



Community Involvement Committee Meeting Minutes October 14, 2009

Committee Members Present: Liz Gatti, Jason Long, Shirley Nacoste, Linda Nettekoven, Lai-Lani Ovalles, Rahul Rastogi, Howard Shapiro, Alison Stoll (Ronda Johsen sat in for Ms. Stoll)

Absent: Paula Amato, Judy BlueHorse Skelton, Amy Cortese, Judith Gonzalez Plascencia, Anyeley Hallova, Brian Heron, Stanley Penkin, Ryan Schera, Angie Thompson, Jon Turino

Staff (BPS): Tom Armstrong, Emerald Bogue (Mayor's Ofc./BPS), Eden Dabbs, Eric Engstrom, Joan Frederiksen, Deborah Stein, Marty Stockton, Matt Wickstrom,

Visitors: David Brandt (ONI), Kristin Hull (CH2M Hill), Don MacGillivray, Peter Stark (APNBA)

Welcome – Howard Shapiro, *Chair*

Howard opened the meeting with a brief welcome. There was a review of today's agenda, and a correction on the 9/02/09 meeting minutes was requested by Shirley Nacoste that was noted prior to the committee's approval.

Announcements and Updates – Group

Howard gave an introduction of Peter Stark, a small business owner and representative from the Alliance of Portland Neighborhood Business Associations. The alliance requests consideration of Peter to replace Jon Turino on the CIC. Per today's adopted bylaws (see below), Peter will need to be approved by the executive subcommittee to become a new member of the CIC. An executive subcommittee will be scheduled soon to discuss Peter's appointment, as well as, schedule CIC meetings throughout the next year.

Executive Subcommittee Report – Howard Shapiro

The draft bylaws were presented by Howard. Thanks were given to Stan Penkin, who did a remarkable job on including the executive subcommittee members' comments. Liz Gatti made a motion for a vote. All voted in favor of adopting the bylaws, although there was some concern that quorum was not achieved by the seven attending committee members. A request was made to include updates to Addendum "A" the subcommittee matrix to add Shirley Nacoste to the outreach subcommittee and remove Jon Turino from the communications subcommittee.

Portland Plan Update – Eric Engstrom and Deborah Stein

Overview of the Mayor's Portland Plan Advisory Group

Eric Engstrom briefed the committee on the role of the proposed Mayor's Portland Plan Advisory Group and how it relates to the CIC. A resolution will be going to the City Council on October 28, 2009 to request the creation of this advisory group. The main responsibility of the advisory group will be to pose provocative questions, challenge assumptions and prompt each other and staff to tackle difficult ideas to support the development of a smart strategic plan. The advisory group will represent

a variety of expertise to make recommendations on technical documents, digesting all that information, as well as, the content of the workshops. Eric stressed that the advisory group will focus on content, while the CIC will focus on the public involvement process and making sure the broadest outreach to Portlanders is achieved.

Liz Gatti reflected that the Portland Plan Community Involvement Committee Charter states that the CIC is charged with serving as the “eyes and ears” of Portland’s many and diverse communities. Emerald Bogue commented that there will be some overlap between the advisory group and the CIC. Shirley Nacoste expressed concern that the advisory group could go over material from the public and afraid it may be watered down. Eric elaborated that the advisory group does not decide the direction, but rather provides a sounding board. Jason Long listed off several committees and asked several questions: these various committees, what is their charge; is there someplace where this is published and explained; and when is the mass public to the process? Howard stated he would like to see an organization chart to see visually how the CIC and advisory group structure works. Peter Stark stated that APNBA has created their own strategic plan and suggested two to three CIC members be on the advisory group. Eric agreed to have staff create a flow chart on how ideas flow through the different committees. Linda Nettekoven reminded everyone that the CIC is also a mayor’s committee. Deborah Stein stated that the CIC will also be making recommendations to the Planning Commission.

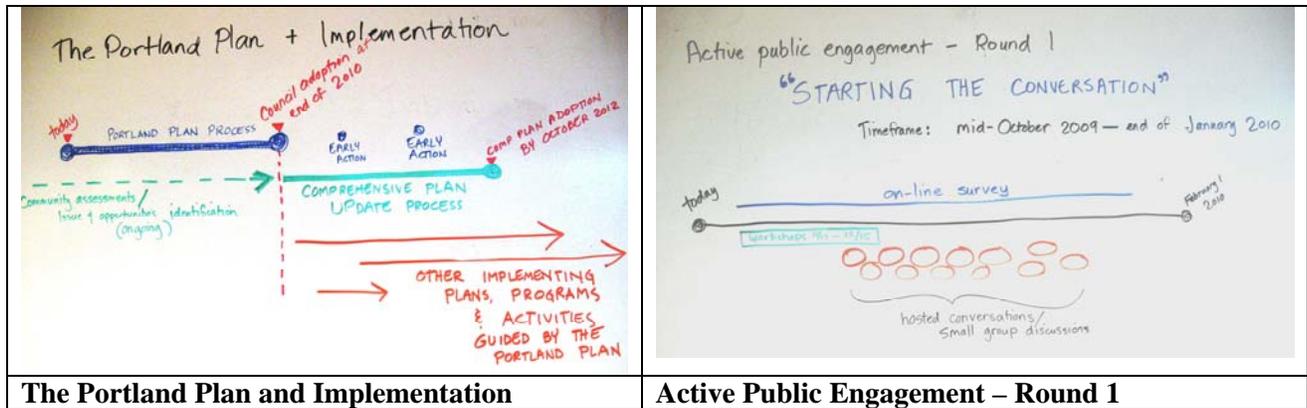
Update on Portland Plan Process and Timeline

Deborah Stein presented an overview of the Portland Plan and the first round of public workshops. The main change to the Portland Plan is that the term is longer used to represent a large umbrella under which a number of distinct but related products (concept plan, comprehensive plan, etc.). Instead the Portland Plan now refers only to a strategic plan that will commence around June, 2010, adopted in the months following. The Comprehensive Plan and the Central City Plan (or Central City 2035, as it has been renamed) will be two of several plans implementing the Portland Plan. Each of these implementing plans will have their own public involvement processes.

General discussion

- Jason Long asked whether the CIC’s charge would change.
- Deborah responded to Jason’s question, by stating that the CIC will be active during the Portland Plan and through the adoption of the subsequent Comprehensive Plan.
- Eric added that the initial directional document is the Portland Plan.
- Howard stated that the Portland Plan document will act as the mission statement for how we are going to get there, in regards to culture, art, health care, education, all will be included in the Portland Plan.
- Liz Gatti stated that many people don’t know what a strategy is and continued that a strategy is where you decide what you want, which is very exciting.
- Deborah stated that another goal of the Portland Plan public participation will be to work with other organizations and groups that aren’t geographic based.
- Don MacGillivray expressed concern about the Portland Plan being an Action Plan, prior to the Comprehensive Plan.
- Tom Armstrong responded that the Portland Plan is an action plan in a very broad view.
- Several CIC members stated that visionPDX set the stage for the Portland Plan, as far as outreach and bringing new perspectives to the table.

