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*enhancing the quality
of neighborhoods
through
community participation*

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

Tuesday, December 9, 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:

Kathy Bambeck	Bridlemile Neighborhood Association
Jerry Powell	At-Large

Visitors

Lee Perlman	Media
William Warren	Central Northeast Neighbors

*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 November 25, 2003 meeting were approved with the following changes in the Summary:
 - Mark Seiber also provided overview of Grievance Committee's proposal.
 - Note Grievance process is a two step process (not two models).
 - Also take out second bullet point. Goal statement is wrong.

Information & Referral
Center
503 -823 -4000

Crime Prevention
Center
503 -823 -4519

Neighborhood Support
Center
503 -823 -7306 Inspections
503 -823 -7350 Noise Office

Neighborhood Resource
Center
503 -823 -4519

Minutes

- Motion approved to tentatively adopt language changes attached in file "1-13-03 Grievance Procedure proposal.doc". These will be reviewed on January 13, 2004. There were too many word-smithing changes to incorporate in these minutes.

Summary of Notes for December 9, 2003

- Continued discussion on Grievance language proposal. Issues focused on whether or not the Complaint process is too cumbersome or even necessary. Misunderstanding recognized and general agreement made that complaint process is provided as a optional step. Role of ONI discussed. Should ONI have more authority?. Group completed significant word-smithing. See attached document.

Grievances Process

Issues brought up:

- Discussion of public comment from Lee Perlman that Complaint process is too formal. Concern that some don't want complaint process to be mandatory. Some associations and coalitions will want to resolve their conflicts internally and not have to refer to the ONI Guidelines.
- General agreement we want to focus on encouraging communication, getting grieving parties to dialogue and resolve differences in a fair and quick manner.
- Clarification made by drafters of language that here seems to be a misunderstanding. They conceived of the Complaint process as if it mirrors a neighborhood association following their own grievance process in their own bylaws. William and Mark are open to those processes taking the place of the ONI Guidelines Complaint process. This proposed language is provided in case a neighborhood association needs an alternative process to deal with conflict. They are amenable to an association not having to follow this complaint process and moving to the formal grievance process if there is no internal resolution.
- Suggestion to reference in code and standards that neighborhood associations may adopt the grievance standards outlined in the standards.
- Suggestion that we need minimum Grievance standards for what neighborhood associations need to include in their own bylaws.
- Suggestion to use language that this is a proposed process to use if and association's internal procedures do not work.
- Concern the role of ONI is unclear. There needs to be a clear delineation of steps/transition from when a neighborhood association or coalition goes to ONI with a grievance. ONI's responsibilities need to be clear and unambivalent.
- Problem is that association and coalition bylaws do not mention the role of ONI as a final arbitrator. Some feel too much responsibility is being given to ONI.
- Others feel ONI should have the right to throw out frivolous grievances. ONI should have authority to deal with rogue associations and impose consequences.

- Concern expressed regarding requirement that if a party fails to show up then ONI automatically rules against the no-show.
- Committee needs to decide whether we want to give the lead responsibility to ONI to resolve conflicts within coalitions or leave them to their own devices.
- Suggestion to drop the word "accused," seems too negative and sets up an adversarial relationship. On page 2. Suggestion to use the word "opposing party," "grievant," "grievor," "aggrieved."
- Concern raised that 14 day timeline to file a grievance is too short. Suggestion to change to 30 days so people have adequate time to decide if to file.

Motions:

- Motion approved to tentatively adopt language changes attached in file "1-13-03 Grievance Procedure proposal.doc". These will be reviewed on January 13, 2004. There were too many word-smithing changes to incorporate in these minutes.

TO DO:

- Get grievance language from Code.
- Need to get Ruth's comments regarding Grievance section from Dec 9 mtg.

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, January 13, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Tuesday, January 27, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement