ONI BUDGET WORKGROUP
Summary Notes
November 19, 2007

ATTENDEES
Workgroup: Ann Balzell (PCDAC),Sylvia Bogert (SWNI), Kate Bucko (Native American Youth and Family Center), Jan Campbell (PCDAC), Robin Denburg (NECN), Anne Dufay co-chair (NWNW), Tom Griffin-Valade (NPNS), Carmen Gutierrez (Latino Network and DCL), Cece Hughley Noel (SEUL), Jerry Powell (NWNW), Dora Reyna (Latino Network and DCL Academy), Doretta Schrock co-chair (Kenton NA/NPNS), Mark Sieber (NWNW), Alison Stoll (CNN), Frank Walsh (Madison South/CNN).

ONI: Amy Archer (Operations), Kelly Ball (Crime Prevention), John Dutt (Information & Referral), Brian Hoop (Neighborhood Resource Center), Michael Kersting (Finance), Kimberly Mark-Villela (Livability/Liquor).

Guests: Sanj Balajee (Community Connect), Colin McCormack (Community Connect/Mayor's Office), Don MacGillivray (League of Women Voters).

Facilitators: Joe Hertzberg & Carol Turner.

Interpreter: George Flores

WELCOME: Carol

After brief introductions, Carol reviewed the proposed outcomes for the meeting:
- Affirm decision-making process
- Understand all ONI matters that might impact budget
- Understand CC recommendations in regard to ONI budget
- Determine steps required to agree on budget proposal

She noted that interpretation would be occurring during the meeting, and it would be necessary at times to pause so that the interpreter would be able to catch up with the translation and see if there were needed clarifications.

There were no additions or corrections to the Nov. 5 notes.

DETERMINE DECISION-MAKING PROCESS: Carol

Carol proposed that the Work Group use a modified consensus method similar to the previous year. The goal would be consensus with the benefit of all the participants being invested in a successful outcome. To determine where members of the group are, at times we will use colored paper: green can range from love the idea to can live with it; red is that one can not support it and does

not see anything changing in his/her position; and yellow is that one has questions or needs more time/more information.

Such a process works toward all feeling that they have been heard and understood by others, and that they have listened to and understand the other participants. It is built on each person assuming responsibility for his or her participation in the process.

Members of the Work Group suggested some ideas if consensus was not reached within the allotted time, e.g. having the objections/different positions clearly stated and entered into the record, working more on an issue and/or earmarking the issue for future consideration.

The group reached consensus that if consensus (as with using the green paper) was not reached at the end of the group's work that a decision endorsed by ¾ or more of those in attendance would hold.

ONI UPDATE:

John Dutt shared the Bureau of Emergency Communication (BOEC) is coming forward with a budget request that a 311 system be put in place. This would take the 503-823-4000 to another level, with an intake process occurring in addition to providing information about city and county services. At this point BOEC is proposing that the ONI/I&R staff of a supervisor and 5 staff members become a part of the new BOEC 311 system. John noted that in addition to the staffing change, these staff members now assume some administrative responsibilities within ONI, so that also would have an impact. He agreed to provide a summary of the administrative duties so the group would understand the impact. He stated he thinks the 311 concept is a "great idea," and is advocating for more process about how best to implement it.

Amy Archer stated that Crime Prevention would bring forward a request to increase their training budget and details would be provided at the next meeting when the budget work group considers the potential decision packages.

Ann Balzell (PCDAC-advisory group for Mayor, Council and ONI re: disability issues) said that disabled people are the "largest minority group anywhere." As "stewards of accommodations" they see themselves working directly on the first goal of Community Connect and will be coming forward to request an increase in their ONI budget.

COMMUNITY CONNECT- Year One

Co-chairs **Anne** and **Doretta** set the context for considering the identified Year One CC strategies. Several years ago, a number of items that ONI BAC

identified were to be considered under Bureau Innovation Project #8 (BIP8 – now known as Community Connect/CC). Now that CC is coming forward with their recommendations it is time to find out where the two are "in synch." "We all have the same goal- of wanting to welcome and support all people to be actively involved." They noted that CC first year strategies recommend continuing and increasing ONI initiatives that had only one-time funding last year. Also, CC is recommending that the ONI BAC oversee implementation of its Year One strategies. The focus of this meeting is to consider the broad recommendations, with subcommittees developing more detailed strategies, FTEs and budgets.

Cece, Colin and Sanj reviewed the year-one recommendations, beginning with the criteria they had used to select them. Refer to the accompanying document distributed at the meeting for the full report.

#1: no questions

#2: Moving District Coalition staff from one-time to permanent funding. Setting standards to measure success, with an eye on Coalition contracts.

#3: Move from temporary to permanent funding.

#4: Want to expand this popular small grants program. Grants range currently from $500-$4500, with average being $1900. There were 92 grants awarded last year for a total of $200,000.

Comments: Consider having funds directly impact a neighborhood or neighborhood association.

#5: Want more input from subcommittee on this recommendation.

#6: Will return to this recommendation later in the meeting- to help frame discussion for subcommittee. Several bureaus are looking a centralized info-sharing- will present to subcommittee.

#7: Expand and make funding permanent.

#8: Want to make permanent and add more money. Want input both from DCL Advisory Group and BAC.

#9: This and the next 3 strategies build on the second and third goals. They want input from a subcommittee.

An aspect that should be considered is whether to keep the two leadership programs separate or merge them, and if so, at what point?

#10: Move from one-time to permanent funding, with suggested areas for consideration. Create a Public Involvement Standards Commission to look at some of these items- "supplies some of the teeth."

#11: Asking the Commission to consider several strategies re: making govt. info. accessible and transparent.

#12: Link strategies to preserve schools as centers of community. Sten's initiative may consider some money to staff neighborhood associations to follow up connecting with schools.

Several questions arose during the review about performance measures. A process with the Auditor's Office has begun with evaluating existing ONI programs and determining what are currently used evaluation tools. By mid- Jan. they should be giving suggestions on what to consider – both short term recommendations re: performance measures/accountability and those areas that need more development.

It was proposed that all these Year One Strategies have identified performance/accountability standards.

COMMENTS ON STRATEGY #6-Communications:

- Overarching question is the tension between centralized and decentralized ONI communications.
- The more local Neighborhood Associations look like they are connected with Downtown ONI, the more they lose credibility.
- Question: where is there encouragement for Neighborhood Assocs. to have increased capacity building (i.e. the equivalent to #8)?
- Need to explore middle ground between centralized and decentralized services.
- Request for info. from Doretta on how pilot has worked in North Portland. Doretta replied that there are certain functions that have to be decentralized. Cannot centralize everything.
- There is uneven access to and distribution of centralized facts and info.
- Consider example of "Alert Neighbors". There are small groups that have concern about such issues as gangs. When there is a lack of response, the members get discouraged.
- It is important to examine involvement with the DCL Academy- need to explore why people may not participate.
- Have policies about what can be distributed- City has rules and regulations.
- Proposal of having a centralized "tool kit" so do not reinvent the wheel. For example: Create templates for such things as press releases, newsletter format, and web site development. Give choices to people. Have best practices list and media list.

- Optional:
  - Having a once or twice year mailing to Neighborhood Assocs.
  - Increased printing costs
  - Help with e-lists and emails- technical assistance.
- Need to revisit why you are communicating and with whom? Start with what is the outcome?
- ONI has frequent requests for centralized service re: web sites, etc.
- CC: received push for centralization
- Consider that some have problems with "low vision" on city web site and are currently working to address this issue.
- Advantage to centralized web-service:
  - Can be voluntary
  - Can link to each other's web site
- If web based- it can limit outreach that is dependent on people's financial stability.
- Be realistic on computer outreach- hidden costs.

NEXT STEPS: Joe and CC leaders

CC is seeking more input from BAC on Year One Strategies # 2, 5, 6 and 9. Also all BAC members are invited to the DCL session on Strategy #8. It is anticipated that the ONI staff can estimate needed resources re: the other strategies.

The request is for subcommittees to look at the intent of these strategies, think though how they will be implemented, what level of staffing is needed and then estimate level of resource needed.

The subcommittees should know that they may not get what they ask for. It is important to note both big and small asks, describe trade-offs and be strategic. The subcommittee can have creative ideas about what are the best methods to implement the strategy; what this will look like in the ONI budget, and how it fits as a decision package.

It then will be up to the Work Group to prioritize these. The other three ONI budget items will be presented at the same time as the work of the CC subcommittees.

Question: Will BAC consider other ONI existing staffing (apart from the one-time funding)? Answer: No, this staffing is assumed to remain the same, with the possible exception of changes related to the 311 initiative. There was some "major cutting" of staff several years ago and "we are understaffed" now.

There was additional discussion about **Strategy #2.** Reference was made to an exercise that BAC did last year related to core services. It will be important to look at costs of Coalitions' core services, and come forth with some benchmarks. The question was raised: Is it a question here of how much money is the right

amount? Colin acknowledged that the items listed with bullet points are the "Cadillac version". It is not the job of the Work Group to do the work related to contract development.

ONI will be competing with City-wide budget proposals. Mark stated that "we need to make arguments for sustained programs."

SUBCOMMITTEE MEETINGS:

Strategy 2:   Tuesday, Nov. 27, 5:30-7:00 pm, City Hall Rose Room
Strategy 5:   Tuesday, Nov. 27, 5:30-7:00 pm, City Hall Mayor's Conf Room
Strategy 6:   Tuesday, Nov. 27, 7:15-8:45 pm, City Hall Lovejoy Room
Strategy 9:   Tuesday, Nov. 27, 7:15-8:45 pm, City Hall Rose Room

If additional meetings are needed, the subcommittees can meet the evening of Thursday, Nov. 29.

WORK GROUP MEETINGS:

MONDAY, DEC. 3, 5:30-8:30 PM
MONDAY, DEC. 10, 5:30-8:30 PM
MONDAY, DEC. 17, 5:30-8:30 PM