

Portland Housing Advisory Commission Work Plan

November 2015 through December of 2017

Focus Area Issue Cycle

- 4 meeting cycle for each issue area
- Each issue area will be addressed over 4 months
 - Meeting 1: Scope sub-issues to be addressed and recommendations to be made
 - *Referenced in meeting schedule as ‘scoping’*
 - Meeting 2: Review initial staff background research/evaluation and ask follow-up questions
 - *Referenced in meeting schedule as ‘reviewing’*
 - Meeting 3: Develop initial recommendations on issue areas as needed
 - *Referenced in meeting schedule as ‘developing’*
 - Meeting 4: Finalize recommendations as needed
 - *Referenced in meeting schedule as ‘recommending’*
- Issue areas will be staggered so that no more than 2 issue areas will be addressed at one time

Meeting Template

AGENDA TOPIC	TIME
Call to Order, Review Minutes	5-10 minutes
Public Testimony	5-10 minutes
Bureau Updates (Policy and program, HFE, N/NE, FHAC, legislative, etc.)	10-15 minutes
Regular agenda item(s)	20-40 minutes
Focus area agenda item(s)	40-60 minutes
For the good of the order	5-10 minutes

Monthly Meeting Schedule

Month	Regular Agenda	Focus Area
November 2015	· PHB Budget	· PHB Budget
December 2015	· PHB Budget	· PHB Budget
January 2016	· PHB Budget	· Resource development (<i>scoping</i>)
February 2016	· PHB Program Performance	· Resource development (<i>reviewing</i>)
March 2016	· PHB Program Performance	· Resource development (<i>developing</i>)
April 2016	· Fair Housing	· Resource Development (<i>recommending</i>) · Rental unit production and asset management (<i>scoping</i>)
May 2016	· Governance	· Rental unit production and asset management (<i>reviewing</i>)
June 2016	· Update PHAC Work Plan	· Rental unit production and asset management (<i>developing</i>)
July 2016	· Update PHAC Work Plan	· Rental unit production and asset management (<i>recommending</i>) · Bureau program goals and outcomes (<i>scoping</i>)
August 2016	· 2017 Legislative Agenda · State of Housing	· Bureau program goals and outcomes (<i>reviewing</i>)
September 2016	· 2017 Legislative Agenda · State of Housing	· Bureau program goals and outcomes (<i>developing</i>)
October 2016	· PHB Budget	· Bureau program goals and outcomes (<i>recommending</i>) · Linkage to workforce development (<i>scoping</i>)
November 2016	· PHB Budget	· PHB Budget
December 2016	· PHB Budget	· PHB Budget
January 2017	· PHB Budget	· Linkage to workforce development (<i>reviewing</i>)
February 2017	· PHB Program Performance	· Linkage to workforce development (<i>developing</i>)
March 2017	· PHB Program Performance	· Linkage to workforce development (<i>recommending</i>) · Homeownership (<i>scoping</i>)
April 2017	· Fair Housing	· Homeownership (<i>reviewing</i>)
May 2017	· Governance	· Homeownership (<i>developing</i>)
June 2017	· Update PHAC Work Plan	· Homeownership (<i>recommending</i>)
July 2017	· Update PHAC Work Plan	· TBD
August 2017	· 2018 Legislative Agenda · State of Housing	· TBD
September 2017	· 2018 Legislative Agenda · State of Housing	· TBD
October 2017	· PHB Budget	· TBD
November 2017	· PHB Budget	· TBD
December 2017	· PHB Budget	· TBD