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*enhancing the quality
of neighborhoods
through
community participation*

Great – Guidelines Review Committee Meeting

Tuesday, June 8, 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
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Ruth Spetter	City Attorney's Office

Absent

Amalia Alarcon Gaddie	Office of Neighborhood Involvement
Mark Sieber	Neighbors West/Northwest

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 May 25, 2004 meeting with no changes.

Approved motions and Summary of Notes for June 8, 2004

- ☐ There were many editing changes listed below. Sections completed included District Coalitions, ONI, Business Associations, and Grievances. These are followed by suggested changes identified by Brian Hoop.

Editing changes approved by committee at June 8, 2004 mtg.

- ❑ Need to add table of contents.
- ❑ Note numbering and lettering changes to be made throughout document.

Section II: Definitions

Section II, B: Neighborhood Association

- ❑ Take out “implementing” adverb before Standards.

Section IV: District Coalitions

Section IV, B, 2: Communication Policies

- ❑ Add declaration that membership lists of District Coalitions are not subject to public records requests similar to neighborhood association section.
- ❑ Discussion about whether or not to add language to protect people who write columns in newsletters from accusations of libel. No changes made.

Section IV, C, 2: Bylaws

- ❑ Add “in addition to the Articles of Incorporation” so that coalitions incorporate Non-discrimination and Grievance procedures from Standards.

Section V: Office of Neighborhood Involvement

Section V, add 8: Public Involvement

- ❑ Discussion about how to hold ONI accountable to follow same expectations other bureaus have. This was an issue raised by the Public Involvement Task Force. But currently there are no citywide standards of public involvement and it will take several years before any are finalized, if adopted by Council.
- ❑ Add statement that “ONI shall write and implement a policy of public involvement.”

Section VI: Business District Associations

Section VI, A, 1: Basic Requirements and sub-section e: Bylaws

- ❑ Take out references to be in good standing with the Alliance of Portland Neighborhood Business Associations, APNBA.

Section VIII: Grievance and Appeal Procedure (Changed to section VII)

Section VII, A: Purpose

- ❑ Take out sentence: “where all parties may reach some level of satisfaction in contentious situations.”

Section VII, B, 1: Definitions

- ❑ Discussion about whether or not Grievances should be limited to “procedural” violations of bylaws or be open to issues of substance too. Ruth concerned we should limit to issues of process. Group chose to adopt broader understanding of what can be grieved to include issues of substance.
- ❑ Add a grievance requires a “written” response from the neighborhood association.

Section VII, C, 3: Grievance procedure with a Neighborhood Association

- ❑ Reorganize lettering of this section and add to first paragraph: “Grievance procedures shall at a minimum include the following:”
- ❑ Discussion on whether or not to allow Neighborhood Association’s bylaws to supersede these standards. Group says no with intention that these Standards be the minimum. This will take significant effort to work with associations to update their bylaws in next several years. Take out sentence “There is no intention in these Standards to supersede a grievance procedure that a neighborhood association has in their bylaws.”
- ❑ Discussion on whether or not deliberations of grievances should or shall be required to be open to the public. Some felt associations needed protection to deliberate issues in closed session. Others felt all discussions needed to be open. Others felt it should be left to the discretion of the association.
- ❑ Group agrees to “The Neighborhood Association’s consideration of the grievance may be open to the public. The findings and documents of a grievance shall be matters of public record.”
- ❑ Also add that a Neighborhood Association’s response shall “include supporting findings of the decision” and “shall” maintain records of those support documents.
- ❑ Also add that the grievant has 14 calendar days “from the date the decision is rendered” to appeal.
- ❑ Make same changes above in Section VII, D, 4: Grievance procedure with a District Coalition.

Section VII, E, 4: Grievance procedure with the ONI

- ❑ Drop references that an officer of ONI respond to a grievance. Simply state ONI needs to respond.
- ❑ Clarify that responses from ONI need to be in “writing”.
- ❑ Take out 24 hour timeframe from when final decisions need to be sent out.

Section IX: Open Meetings, Public Records (changed to VIII)

Section VIII, D, 2, f: Meetings Open to Public

- ❑ Add to list of exemptions to what can be closed in Executive Session: “Consideration of grievances. However, the findings and documents of a grievance shall be a matter of public record.”

Section VIII, M, 6: Inspection of Records by Public; Exemptions

- ❑ Add word “not”: No district Coalition or Neighborhood Association is required to manufacture a record that is “not” already in existence.

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

Next meeting to be determined based on progress of this meeting.

Prepared by: Brian Hoop, Office of Neighborhood Involvement