not. This survey will be sent out this summer.

Paul said that the Comprehensive Plan (Comp Plan) group has been supporting the Policy Expert Group (PEG) that is working on updating the community involvement goals and policies of the plan. The previous Comp Plan only had minimal community involvement goals, so this group has been working to help advance this. Their small group will continue work through the summer and help provide Marty with input. Paul said the group would like to come back to PIAC in the fall with the draft and present their work. He said that these will probably be the most advanced public involvement policies that the city will have adopted. At that point, the group would ask PIAC for endorsement if they felt comfortable in doing so.

The Annual State of Public Involvement Report and Evaluation (ASPIRE) group will present their update later in the meeting.

#### 4. Updated PIAC Charter

The Coordinating Committee (CC) has been working to update the PIAC charter. The PIAC charter is the document that lists roles, responsibilities, and other logistical protocols. The updates are to reflect the strategic plan and flush out PIAC protocols. Afifa will email the updated charter to PAIC members to review in the month of June. She asked members to email her with any comments, or come prepared with

suggestions to discuss at the July PIAC meeting. At the July meeting, PIAC will vote to adopt the updated PIAC charter.

## 5. Reminder: Take small group notes.

Responsibility of small group leads to ensure: Brian/Amy, Greg/Paul, Liam/Mohamed. Project coordinators are encouraged to help: Marty, Liam, and Bill. Afifa noted that she still needs to upload meeting notes from last month to the website.

\* Afifa thanked Kat for her work on the PIAC. She will be moving to New York to attend law school. Afifa also asked the group if they knew of anyone who would be interested and qualified to take over for Kat. The position would be eight hours per week.

## 6. PIAC Annual Report Development for Fall 2014

The ASPIRE group will present their draft report to City Council to be given later this year in September/October. Further feedback may be sent via email to Afifa after the meeting. All PIAC member feedback will be considered before finalizing the document later this year. A final version will be adopted as a large group and will be sent forward from the PIAC as a whole. Liam said that the report is an assessment of the results of the survey that was sent out to every bureau last year that aimed to look at where the city as a whole is at in regards to public involvement. The results were difficult to break down. Jennifer McGuirk created 60+ page document that categorized this data. The ASPIRE group then broke this data down into themes, from which they pulled out recommendations. They hope that their work will help align the city around public involvement, in both language and goals. Liam said that this is the first look at the small group's final draft and now it is open to the large group for consideration and comments. Afifa said that from this point on she will be in charge of incorporating the large group's edits over the next few months. PIAC will vote as a group to adopt the document before it is taken to City Council. Liam added that this product is a result of a consensus among the ASPIRE small group. Carri said that the group talked a lot about the purpose of this communication. The group wanted people to understand the broader context for public involvement, what it looks like in the city, and what PIAC's role in that is. The document references the Portland Plan, Comprehensive Plan, Title VI, and other documents. They establish PIAC's legitimacy by describing this intersection in the City. Their conversations focused on how PIAC can help institutionalize public involvement and the most important things they can recommend. Muna added that all of this has to happen in 6 pages, as it needs to be accessible and readable.

Liam highlighted the four main things that they learned from the survey. First, the procedures for determining when to involve the public were inconsistent from bureau to bureau. The reason for that was mainly that every bureau does different kinds of services. However, this is not a good enough excuse to not meet a certain baseline of quality public involvement. The group considered how to institutionalize public involvement, despite these differences in services. The group also learned that implementing a consistent plan was a challenge, engaging historically underrepresented groups remains a huge challenge for bureaus, and evaluation varied from bureau to

bureau and project to project. The group's recommendations were in response to these four things that they learned from the survey.

Denver said that the primary recommendation is that all bureaus establish public involvement strategies by June 2015. While the survey asked about both public involvement strategies for projects specifically, as well as for the bureau as a whole, this recommendation focuses on the creation of a bureau-wide public involvement strategy. The group selected a set of twenty Foundational Practices from the Public Involvement Principles to structure citywide success. Carri described how the twenty Foundational Practices are grouped under the following principles: 1) process design and implementation: being thoughtful on the front end and as you are doing the work; 2) partnership: helping people be involved and be clear on how they can do this; 3) early involvement: working with stakeholders to find solutions, rather than just responding to problems internally; 4) inclusiveness and equity: understanding who is impacted by the program, policy, or project and getting them involved; 5) relationships and community capacity: help the bureaus be sure they are developing long-term relationships and making sure that people have the staff support to enable them to actually be able to do the work; and 6) accountability: maintaining the baseline and being respectful of participants' time. Afifa added that the twenty Foundational Practices were taken directly out of the Public Involvement Principles. This was an attempt to define a baseline standard. This work is an effort to make the previous work of PIAC and the predecessors of PIAC more hands-on and usable.

