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CITY OF  
**PORTLAND, OREGON**

**PORTLAND HOUSING BUREAU**

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**PORTLAND HOUSING BUREAU NORTH AND NORTHEAST PORTLAND HOUSING  
STRATEGY COMMUNITY OVERSIGHT COMMITTEE CHARTER**

Less than two decades ago, the neighborhoods that comprise inner North and Northeast Portland were home to the highest concentration of African American residents anywhere in the city—or in the state. Although decades of segregation had once confined them there, community will had also given rise to a vibrant cultural center, replete with African American businesses, churches, and other cultural institutions. City efforts during the 1990s to address the growing problems of crime and blight that had begun to consume the area brought about profound neighborhood transformations, but left many long-time residents with fewer and fewer affordable housing options. Within a decade, the percentage of African Americans in the total population of the area had fallen by more than half.

In March 2014, Mayor Charlie Hales, with the support of Housing Commissioner Dan Saltzman, dedicated an additional \$20 million in Tax Increment Financing (TIF) dollars from the Interstate Corridor Urban Renewal Area (ICURA) to affordable housing in an effort to begin to address the ongoing threat of displacement and gentrification.

Recognizing the difficult history that lead us here, the Portland Housing Bureau (PHB) determined that any plan would need to be guided by the community itself. Through a series of community forums and other outreach efforts, more than 450 residents, 15 area faith leaders, and numerous community leaders generously shared their personal stories and those of their friends, family, and neighbors. They sent written notes and emails about their lived experience and what kinds of housing assistance would have the most impact.

The result of this seven-month process is the “North/Northeast Neighborhood Housing Strategy” (the Strategy) — a five-year plan for how to invest the \$20 million according to the stated priorities of the community. Beyond the dollars and cents, however, we are aware that we must also answer the resounding question: “how will this plan will be any different?” To support this, and the continued efforts at achieving a community driven process, a Community Oversight Committee has been formed. This committee will have the responsibility of reviewing the development and implementation of the policies and programming associated with the North/Northeast Neighborhood Housing Strategy and the accompanying \$20 million.

## NORTH AND NORTHEAST PORTLAND HOUSING STRATEGY COMMUNITY OVERSIGHT COMMITTEE

The North and Northeast Portland Housing Strategy Community Oversight Committee is hereby created and tasked with the responsibility of reviewing and monitoring the development and implementation of policies and programming associated with the North/Northeast Neighborhood Housing Strategy and the accompanying \$20 million on progress.

Additionally, the committee will provide oversight and monitoring of all funds, projects, and programming associated with the “TIF Lift” allocation in Fall 2015.

### Scope

This committee, working with the Portland Housing Bureau as well as its contractors, shall:

- Advise on, and review, program proposals and plan development;
- PHB will inform the oversight committee of decisions, plans, proposals prior to implementation
- Monitor the implementation of policy and programming, and associated outcomes;
- And advise the housing director and housing commissioner on progress, issues, and concerns associated with the North/Northeast Neighborhood Housing Strategy and Interstate Urban Renewal “TIF Lift” funds.

Stemming from the development and implementation of the policies and programming associated with the North/Northeast Neighborhood Housing Strategy ~~and the accompanying \$20 million Interstate Urban Renewal Funds.~~ This scope applies to PHB and any contractors receiving funding from this initiative.

This committee does not have the authority to develop its own policies or programming for implementation, nor to direct or expend financial resources to advance particular policies or programming associated with the North/Northeast Neighborhood Housing Strategy and ~~the accompanying \$20 million Interstate Urban Renewal Funds.~~

This committee has the authority and responsibility to directly report to Housing Commissioner Dan Saltzman as well as City Council on the development and implementation of policies and programming and the outcomes associated with the North/Northeast Neighborhood Housing Strategy ~~and the accompanying \$20 million,~~ the initial \$20 million and additional \$30-35 million TIF Lift funds on an annual basis. Additionally, members of this committee have responsibility for representing and communicating with the community regarding the housing strategy.

In the event that the committee has concerns that cannot be resolved with the Housing Director and staff, the Committee Chair may request a special review with the Housing Commissioner in order to facilitate a resolution.

## Membership

This committee will have no more than ~~13~~ and no fewer than 7 members. Members are appointed for the 5 years of the proposed strategy with the ability to extend if determined by the housing commissioner, or until removal or resignation. The associated areas of expertise and/or organizations to be represented on the committee are as follows:

- Chairperson
- Three representatives from N/NE community based organizations
- One representative from education
- One representative with expertise in urban policy and planning
- One representative with expertise in housing development and construction
- One representative with expertise in minority contracting and small business
- One representative with expertise in banking, finance, and economics
- Two representatives from the ~~north and~~ northeast Portland community (at least one who has benefitted from services provided by PHB)
- Two representatives representing North Portland community residents or businesses.

## Nomination process

Membership positions associated with an organization shall be selected by that organization in collaboration with the Housing Commissioner and committee chair. Membership positions associated with an area of expertise or from the community shall be recommended by the committee chair and selected by the Housing Commissioner.

## Membership Responsibilities

The committee and the committee chair reserve the right to present additional responsibilities to the members beyond the core responsibilities outlined below:

1. There is an expectation that members do not have a financial conflict of interest for themselves, an organization they are employed by or a Board member of, or a member of their family associated with the North/Northeast Neighborhood Housing Strategy and the accompanying ~~\$20 million~~ Interstate Urban Renewal Funds.
2. There is an expectation that members representing organizations are acting for and on behalf of that organization. It will be the member's responsibility to inform and review any information and decision making with their organization in advance of meetings.

3. There is an expectation that members will regularly attend meetings, be prepared for these meetings, and participate fully in accordance with their role.
4. There is an expectation that members respond to requests for information within 7 business days of the request by the Portland Housing Bureau or Housing Commissioner's office. Additionally, the committee seeks reciprocal responsiveness from the Housing Bureau as requests for information from the committee. In the event that PHB cannot adequately respond within 7 business days, they will send a written status update within that timeframe with an expected date the information will be available.

3.5.

If a member consistently fails to meet these responsibilities, they may be replaced on the committee at the discretion of the chair.

**Meetings and Quorum**

All meetings of this committee are considered public meetings. They shall be noticed, records shall be kept, and they shall meet all standards and practices required of public meetings and public bodies by law.

This committee shall meet at least quarterly, once per three months, each year. With proper notice to the public, additional meetings may be scheduled as needed by the committee chairperson.

Quorum for conducting business as well as decision making shall be considered as follows:

<b>Membership</b>	7	8	9	10	11	<u>13</u>
<b>Quorum</b>	4	5	5	6	6	<u>7</u>

**Decision Making and Voting**

The committee will use standard parliamentary procedure in process and decision making, and keep records of all deliberation and decisions.

The committee will attempt to make its decisions by consensus. If an impasse occurs, the chairperson may call for a vote of the committee membership. In the event that a consensus cannot be reached and a vote does not yield a decision, the chairperson will act on behalf of the committee.

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Fraei Manning Kurt Creager, PHB Director

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 \_\_\_\_\_ Date

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Dan Saltzman, Housing Commissioner

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Date