

Randy Leonard, Commissioner

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*enhancing the quality
of neighborhoods
through
community participation*

Great – Guidelines Review Committee Meeting

Tuesday, June 22, 2004

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
Amalia Alarcon Gaddie	Office of Neighborhood Involvement
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Leonard Gard	Southwest Neighborhoods, Inc.
Brian Hoop	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

Absent

Raymond Hites	Lents Neighborhood Association
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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 and they are final.*

Approval of Minutes

- ❑ Minutes approved for Tuesday, June 8, 2004 meeting with the following changes:
Take out sections of minutes with Brian's suggestions for changes to be discussed at future meetings.

Approved motions and Summary of Notes for June 22, 2004

- ❑ *See items in italics below for motions approved in Open Meetings and Public Records section.*

Information & Referral
Center
503 -823 -4000

Crime Prevention
Center
503 -823 -4519

Neighborhood Support
Center
503 -823 -7306 Inspections
503 -823 -7350 Noise Office

Neighborhood Resource
Center
503 -823 -4519

Section VIII: Open Meetings and Public Records

Section VIII, A: Purpose

- ❑ Question raised about what is the intent of having the open meetings section. Primarily we are replacing the requirement to follow state open meetings and public records law as mandated by City Council in 1980's.
- ❑ Suggestion to have a clear statement saying these are standards required to be followed. Existing purpose statement does not clarify who requirements apply to.
- ❑ *Motion approved to add language at end of purpose statement: "All Neighborhood Associations and District Coalitions shall comply with this section."*
- ❑ Suggestion to clarify records must be made available for public review "with limited exceptions."
- ❑ *Motion approved to reorganize 4th sentence: "Neighborhood Associations and District Coalitions, with limited exceptions as noted in this section, shall; 1. conduct their affairs in meetings open to and with proper notice to the public, and, 2. make their records available for public review, in accordance with this section."*

Section VIII, B: Definitions – Decisions

- ❑ Concern raised to clarify what is an "administrative decision." Generally they are inter-organizational routine day-to-day decisions.
- ❑ *Motion approved to change definition to read: "includes all decisions and policy recommendations, except routine day-to-day decisions, within the scope of authority of general membership, board or committees." Take out: "members and employees of a Neighborhood Association or office." And take out reference of office manager replacing it with "staff".*

Section VIII, B: Definitions – Executive Authority

- ❑ Concern raised that some associations have land use committees of one person who have been given guidelines to take action before a regularly scheduled meeting. The board can revoke their position once they have time to meet. Issue comes down to how much authority do we delegate to land use chairs/committees.
- ❑ Most agree we need to maintain decisions need to be made at public meetings, for example to provide any opposing viewpoints the opportunity to be heard.
- ❑ **Suggestion that we need to add to earlier Neighborhood Association section that a board can provide executive authority to specific committee or chairs.**
- ❑ *Motion approved for language: "Having authority to make decisions on behalf of the Neighborhood Association or District Coalition as defined by the bylaws."*

Section VIII, B: Definitions - Meeting

- ❑ Concern raised if definition of "Meeting" needs to have mention of quorum to be reached before it's an official meeting, especially committees.

- ❑ "Meeting" definition in state law says convening of a group for which a quorum is required for deliberating and making a decision on a matter.
- ❑ Concern is how to differentiate between those meetings where you publicly call a meeting and you don't reach quorum vs. when an informal meeting gathers and quorum is reached, do they need to follow open meetings rules?
- ❑ *Motion approved to add: "for which a quorum is required" and to add at end: "Subcommittees without executive authority are not required or subject to open meeting standards."*

Section IX: Amendments to Office of Neighborhood Involvement Standards

- ❑ Suggestion and brief discussion on whether committee should reconvene 5 or 6 years from time of adoption for consideration of any amendments.

TO DO:

- ❑ Get from Auditors the city retention records.

The committee has approved these summary notes and they are final. 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 27, 2004

City Hall, 1221 SW 4th Ave., Lovejoy Room

8:30 AM to 10:00 AM

Prepared by: Brian Hoop, Office of Neighborhood Involvement