The following drawings by Deborah Stein below were provided on the white board to illustrate the Portland Plan process and implementation timelines along side community assessment and involvement opportunities.



Subcommittee Reports – Staff and Subcommittee Members

Staff reviewed meeting minutes and handouts from the first meetings of their subcommittees. Rather than detail that review here, their minutes and handouts are attached and should be considered part of these full meeting minutes. Reports for each subcommittee were proved by the following:

- Outreach Subcommittee – Linda Nettekoven (CIC)
- Workshop Subcommittee – Tom Armstrong (BPS)
- Communication Subcommittee – Eden Dabbs (BPS)

The following represents the discussions that happened during and following the reports.

Outreach Subcommittee

SE Uplift letter, dated October 8, 2009

- Linda gave an overview of the coalition’s concern that the timing of the workshops will not allow for adequate public input on the Portland Plan, as expressed in the SE Uplift letter by Marianne Colgrove.
- Linda shared and understands that Citywide and coalitions have met with City staff, but may be precluded from the established network process of getting the word out, due to tight neighborhood and coalition deadlines.
- Emerald shared her letter in response to SE Uplift, which highlighted that the first round of workshops, the Northeast and East Portland neighborhoods will have a minimum of five weeks notice of the November workshops. It was also suggested to SE Uplift, that if they feel as though the community was not appropriately engaged, staff would be happy to facilitate additional meetings in Southeast in January.
- Emerald gave an update on her conversation with Marianne. Marianne shared that she and others had a difficult time locating Portland Plan information online. Emerald reaffirmed that staff will provide outreach in Southeast in ways to supplement SE Uplift, who can assess whether to have an additional workshop.
- Liz Gatti added that the Outreach Subcommittee discussed the Desired Outcomes and reminded the group of the Mayor’s goal to get as many people to the workshops and filling out the surveys as possible. Liz also stated that the Outreach Subcommittee plans on meeting soon, if not before the next CIC meeting on November 4th.
- The Outreach Subcommittee last met on October 12 and discussed outreach activities, achievable goals and prioritization criteria for outreach, and the appropriate mix of outreach and involvement for direction setting stage.

Workshop Subcommittee

General discussion

- The first round of workshops begins on Tuesday, November 17th at Beaumont Middle School in NE Portland. Workshops are now the kickoff activities for this phase of Portland Plan, and the hosted presentations etc. will continue to happen over the next few months.
- Tom Armstrong walked the CIC through the workshop format and noted that there isn't a decision point in these workshops, but rather it is to start the discussion.
- There are nine Action Areas. The three Big Ideas, which are more geographic, have been pushed off to the second round of workshops in February 2010. This round will be to focus on the issue/facts discussion.
- Liz responded that she really likes the format and has two comments: is there a fall back plan if the polling equipment doesn't work; and would like a survey about outreach measurements/demographics included, not just about content.
- Tom said the December Curbsider will have a self-mailer survey, which will include outreach/demographic questions.
- Lai-Lani Ovalles said she needs tools to give to community members to do outreach and also asked about the small group discussions in January.
- Don MacGillivray asked if the Portland Plan was to include random sampling with a survey, which Tom replied there wasn't the money to spend, at least in this round.
- Linda stated that the staff and CIC really need to push/organize for outreach to set the neighborhoods and coalitions at ease now that information is available.
- Joan Frederiksen shared that Spanish interpretation will be available at three of the workshops. Perhaps a long-term contact or other mechanism will be in place throughout the Portland Plan and Comprehensive Plan to continue outreach to non-English speakers.
- Deborah invited the Outreach Subcommittee to help review and design outreach to non-English speakers.
- The Workshop Subcommittee last met on September 14 and discussed next steps in preparing for the workshops.

Communication Subcommittee

Eden shared that the workshops are just one tactic, but no matter how well publicized, there will always be people who won't come to workshops. Therefore, there will be an online survey and the smaller group meetings. Linda Nettekoven asked if someone will be capturing the conversation in the small groups. Tom responded to Linda's question with a yes, but added that instead of recording on chart packs, someone will be the designated note taker. Eden stated that the draft messaging framework, taglines and workbook for the Portland Plan would be emailed out to the Communications Subcommittee and then to CIC. The workbook will be first available at the workshops, then online and then broadly distributed throughout the community (e.g., coffee shops, medical office waiting rooms, libraries, etc.). The Calendar Advisory will be sent out in the next day or so. Staff is working with Coates Kokes on typical public relations and guerilla-type marketing. Liz Gatti asked when the Talking Points would be available and Eden responded that they will be sent out next week. Howard asked has anyone thought to rename or brand the Portland Plan. Eden responded to Howard's question by stating that yes, this has been discussed, but that the efforts involved with renaming and the confusion this may cause would likely set us back six months. Eden ended by saying that information is just starting to trickle out this week and by next week information will be coming out in a fire hose.

Next Step(s)

Deborah encouraged CIC members to attend the workshops as evaluators, as well as, participants. Additionally, the next CIC meeting to view a test run of the first round workshop is as follows:

- **Meet as full committee on Wednesday, November 4, 8:30-10:30 a.m., Rm. 7A (7th Floor, 1900 Bldg.)**

Meeting adjourned.

Attachments

The following documents should be considered part of the minutes for this meeting:

Executive Subcommittee – 9/10/09

- Minutes

- Draft *Bylaws*

Outreach Subcommittee – 10/12/09

- Minutes

Workshop Subcommittee – 9/14/09

- Minutes

Communication Subcommittee

Portland Plan Community Involvement Committee (CIC)

BYLAWS

1. NAME OF ORGANIZATION:

The name of the organization shall be the *Portland Plan Community Involvement Committee (CIC)*

2. PURPOSE

The Portland Plan Community Involvement Committee is charged with serving as the “eyes and ears” of Portland’s many and diverse communities, ensuring that the perspectives of ALL Portlanders are reflected in the Portland Plan as it evolves.

CIC will interact with Bureau of Planning and Sustainability (BPS) staff, particularly District Liaisons. The CIC will also work with the Office of Neighborhood Involvement’s Public Involvement Best Practices Program, Diversity and Civic Leadership Program, and other initiatives designed to promote inclusive and meaningful public involvement in Portland. The CIC will continue the community’s participation in the Portland Plan, a process that began with visionPDX, which captured and fleshed out our shared values of sustainability, equity, accessibility, community connectedness and distinctiveness.

CIC will receive information and be a checkpoint for a wide representation of community members to review, comment and advise the Bureau of Planning and Sustainability on the Portland Plan as it is developed. It will help guide the Planning Commission and City Council as they consider approval of the plan.

