

Randy Leonard, Commissioner
Jimmy Brown, Director
1221 SW 4th Avenue, Room 110
Portland, OR 97204
Phone: 503-823-4519
Fax: 503-823-3050
www.portlandonline.com/oni



*enhancing the quality
of neighborhoods
through
community participation*

Great – Guidelines Review Committee Meeting
Tuesday, August 10, 2004
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
Amalia Alarcon Gaddie	Office of Neighborhood Involvement
Kathy Bambeck	Bridlemile Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Mark Sieber	Neighbors West/Northwest

Absent

Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Ruth Spetter	City Attorney's Office

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 not approved these summary notes.*

Approval of Minutes

- ☐ Minutes approved for July 13, 2004 meeting with the following changes: The group did approve in Section IX: Review of Office of Neighborhood Involvement Standards that "The committee chair will be a volunteer representative."

Approved motions and Summary of Notes for August 10, 2004

- ☐ *See items in italics below for motions approved.*

Randy Leonard, Commissioner
Jimmy Brown, Director
1221 SW 4th Avenue, Room 110
Portland, OR 97204
Phone: 503-823-4519
Fax: 503-823-3050
www.portlandonline.com/oni



*enhancing the quality
of neighborhoods
through
community participation*

Great – Guidelines Review Committee Meeting
Tuesday, August 10, 2004
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
Amalia Alarcon Gaddie	Office of Neighborhood Involvement
Kathy Bambeck	Bridlemile Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Mark Sieber	Neighbors West/Northwest

Absent

Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Ruth Spetter	City Attorney's Office

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 not approved these summary notes.*

Approval of Minutes

- Minutes approved for July 13, 2004 meeting with the following changes: The group did approve in Section IX: Review of Office of Neighborhood Involvement Standards that "The committee chair will be a volunteer representative."

Approved motions and Summary of Notes for August 10, 2004

- *See items in italics below for motions approved.*

Randy Leonard, Commissioner
Jimmy Brown, Director
1221 SW 4th Avenue, Room 110
Portland, OR 97204
Phone: 503-823-4519
Fax: 503-823-3050
www.portlandonline.com/oni



*enhancing the quality
of neighborhoods
through
community participation*

Great – Guidelines Review Committee Meeting
Tuesday, August 10, 2004
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
Amalia Alarcon Gaddie	Office of Neighborhood Involvement
Kathy Bambeck	Bridlemile Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Mark Sieber	Neighbors West/Northwest

Absent

Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Ruth Spetter	City Attorney's Office

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 not approved these summary notes.*

Approval of Minutes

- ☐ Minutes approved for July 13, 2004 meeting with the following changes: The group did approve in Section IX: Review of Office of Neighborhood Involvement Standards that "The committee chair will be a volunteer representative."

Approved motions and Summary of Notes for August 10, 2004

- ☐ *See items in italics below for motions approved.*

Randy Leonard, Commissioner
Jimmy Brown, Director
1221 SW 4th Avenue, Room 110
Portland, OR 97204
Phone: 503-823-4519
Fax: 503-823-3050
www.portlandonline.com/oni



*enhancing the quality
of neighborhoods
through
community participation*

Great – Guidelines Review Committee Meeting
Tuesday, August 10, 2004
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
Amalia Alarcon Gaddie	Office of Neighborhood Involvement
Kathy Bambeck	Bridlemile Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Mark Sieber	Neighbors West/Northwest

Absent

Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Ruth Spetter	City Attorney's Office

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 not approved these summary notes.*

Approval of Minutes

- Minutes approved for July 13, 2004 meeting with the following changes: The group did approve in Section IX: Review of Office of Neighborhood Involvement Standards that "The committee chair will be a volunteer representative."

Approved motions and Summary of Notes for August 10, 2004

- *See items in italics below for motions approved.*

City Code 3.96.030: Neighborhood Associations

Section C: Responsibilities of Neighborhood Associations

- ❑ *Motion approved to drop C, 3: "Neighborhood Associations shall establish a grievance procedure." Acknowledge this is already covered by #1 which states associations shall abide by all requirements in the Standards.*

City Code 3.96.040: Functions of District Coalitions

Section F

- ❑ *Motion approved to Replace F: "Establish a grievance procedure" with "District Coalitions shall abide by the Standards established by the Office of Neighborhood Involvement." Reasoning is same as above motion. Also this would replicate Section C, 1: which says associations need to abide by the Standards.*
- ❑ *Discussion regarding if Coalitions are required to deal with grievances. Group agrees that their current language does require Coalitions to respond to grievances.*

City Code 3.96.050: Responsibilities of City Agencies

- ❑ *Motion approved to accept existing Code language in the Code regarding responsibilities of City agencies and not accept changes proposed by September 2003 ad-hoc meeting of City staff and GREAT. Patricia and Brian reported on the outcome of the August 3 ad-hoc meeting of city staff and GREAT committee members. They concluded that it was best to allow the Public Involvement Task Force to develop more comprehensive language.*

