



OFFICE OF
**Community
& Civic Life**

Promote the common good

Bureau Advisory Committee Meeting Minutes

 City Hall, 1221 SW 4th Ave, Lovejoy Room

 Monday October 15th, 2018

 5:30 – 8:00pm

Welcome and Introductions

In attendance: Abdi Mohammed, Adam Lyons, Benjamin Nguyen, Christina Wienholz, Enrique Zegarra, Jeanette Ward Horton, Jose Gomez, Katherine Couch, Manijeh Mehrnoosh, Muzammil Afzal, Nyla McCarthy, Roberto de Anda

Civic Life Staff: Suk Rhee, Bureau Director, Michelle Rodriguez, Business Operations Supervisor, Mary Hartshorn, Executive Assistant

City Staff: Shane Davis, Bureau of Human Resources, Kea Cannon, City Budget Office

Interpreters: Jessica Dover, AlmaLuna

Review BAC Roles & Responsibilities

[English](#)

[Español](#)

Public Comment

Nothing at this time

Relationship Building

Meeting Schedule Discussion

The group used to meet the second Monday of each month. Would like to hold the meetings on a standing date/time of the month. Cannot meet second Monday or second Wednesday of each month. Proposed third Tuesday of the month, starting with November 20th 5:30-7:30pm at City Hall. Mary will send proposed meeting dates to the group.

HR 2.02 Training

Introduction: Shane Davis, Human Resources Business Partner

HR Administrative Rule 2.02 Prohibition Against Workplace Harassment, Discrimination, and Retaliation

[English](#)

[Español](#)

Objectives:

Understand What is Prohibited (Harassment, sexual harassment, discrimination, retaliation)

Intent of City's Rule (Falls under State and Federal law as well as City rule)

Who is Covered? (Elected officials, employees, interns, volunteers, etc.)

Examples of Prohibited Workplace Behaviors (Verbal or physical conduct, written or graphic material)

What Should Employees Do? (Not engage, ask to stop, file a complaint)

Bureau Overview, Budget Timeline and Process

Civic Life Brand Guide

[English](#)

[Español](#)

Review our mission: Promoting a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe and livable neighborhoods and communities.

Review major program areas

Review long term goals – programs will look and sound different but all point in the same direction

Inclusive structures

Adaptive governance

Fulfilled and empowered Portlanders

[FY 18-19 Budget](#)

Send link to group to review for next month's meeting, including budget timeline. Use budget narrative as a tool.

Now through December, many BACs are meeting to discuss annual budget.

Budget is submitted at the end of January. This includes a report from the BAC, members can submit a minority report to share their disagreement, if any.

Council work sessions in March.

Mayor releases budget decisions in April.

Adoption of budget in June.

There will be changes to the budget process this year, we have been told to plan for 1% reduction.

We will learn the difference between general fund, revenue, and one-time dollars.

Budget includes financial of each program and performance metrics. We are always analyzing and determining if outcomes have been met.