CIC will meet quarterly, or as needed. Subcommittees will be established to work on specific tasks as may be determined and will hold meetings as necessary. CIC will provide regular reports and updates to the Planning Commission which has final authority on all matters related to the Portland Plan as it is referred to the City Council for approval.

3. COMMITTEE RESPONSIBILITIES

- a. Define criteria and principles for engaging Portlanders in a public involvement process for the Portland Plan, identify benchmarks and timelines to measure success, and serve as “guardians” of the process to make sure that criteria and principles continue to be adhered to throughout the development of the Plan.
- b. Advise the Planning Commission on Portlanders’ understanding, awareness and reaction to the Plan as it progresses. Recommend changes for outreach and public support for the plan as appropriate to stay flexible, responsive and transparent.

- c. Provide guidance to and a sounding board for staff to test ideas, messages, informational materials and exercises – with special attention to clarity, accessibility, and relevance to issues of concern to the public.
- d. Utilize the member's connection to their respective networks as ambassadors for the involvement process in the community.
- e. Document key discussion points and decisions, post notes on the Portland Plan website, and appear before the Planning Commission for interaction and to provide reports.

4. MEMBERSHIP

Qualifications: CIC consists of eighteen (18) members representing the diverse communities of Portland including racial/ethnic, gender, age, religious, and socio-economic diversity, none of whom may hold public elective office. The Chair shall be a member of the Portland Planning Commission.

Terms: CIC members shall serve for a period of three years commencing July 8, 2009 or until such time as the Portland City Council takes final action on the Portland Plan or until such time as may otherwise be determined by CIC. Members of the Committee who wish to resign before completion of the project shall provide a written letter of resignation to the CIC Chair.

Adding New Members: If a CIC member is no longer able to serve on the committee or the Mayor's office or BPS feels that adding a member is crucial to the ongoing viability of the committee, a membership sub-committee will be convened with the sole purpose of evaluating appropriateness of the potential member. Each potential member will be asked to complete an application, identical to the one that all existing members were asked to complete. The sub-committee will interview and make recommendations regarding the potential member(s) to the committee as a whole at the next scheduled meeting and a vote will be taken. A majority of members must vote yes, for the member to be included.

5. MEMBER RESPONSIBILITIES

- a. Attend and actively participate in Committee meetings, and subcommittee meetings as appropriate.
- b. Interact with community members and partners to develop and promote interest and participation in the Portland Plan.
- c. Share information with local organizations in which you are involved, and gather, synthesize, and convey information and perspective from those organizations.
- d. Review background materials to understand the issues and their relevance to various communities.
- e. Provide a sounding board to ensure that a variety of data and viewpoints have been considered.

- f. Voice concerns directly, promptly, and constructively.

6. STAFF RESPONSIBILITIES

- a. Assist the Chair in preparing and distributing agendas and background materials in advance of meetings. Post agendas and other meeting materials on the website.
- b. Manage and facilitate the process for the good of the Committee as a whole.
- c. Attend and facilitate meetings as *ex officio* member.
- d. Develop summary notes from meetings and distribute them within seven (7) days of the meeting. These notes should faithfully represent areas of general agreement within the group and areas in which there are diverging viewpoints. Once accepted by the Committee, post notes on the Portland Plan website.
- e. Develop draft documents for Committee's review and comment.
- f. Provide relevant information to the Committee regarding ongoing City activities relating to the Portland Plan.
- g. Provide documentation of its activities and outcomes relating to the public involvement process.
- h. Provide verbal response to questions from CIC at meetings and otherwise in writing.

7. SUBCOMMITTEES

The CIC Chair, in consultation with staff, shall create Sub Committees as may be deemed necessary to perform the work of CIC. Subcommittees shall be established as outlined in Addendum "A" with additional Subcommittees to be formed as may be necessary. The CIC Chair, in consultation with staff, shall also appoint Task Groups as required for the purpose of performing particular assignments.

8. FINANCIAL SUPPORT

All members of the Committee serve without pay. BPS shall provide CIC with staff assistance necessary to enable it to discharge its duties.

9. OFFICERS

Chair: The Planning Commission Chair shall appoint a member of the Planning Commission as the chair of the Committee. The chair shall preside at all Committee meetings. The chair shall represent the Committee at the Planning Commission and as requested by the Committee.

Executive Subcommittee: Members of the Executive Subcommittee shall select an alternate chair on a rotating basis from within the Subcommittee every three months. The alternate chair shall perform the duties of the chair in the chair's absence. The alternate chair may represent the position of the full Committee at Planning Commission and City Council meetings and as requested by the full Committee. The Executive Subcommittee shall attend Planning Commission and City Council meetings as a "spokes group" led by the Chair or alternate Chair.

10. MEETINGS

CIC shall meet at least once a month during its initial six months as an operating organization. The frequency of meeting thereafter will be determined according to necessity. Meetings are conducted in accordance with adopted rules of procedure. Special meetings of the Committee may be called by the chair or by majority vote as deemed necessary. Meetings shall begin and end as scheduled.

11. AGENDAS

Staff shall prepare a draft agenda for any meeting ten (10) days before the meeting. Upon approval of the agenda, staff shall publish the final agenda within five (5) days of the meeting.

Distribution of Agenda to Members: Staff shall e-mail the draft agenda to the Chair and members of the Executive Subcommittee for approval. Staff shall forward a final agenda and any materials necessary for the meeting to the full CIC within five (5) days of the meeting. On most occasions, delivery will be by e-mail, unless printed documents are requested by members, or staff deems e-mail inappropriate for the volume of documents.

Agenda Format: Agenda topics generally will include: approval of minutes, announcements, work items, and matters of interest to the Committee. The agenda may include discussion items at which no vote will be taken, or action items on which a vote may be taken. At any time the Committee may take "straw votes" for informal assessment of positions or decline to make a recommendation.

12. QUORUM AND DECISION MAKING

Two thirds of the active members of CIC shall constitute a quorum at a meeting of the full Committee. In the spirit of harmony and goodwill that comprise the common goals of CIC and its members, formal votes will generally not be taken. Decisions will be made via consensus utilizing a "fist to five" [See Addendum "B"] process whereby the sense of the group can be determined.

In the event there is a major issue that significantly divides the members, the Chair may, in his or her discretion, call for a formal vote. A majority of members present must vote affirmatively in order to take action. Individual members may not have more than one vote. In the event there is an issue where it is known in advance that a vote will take place at an upcoming meeting, members may vote by proxy, but such member(s) will not be included for the purpose of determining a quorum. Proxy shall apply only if original language and intent does not change.

13. PUBLIC PARTICIPATION

Any general or special meeting is open to any person who may wish to be heard regarding any item on the agenda. It is up to the discretion of the Chair of CIC when or whether public comments will be received at the meeting or deferred to the Planning Commission for hearing. Only CIC Committee members will be eligible to vote.