Paul asked how the group anticipates this report will be used. Carri said that the report includes a commitment from PIAC in supporting bureaus in implementing the recommendations by June of 2015. They are asking bureaus to use a common, consistent public involvement language. PIAC will share public involvement language through a library of shared materials and trainings. They are asking bureaus to use Foundational Practices and public involvement tools. PIAC will provide these tools and trainings for public involvement from best practices for public meetings to projectspecific public involvement plans. And again, they are asking bureaus to have a public involvement strategy. PIAC will create a template for bureau-wide public involvement strategies and project PI plans. ASPIRE members have committed to taking this report and starting conversations with each of the bureaus over the summer. Afifa noted that it would actually be a full PIAC effort to conduct that outreach to bureau directors and any other relevant staff, as PIAC is composed of representatives from each bureau. We will also need to do outreach in City Council offices. These meetings will also have representatives from the community present for these discussions. All of this will happen before the report is officially taken to City Council.

Paul asked how this relates to the community involvement work of the Comp Plan group, and how the group is going to make sure the language in each mirrors the other. Greg agrees that these two pieces of work definitely need to be compared. The Comp Plan group had similar goals, yet with a different application, in putting it into city policy particularly for city planning. The group has discussed how the work they are doing applies to bureaus beyond the Bureau of Planning and Sustainability (BPS). Paul said that the Comp Plan group split up the policies into ongoing tasks that bureaus need to always be working on from the policies that are project specific. They considered how BPS needs to improve their capacity as a bureau to conduct public involvement, relating

to the ASPIRE group's recommendation of having a bureau-wide public involvement policy. Greg added that project-specific guidance might vary more by bureau than guidance relating to bureau-wide public involvement strategies. Glenn said that the language in the ASPIRE report and the Comp Plan needs to be complimentary. Marty added that the Comp Plan affects multiple bureaus, not just BPS, such as the other infrastructure bureaus. Glenn noted that PIAC has control over what ASPIRE does, but is only one of the voices providing input into the Comp Plan.

Mike noted that this report does require the group to consider the work plans of the small groups and coordination of the new tasks that will come out of it. Greg asked, in reference to the title of the document, if this is a summary and if there is a longer version of the report. Muna said that this is the complete report, but there will be appendices, including the complete raw data from the assessment. Afifa said that Jennifer's summary will be provided online. Greg asked about the methodology of the analysis: whether the analysis came from just the responses from the assessment. He recommended including a brief methodology section. He referred to the last line of the third point of What we learned that states: "...Yet, reports from communities of color continue to report disengagement." This conclusion is important, but must come from another source beyond the assessment. He said that it might be helpful to have the source of this other input. Liam said that the group decided against citing that statement because there are so many reports from communities of color that have come out. For an audience within the city government, these reports are known, and therefore this conclusion is also understood. However, the group will consider citing it given this feedback. Muna said that these reports have come from NAYA, Urban League, and Coalition of Communities of Color, all of which document this sentiment. She said that these reports can be cited in a resource list in the report. Greg said that even a footnote might suffice in doing this. He asked if there is anything in the responses from the bureaus themselves that might indicate this as well. Carri said that the bureaus are not doing much evaluation, so they are not receiving the feedback that would tell them that communities of color are feeling disengaged. Afifa said that the most common request for consultation that ONI receives is in regards to engagement of underrepresented communities. Perhaps, this data could be used for this report. Mike said that other cities might also be an audience for this document, as they look for examples of public involvement. This is a good reason for flushing out pieces like this in the report. Afifa said that she often received calls from other city governments looking for information on Portland's public involvement program.

Marty said that many city staff might not even remember the questions from the baseline assessment, so it would be helpful to include those somewhere in the beginning of the report. Paul said that this relates back to Greg's comment about how there should be something that describes what the Baseline Assessment was and what the questions were, to help the audience better understand where these conclusions are being drawn from. Liam said that the group is also going to meet with Shoshanah to discuss whether Title VI can help to provide enforcement for these recommendations. He added that the report will have appendices that will include a glossary, the Public Involvement Principles, and the BIP #9. He said he likes to consider the report as more of a public involvement packet. Afifa said that the appendices will brought to the large group at a future PIAC meeting.

Carri asked about what the process would look like that would make sure these two plans are aligned. Marty said that the Comp Plan is reworking the structure of their goals and policies and will have a recommendation by the end of June. Throughout the summer months, they will be revising the latest draft, which will be wrapped up around September. That draft will not go public until January of 2014. Paul said that this draft can be brought to PIAC in the fall. Marty said that the policy language will be finalized. Marty said that there will not be public input on the policies at that point. The only time the public will have an opportunity to provide feedback on the draft goals and policies is at the legislative process before Planning and Sustainability Commission in public testimony. This will hopefully happen in March of 2014. Desiree suggested that a subgroup of members from both small groups convene and look at both documents to consider what consistencies and inconsistencies there might be in language and then take recommendations back to both groups. Afifa asked the small groups to decide who would be interested in this subgroup. She will schedule a meeting in June. Greg, Marty, Paul, Liam, and Muna stated that they are interested. Mike said that it might be helpful to start on the glossary, so that the meanings of terms can be finalized. Glenn expressed his support for the work being done by ASPIRE. The other members of the PIAC large group agreed.

## B. Small group meetings

The three subcommittees of PIAC met concurrently. To view small group notes, click on the name of the group on this page:

http://www.portlandonline.com/oni/index.cfm?c=61276