City Code 3.96.060: Responsibility of ONI

Section A:

- ❑ *Discussion on how do we ensure ONI can notify interested persons of all city meetings, hearings, elections, etc. It is clear this is a broader City public involvement breakdown that is beyond ONI's ability to enforce.*
- ❑ *Motion approved to say: "Notify interested persons of meetings, hearings, elections and other public participation events of the ONI and neighborhood system."*

Section D:

- ❑ *Group discussion about how to phrase communication between City agencies and neighborhood system partners. Some want it to show a two-way dialogue. Others want it to focus on City responsibility to get appropriate info out to neighborhoods.*
- ❑ *Motion approved to change language to: "Promote and facilitate communication and notification from City agencies to Neighborhood Associations, District Coalitions, and Business District Associations."*

Standards- Section IV: District Coalitions

City Code 3.96.030: Neighborhood Associations

Section C: Responsibilities of Neighborhood Associations

- ❑ *Motion approved to drop C, 3: "Neighborhood Associations shall establish a grievance procedure." Acknowledge this is already covered by #1 which states associations shall abide by all requirements in the Standards.*

City Code 3.96.040: Functions of District Coalitions

Section F

- ❑ *Motion approved to Replace F: "Establish a grievance procedure" with "District Coalitions shall abide by the Standards established by the Office of Neighborhood Involvement." Reasoning is same as above motion. Also this would replicate Section C, 1: which says associations need to abide by the Standards.*
- ❑ *Discussion regarding if Coalitions are required to deal with grievances. Group agrees that their current language does require Coalitions to respond to grievances.*

City Code 3.96.050: Responsibilities of City Agencies

- ❑ *Motion approved to accept existing Code language in the Code regarding responsibilities of City agencies and not accept changes proposed by September 2003 ad-hoc meeting of City staff and GREAT. Patricia and Brian reported on the outcome of the August 3 ad-hoc meeting of city staff and GREAT committee members. They concluded that it was best to allow the Public Involvement Task Force to develop more comprehensive language.*

City Code 3.96.060: Responsibility of ONI

Section A:

- ❑ *Discussion on how do we ensure ONI can notify interested persons of all city meetings, hearings, elections, etc. It is clear this is a broader City public involvement breakdown that is beyond ONI's ability to enforce.*
- ❑ *Motion approved to say: "Notify interested persons of meetings, hearings, elections and other public participation events of the ONI and neighborhood system."*

Section D:

- ❑ *Group discussion about how to phrase communication between City agencies and neighborhood system partners. Some want it to show a two-way dialogue. Others want it to focus on City responsibility to get appropriate info out to neighborhoods.*
- ❑ *Motion approved to change language to: "Promote and facilitate communication and notification from City agencies to Neighborhood Associations, District Coalitions, and Business District Associations."*

Standards- Section IV: District Coalitions

City Code 3.96.030: Neighborhood Associations

Section C: Responsibilities of Neighborhood Associations

- ❑ *Motion approved to drop C, 3: "Neighborhood Associations shall establish a grievance procedure." Acknowledge this is already covered by #1 which states associations shall abide by all requirements in the Standards.*

City Code 3.96.040: Functions of District Coalitions

Section F

- ❑ *Motion approved to Replace F: "Establish a grievance procedure" with "District Coalitions shall abide by the Standards established by the Office of Neighborhood Involvement." Reasoning is same as above motion. Also this would replicate Section C, 1: which says associations need to abide by the Standards.*
- ❑ *Discussion regarding if Coalitions are required to deal with grievances. Group agrees that their current language does require Coalitions to respond to grievances.*

City Code 3.96.050: Responsibilities of City Agencies

- ❑ *Motion approved to accept existing Code language in the Code regarding responsibilities of City agencies and not accept changes proposed by September 2003 ad-hoc meeting of City staff and GREAT. Patricia and Brian reported on the outcome of the August 3 ad-hoc meeting of city staff and GREAT committee members. They concluded that it was best to allow the Public Involvement Task Force to develop more comprehensive language.*

City Code 3.96.060: Responsibility of ONI

Section A:

- ❑ *Discussion on how do we ensure ONI can notify interested persons of all city meetings, hearings, elections, etc. It is clear this is a broader City public involvement breakdown that is beyond ONI's ability to enforce.*
- ❑ *Motion approved to say: "Notify interested persons of meetings, hearings, elections and other public participation events of the ONI and neighborhood system."*

Section D:

- ❑ *Group discussion about how to phrase communication between City agencies and neighborhood system partners. Some want it to show a two-way dialogue. Others want it to focus on City responsibility to get appropriate info out to neighborhoods.*
- ❑ *Motion approved to change language to: "Promote and facilitate communication and notification from City agencies to Neighborhood Associations, District Coalitions, and Business District Associations."*

Standards- Section IV: District Coalitions

City Code 3.96.030: Neighborhood Associations

Section C: Responsibilities of Neighborhood Associations

- ❑ *Motion approved to drop C, 3: "Neighborhood Associations shall establish a grievance procedure." Acknowledge this is already covered by #1 which states associations shall abide by all requirements in the Standards.*

City Code 3.96.040: Functions of District Coalitions

Section F

- ❑ *Motion approved to Replace F: "Establish a grievance procedure" with "District Coalitions shall abide by the Standards established by the Office of Neighborhood Involvement." Reasoning is same as above motion. Also this would replicate Section C, 1: which says associations need to abide by the Standards.*
- ❑ *Discussion regarding if Coalitions are required to deal with grievances. Group agrees that their current language does require Coalitions to respond to grievances.*

City Code 3.96.050: Responsibilities of City Agencies

- ❑ *Motion approved to accept existing Code language in the Code regarding responsibilities of City agencies and not accept changes proposed by September 2003 ad-hoc meeting of City staff and GREAT. Patricia and Brian reported on the outcome of the August 3 ad-hoc meeting of city staff and GREAT committee members. They concluded that it was best to allow the Public Involvement Task Force to develop more comprehensive language.*

City Code 3.96.060: Responsibility of ONI

Section A:

- ❑ *Discussion on how do we ensure ONI can notify interested persons of all city meetings, hearings, elections, etc. It is clear this is a broader City public involvement breakdown that is beyond ONI's ability to enforce.*
- ❑ *Motion approved to say: "Notify interested persons of meetings, hearings, elections and other public participation events of the ONI and neighborhood system."*

Section D:

- ❑ *Group discussion about how to phrase communication between City agencies and neighborhood system partners. Some want it to show a two-way dialogue. Others want it to focus on City responsibility to get appropriate info out to neighborhoods.*
- ❑ *Motion approved to change language to: "Promote and facilitate communication and notification from City agencies to Neighborhood Associations, District Coalitions, and Business District Associations."*

Standards- Section IV: District Coalitions

Section D, 3, d: Memorandum of Understanding

- *Motion approved to add d: Grievances - "Procedures for addressing grievances and appeals from Neighborhood Associations or individuals. (Refer to Section VII: Grievances and Appeal Procedures.)"*

Standards- Section VIII: Open Meetings/Public Records

Section D: Meetings Open to Public

- *Motion approved to add after first sentence: "An executive session is limited to members of the governing body, others reporting to the body on the subject of the executive session, and the media. The body may include others at their discretion. Any information revealed in an executive session is considered privileged and may not be reported."*

Section M, 6: Inspection of Records by Public; Exemptions

- *Motion approved to change language to: "No District Coalition or Neighborhood Association is required to compile a record that is not already in existence." Some felt "compile" was a better word than "manufacture."*

Standards- Section IX: Review of Office of Neighborhood Involvement

Introduction

- *Motion to change first sentence to read: "The Office of Neighborhood Involvement, in cooperation with Neighborhood Associations and District Coalitions, will organize a committee to review these Standards four years after their adoption by City Council." This was meant to clarify what date is the trigger from which to begin counting a four-year period before starting the process all over again.*

Preparation of final documents and outreach

- Discussion about whether to put action items for ONI into Code or Standards.
- *Motion approved to create an action chart for future responsibilities for ONI to do that will go into a staff report. Some examples included:*
 - *City bureaus shall come up with public involvement policies*
 - *ONI needs to develop education and skills training programs for city staff.*
- Discussion about outreach strategy. Group agrees to invite associations and coalitions to have presentations at their discretion. Have two public hearings.

The committee has not approved these summary notes. 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

This was the final of the GREAT committee at which they finalized their draft proposal. There will be several more mtgs. after a public comment period ending in early Nov.

Prepared by: Brian Hoop, Office of Neighborhood Involvement

Section D, 3, d: Memorandum of Understanding

- *Motion approved to add d: Grievances - "Procedures for addressing grievances and appeals from Neighborhood Associations or individuals. (Refer to Section VII: Grievances and Appeal Procedures.)"*

Standards- Section VIII: Open Meetings/Public Records

Section D: Meetings Open to Public

- *Motion approved to add after first sentence: "An executive session is limited to members of the governing body, others reporting to the body on the subject of the executive session, and the media. The body may include others at their discretion. Any information revealed in an executive session is considered privileged and may not be reported."*

Section M, 6: Inspection of Records by Public; Exemptions

- *Motion approved to change language to: "No District Coalition or Neighborhood Association is required to compile a record that is not already in existence." Some felt "compile" was a better word than "manufacture."*