14. PROCEDURES

Roberts Rules of Order shall be followed in all areas not covered by the bylaws.

15. POWERS

CIC shall make recommendations on community involvement policies and issues to the Planning Commission. The Committee performs an advisory role to the Planning Commission and fosters communication and leadership on the Portland Plan community involvement issues. Whereas the Planning Commission holds hearings and makes recommendations to City Council on policy matters pursuant to City Code Chapter 33.710.040.D., CIC shall forward any recommendation on a policy matter to the Planning Commission for public hearing.

16. ATTENDANCE

While CIC is composed of a group of volunteers with busy schedules, it is expected that Committee members will notify the Chair or the appropriate staff member if unable to attend a full CIC or subcommittee meeting. Members missing two (2) consecutive full CIC meetings shall be asked to meet with the Chair and members of the Executive Committee to determine whether the member has sufficient time and interest to continue on the CIC". The chair, in consultation with the Executive Committee, will make a determination based on the best interests of the member and the CIC.

If a member is unable to attend a meeting, he or she may provide, in advance, written comments relevant to the agenda or may participate via teleconferencing. A member participating via teleconferencing will be included in the quorum count.

An alternate may not be appointed as a representative of a member

17. CONFLICT OF INTEREST PROCEDURES

A member of the Committee may not participate in any action in which the member has a direct or substantial financial interest. Any actual or potential interest must be disclosed at the meeting where the action is scheduled.

18. SUBMISSION OF PROPOSALS

Any person or group, inside or outside the Committee may propose items for consideration and/or recommendation to the Committee. CIC shall decide when or whether to receive oral comments during the meeting about matters on the agenda or request written comments for continued deliberation.

19. PUBLIC MEETINGS/PUBLIC RECORDS REQUIREMENT

CIC shall abide by all Oregon statutes relative to public meetings and public records. Official action(s) taken by the Committee shall be on record or included in the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of views, including dissenting views, shall be transmitted along with any recommendation made by the Committee to the Planning Commission for acceptance at a regular meeting of the Planning Commission. Official records will be kept on file at BPS.

20. COMMUNICATION

Communication with the media and broader public by the CIC shall be primarily the responsibility of the Chair or other members of CIC as may be designated by the Communications Sub Committee. Members are not to represent the committee in conversations with members of the media, both on and off the record, with regard to matters of policy or substance, to promote an individual agent or to presume to represent the positions of the CIC or its other members. Members may share, verbatim, information provided to the CIC by the Communications Subcommittee, in keeping with Open Meeting and Public Information Law. For example, talking points, presentation materials and other materials as have been provided by the staff of the Bureau of Planning and Sustainability may be quoted.

When speaking from his/her own point of a view, a member must clearly state in advance, and several times during the discussion that "I am stating my own opinions and make no claim that they represent those of the CIC or other members, though they may."

21. NONDISCRIMINATION

CIC will not discriminate against individuals or groups on the basis of race, religion, gender, marital status, familial status, national origin, age, physical or mental disability not constituting a bona fide qualification, sexual orientation, gender identity, source of income or Vietnam era veterans' status.

22. ADOPTION AND AMENDMENT OF BYLAWS

All amendments to these bylaws must be proposed in writing and submitted to members at least ten (10) days before a decision on its adoption may proceed. The process for adoption shall comply with the decision process as described in Article 12 above.

23. REVIEW

In order to maintain flexibility and to promote best practices in the ongoing proceedings of the Committee, and to further determine that the heretofore bylaws are working as intended, the Executive Subcommittee shall review the bylaws no later than six months after its adoption. At that time, the Subcommittee may recommend any amendments to the bylaws to the full Committee as may be deemed appropriate.

ADDENDUM “A”

Portland Plan CIC

Subcommittees (Draft – August 4, 2009)

Subcommittee	Members	Staff	Charge
Executive	Brian Heron Howard Shapiro Liz Gatti Rahul Rastogi Stan Penkin	Marty Stockton marty.stockton@ci.portland.or.us 503.823.2041	Work with chair to flesh out committee charter to incorporate operating agreements, decision-making protocols, roles and responsibilities, etc. Provide general support to chair as needed (e.g., help develop agendas, help facilitate meetings, fill in if chair is absent, etc.)
Communications	Anyeley Hallova Howard Shapiro Jon Turino Linda Nettekoven	Eden Dabbs eden.dabbs@ci.portland.or.us 503.823.9908	Serve as advisors to staff to develop and tell the Portland Plan story in a compelling and relevant way to multiple audiences Serve as a sounding board for testing written and graphic materials, to ensure that they speak to a variety of interests and audiences and that materials are clear, understandable and compelling <u>Immediate task:</u> assist staff to select a consultant to develop strategic communication program; assist with refining consultant’s scope of work
Workshop Design	Linda Nettekoven Liz Gatti Paula Amato Rahul Rastogi <i>Angie Thompson Brian Heron Jason Long</i>	Tom Armstrong tom.armstrong@ci.portland.or.us 503.823.3527	Assist staff team to design participatory public workshops in the fall and winter Serve as a sounding board for testing informational materials, presentations and exercises to ensure that they are engaging, productive, and fun
Outreach	Angie Thompson Jason Long Lai-Lani Ovalles Linda Nettekoven Liz Gatti	tbd	Work with CIC members and staff to help ensure that a wide range of organizations and networks are being effectively reached through formal and informal means Help staff brainstorm and pursue specific outreach techniques, with an emphasis on reaching traditionally underrepresented communities

Notes:

1. The composition of each subcommittee is flexible, and CIC members may be added to each. Please email Marty Stockton (marty.stockton@ci.portland.or.us) if you want to be added to a subcommittee.
2. Additional subcommittees and/or task groups may be formed to respond to emerging needs as the Portland Plan progresses.
3. Names in italics are CIC members who expressed interest in participating in a particular subcommittee in a secondary role.
4. Subcommittees will be fairly informal. Staff will be contacting members directly to talk more about upcoming tasks and activities. Staff may tap the expertise and assistance of individuals or the group as a whole – depending on the task at hand and members’ interest and availability.

ADDENDUM “B”

“Fist to Five”

Portland Plan CIC

Fist-to-Five Consensus-Building

INTRODUCTION: When a group comes to consensus on a matter, it means that everyone in the group can support the decision; they don't all have to think it's the best decision, but they all agree they can live with it. This tool is an easy-to-use way to build consensus among diverse groups.

POINT TO PONDER: "It is the law of love that rules mankind. Had violence, i.e. hate, ruled us we should have become extinct long ago. And yet, the tragedy of it is that the so-called civilized men and nations conduct themselves as if the basis of society was violence." - Mahatma Gandhi

DIRECTIONS: Whenever a group is discussing a possible solution or coming to a decision on any matter, Fist-to-Five is a good tool to determine what each person's opinion is at any given time.

