

**Public Involvement Advisory Council (PIAC)
Meeting Agenda & Notes**

March 4, 2014

Members Present: Claire Adamsick, Kelly Ball, Glenn Bridger, Ross Caron, Mike Crebs, Jaymee Cuti, Donita Fry, Greg Greenway, Brian Hoop, Denver Igarta, Paul Leistner, Linda Nettekoven, Shoshanah Oppenheim, Marty Stockton, Mike Vander Veen.

Members Absent: Mohamed Abdiasis, Bill Beamer, Bill Gentile, Tim Hall, Carri Munn, Steve Pixley, Amy Spring, Christine White

Guests: Maryhelen Kincaid (ECNA), Julio Maldonado (EPAP), Iurii Pislari,

Staff: Greg Greenway

Agenda

- A. Announcements & Business
 - 1. Announcements & Public Comment
 - 2. Approve February Meeting Notes
 - 3. Review PIAC Annual Report (3rd Draft)
 - 4. PIAC Member Recruitment & Selection Committee Recommendations
- B. Updates
 - 5. Hiring Process for PIAC Staff
 - 6. Comprehensive Plan Community Involvement Chapter
 - 7. Police Bureau Implementation of Justice Department Agreement
- C. Discussion Items
 - 8. Transportation Systems Plan
 - 9. PIAC Work Plan 2014
- D. Small Group Breakouts
- E. Small Group Reports
- F. Adjourn

Notes

A. Announcements & Business

1. Announcements & Public Comment

There were no announcements or public comment.

2. Approve February Meeting Notes

The February meeting notes were approved unanimously (Motion: Mike V., 2nd Glenn)

3. Review PIAC Annual Report (3rd Draft)

PIAC members reviewed the draft Annual Report. Greg said the next step is to draft a cover letter to the mayor and fill out a Financial Impact and Public Involvement

Statement (FIPIS) form. Paul said the resolution we request from City Council will include Council direction for our next steps.

4. PIAC Member Recruitment & Selection Committee Recommendations

The Selection Committee recommended appointment of Jessica Wade to the PIAC. Jessica's application was reviewed prior to review of other applications because she had applied and been waiting since early December. PIAC members unanimously recommended her appointment.

B. Updates

5. Hiring Process for PIAC Staff

Brian reported that there were 240 applicants for the Public Involvement Best Practices Program Coordinator position at ONI. Interviews of the top 24 candidates are scheduled to start next week, with a second round of 6-8 finalist interviews the following week. He asked for volunteers from PIAC to serve on the interview panels. He said it was a diverse pool of applicants,

6. Comprehensive Plan Community Involvement Chapter

Marty reported that she submitted the draft document last week for the next round of internal review. She highlighted some structural changes since the last draft:

- The number of policies increased from 17 or 18 to 35 because of the reduction of sub-policies
- Descriptive narratives were added to explain why policies are important
- The equity consultant, Dr. Lisa Bates, recommended some terminology changes
- Added polices on accommodation (Title II) and Limited English Proficiency (LEP)

Marty acknowledged concern about use of the term "best practices" and said she is flagging it as a phrase with which she is not entirely comfortable in the draft.

Glenn said there is important information in Chapter 8 about the timing and budget for community involvement. Mike V. urged the City to frame "LEP" more positively – instead of stressing limitations, use a term like "language support" to express the value of engagement, participation and the relationship with community members.

Marty described the timeline of the process and opportunities for PIAC comment on the draft document:

- Now: Planning & Development directors review
- Next: Formal review by other City bureaus
- July: Proposed plan for community review
 - Information, open houses, education to help the community gear up for public testimony
 - Good time for PIAC to discuss advocacy strategy

- Late Sept/Oct: Planning & Sustainability Commission public hearings
- After hearings: Staff revises the document based on input

Greg commended Marty on her commitment to community involvement and her efforts over the last two years to work closely with PIAC on development of the Comprehensive Plan's goals and policies. Marty in turn thanked the PIAC workgroup members for their support and hard work.

7. Police Bureau Implementation of Justice Department Agreement

Mike C., Assistant Chief for the Police Bureau, explained the background on the proposed Justice Department (DOJ) agreement with the City. He highlighted some of the outcomes of the public testimony at February's public hearing on the proposed agreement. Judge Simon, the presiding judge, asked 13 questions following the hearing and gave the bureau until March 11 to answer them. For example: Why no use of body cameras on officers? Will there be officer interviews within 48 hours of a shooting?

Mike said the judge can open issues that take a long time, even months before the agreement is signed. He emphasized that the Compliance Officer and Community Liaison (COCL) is a key factor in the success of this process. Mike's job is to work closely with the COCL and a new Community Outreach Advisory Board (COAB) to develop a Community Engagement and Outreach (CEO) plan. The bureau could consult with PIAC during the process and perhaps someone from PIAC might become a member of the COAB.

Mike said some people at the hearing thought the draft agreement doesn't go far enough, and he said the length of the process is somewhat frustrating for the bureau because they want to move forward to implement changes. He said, in the end, the bureau will better serve the community and be more trusted.

Linda asked if the COCL is one person. Mike said yes, and that the COCL would be supported by staff for the Human Rights Commission. Commissioner Fritz has a big role in choosing the COCL. Mike said it must be someone who is respected and trusted by the community and also understands police work. The budget for the COCL is \$250,000.

Shoshanah asked if there is an RFP process and Mike said there is an RFQ (solicitation of resumes).

Paul said the sequence of events seems to flow with the acronyms: appoint the COCL, establish the COAB, and develop the CEO plan. He noted a danger and opportunity with the CEO plan – the potential for both the good and the bad of public involvement historically in Portland. He asked whether PIAC can be part of the process early on to help avoid pitfalls and strengthen outcomes. He also asked what the CEO plan will include.

Mike said he has contacted other agencies that have been through similar investigations and found that they do not have CEO plans. The “patient diagnosis” varies across cases, and there is no template that Mike is aware of.

Mike V. asked if the agreement must be signed before choosing the COCL. Mike C. said yes, but the bureau is moving simultaneously on a number of actions the draft agreement calls for. He said the bureau needs the community behind it before they sign the agreement and that there will be public input after it is signed. His personal view is that the DOJ underestimated the “engagement culture” of Portland and the “tenacity and desire” of the community to be involved in the process.

Brian said PIAC might consider recruiting PIAC member from the Albina Ministerial Alliance. Greg said we will keep this issue on future PIAC agendas for updates.

C. Discussion Items

8. Transportation Systems Plan

As a member of the committee charged with overseeing the update of the Bureau of Transportation’s (PBOT) Transportation Systems Plan (TSP), Linda facilitated a discussion regarding public involvement for the TSP. The purpose of the discussion was to receive input from PIAC members that Linda could convey to PBOT staff and the advisory committee as they develop a public participation plan (PPP). She said the immediate challenge was to make a big, technical document accessible and easily available.

As a PBOT staff member (but not the project manager for the TSP), Denver described what the TSP is as a component of the Comprehensive Plan. The State provides transportation planning details for the TSP, Metro has a Regional Transportation Plan, and the City plan has to be consistent with both. TSP adoption is a legislative process.

Marty said that the Bureau of Planning and Sustainability (BPS) works closely with PBOT and the transportation expert group for the Comprehensive Plan. The Comp Plan and TSP have parallel processes. The draft PPP came from BPS with input from both the expert group and community groups. She described milestones in the process (open houses, focus groups, possible questionnaires), and said next steps for editing include sending the draft to the Comp Plan Community Involvement policy expert group.

PIAC members provided feedback on the draft plan.

Mike V. said it gets thin after the first paragraph on multiple modes. He said to include East Portland in Motion as a concurrent action.

Paul said community members want to look at plans for opportunities. Why is it relevant and important? What ability do we have to affect the outcomes? Put this up front. Marty said they have a chart to help with this, and Paul suggested that might be better for staff than for community members.

Brian said that the section on Public Involvement Opportunity and Tools (p6, section XI) is not clear on how much influence the public can have. Marty asked if there are examples of how to approach this, and Brian and Paul said they could help with that.

Brian said the Map App would be a good fit for this project. Denver said he doesn't know how it's being used, but people think projects are important. The app has 2007 projects mapped, but it has been a long time since it was updated. PBOT will apply a financial plan to see what is realistic. Brian said it would be good to get feedback on the app.

Mike said this section seems one dimensional. "Inform" for what? Is it policy, implementation, construction, etc.?

Shoshanah said the audience should include "transit dependent persons," including those with low incomes and/or disabilities. She concurred with Paul's point about explaining the importance of the plan (e.g., projects need to be in the TSP to get funding).

Paul suggested a next step could be to hold a focus group with PIAC later.

Marty said that BPS does not yet have its own public involvement manual, so it currently uses the one from Portland Development Commission (PDC). She said she could get in touch with Kevin Martin, the developer of the Map App, and possibly bring this back to PIAC.

9. PIAC Work Plan 2014

PIAC members reviewed the results of the "sticky wall exercise" in February, which expressed member interests in potential work group topics for 2014. Members of the Comprehensive Plan small group are committed to building on last year's work by developing a manual to help implement the Comp Plan's goals and policies on public involvement. PIAC members are considering five other possible topics for small group work: Budget Advisory Committees (BACs), FIPIS, Notification, Digital Engagement, Boards and Commissions.

D. Small Group Breakouts

Because interest in the Comp Plan group is strong, and interest in working on boards and commissions is low at this time, PIAC members broke into four groups to consider possible work plans for the other four topics.

E. Small Group Reports

Shoshanah reported on FIPIS. Because the FIPIS questions were created before the City's Title VI policy was adopted, there is value in revisiting the form to see how it is working and how it could be informed by the equity lens. The next step would be "listening sessions" with City staff, elected officials and community groups to determine

if the form is useful and to learn what happens to the data. The work product might be “FIPIS 2.0” – a new version of the form with revised questions on public involvement.

Brian reported on BACs. This group already has a fairly well developed work plan, but the work stalled in the past. Action for this group could include a convening of City staff to debrief about implementation of BAC guidelines, or a survey of BAC participants about their experience. The work product would be a summary report. Linda said the convening should include the Office of Equity and Human Rights and the group should consider how the Racial Equity Budget tool applies to BACs. Mike V. asked if the guidelines should be mandatory. Glenn suggested that “buy in” is better than requirements, and that bureaus should understand the advantages of following the guidelines.

Paul reported on notification. He said this topic is clearly related to PIAC’s mission and values. The work would involve developing a framework to understand notification requirements and practices, outreach to the community to determine what works and what does not, outreach to staff to see what they do now, and exploration of other models and approaches to identify best practices. The outcomes would be recommendations for policy change, guidelines for standard operating procedures for bureaus, and indicators of whether bureau practices are Title VI compliant. This work could be done by a task force in chunks – scoping first followed by work on discrete pieces of the plan.

Claire reported on digital engagement. The purpose of this work is to explore interactive methods for sharing information (two-way communication). The first step is to discover what bureaus currently do with respect to digital engagement, perhaps through a survey. The group did not have time to explore what might need to change. Paul said this group could be exploratory and could develop a broad scope of work. Marty said there is a legal component to this work that should be explored.

F. Adjourn

The meeting adjourned at 8:00.