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*enhancing the quality
of neighborhoods
through
community participation*

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

Tuesday, September 23, 2003
8:30 AM to 10:00 AM, Lovejoy Room, Portland City Hall

MINUTES AND SUMMARY NOTES

Members Present:

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
David Lane	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
William Warren	Central Northeast Neighbors

Absent:

Patricia Gardner, Co-Chair	Pearl District Neighborhood Association
Charles Shi	Communities Beyond Neighborhood Boundaries
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.*

**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

Approval of Minutes

- Minutes for the Sept. 9, 2003 meeting were approved with the following changes:
 - Section F: Notice for Emergency Meetings. Need to come back and review how far advance notice is needed for emergency meetings.
 - Motions approved for Section L: Minutes:
 - Sentence 2 to read, "All actions, including motions, proposals, and resolutions stated in full and their dispositions; and,
 - Sentence 1 to read, "Minutes shall be taken at all meetings."
 - Last sentence to read, "See D4 above regarding minutes for executive sessions. See F above regarding minutes for emergency meetings."

Minutes

Motions approved for Open Meetings and Public Records, Section E: Notice:

- Motion approved for section (E1aiii) to read, "Notice under this section (E1A) must be given seven days before the meeting."

Motions approved for Open Meetings and Public Records, Section F: Notice for Emergency Meetings:

- Motion approved for first sentence to read: "Emergency meetings may be held with less than seven days notice but not less than 24 hours notice."
- Motion approved to change fifth sentence to read: "Minutes of the emergency meetings shall state the nature of the emergency and state why the meeting could not be delayed to allow at least seven day's notice."
- Motion approved to change the third sentence to read, "Notice to the general public shall be provided as set forth in E1A above."

Motions approved for Office of Neighborhood Involvement section:

- Introductory paragraph: Motion approved to take out Neighborhood Resource Center as a name.
- Section 4: Motion approved to change the first sentence to read: "In the interest of addressing the need for participation and inclusiveness...".
- Section 4: Motion approved to move list of constituency groups in the first sentence to 4a. Sentence will read: "Support the participation of Portland's diverse communities including people of color, renters and people with low incomes, working families with children, immigrants and refugees, seniors, young adults, people with disabilities, gay, bi-sexual, and trans people, business owners, and property owners."

Summary of Notes for September 23, 2003

- Finalizing discussion on Open Meetings and Public Records law. Focused on how many days notice should be required for emergency meeting notice. Research still needed on retention periods for minutes and voting records.
- Began discussion on roles and responsibilities of the Office of Neighborhood Involvement. Discussion focused on Section 4: Inclusion, whether or not to list out list of diverse constituency interests to focus extra efforts or to craft a broader statement valuing diverse participation.

Discussion on Open Meetings and Public Records

Section E: Notice

Motions:

- Motion approved for section (E1aiii) to read, "Notice under this section (E1A) must be given seven days before the meeting."

Section F: Notice for Emergency Meetings

Issues brought up:

- More research still needed for the following topics:
 - Can we allow voting for 24 hour periods?
 - What are retention periods for storing minutes?
 - What are retention periods for voting records?
 - Need to go to auditor's page on retention of records to make sure our work is in harmony with Auditor.
- Need to have consistency in number of days for notice whether its one day or three days.
- Need to consider if we should bring back special meeting section. That was dropped when the original committee proposed only one-day notice.
- Group recognized that a minimum of 24 hours notice is a reasonable time period for notice in an emergency.
- Concern raised that democracy is cumbersome and we should allow more time.

Motions:

- Motion approved for first sentence to read: "Emergency meetings may be held with less than seven days notice but not less than 24 hours notice."
- Motion approved to change fifth sentence to read: "Minutes of the emergency meetings shall state the nature of the emergency and state why the meeting could not be delayed to allow at least seven day's notice."
- Motion approved to change the third sentence to read, "Notice to the general public shall be provided as set forth in E1A above."

Discussion on Roles and Responsibilities of the: City of Portland Office of Neighborhood Involvement

Issues brought up:

- Brian presented the first draft of language developed by ONI staff on the roles and responsibilities of the Office of Neighborhood Involvement.

Issues specific to introductory paragraph:

- Need to change Section #4 Inclusion title, not clear enough. Suggestion: "Commitment to Diverse Participation".
- May need to change first sentence to clarify what is Neighborhood Resource Center. Ruth may have language to suggest. The first paragraph is not clear about what are funded core projects.

- Should report to more than the commissioner. What about the full Council?
- Discussion about whether “Bureau” or “Office” is more appropriate title to use.
- Nancy has spoken with Commissioner Leonard regarding name change for bureau. She expressed that decision needs to come through the GREAT committee.

Motions:

- Motion approved to take out Neighborhood Resource Center as a name.

Issues specific to Section 4: Inclusion

- Brian explained how this section was developed by a sub-committee which reviewed the “Communities Beyond Neighborhood Boundaries” section. SE Uplift’s Diversity Representation Committee has concerns about qualifying language that we will only implement these measures if money and staff capacity is available.
- Concern raised that Brian revised language to reflect SEUL committee conversations without sub-committee approval and we need to bring diversity committee back to approve language.
- Brian will revise language to original text but still intends to seek changes.
- Should add Business Associations to the list of diverse community stakeholders.
- Discussion that a broad statement about the values of reaching a broad base of people would be better than a long list of unique interests.

Motions:

- Motion approved to change the first sentence to read: "In the interest of addressing the need for participation and inclusiveness..."
- Motion approved to move list of constituency groups in the first sentence to 4a. Sentence will read: "Support the participation of Portland's diverse communities including people of color, renters and people with low incomes, working families with children, immigrants and refugees, seniors, young adults, people with disabilities, gay, bi-sexual, and trans people, business owners, and property owners."

The committee has approved these summary notes and 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