COMBINING YOUR TEAM'S IDEAS: BUILDING CONSENSUS USING FIST-TO-FIVE

To use this technique the Team Leader restates a decision the group may make and asks everyone to show their level of support. Each person responds by showing a fist or a number of fingers that corresponds to their opinion.

Fist

A no vote - a way to block consensus. I need to talk more on the proposal and require changes for it to pass.

1 Finger

I still need to discuss certain issues and suggest changes that should be made.

2 Fingers

I am more comfortable with the proposal but would like to discuss some minor issues.

3 Fingers

I'm not in total agreement but feel comfortable to let this decision or a proposal pass without further discussion.

4 Fingers

I think it's a good idea/decision and will work for it.

5 Fingers

It's a great idea and I will be one of the leaders in implementing it.

If anyone holds up fewer than three fingers, they should be given the opportunity to state their objections and the team should address their concerns. Teams continue the Fist-to-Five process until they achieve consensus (a minimum of three fingers or higher) or determine they must move on to the next issue.)

Suggested Citation

Fletcher, A. (2002). *FireStarter Youth Power Curriculum: Participant Guidebook*. Olympia, WA: Freechild Project.

Tool Designer: This tool was originally designed by the American Youth Foundation.



Community Involvement Committee Executive Subcommittee Meeting Summary September 10, 2009

Subcommittee Members Present: Liz Gatti (via phone), Stanley Penkin, Rahul Rastogi, Howard Shapiro

Absent: Brian Heron, Ryan Schera

Staff (BPS): Deborah Stein, Marty Stockton

Charter

Deborah discussed that the goal of this meeting was to do follow up work on the Charter. Key components of the charter include a crisp statement of purpose and a working agreement on how the Committee will work together; specifically in the areas of attendance, clear set of expectations, and how to address disagreement/tension. Deborah brought several examples to pick and choose from and later emailed the subcommittee with these as attachments. The examples included the following: *East Portland Action Plan Committee Charter*, *East Portland Action Plan Advocacy Group*, *River Plan Committee Bylaws*, *Citywide Tree Policy Review and Regulatory Improvement Project – Project Stakeholder Discussion Group Draft Charter*, and the *Draft River Plan Task Group Charter*.

The group thought several of the examples were more general, but that the *River Plan Committee Bylaws* appeared much tighter and conforming to the purpose of the Committee. Deborah stated that sometimes bylaws go by the wayside, but when times are tough, bylaws provide clear and helpful guidelines. Several individuals felt that the River Plan was clear, formal, but allows for flexibility and should provide the group with a general outline. Stan offered to start drafting the CIC bylaws.

Key Components of the Chapter

Howard led the conversation on the group's approach to specific content with the Chapter:

- Attendance.
- Limitations on any one member speaking on behalf of the Committee to the media or decision-makers. This will be the role of the Chair, Vice Chair, or role of the Executive Subcommittee as an alternate to the Chair/Vice Chair.
- Role of Executive Subcommittee is to set agenda, fill in for Chair, and act as the spokesperson to Planning Commission and City Council.
- Voting – provision of minority opinion.
- Quorum.

Regarding attendance, the group felt that committee members should notify someone of an absence, plus follow up on information missed, as needed. Deborah asked whether an alternate could come in proxy or replace someone later in the process. The group was uncomfortable with this per relationships within the Committee that were already established. Howard suggested, upon missing two consecutive Committee meetings, a review of the committee member status within the Executive Subcommittee may be warranted and allows for some flexibility.

Howard clarified that the CIC may communicate with staff and vice versa at any time, but all communication to the media must be through the Chair.

Liz brought up her concern of when doing research in the community, how does a committee member represent oneself? The group decided to use disclaimers. Rahul suggested a standard scripting, such as, "I'm on the Community Involvement Committee for the Portland Plan, but today I'm just gathering information." Liz volunteered to draft an appropriate script for the larger Committee.

On voting, Deborah gave the example of the Airport Futures Planning Advisory Group use of a cardboard with red, yellow, and green colors. The yellow color represents a request for more discussion on a topic. Liz gave the example of "Fist-to-Five", which has been used in her Parent Teacher Association, and offers a good temperature gauge on a particular subject. Howard said he would introduce the Fist-to-Five at the next Committee meeting. Rahul asked how common it is for situations to arise where a vote is needed. Deborah clarified that the CIC will be advising staff on workshops and public involvement. At times, staff will communicate what has been learned from the community and is ready with a proposal to go to the Planning Commission. This is when the CIC may make the recommendation that more outreach is necessary. Howard added that a vote may occur on drafting a statement/recommendation to the Planning Commission.

Regarding a quorum, two-thirds was discussed, which is 12 committee members of the 18 total. Additional agreements of the group was that a committee member must be present to vote and can attend meetings by phone. There was some discussion on level of attendance in relation to being in good standing to vote. The Executive Subcommittee was still unclear about frequency of Committee meetings and whether attendance of subcommittees should be included in bylaws/charter. Most felt that all subcommittees' meeting format should be more informal and flexible with at least the majority of members of each particular subcommittee present.

Deborah recommended building in a review date of the bylaws/charter within the draft Bylaws.

Next Step(s)

- Review draft Bylaws and submit comments to Stan Penkin via email no later than Friday, September 25.
- Meet as full committee on Wednesday, October 14, 8:30-10:30 a.m., Rm. 7A (7th Floor, 1900 Bldg.)
- Meet as subcommittee TBA.

Attachments

The following documents should be considered part of the summary for this meeting:

- *East Portland Action Plan Committee Charter,*
- *East Portland Action Plan Advocacy Group,*
- *River Plan Committee Bylaws,*
- *Citywide Tree Policy Review and Regulatory Improvement Project – Project Stakeholder Discussion Group Draft Charter,* and
- *Draft River Plan Task Group Charter.*

Fist-to-Five links:

<http://www.freechild.org/Firestarter/Fist2Five.htm>

http://leadinganswers.typepad.com/leading_answers/2007/02/team_decision_m.html



Community Involvement Committee Outreach Subcommittee Meeting Minutes

August 28, 2009, 9:00 – 10:30 a.m.

Committee Members Present: Linda Nettekoven (neighborhood/community activist), Jason Long (NAYA),

Absent: Liz Gatti, Lai-Lani Ovalles (NAYA), Angie Thompson

Staff (BPS): Debbie Bischoff (BPS), Kim White (BPS), Joan Frederiksen (BPS), Eden Dabbs (BPS), Kate McQuillan (BPS), Jeri Williams (ONI), David Brandt (ONI), Paul Leistner (ONI)

Agenda

- Welcome and Introductions
- Role of Outreach Subcommittee
- Round 1 Outreach Strategy Draft Discussion and Comments
- Suggestions on Initial Hosted Presentations/Discussions
- Miscellaneous and Next Steps

Welcome and introductions (by attendees) to the first CIC Outreach Subcommittee meeting by Debbie Bischoff (BPS staff). Nobody objected to the proposed agenda and the meeting continued accordingly.

