



Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

Portland Housing Advisory Committee

December 03, 2019

3:00 – 5:00pm

Portland Housing Bureau

421 SW 6th Ave., Ste 500.

Portland OR, 97007

December 3, 2019 Meeting Overview

Members Present: Sarah Stevenson, Felicia Tripp Folsom, Stef Kondor, Nate McCoy, Hannah Holloway, Cameron Herrington, Jessy Ledesma, Taylor Smiley Wolfe, Diane Linn, Ramsey Weit, Fernando Velez

Members Excused: n/a

Members Unexcused: n/a

Staff Present: Molly Rogers, Jessica Conner, Shannon Callahan, Norma Trujillo, Leslie Goodlow, Matthew Tschabold, Jennifer Chang, Jill Chen, Mike Johnson, Dory Van Bockel, Michelle DePass, *BAC Members* Marvin Dean, Thuan Duong

Guest Presenter: Melissa Arnold (Home Forward)

Agenda Topic	Key Topics Covered	Recording Time
Roll Call	<ul style="list-style-type: none"> Chair Nate introduced and welcomed everyone to the December PHAC meeting Roll call was taken and recorded Cameron suggested tracking absent commissioners – all Commissioners were present 	00:00:00 – 00:02:29
Open Discussion	<ul style="list-style-type: none"> None 	00:02:30 – 00:02:50
Director's Update	<p>Shannon Callahan</p> <ul style="list-style-type: none"> Community Budget and Needs Hearing tonight at Highland Christian Church – PHAC will get a summary of the feedback gathered Headwaters emergency – relocating tenants Coming to Council: <ul style="list-style-type: none"> Bike Parking Code Update: final Council vote December 4th DOSA work session coming to PSC on December 17th Residential Infill will start having hearings beginning in January Commissioner Diane gave an update of the Bicycle Parking Code Update Hearing 	00:02:51 – 00:11:00
Public Testimony	<ul style="list-style-type: none"> None 	00:11:02 – 00:11:22
Bylaws Topic – Member Voting	<ul style="list-style-type: none"> Commissioner Cameron started off with the conversation around the creation of the bylaws, and process for amending/changing bylaws Jessi explained the process and purpose behind the creation of the bylaws 	00:11:26 – 01:09:03

	<ul style="list-style-type: none">• Council direction to Civic Life, Civic Life went through an extensive community engagement process• Consistency between the 150 advisory bodies across the City• Uniform standards around forms, templates, and bylaws• Discussion around PHAC’s influence on policy creation: PHB’s preference is to use PHAC as a sounding board from the beginning in policy creation, but it depends on the policy, proprietor of the policy, PHAC’s interest and other factors <p>Voting conversation highlights:</p> <ul style="list-style-type: none">• In the last year, there was one instance of not being able to vote for lack of quorum• Commissioner Cameron noted that in order to approve something, a majority of the seats would need to vote “yes” - absences count as a “no”• Commissioner Ramsey recommended operating procedures• Shannon explained that the decision was made to have it be a majority of seats because votes have happened in the past spur of the moment, and members not present would find out after the fact – this caused some issues• Commissioner Taylor made a procedure recommendation to add vote explanations• Commissioners agree in the importance of attendance and accountability• Majority of seats has the possibility of obstructing voting by Commissioners not attending meetings• Discussion around the removal process for non-active members, Commissioners like the idea of tracking the type of absences (excused vs unexcused).• Attendance is tracked in an internal spreadsheet, and in the Meeting Overviews that are posted on PHB’s website, recommendations were made to add unexcused absences to the Meeting Overviews• Recommendations to keep Commissioners informed of their attendance, periodic check-ins, and have the Executive Commission address any attendance issues• Concerns that a Commissioner could have frequent excused absences, and still be in compliance because the Bylaws only address unexcused absences	
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	<ul style="list-style-type: none"> • MOTION and SECOND to change the voting requirement to the majority of the quorum/"checking the other box" in section 4E of the Bylaws • Commissioner Taylor reminded everyone that the change would mean four commissioners could take a vote on a position • Commissioner Taylor requested the following information: legality of the change, possibility to get advance notice of a vote being put on the agenda, and ability to add vote explanations • Commissioner Fernando read out loud a portion of ORS 174.130 • VOTE results: <ul style="list-style-type: none"> ○ In Favor: Commissioner Cameron ○ Opposed: Commissioners Felicia, Ramsey, Jessy, Sarah, Stef, Fernando, Taylor, Nate, Hannah, and Diane • Meeting Overviews will be added to the Commissioners packets to help track previous conversations • Jessi will continue to flag upcoming voting agenda items, and provide materials in advance • Difference between the two voting requirements: <ul style="list-style-type: none"> ○ Majority of seats (with 11 members): need 6 votes to pass anything ○ Majority of quorum: at least 6 commissioners would need to be present and would need 4 votes to pass anything • Many Commissioners were in favor of voting accountability and vote explanation • Discussion around Membership, 11 members is under the 12 – 15-member threshold. Jessi is currently working on recruiting new PHAC members to bring PHAC back into compliance. Jessi tracks everyone’s term limits, and will keep the Commissioners informed of their term status 	
Good of the Order	<ul style="list-style-type: none"> • Chair Nate adjourned PHAC and the group convened as the Budget Advisory Committee <p>Next Meeting: Tuesday, January 7, 2019</p>	01:09:03 - 01:09:20
Budget Advisory Committee	<ul style="list-style-type: none"> • Chair Nate invited Leslie, Mike, Marvin, and Thuan up to the table <p>Mike Johnson and Leslie Goodlow</p>	01:09:21 – 01:54:38

	<ul style="list-style-type: none">• Community Budget meeting tonight at Highland Christian Church• Recap of the Budget presentation given at last month's meeting<ul style="list-style-type: none">○ Mayor's priority areas○ Change in New General Fund requests○ Breakdown of PHB fund use○ PHB budget themes○ Advisory Committee Input○ Next Steps: Budget due January 29th• Mayor is encouraging bureaus to collaborate on their requests to Council• Conversation around aligning strategies between bureaus• Conversation around land banking• Interest from Commissioners to see outcomes and performance measures for PHB programs – this can be found in the Program Offers Packet• Continued conversation around land banking, and the speed at which the bureau is able to purchase properties. Best property purchases are those through relationships the bureau builds with property owners before they even go to market• Possibility of setting aside funds for acquisitions/land banking – use of partners to acquire land• Request for information regarding funding stream requirements and current use• Two January meetings: Jessi will reach out to Commissioners for availability• Any further questions should be sent to Leslie or Jessi• Chair Nate adjourned the meeting	
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