

City of Portland - Office of Neighborhood Involvement
Bureau Advisory Committee (BAC) Summary Notes
September 13, 2010

In Attendance:

Richard Bixby (EPNO), Sylvia Bogert (SWNI), April Burris (North Tabor), Betsy Coddington (RNW), Anne Dufay (SEUL, BAC Co-Chair), Donita Fry (NAYA), Tom Schaper (Ashcreek NA, SWNI), Jen Tonneson (Rocky Point Marina, BAC Co-chair), Pei-ru Wang (IRCO)

ONI Staff: Katherine Anderson (Crime Prevention), Amalia Alarcón de Morris, Amy Archer, Michael Boyer (Crime Prevention), Celeste Carey (Crime Prevention), Brian Hoop (NRC), Stephanie Reynolds (Crime Prevention)

Resource Sharing

Amy provided a summary regarding the topic for discussion – refer to the August notes for background. Mark Sieber agreed to do some additional research on how the system could alert users of new messages. He was unable to attend this meeting so will report back at a future meeting.

Budget Planning

Amalia provided a brief update regarding the anticipated budget instructions this year. We expect to receive them sometime in November or December, but what we know so far is that it will probably be as bad or worse than last year. The cuts we had to make for the current year were 4% of ONI's budget. It appears that bureau spending is faster than estimated so there is also a risk of mid-year cuts in addition to the possibility of cuts for next year.

Meeting Schedule:

Amy provided a tentative meeting schedule for October 2010 through February 2011. The intent is to have the Budget Orientation on October 11th in place of the regular BAC meeting. Although any are welcome, the intended audience would be for new people considering participating in our process. A subcommittee was formed to develop the orientation including: Amy Archer, Amalia Alarcón de Morris, Leah Hyman, Pei-ru Wang, and Stephanie Reynolds. The November meetings were adjusted based on the fact that Spirit of Portland awards ceremony fell on the same night as our standard BAC meeting.

The group discussed the meeting schedule and some conflicts with some of their neighborhood and coalition meetings. The group determined it was appropriate to add another December meeting even though close to the holidays just in case we get instructions late and need the meeting. Better to cancel than to have to plan an additional meeting. One of the January dates was shifted to a Tuesday due to the MLK holiday. Following is the list of dates agreed to during the meeting:

- Monday, October 11th, 5:30-7:00pm (Budget Orientation for new participants)
- Monday, November 1st, 5:30-8:30pm - Budget Kick-off and program updates
- Monday, November 15th, 5:30-8:30pm – program updates and prioritization
- Monday, December 13th, 5:30-8:30pm - prioritization, strategy, cut instructions
- Monday, December 20th, 5:30-8:30pm – strategy, cut instructions
- Monday, January 10th, 5:30-8:30pm – review cuts
- Tuesday, January 18th, 5:30-8:30pm – review cuts
- Monday, January 24th, 5:30-8:30pm (if needed)
- Monday, January 31st, 5:30-8:30pm (if needed)
- Monday, February 14th, 5:30-7:00pm – strategy for presentation

BAC Leadership

The BAC Steering Committee and Co-Chairs play an important role in setting the process and agenda for meetings and providing feedback for course correction. They meet in between the full meetings to do the planning and often are called upon to assist with decisions required in between meetings. The plan is to nominate the co-chairs and identify those interested in participating on the steering committee at the November 1st budget kickoff meeting. Anybody interested or with questions should contact Amalia (503-823-4134) or Amy (503-823-2294).

Facilitation Update

Amy reported that two of the volunteer facilitators from last year, Lisa Reed Guarnero and Elizabeth Erickson, have agreed to volunteer their time as lead facilitators during this year's process. Judith Mowry will provide guidance and support and also be present at meetings to take notes. The group discussed whether small group facilitators were important this year. Several agreed that they were not required at every meeting, but were helpful when we did have small group discussions. If small group facilitators are not available, then we will need to have clear instructions for the groups when we do breakouts.

Program Updates

The group agreed that the program templates used in prior years are a good foundation for this year with the following enhancements recommended:

- Better description of numbers included – if percentages are listed, include the actual numbers as well.
- Need to include accomplishments achieved and planned – how much of what was planned was actually achieved. If this was impacted by cuts or other challenges make that clear as well.
- Add information on dollars leveraged (funds and in-kind donations)
- Include the short and long term risk of cuts

- Suggest listing the interdependencies with other programs and how cuts will have broader impact. This is something that will be captured later in the process on the cut package forms.

General discussion regarding program updates were discussed:

- One participant asked when the templates would be used – at the kickoff and during program update presentations for reference.
- There are opportunities to collaborate and share resources. How do we plan that in the budget process to strategically plan?
 - Form of government does not lend well to do as part of the budget process.
 - Program planning is something that we should talk more about year round not just during budget process. This happens at the BAC meetings and could happen more.
 - Brian reported that a retreat is planned to discuss the earlier Community Connect recommendations to identify what worked, what we can do better, etc. This will provide an opportunity to kick off that conversation. There are no additional resources to add now but need to be prepared to advocate for future dollars.
 - A former Commissioner had pushed for ONI to partner with other bureaus more and the result was that ONI services started shifting more to service delivery instead of engagement so it was divisive.
 - Innovative things happen when facing cuts and service levels don't necessarily go down. We need to look for opportunities for how to do things differently within ONI's programs, services and partners (not with external bureaus necessarily).
 - Graffiti issue last year is a good example of where we started to have the discussion about how to do it differently. Although the program was ultimately saved with funding from Council, it is likely to be a discussion again.
 - One member stated that they like the idea but not sure how it works within the budget process. Suggested having a BAC subcommittee form to be intentional in finding opportunities for collaboration.

Community Survey

There have been discussions on opportunities for survey to increase our reach and get feedback from the general public. However, if those giving the feedback are not engaged in our budget process then they don't have the foundation we have built in making the decisions so the feedback is not fully informed. The group discussed the need to consider how to do it in a meaningful way and if we decide to proceed then to manage within existing resources.

- One member stated that they have done a lot of surveys and have a very low response rate, even when very targeted.
- Suggest doing online surveys like survey.com or surveymonkey, but need to make it of interest and have comments section to get good feedback.

- Online is great for computer savvy, but doesn't reach all of our community. Suggest some alternative for those who can't like a good article in Oregonian with a tear out survey.
- Maybe a survey is not the way to go. Consider a Pioneer Square event where people can go to see the information and give input. Consider public service announcements and alternative media.
- It seems we are putting the cart before the horse. We need to have something we need to know in order to ask. The ideas are great for telling people what we do and have real promise for marketing ONI's work but not for budget.
- To survey just for the sake of surveying is a waste. Focus on getting more people involved in the full process and that has more impact.
- Surveying doesn't work in the DCL communities.
- Suggest an adhoc committee to figure out options for getting word out. Volunteers include: Celeste Carey, Donita Fry, Jen Tonneson, Mike Boyer, April Burris and Brian Hoop. The group will get together to determine some options and next steps. Topics to consider include using Portland Community Media, social networking, PSU marketing program, neighborhood papers, etc.

Announcements/General

- Several present participated in the PDC economic development summit – there seemed to be a real interest of realigning resources to neighborhood economic development. It is an opportunity to emphasize partnerships and funding. Brian will follow up with some of the partners that attended to discuss next steps.
- September 18th is a prescription drug turn in coordinated by Crime Prevention and Police from 10am-4pm at the Gateway Fred Meyer.

Future Agenda items:

- October – Orientation
- November – Budget Kickoff

Next Meeting: Monday, October 11th, 2010, 5:30pm – Portland Building Room C