Role of Outreach Subcommittee

The role of the subcommittee was written in the agenda as follows:

- Identify audiences to reach
- Help determine how to reach these audiences (other than workshops)
- Help us engage non-English speakers
- Learn and share basic planning terms
- Coordinate with other subcommittees, e.g. communications

Additionally, CIC members are seen as “ambassadors” to the Portland Plan who help make our message understandable and relatable to a multitude of diverse audiences. Committee members raised questions including how to legitimately make the Portland Plan messages relevant to so many diverse audiences and how can the Portland Plan process steer clear of confusing “planning jargon.” Likewise, the group advised caution when discussing concepts like the 20-minute neighborhood so as not to imply a one-size-fits-all approach to planning. This approach can alienate groups. Both staff and CIC members readily agreed to these ideas.

Round I - Outreach Strategy Draft Discussion and Comments

Meeting attendees were given a couple of minutes to review a draft of the “Portland Plan Outreach Strategy: Direction Setting- Preparation for Round 1 Workshops” prepared by Deborah Stein.

The first issue discussed was the possibility of making “cultural understanding and sensitivity” more explicit in the objectives of the approaches laid out in the document. Outreach approaches should be culturally sensitive, and should also be sensitive to potential distrust of either BPS or the planning process in general. Utilizing and referencing previous plans (neighborhood, community, visionPDX, etc) in which numerous stakeholder groups have already provided great

input can help us navigate cultural boundaries. By reflecting on the work already accomplished and how it will impact the Portland Plan process, groups may be more willing to participate and more trusting of the Portland Plan.

The second issue discussed was whether there is too much “talking” or emphasis on education in the first phase. While it is acknowledged that education is an important component of this phase of the Portland Plan, there is a fear of “too much talking” at the audience and not enough feedback from community members themselves. Again, referencing previous vision work and plans can help emphasize this is not a starting point but rather a mid-point and continuation of a discussion. Meeting attendees agreed that we can reference previous vision work as a jumping off point to acquire more input in these stages of the Plan.

The discussion of education in this phase of the Plan turned to how important it is for committee members and staff to facilitate meaningful conversations; where community members and stakeholders can discuss trade-offs of inter-related (and seemingly competing) concepts within the Portland Plan. The example brought up was healthy communities versus high-density development along transit corridors by interstate highways. Instead of presenting the two concepts as opposing concepts, it is the responsibility of staff and committee members to engage the community in meaningful discussions about the trade-offs and interconnectedness of the two concepts.

The concept of a “kit” to reach out to numerous community groups during Phase I without needing the intensive resources of workshops, raised a number of concerns. Meeting attendees discussed the great benefits of utilizing a kit: groups can facilitate their own discussions and report back; less resource intensive; and can reach out to groups not typically involved in planning processes. Concerns about the kit include: can a one-size-fits-all kit relate to or be interpreted in the same manner by various audiences; and the importance of well-designed survey questions to get the information we need and in a matter that is easy for input and analysis. Staff raised potential concerns about timing and resources in creating multiple “kits.”

Meeting attendees discussed the various levels of engagement proposed in Phase I of the Outreach Strategy and roughly focused on four methods: a master notification list for general updates; “speaker-style” presentations at existing community meetings; community groups that will receive the interactive but self-administered kit; and intensive hosted meetings (possibly 8-10, but 6-8 more likely, through out the City). Staff is looking for subcommittee member advice in strategically determining the levels of engagement for recommended organizations and groups.

Suggestions on Initial Hosted Presentations/Discussions, Outreach Matrix

Meeting attendees were asked to review the draft Outreach List provided by staff and provide comments. First order of business would be to identify primary contacts for each organization listed, and to also consider what groups or communities we’d like to work with on the hosted workshops. Community groups that will host workshops should be community groups with the most leveraging power to help outreach to groups not reaches as effectively by other methods.

A great starting point to strategically choosing organizations to invite to participate in hosted workshops would be to first consider the Diversity and Civic Leadership (DCL) Program Partners, identified as the following: IRCO, Latino Network, Urban League, NAYA, and the Asian Family Center (through IRCO). Additionally, APNBA and Elders in Action were both identified as groups that would be great for hosted workshop events. Elders in Action even

could be partnered with people with disabilities communities so long as explicit actions were taken to distinguish both shared and unique interests of each group.

Meeting attendees discussed a few group types noticeable missing from the current outreach list. Committee members were asked to consider whether issue groups such as Community Alliance of Tenants, Community Development Corporations, etc. could be included in the outreach list. The group Center for Diversity and the Environment was identified as a potential resource. Additionally, committee members were asked to consider whether faith communities would be important to include. Specifically, staff requested that the committee consider the Muslim community as they may have been unintentionally excluded from previous planning processes.

Miscellaneous and Next Steps

There was a suggestion to always confirm that meeting sites are accessible to the disabled. Often locations list accessibility but attendees come to find that this is not the case. Also there is specific text staff should use for event notification that provides people with disabilities a number to call to request accommodation of their needs at a meeting or event.

It was noted that several CIC subcommittee members are also members on other CIC subcommittees. Cross-communication and coordination with other subcommittees will be key in establishing a common vocabulary for the Portland Plan process.

Jason Long will be the designated spokesperson for the Outreach Subcommittee at the upcoming CIC Meeting on Wednesday, September 2, 2009.

Next steps for the subcommittee will be determined upon group discussion at the September 2 meeting.



Community Involvement Committee Workshop Subcommittee September 14, 2009

Committee Members Present: Paula Amato, Jason Long, Linda Nettekoven
Staff: Tom Armstrong, Deborah Stein, Joan Fredericksen

Agenda

- Round 1 (Nov) Workshops Schedule
- Round 1 (Nov) Workshops Format and Content

Round 1 (Nov) Workshops Format and Content

Tom explained the latest changes in the format of the presentation and polling questions. One change with the polling questions is we want to pair them with a question about the level of importance (A Lot to A Little) – this will begin to get at some prioritization. Another change is the small group discussions will focus on the Big Ideas (20-min Neighborhoods, Green Connections, Vibrant Central City). Each Big Idea will have a 15 minute discussion on: How this idea might play out in your neighborhood? What are the opportunities? What are the challenges?

Does the technology allow participant to rank multiple choices? Some of the choices are too extreme – where is the middle ground? Some of this can be reflected in the level of agreement – Strongly Agree versus Somewhat Agree.

Environmental Health – how much control over alternative fuel policy does the City of Portland have? It could be in the form of City procurement policies (like biodiesel), or it could be things like supporting the distribution of car charging stations.

Environmental Health – What are on-site renewables and distributed energy?

Economic Vitality – Define traded sector and target industries.

Connections and Access – How does high speed rail fit into this discussion?

Civic – incorporate some of Commissioner Fritz’s work on communities without boundaries

Education – need to consult with school districts

Civic – need a question about public meeting attendance: what would make it easier to attend: proximity, time, child care, transit, etc?

Arts – regional comparisons are good

20-min neighborhood – add gathering places to list of attributes

Vibrant Central City – define Central City, most people only think of it as Downtown and/or Pearl District.

Round 1 (Nov) Workshops Schedule

Tom reviewed the tentative schedule for the November and December workshops, pending a few more dates on Mayor Adams’ calendar.

Need to find another Saturday date.

Community pot luck for refreshments might help boost connection to event.

Note Takers: Use neighborhood coalition staff and ONI DCL staff and volunteers. Get volunteers from one district to take notes at another so they can listen to a different conversation.

Note Takers: provide butcher paper on the tables so participants can make their own notes and points.

Portland Community Media – cover the small group discussions as well as the presentation/polling.

Portland Streetcar System Concept Plan was accepted by City Council on September 9th. The Streetcar System Concept Plan (SSCP) is a **20 to 50 year long range planning study** that identifies transit corridors in the City of Portland with the highest potential for streetcar service in terms of development potential, operational feasibility, transit connectivity, and public support.

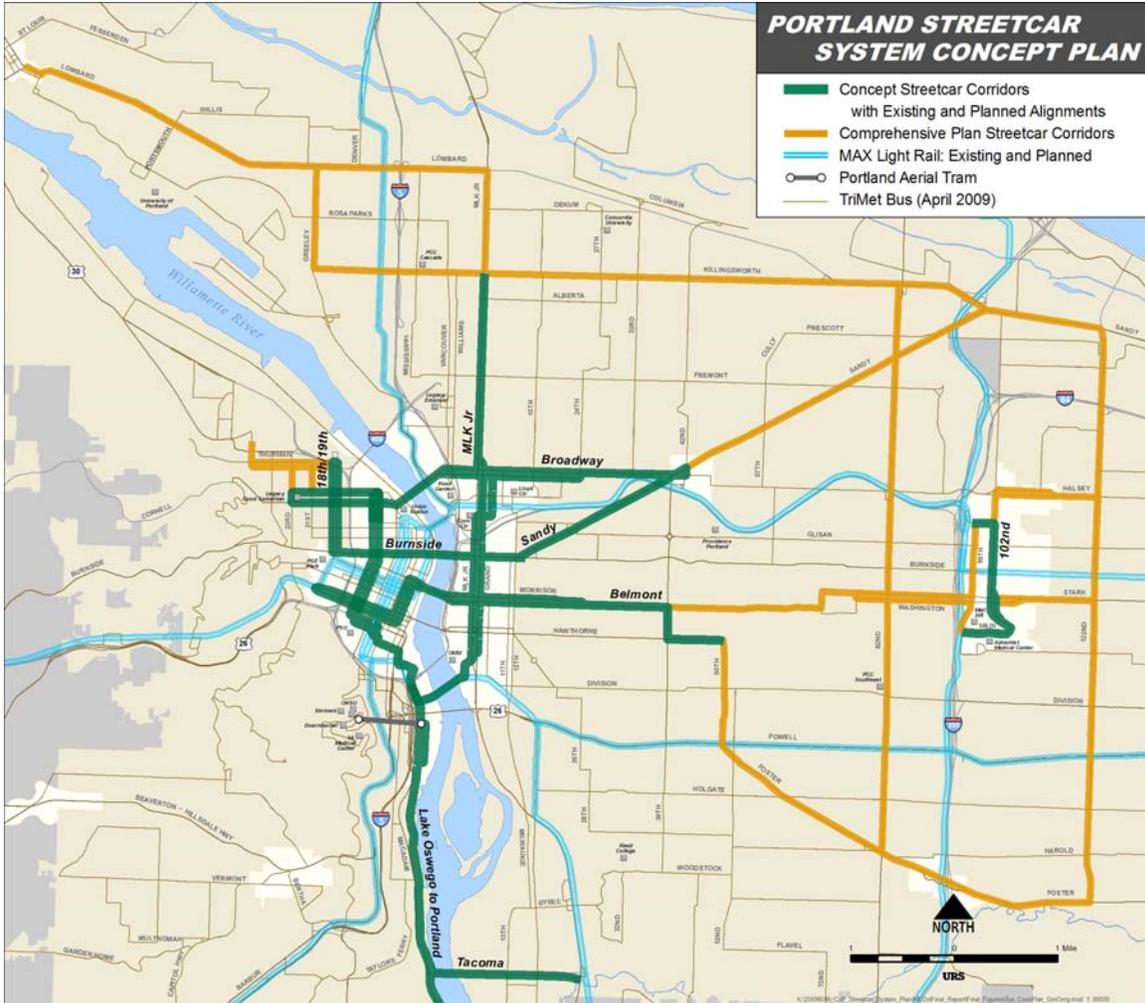
The draft SSCP identified six “Concept” corridors that are most viable given the current economy and established land use and transportation patterns. An additional set of “Comp Plan” corridors are potential corridors to consider for further analysis, particularly through the Portland Plan process. As shown on the attached map, the Concept corridors grow out from the existing Central Portland hub, whereas the Comp Plan corridors are further out. Even though the Concept Corridors are currently the most viable, the intent is for all of the corridors to be advanced to the Portland Plan process for further consideration. It is possible that a Comp Plan corridor may advance to Concept Corridor sooner rather than later. The Planning Commission recommendations and public testimony advocated for a changing of the priorities to focus on the Comp Plan corridors. The City Council agreed and made a commitment to look at one of the Comp Plan corridors as the next corridor to advance to an alternatives analysis.

The next step will be to consider these corridors as part of the Portland Plan process as a means in shaping change in Portland. Then based on those outcomes, one or two corridors could be advanced to the alternatives analysis stage.

In the near term, the current streetcar construction project is the Eastside Loop. Service on the Eastside Loop is anticipated to begin in early 2012. The **Portland to Lake Oswego** corridor is currently in the Environmental Impact Study phase. The portland to Lake Oswego project is an example of the kind of detailed analysis required for a concept corridor identified in the Streetcar System Concept Plan to move forward. Both projects illustrate the level of detailed planning/analysis and design/engineering required before construction can begin.

PORTLAND STREETCAR SYSTEM CONCEPT PLAN

- █ Concept Streetcar Corridors with Existing and Planned Alignments
- █ Comprehensive Plan Streetcar Corridors
- █ MAX Light Rail: Existing and Planned
-  Portland Aerial Tram
-  TriMet Bus (April 2009)



The Portland Plan will coordinate with several agencies and jurisdictions, including the State, Metro, Multnomah County, school districts and others. Heightened coordination is required between the City of Portland and its planning partners as both Metro and the State update their plans.

Ongoing citywide planning efforts will also be considered, including:

	Project Description	Key Decision Dates	Public Involvement Forum
Climate Action Plan	40-year roadmap for institutional and individual change needed to reach ambitious climate protection goals in Portland and Multnomah County	Draft plan delivered to City Council for consideration in late October 2009	Climate Action Plan Steering Committee
The City's new Economic Development Strategy	This program of the Bureau of Planning and Sustainability conducts research, analyzes data, fosters community collaboration, and administers legislative projects that support the city's business and industrial districts and long-range economic development goals.	None scheduled	None
The River Plan	A comprehensive update of Portland's Willamette Greenway Plan, code, and design guidelines to reflect the River Renaissance Vision and Strategy.	North Reach briefing for Planning Commission on October 13, 2009 (tentative). North Reach hearing on November 18, 2009 (tentative)	River Plan Committee and other task groups
Citywide Tree Project	A multi-bureau effort to clarify, simplify and provide a consistent and effective regulatory framework for trees in the City of Portland.	Planning Commission briefing on November 24, 2009 (tentative). Planning Commission hearing on December 8, 2009 (tentative)	Stakeholder Discussion Group
Streetcar System Plan	A big picture look at the City of Portland's transportation network and how the streetcar can fit into the future system.	Public hearings process completed on September 9, 2009	Public involvement process has ended
Bicycle Master Plan	The draft Portland Bicycle Plan for 2030 provides a blueprint for making Portland a world-class bicycling city and functions as an update to the original Bicycle Master Plan adopted in 1996.	Planning Commission hearing on October 27, 2009. City Council hearing on December 2, 2009 (tentative)	Bicycle Advisory Committee

Ongoing regional or state planning efforts will also be considered, including:

	Project Description	Key Decision Dates	Public Involvement Forum
Metro's 2040 Plan Update (Making the Greatest Place)	Updates to the 2040 Growth Concept including the Regional Transportation Plan, the urban and rural reserves designations and development of an urban growth report	Metro Council will hold public hearings and make decisions in Fall 2009 and throughout 2010	Metro Policy Advisory Committee
State Big Look Task Force	Task force charged with studying and making recommendations on Oregon's land use planning program, respective roles and responsibilities of state and local governments in land use planning and land use issues specific to areas inside and outside urban growth boundaries	The latest version of the Big Look bill passed the Oregon House of Representatives and the Oregon Senate Environment and Natural Resources Committee	Public involvement process has ended

**Projects Underway
October, 2009**

Project name	Description	Planning Commission dates	City Council dates	Public involvement forum
Airport Futures	Long-range development plan for Portland International Airport	Adoption of PDX Master Plan and City Land Use Plan November 2009-April 2010		Planning Advisory Group
Barbur Boulevard High Capacity Transit Corridor	Analysis of high capacity transit options for Barbur Boulevard corridor	Not scheduled		
Bicycle Master Plan	2030 blueprint to improve Portland's bicycle network	Planning Commission hearing on Tuesday, October 27, 2009	December 2, 2009 (tentative)	Bicycle Advisory Committee
City-wide Tree Project	A multi-bureau effort to clarify, simplify and provide a consistent and effective regulatory framework for trees	November 24, 2009 briefing; December 8, 2009 hearing (both tentative)		Stakeholder Discussion Group
Climate Action Plan	40-year roadmap for institutional and individual change needed to reach ambitious climate protection goals in Portland and Multnomah County		Late October 2009	Climate Action Plan Steering Committee
Columbia Crossing	Bridge, transit and highway improvement project between Portland and Vancouver	Not scheduled		Community and Environmental Justice Group
Creative Advocacy Network: Act for Art	Provides an overview of several strategies to strengthen our cultural infrastructure, improve access to the arts and arts education, and invest in creative talent.			
Division Streetscape and Reconstruction	Streetscape and traffic improvements along SE Division between SE 6 th and SE 39 th with a focus on improving stormwater management	Funded project will not require approval through Planning Commission or City Council. Construction is expected to begin in January 2011.		Community Working Group

**Projects Underway
October, 2009**

Project name	Description	Planning Commission dates	City Council dates	Public involvement forum
Eastside MAX station area plan	Land use, building design and transportation analysis and recommendations for stations along Eastside MAX	Not scheduled		
Future of Urban Renewal	PDC update to the urban renewal plans for many of the Urban Renewal Areas in the City including two new studies the North/Northeast Economic Development Initiative and the Central City Study	Winter 2009/Spring 2010 PDC Board, Planning Commission and City Council will be presented with Urban Renewal Amendments		Community Advisory Committee for North/Northeast Economic Development Initiative and Evaluation Committee for the Central City Study
Lake Oswego/Portland Streetcar	Analysis of a streetcar line linking Portland and Lake Oswego	Not scheduled		
Metro's 2040 Plan Update	Updates to the 2040 Growth Concept including the Regional Transportation Plan	Metro Council will hold public hearings and make decisions in Spring-Winter 2010.		Metro Policy Advisory Committee and Metro Committee for Citizen Involvement
Northwest high speed rail				
Portland to Milwaukie light rail	Planning and engineering for 7.3 mile Portland to Milwaukie light rail line	Record of decision expected 2010		Citizens Advisory Committee
Regulatory Improvement Project	Process which seeks to improve the City's development code regulations and procedures, lower costs, and enhance customer service	October 13, 2009	Not scheduled	Regulatory Improvement Stakeholder Advisory Team
River Plan	A multi-objective plan for the land along the Willamette River including an update to the Willamette Greenway Plan, zoning regulations and design guidelines	North Reach briefing October 13, 2009 (tentative)	North Reach hearing November 18, 2009 (tentative)	River Plan Committee and other task groups

**Projects Underway
October, 2009**

Schools and Parks Conditional Use Code Project	Explore zoning code changes to address concerns about activities on school sites and in parks.	November 10, 2009 at 12:30 PM	Fall/Winter 2009 (pending Planning Commission approval)	
SE 122 nd Avenue Pilot Project	A Portland Plan pilot study exploring opportunities to create a healthy, sustainable, and viable "20-minute neighborhood" along SE 122nd Avenue.	Not scheduled		Community Working Group application deadline extended to October 15, 2009.
Sellwood Bridge	New bridge to replace current Sellwood Bridge	City of Portland Hearings Officer decision, appealable to City Council. Also requires approval through Multnomah County, Metro and other affected government agencies. No hearings scheduled at this time. Approval expected in 2009.		Community Task Force
Streetcar System Plan	Project to identify transit corridors in Portland with highest potential for streetcars	Completed	Scheduled for September 9, 2009 at 2:30 PM	System Advisory Committee
Washington High School Community Center	Parks and Recreation project for new community center at Washington High School site	Proposed design expected to be finalized in September 2009. Requires approval through City budget process.		Project Advisory Committee
West Hayden Island	A public process to evaluate alternative long-term uses for West Hayden Island	Planning & Sustainability will report to City Council the final study findings and concept plan alternatives		Community Working Group