Standards- Section IX: Review of Office of Neighborhood Involvement

Introduction

- *Motion to change first sentence to read: "The Office of Neighborhood Involvement, in cooperation with Neighborhood Associations and District Coalitions, will organize a committee to review these Standards four years after their adoption by City Council." This was meant to clarify what date is the trigger from which to begin counting a four-year period before starting the process all over again.*

Preparation of final documents and outreach

- Discussion about whether to put action items for ONI into Code or Standards.
- *Motion approved to create an action chart for future responsibilities for ONI to do that will go into a staff report. Some examples included:*
 - *City bureaus shall come up with public involvement policies*
 - *ONI needs to develop education and skills training programs for city staff.*
- Discussion about outreach strategy. Group agrees to invite associations and coalitions to have presentations at their discretion. Have two public hearings.

The committee has not approved these summary notes. 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

This was the final of the GREAT committee at which they finalized their draft proposal. There will be several more mtgs. after a public comment period ending in early Nov.

Prepared by: Brian Hoop, Office of Neighborhood Involvement

Section D, 3, d: Memorandum of Understanding

- *Motion approved to add d: Grievances - "Procedures for addressing grievances and appeals from Neighborhood Associations or individuals. (Refer to Section VII: Grievances and Appeal Procedures.)"*

Standards- Section VIII: Open Meetings/Public Records

Section D: Meetings Open to Public

- *Motion approved to add after first sentence: "An executive session is limited to members of the governing body, others reporting to the body on the subject of the executive session, and the media. The body may include others at their discretion. Any information revealed in an executive session is considered privileged and may not be reported."*

Section M, 6: Inspection of Records by Public; Exemptions

- *Motion approved to change language to: "No District Coalition or Neighborhood Association is required to compile a record that is not already in existence." Some felt "compile" was a better word than "manufacture."*

Standards- Section IX: Review of Office of Neighborhood Involvement

Introduction

- *Motion to change first sentence to read: "The Office of Neighborhood Involvement, in cooperation with Neighborhood Associations and District Coalitions, will organize a committee to review these Standards four years after their adoption by City Council." This was meant to clarify what date is the trigger from which to begin counting a four-year period before starting the process all over again.*

Preparation of final documents and outreach

- Discussion about whether to put action items for ONI into Code or Standards.
- *Motion approved to create an action chart for future responsibilities for ONI to do that will go into a staff report. Some examples included:*
 - *City bureaus shall come up with public involvement policies*
 - *ONI needs to develop education and skills training programs for city staff.*
- Discussion about outreach strategy. Group agrees to invite associations and coalitions to have presentations at their discretion. Have two public hearings.

The committee has not approved these summary notes. 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

This was the final of the GREAT committee at which they finalized their draft proposal. There will be several more mtgs. after a public comment period ending in early Nov.

Prepared by: Brian Hoop, Office of Neighborhood Involvement

Section D, 3, d: Memorandum of Understanding

- *Motion approved to add d: Grievances - "Procedures for addressing grievances and appeals from Neighborhood Associations or individuals. (Refer to Section VII: Grievances and Appeal Procedures.)"*

Standards- Section VIII: Open Meetings/Public Records

Section D: Meetings Open to Public

- *Motion approved to add after first sentence: "An executive session is limited to members of the governing body, others reporting to the body on the subject of the executive session, and the media. The body may include others at their discretion. Any information revealed in an executive session is considered privileged and may not be reported."*

Section M, 6: Inspection of Records by Public; Exemptions

- *Motion approved to change language to: "No District Coalition or Neighborhood Association is required to compile a record that is not already in existence." Some felt "compile" was a better word than "manufacture."*

Standards- Section IX: Review of Office of Neighborhood Involvement

Introduction

- *Motion to change first sentence to read: "The Office of Neighborhood Involvement, in cooperation with Neighborhood Associations and District Coalitions, will organize a committee to review these Standards four years after their adoption by City Council." This was meant to clarify what date is the trigger from which to begin counting a four-year period before starting the process all over again.*

Preparation of final documents and outreach

- Discussion about whether to put action items for ONI into Code or Standards.
- *Motion approved to create an action chart for future responsibilities for ONI to do that will go into a staff report. Some examples included:*
 - *City bureaus shall come up with public involvement policies*
 - *ONI needs to develop education and skills training programs for city staff.*
- Discussion about outreach strategy. Group agrees to invite associations and coalitions to have presentations at their discretion. Have two public hearings.

The committee has not approved these summary notes. 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

This was the final of the GREAT committee at which they finalized their draft proposal. There will be several more mtgs. after a public comment period ending in early Nov.

Prepared by: Brian Hoop, Office of Neighborhood Involvement