

Randy Leonard, Commissioner
David Lane, Ph.D., Director
1221 S.W. Fourth Avenue, Room 110
Portland, OR 97204
Phone (503) 823-4519
FAX (503) 823-3050
TTY (503) 823-6868
www.myportlandneighborhood.org



*enhancing the quality
of neighborhoods
through
community participation*

**City of Portland, Office of Neighborhood of Involvement
Great – Guidelines Review Committee Meeting**

Tuesday, October 14, 2003
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
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
Mark Sieber	Neighbors West/Northwest
Ruth Spetter	City Attorney's Office

Absent:

Jerry Powell	At-Large
David Lane	Office of Neighborhood Involvement
Charles Shi	Communities Beyond Neighborhood Boundaries
William Warren	Central Northeast Neighbors

Visitors

Lee Perlman	Media
-------------	-------

*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 for the September 23, 2003 meeting were approved with the following changes:
 - Patricia Gardner was not at the meeting.

**Information & Referral
Center**
503-823-4000

**Crime Prevention
Center**
503-823-4519

**Neighborhood Mediation
Center**
503-823-3152

**Metropolitan Human
Rights Center**
503-823-5136

**Civic Involvement
Center**
503-823-4519

Minutes

Motions approved below:

Roles and responsibilities of ONI: Inclusion and diversity section

- Motion approved to take out qualifying language "Contingent upon funding and" in the Inclusion section. One abstention.
- Motion approved to replace Inclusion section title with "Participation and Inclusion".
- Motion approved to adopt ONI language except Grievance section and additional items to be discussed later about neighborhood services.

Section O: Retention of Records

- Motion approved for sentence one to read: "Neighborhood associations, or their affiliated Neighborhood Office, should retain records for a reasonable period, depending on the type of record:"
- Motion approved for bullet number one to read: "Records, such as correspondence, pertaining to any issue a neighborhood association votes on should be retained a minimum of two years."
- Motion approved to Reorder bullets to prioritize minutes as the most important document to retain, and then articles of incorporation, etc....
- Motion approved to rewrite "Business records should be retained for seven years."

Summary of Notes for October 14, 2003

- Finalized most of Office of Neighborhood Involvement section. Agreed to drop qualifying language that inclusion and participation efforts to engage diverse constituencies would only happen with new funding.
- Discussion about whether or not to list out other ONI services such as Crime Prevention and Neighborhood Inspections.
- Approved language for Retention of Records for Open Meetings and Public Records section. Changed length of time to retain some records. Reordered bullets to prioritize retention of minutes of board meetings and articles of incorporation, bylaws, etc.

Brian made announcement about:

- Need to address Code language about 30-45 day advance notice before final action is taken by a bureau.
- Small Business Advisory Group, under Francesconi's leadership, is considering increasing ONI support for business associations.
- Noted there may be Council support for the Neighborhood Grant Program.

Roles and Responsibilities of the Office of Neighborhood Involvement

Issues brought up:

Inclusion and diversity section

- Discussion about whether or not to include "Contingent upon funding and" as a qualifier of whether or not these efforts are implemented. Suggestion that we should take out the qualifying language since availability of money and resources is always going to be a factor in whether or not the work gets done.

- ❑ SEUL Diversity Representation Committee members Linda Nettekoven and Shirley Nacoste spoke in favor of leaving out qualifying language and including the list of diverse community constituencies.
- ❑ Concern raised that this further diverts ONI and neighborhood coalition attention away from core responsibilities of the neighborhood system.

Motions:

- ❑ Motion approved to take out qualifying language "Contingent upon funding and". One abstention.
- ❑ Motion approved to replace title with "Participation and Inclusion".

General comments about ONI section

- ❑ Concern raised about ONI reorganization related to move towards service delivery model. What does it mean that Crime Prevention staff will have new regulatory powers and what will be supervisory responsibilities? Does this need to be reflected in the Code or Guidelines?
- ❑ Discussion about whether or not this section should address the broad range of services ONI is increasingly responsible for. Should this section focus only on support for the neighborhood system or list all responsibilities of ONI? Several members argue we should include Crime Prevention and Neighborhood Inspection services.
- ❑ Need to mirror section in 3.96 code about partnering with City bureaus to increase effective public involvement capacity and effectiveness.
- ❑ Need to consider if we should have language laying out what is the process by which ONI programs are changed such as: "Neighborhood associations will be consulted if program changes are proposed."

Motion:

- ❑ Motion approved to adopt ONI language except Grievance section and additional items to be discussed later about neighborhood services.

Open Meetings and Public Records Law

Section O: Retention of Records

Issues Discussed:

- ❑ Leonard and William reviewed Auditor's Office requirements for retention of records. Leonard presented new proposed language that met the spirit of this section.
- ❑ Concern raised about what defining when is a procedure complete. What one person may consider as the completion of a land use issue may end up reopening months later if someone appeals or sues.

Motions:

- ❑ Motion approved for first sentence of #1 to read: "Neighborhood associations, or their affiliated Neighborhood Office, should retain records for a reasonable period, depending on the type of record:"

- Motion approved for first bullet in #1 to read: "Records, such as correspondence, pertaining to any issue a neighborhood association votes on should be retained a minimum of two years."
- Motion approved to reorganize priority of document retention in the following fashion:
 1. "Minutes of board, committee, etc...."
 2. "Articles of incorporation, records of tax-..."
 3. "Records, such as correspondence, ..."
 4. Business records should be..."
- Motion approved for fourth bullet in #1 to read: "Business records should be retained for seven years."

Section E: Notice

Issues Discussed:

- Leonard and Ruth presented proposed new language for sentence #2.
- Concern raised that language was too onerous on volunteer to contact all the property owners and residents that might include dozens of residents in apartment complexes. City does not provide adequate resources for volunteers to get the job done.

Section J: Voting

Issues Discussed:

- Ruth still researching. Still need to finalize language.

To Do:

- Bring copy of Code language about ONI to next meeting.
- Brian will draft language for ONI section on other services such as: "Provide services to neighborhood offices such as crime prevention, noise control, mediation, and inspection."
- Need to find out if ONI is the repository of Good Neighborhood Agreements. Question came up in Open Meetings and Public Records discussion.

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, October 28, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Tuesday, November 11, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement