

*Chh
mail*

MEL RENFRO ENTERPRISES

4003 N. E. Cully Boulevard
Portland, Oregon 97213

(503) 238-0153

June 20, 1974

Greg Watson
Model Cities
Executive Board
5329 N.E. Union Ave.
Portland, Oregon

Dear Mr. Watson:

After talking with Al Jamison I was motivated to write this letter, explaining our new program. As you probably know the Oregon Minority Contractors Association (formerly the Albina Contractors Association) is in desperate need of a complete turn around. Many positive steps have already been taken. First of all we have elected new officers, Treasurer, Manuel Martinez, Secretary, Levi Russell and myself Dallas E. Renfro, Jr., President. Secondly our new name is being processed by John Toran to be filed with the Corporation Commissioner. Also we have been able to weed out those members who do not want to participate and contribute to the new organization. All active members are now paid up as far as dues are concerned. This is significant because it is a first. Further we have an excellent relationship with Eugene Jackson and he is also in favor of our "new image", so much so that he has adopted a lower profile to enable us to accomplish what must be done, to become a viable contractors association.

It is ironic that a bulk of this image change has fallen on my shoulders. With a lot of able assistance from Wendel Brown we are probably the only two people in the organization who do not need the association to get jobs. I am General Manager and part owner of Mel Renfro Enterprises, with sales for the first



MEL RENFRO ENTERPRISES

4003 N. E. Cully Boulevard
Portland, Oregon 97213

(503) 288-0153

half of 1974 approaching two hundred thousand dollars. Mr. Brown who is a close friend of mine will probably gross one million dollars this year and at the rate he is growing perhaps more. Please forgive the personal reference to myself, but my reasoning is simple, we know what we are doing and we want the Model Cities Executive Board to know and have renewed confidence in this very worthwhile organization.

The funds of last year are gone and Wendel and myself have paid our own money to keep the O.M.C. alive. There are other favorable signs that I would like to relate to you in person. We respectfully request to be on the agenda at your next meeting which I understand from Mr. Jamison is to be next week June 25th.

Incidentally you can rest assured that the new organization will bare little resemblance to the old organization.

I look forward to hearing from you soon.

ENTHUSIASTICALLY

Dallas E. Renfro, Jr.

General Manager
Mel Renfro Enterprises
President Oregon Minority Contractors Assn.

*chr
mail*

May 22, 1974

Mr. Gregg Watson, Chairman
Citizens' Planning Board
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Watson:

The Employment Working Committee endorses the CDA's Labor-Management Team Local 189 recommendations for transfer of CDA employees to other City departments and bureaus as outlined in the March 5, 1974, letter by Mr. Roland L. Franz, Steward - Local 189.

The Employment Working Committee met with Labor-Management Representatives and with Mr. Jon Stephens, City Personnel Manager, in March to review and revise the union's recommendations.

We forward our endorsement to you and encourage the Board to support the union's recommendations for transfer of CDA employees.

Sincerely,

Juanita Jones
Juanita Jones
Chairman 

JJ:tah
Attachment

cc: Official Files (2)
Dir/Jamison
CP Coord/Robertson
Rollie Franz
Chairperson Employment WC/Jones
Author/Kuust
tah

March 5, 1974

Ms. Juanita Jones, Chairman
Employment Working Committee
Portland Model Cities Program
5329 N. E. Union Avenue
Portland, Oregon 97211

Dear Ms. Jones:

In accordance with the discussions of the CDA Labor-Management Team of Local 189, the Employment Working Committee and Mr. Stephens concerning the issues involved in the transfer of CDA employees to other City departments and bureaus, the CDA employee members of Local 189 respectfully request the Committee's consideration and adoption of the following policies:

- 1) The transfer of CDA employees into the regular City departmental structure should be implemented on the basis of departmental and job functions on or before the termination of Model Cities funding.
- 2) The Mayor, as Commissioner of Finance and Administration, and the Commissioner of Public Affairs, the Employment Working Committee and the CDA Labor-Management Team of Local 189, should cooperate in the development and implementation of a plan for the transfer of CDA employees to other City departments with civil service status. This plan should be developed to assure minimum disruption to the Portland Model Cities Program and maximum utilization of employee expertise by the PMCP and the City. Further, it is urged that this plan be developed and approved for implementation prior to City Council approval of the 1974-1975 City budget.
- 3) The City should request a civil service reclassification of CDA employees by the City Civil Service Commission as follows:

<u>Dept.</u>	<u>Current Classification</u>	<u>Proposed Classification</u>
Social	Model Cities Planning Assistant	Assistant Planner
C.P.	Model Cities Planning Assistant	Field Representative
	Model Cities Specialist I	Field Representative
Admin.	Model Cities Personnel & Training Supervisor Clerk IV	Affirmative Action Officer
	Duplicating & Distribution Specialist	Administrative Assistant Photocopyist
Evaluation	Model Cities Specialist I	Management Analyst
	Model Cities Specialist II	Senior Management Analyst
Information	(Unclassified - Spec. II)	Management Analyst

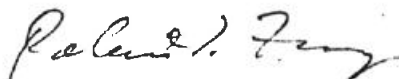
Ms. Juanita Jones
March 5, 1974
Page 2

- 4) The Commissioner of Finance and Administration and the Commissioner of Public Affairs should place a freeze on all hiring within their departments for civil service classified positions comparable to positions presently held by employees of CDA, including those positions for which a change of civil service classification is being requested as indicated in Item 3 above; said freeze to be in effect until a transfer plan has been approved by the two Commissioners, the CDA employees and CDA Director.
- 5) The City should implement a human resource personnel management system immediately in support of its Affirmative Action Program. Further, the Committee should urge the City to increase substantially its efforts to implement its Affirmative Action Program.

The above policies have been revised from our letter of February 21, 1974 in accordance with the advice of the Employment Working Committee and Mr. Jon Stephens. It is our view these policies represent a reasonable and realistic position in the resolution of the different issues relating to the transfer of CDA employees to other City departments and bureaus.

Thank you for your consideration, cooperation and efforts to resolve these and related issues.

Sincerely yours,



Roland L. Franz
Steward, Local 189

RLF/nv

cc: Mr. Al Jamison
Mr. Jon Stephens
Mr. Donovan Boyd
Mr. Gregg Watson
Mr. Brozie Lathan
Ms. Diana Davis
Ms. Lena Hankins
Mr. Darnell Lowery

THE CITY OF
PORTLAND



OREGON

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mail*

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May 17, 1974

OFFICE OF
PUBLIC SAFETY

CHARLES JORDAN
COMMISSIONER

1220 S.W. FIFTH AVE.
PORTLAND, OR. 97204
503 248-4682

Mr. Gregg Watson, Chairman
Model Cities Planning Board
5329 N.E. Union Avenue
Portland, Oregon 97211

Dear Mr. Watson:

I have received your letter of April 25 concerning the reporting relationship between the Model Cities Program and the Office of the Commissioner in charge. Attached to it was a memorandum from the City Budget Office concerning the hiring of two individuals at Model Cities.

While I can see how you would have interpreted that as a "watchdog system," to use your phrase, I may assure you that it is only an administrative procedure that the City has implemented for all of its operating bureaus to monitor the hiring, firing, and other personnel actions within the City. The review of such personnel actions by the Budget Office is only procedural in nature and in no way second guesses the decision of the bureau head regarding the capacity of an individual to fill a particular position.

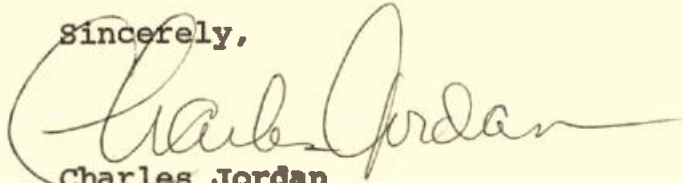
This practice was apparently put into effect several months ago to assure that all City bureaus hired individuals only into authorized positions and at authorized rates of pay. I'm sure that you would agree that this is a sound administrative procedure and a procedure which

Mr. Gregg Watson
Page 2

assists directors of large bureaus in keeping
an accurate up-to-date accounting of personnel.

Again, thank you for your concern as reflected
in the planning board resolution.

Sincerely,

A handwritten signature in cursive script, appearing to read "Charles Jordan". The signature is written in dark ink and is positioned above the typed name and title.

Charles Jordan
Commissioner

cc: Al Jamison
Art Goodman, Budget Officer

cns

citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

January 17, 1974

Dear Neighborhood Organization Chairmen:

There will be a special Citizens Planning Board meeting on Monday, January 21, 1974, at 7:00 P.M. at Bethel A.M.E. Church, 5828 N. E. 8th.

The meeting is being held in regards to the District Planning Organization Ordinance. We are requesting that all Neighborhood Chairman be present to state their position so that the Citizens Planning Board may make a decision on this issue.

This is a very important meeting and your attendance will be greatly appreciated.

Sincerely,

Gregg C. Watson

Gregg C. Watson
Chairman

glm

Chair
citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

February 12, 1974

Dr. Robert W. Blanchard
Superintendent of Portland Public Schools
631 N. E. Clackamas
Portland, OR

Dear Dr. Blanchard:

It has come to the attention of the Model Cities' Citizens Planning Board that there is a serious possibility of discontinuation of federal support of Title I Programs.

If existing legislation expires and no new legislation is enacted for continuation of Title I funding, the Portland Public Schools, and particularly Model Neighborhood schools, would lose many beneficial programs designed to improve achievement and academic success of students.

The loss of Title I funds in the community would have the following impact: discontinuance of \$1,719,604 for programs, 283 jobs will be lost, and 4,390 public elementary students will be without special opportunities for learning.

The Model Cities Citizens Planning Board would like to go on record as recommending the continuation of Title I funds.

If the Citizens Planning Board can be of any further assistance, please do not hesitate to contact us.

Sincerely,

Gregg C. Watson

Gregg C. Watson
Chairman

*Chris
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citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

February 12, 1974

Dear Working Committee Chairman:

At the Model Cities' Citizens Planning Board's Executive Boards' meeting of February 6, 1974, a plan was presented to combine all Model Cities Working Committees, with the exception of the Citizens Participation Working Committee. The Citizens Participation Working Committee is a separate entity and cannot be combined with other Working Committees due to HUD guidelines.

Several Working Committees have expressed interest in combining Working Committees due to the lack of participation from Model Neighborhood Residents.

We would like to set up a meeting with Working Committee Chairmen and the Citizens Planning Boards' Executive Committee to receive input as to how you would like to see the various Working Committees combined. Before a meeting is held with the Executive Board, we would appreciate it if you would discuss this item in your Working Committee meetings.

As soon as you have received recommendations from your designated Working Committees, please notify Mr. Gregg Watson or Mrs. Edna M. Robertson, Citizens Participation Coordinator, 288-8261, so that an Executive Board meeting can be scheduled with Working Committee Chairmen.

Sincerely,

Gregg C. Watson

Gregg C. Watson
Chairman

Chr. Marshall
citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

February 12, 1974

Dear Neighborhood Organization Chairmen:

The Citizens Planning Board has approved Articles of Incorporation for the Model Cities Citizens Planning Board. The Citizens Planning Board feels that it would be very beneficial to all Neighborhood Organizations if they would take the necessary steps to incorporate their Neighborhood Organizations.

If it is the desire of the Neighborhood Organizations to incorporate, the expenses for incorporation will be paid by the Model Cities Agency.

For further information please do not hesitate to contact Gregg Watson, Chairman, or James Loving, 1st Vice-Chairman, Citizens Planning Board.

Sincerely,

Gregg C. Watson

Gregg C. Watson
Chairman

cc: E. Robertson/CP Coord.
A. Jamison/CDA Dir.
G. Watson/Author

CPB
Chairman
citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

February 22, 1974

Mr. Forrest Jenkins
Model Cities Coordinator
for the "Consolidation
Committee"
P. O. Box 1389
Portland, OR 97207

Dear Mr. Jenkins:

In regard to your letter concerning City-County Consolidation, I would be interested in working on the Model Cities Committee for Consolidation.

I would like to be informed as to when the first meeting will be held.

Thanking you in advance for your cooperation.

Sincerely,

Gregg C. Watson

Gregg C. Watson
Chairman

GCW:glm

portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

January 31, 1974

*cc. mail
S.V.
1/31/74*

*cc. De Richard
Mr. Clemans
Hatfield
Richardson*

*cc: BW
WK
EMR
AJ
GWA*

Mr. Gregg Watson, Chairman
Model Cities Citizens' Planning Board
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Watson:

#1

On Thursday, January 24, 1974, the Education Working Committee discussed with Mr. Charles Clemans, Director of the Office of Intergovernmental Relations for Portland Public Schools, about the very serious possibility of discontinuation of federal financial support of Title I programs. Congress is currently reviewing legislation to continue existing Title I legislation which expires this summer.

The Education Working Committee recommends to the Board support for continuation of Title I funds. The committee further recommends that a letter, expressing the Board's position, be written and mailed to Dr. Robert W. Blanchard, Superintendent of Portland Public Schools, and/or to Oregon's Congressional Delegation. In addition, the committee recommended that Mr. Charles Clemans be invited to speak before the Board and that material explaining Title I programs be distributed to Board members for their review.

#2

If existing legislation expires and no new legislation is enacted for continuation of Title I funding, the Portland Public Schools, and particularly Model Neighborhood schools, would lose many beneficial programs designed to improve achievement and academic success of students. In Portland Public Schools, Title I funds are supporting programs in areas of reading and math. In addition, the funds support the following activities: reading specialists, teacher aides, curriculum consultants; supplementary reading and math materials and equipment; community agents, social workers, and counselors; inservice education for staff; and diagnostic and psychological services.

The loss of Title I funds in the community would have the following impact: discontinuance of \$1,719,604 for programs, 283 jobs will be lost, and 4,390 public elementary students will be without special opportunities for learning.

**EDUCATION
WORKING COMMITTEE**

-2-

Within the Model Neighborhood area, all the eight public schools receive Title I funds. The total number of students participating in programs within the Model Neighborhood schools is 2,228, which represents 50.75% of all public students participating.

We hope the Board acts favorably upon this request.

Sincerely,

Betty Walker (W.R.)

Betty Walker, Acting Chairman
Education Working Committee

BW:tah

Letter

January 29, 1974

Mr. Gregg Watson, Chairman
Model Cities Citizens' Planning Board
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Watson:

On Thursday, January 24, 1974, the Education Working Committee discussed the possibility of the Citizens' Planning Board approving allocation of Model Cities funds for the Reading Tree Program.

Last summer, Model Cities approved \$4,589 for the program. The Education Working Committee is recommending to the Board that the Reading Tree program be allocated \$4,589 to operate the program during the summer. However, the committee recognizes that the Board has limited funds available for programming. As an alternative suggestion, the committee is willing to submit a request for \$2,500 to maintain the program for one or two months.

We will appreciate it if a representative from the Reading Tree Program could be invited to speak before the Board for a request of funds.

Thank you for your consideration on this matter.

Sincerely,

Betty Walker (W.K.)

Betty Walker, Acting Chairman
Education Working Committee

~~Dir: tah~~

cc: Official files (2)
Dir/Jamison
CP Coord/Robertson
Ed. WC Atg. Chm/Walker
Author/Kuust
tah

January 31, 1974

Mr. Gregg Watson, Chairman
Model Cities Citizens' Planning Board
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Watson:

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We hope the Board acts favorably upon this request.

Sincerely,

Betty Walker (W.R.)

Betty Walker, Acting Chairman
Education Working Committee

BW:tah

cc: Official Files (2)
Dir/Jamison
CP Coord/Robertson
Ed. Atg Chm/Walker
Author/Kuust
tah

CPB
mail

January 25, 1974

Mr. Gregg Watson, Chairman
Citizens' Planning Board
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Watson:

At the January 22 CPB Executive Committee meeting it was agreed that a subcommittee, consisting of an Executive Committee representative; Mr. Ira Blalock, BHR; Mr. Robert Marquez, Chairman Health Working Committee; and Mr. Sol Peck, Health Planner, Model Cities, be activated. This committee has been charged to meet with Mr. Jewel Goddard, County Human Resources Bureau, and County Commissioners, to secure their financial support for the continued operation of the medical and dental clinics, Multi-Service Center.

The Health Working Committee on January 24 urged that this committee convene the week of January 28 for this purpose. Members of our committee familiar with the workings of the County Government, have expressed their concern that such a commitment be obtained now, before other budget priorities are set.

We are anxious to proceed with you, and look to hear from you about a possible meeting this coming week.

Sincerely,

Robert Marquez
Chairman

RM:tah

cc: Official files (2)
Dir/Jamison
CP Coord/Robertson —
WC Chm/Marquez
Author/Peck
tah

Handwritten note: *mail*

January 25, 1974

Mr. Gregg Watson, Chairman
Model Cities Citizen's Planning Board
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Watson:

The Employment Working Committee reviewed and recommended support of a workshop for project directors at our last meeting on Wednesday, January 23, 1974. The proposed workshop is being funded with RETP funds.

It is my understanding that training proposals for funding under RETP are to be approved by the Employment Working Committee and the Citizen's Planning Board if the training request is over \$500.

Dr. Thomas Boothe, Consultant with Communications Heuristics, Inc., is proposing to conduct a two-day workshop for project directors. The workshop will include the following subjects: administrative management, evaluation, fund seeking, management by objectives, staff grooming, and human relations communication and motivation. Cost for the workshop is \$1,600.

The Employment Working Committee endorses the workshop concept and forwards the request to the Citizen's Planning Board for recommended approval.

Sincerely,

Juanita Jones (with initials *W.K.* circled)

Juanita Jones
Chairman, Employment Working Committee

JJ:tah

cc: Official Files (2)
Dir/Jamison
CP Coord/Robertson
Chm Empt WC/Jones
Author/Kuust
tah

Northwest
Regional
Educational
Laboratory



Lindsay Building · 710 S.W. Second Avenue
Portland, Oregon 97204 · Telephone (503) 224-3650

January 7, 1974

Portland Model Cities Agency
The Employment Working Committee
5329 N.E. Union Avenue
Portland, Oregon 97211


Dear Mr. Chairman:

In view of the fact that Model Cities' ability to continually fund projects will no longer exist, the RETP Committee is of the opinion that we should try and prepare operating agencies to move out on their own. The course outline attached hereto is a step in that direction.

Given the reality of our funding situation, we have decided to direct the RETP funds toward those activities that can be completed during our tenure.

We are now in the process of drawing up a plan that will direct our efforts for the remaining part of this year; however, we would like to move forward with this session.

Sincerely,


Charles Jordan
Vice Chairman
RETP Advisory Board

CJ:ast

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JAN 8 1974
MODEL CITIES

HUMAN RELATIONS COMMUNICATIONS EDUCATION

COMMUNICATIONS HEURISTICS, INC.

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

807 OREGON BANK BLDG. • 319 S. W. WASHINGTON
PORTLAND, OREGON 97204

November 5, 1973

Mr. Leroy Albert
Director of Training
Model Cities
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Albert:

PRACTICAL ADMINISTRATIVE MANAGEMENT AND COMMUNICATIONS TRAINING

In reference to our meeting November 1, 1973 concerning administrative management training for the 31 or 32 agencies funded by Model Cities grants, I propose the following program:

1. This program will consist of training in administrative management techniques, methods and procedures as standardized by Federal, State and local governmental agencies. Current forms and jargons will dealt with.

Implementive Process

- A. Lecture, discussion and demonstrations on effective administrative management processes 4 Hours
- B. Simulation process: The actual testing of the above processes with emphasis on the applied practical relevancy to the specific agencies (enrollees demonstrate performance) 4 Hours
- 2. Communication Element - Implementive Process
 - A. Lecture, discussion, and a demonstration of a communication model including the effects of specific terminology, jargon, and political influences as they relate to service-oriented agencies and tangible product-oriented agencies 4 Hours
 - B. Simulation process working with the communication model in the applied sense as it relates to administrative management functions 4 Hours

Mr. Leroy Albert

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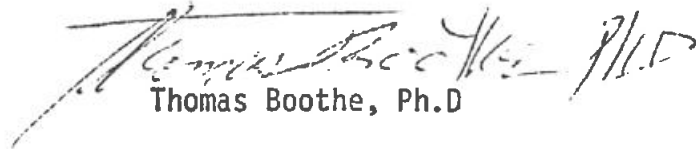
This course will be held on Model Cities premises in four, four-hour classes, once a week for a grand total of four weeks/16 hours.

This program will only impart the basic fundamentals of practical administrative management. However, follow-up programs are available for those who request more than is offered in this basic course.

The contract price to deliver the services outlined above will be \$1,600 per 16 person group.

If this program appears feasible for Model Cities Agency to sponsor, please so indicate, so that I can work out the enrollment and time schedules plus prepare to meet such guidelines as you might require.

Very truly yours,



Thomas Boothe, Ph.D

TB:le

Mr. Leroy Albert
Director of Training
Model Cities Agencies

ADMINISTRATIVE MANAGEMENT AND COMMUNICATIONS TRAINING
FOR MODEL CITIES FUNDED AGENCIES

This program will consist of training in administrative management techniques, methods and procedures as standardized by Federal, State and Local governmental agencies. Current forms and jargons will be dealt with.

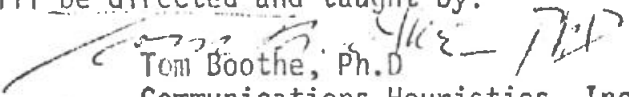
Human Relations communications, as it applies to administrative management, will also be taught.

The teaching process will be done in WORKSHOP style with lectures, discussions, demonstrations and simulation processes.

COURSES

- Subject: Administrative Management
Office management procedures; the understanding of forms; the application of forms; how to fill out forms and filing procedures.
- Subject: Evaluation
What is an evaluation; How to prepare for an evaluation; How to prepare an evaluation.
- Subject: Fund Seeking
How your proposal can relate to additional funds; how your service and/or product can relate to additional funds; how to identify and how to relate to funding sources.
- Subject: Management by Objectives
How to set goals and objectives; how to analyze your purpose and impact and make it work for you.
- Subject: Staff Grooming
Hospitality guidelines, public relations guidelines and the development of positive attitudes.
- Subject: Human Relations Communication and Motivation
How to apply the laws of communication to make your agency a growing success. How to avoid conflicts of interest. How to communicate the positive image of your business or agency.

All courses will be taught with the relevancy of the agency as the prime factor. This training will be directed and taught by:


Tom Boothe, Ph.D.
Communications Heuristics, Inc.
807 Oregon Bank Building

SEMINAR

LAWS OF APPLIED COMMUNICATIONS

This seminar will focus upon the psychological and physiological LAWS that govern the process of Human Relations Communication and Motivation.

The Laws of Applied Communications will be identified and differentiated from the theoretical and technical aspects of communications; also a communications model will be provided and how to use it will be detailed.

SPECIFIC BENEFITS TO CLIENTS:

- Quicker and more precise comprehension
- Broader comprehension
- Increased communication capacity
- Higher level of motivation and self-confidence
- More productive relationships

REGULATIONS:

The minimum time length of this seminar is seven (7) hours, or one full day.

The recommended number of persons per seminar is between fifteen (15) and twenty-five (25) persons. Twenty-five (25) persons is the absolute maximum.

Implementation will be lecture, model and simulation process.

This seminar is conducted and performed by:

Tom Boothe, Ph.D.
Founder, Communications Heuristics, Inc.
Suite 807, Oregon Bank Bldg.
319 S. W. Washington
Portland, Oregon 97204

Phone:

THE CITY OF
PORTLAND



OREGON

OFFICE OF
THE MAYOR

NEIL GOLDSCHMIDT
MAYOR

1220 S. W. FIFTH AVE.
PORTLAND, OR. 97204
503 248 - 4120

January 24, 1974

Mr. LeRoy Patton, Chairman
Citizen's Planning Board
5329 N. E. Union
Portland, Oregon 97211

Dear Mr. Patton:

It is the policy of my office to have City of Portland boards and commissions reflect the composition of our community. In order to assist me in this continuing effort, I am requesting that your organization submit recommendations for possible appointment to positions on these bodies.

I would appreciate your forwarding to my office, within the next thirty days, a short resume of the background, experience and qualifications of each person recommended. While not all boards and commissions have vacancies at this time, your recommendations will be considered in filling vacancies as they occur. For your information, I've enclosed a list of the City of Portland boards and commissions.

Thank you for your help.

Sincerely,

Neil Goldschmidt

NG:pdr
Enclosure

portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

January 25, 1974

Mr. Gregg Watson, Chairman
Model Cities Citizen's Planning Board
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Watson:

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The Employment Working Committee endorses the workshop concept and forwards the request to the Citizen's Planning Board for recommended approval.

Sincerely,

Juanita M. Jones (W.B.)

Juanita Jones
Chairman, Employment Working Committee

JJ:tah

**EMPLOYMENT
WORKING COMMITTEE**

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mail*

January 24, 1974

Mr. Gregg Watson, Chairman
Model Cities Citizens' Planning Board
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Watson:

On Wednesday, January 23, 1974, the Employment Working Committee met with Mr. Jon Stephens, City Personnel Manager, to review and discuss materials which Mr. Stephens submitted in response to requests that were made of him by the Citizens' Planning Board in a letter dated October 8, 1973. The materials reviewed included a legal interpretation of the City's compliance with CDA Letter #11, dated January 9, 1974, by Mr. Richard A. Braman, Senior Deputy City Attorney, review of the Equal Employment Opportunities report submitted to the EEOC, and a listing of current city employment positions. The members of the committee also discussed with Mr. Stephens the City's efforts to provide transitional employment for CDA employees.

In reviewing the EEOC report, no minorities are employed in the Commissioner's Office for the Department of Public Works, no minorities are employed in the Commissioner's Office for the Department of Public Safety, no minorities are employed in the Commissioner's Office for the Department of Public Affairs, one minority is employed in the Commissioner's Office for the Department of Public Utilities, and six minorities are employed in the Mayor's Office. The City Auditor's Office has no minorities employed. Out of the City's total labor force of 4,048 people, 238 minorities are employed which represents 5.8% of the City's total labor population. Minorities are employed in the following job categories: officials/administrators - 5, 2.1%; professionals - 24, 10.1%; technicians - 26, 11.0%; protective service - 22, 9.3%; para-professionals - 17, 7.2%; office/clerkial - 34, 14.4%; skilled craft - 12, 5.0%; service/maintenance - 96, 40.6%. No minorities are employed in the following offices; Planning and Development, Neighborhood Environment, Police/Sheriff Cons., Support Services, and City Attorney.

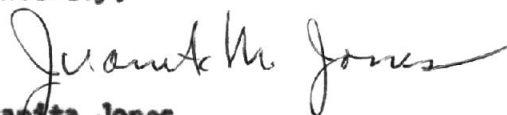
The Employment Working Committee recommended that the material received from Mr. Stephens be forward to Citizens' Planning Board members for their review and discussion.

The committee recommends to the Citizens' Planning Board that Mr. Jon Stephens, City Personnel Manager, be appointed as Board Secretary to the Civil Service Board. The Employment Committee's recommendation is based on the following: Mr. Stephen's position on Affirmative Action, his reorganization plan for Civil Service, his expressed desire to re-vamp civil service job classifications, his "track record" as demonstrated in King County, Washington, and his commitment to be fair and equal in his administration of Civil Service. The committee further recommends that a letter be written and mailed expressing the Board's position to all City Commissioners and Mayor, and to all Civil Service Board members.

In addition, the Employment committee recommends the following in regards to future employment of CDA personnel: that CDA employees expressing continued employment with the City after Model Cities phase-out be given priority consideration, that CDA employees expressing employment with private industry be counseled to obtain desired employment, and that CDA employees having to be displaced from employment with Model Cities prior to July 1, 1974, be given ample notification and priority in obtaining future employment.

We appreciate that the Board act upon these recommendations at the first Board meeting in February.

Sincerely,



Juanita Jones
Chairman Employment Working Committee

JJ:tah

cc: Official files (2)

Director/Jamison

CPZRobertson, Coord. _____

Chm Employment WC/Jones

Author/Kuust

tah

CITY OF PORTLAND
INTER-OFFICE CORRESPONDENCE
(NOT FOR MAILING)

January 9, 1974

From Richard A. Braman, Senior Deputy City Attorney

To Bureau of Personnel

Addressed to Jon D. Stephens, Personnel Manager

Subject City compliance with CDA Letter #11

BUREAU OF PERSONNEL
RECEIVED
JAN 15 1974

Through you, the Employment Working Committee of the Model Cities Citizens Planning Board has requested "A legal interpretation on the City's compliance with CDA Letter #11." This response is based upon a very limited knowledge on the part of the office as to what has been and is being done with respect to compliance; and also upon an uncertainty as to what specific legal questions the Committee desires to have answered.

Model Cities should provide employment and training for residents of the Portland MNA in all phases of the demonstration program to the extent of its commitment under the Resident Employment and Training Plan submitted December 28, 1972. The Bureau of Personnel should endeavor to bring Model Cities staff employes into the classified City service as authorized by the Civil Service Board order of February 20, 1973. Neither the plan nor CDA Letter #11 requires bringing employes of the operating agencies into the classified City service, although training for civil service examinations would be appropriate.

To be brought within the classified service, Model Cities staff employes holding positions comparable to existing classifications are required to achieve a minimum passing grade on the regular civil service examination for that position. Additional training should be made available for an employe who fails to attain that minimum passing grade. Those employes who pass and are brought within the classified service gain status with seniority dating to the time of their employment. In event of a reduction in force, this seniority entitles them to bump any employe in the same classification and department; or, if laid off, to reappointment in advance of any person on an eligible list for the same position. They are also eligible for interdepartmental and interclass transfers, subject to CSB Rules 5020 and 5030.

Model Cities staff employes holding positions not identified as citywide job classifications all are now within the classified service, but face a different situation in event of a reduction in force. While CDA Letter #11 does not specifically say so, it implies that CDA employment provided under the plan will extend beyond the life of the program. Employes in positions not identified as citywide classifications are eligible to transfer to other classifications which the Civil Service Board certifies as having equivalent entrance requirements under CSB Rule 5030 or they could accept a voluntary demotion to a lower

classification under CSB Rule 6010. Barring the foregoing alternatives, these employes should be offered training designed to enable them to pass an examination for a citywide job classification.

RAB:jw

December 27, 1973

Mr. George McDonald
Civil Service Director
510 S.W. Montgomery
Portland, Oregon 97201

Dear George:

For some time, I have been gathering information and analyzing the problems related to Civil Service, and as a result, I am requesting a special public hearing to be held with the Civil Service Board to consider the following:

1. The appointment of the City Personnel Manager as Secretary to the Board under 4-103 of the City Charter,
2. A re-organization of the Civil Service staff.

In scheduling this hearing, sufficient time should be allowed for the Board to give proper notification to all interested parties.

For your review, I have enclosed the following:

1. City Resolution No. 31329 indicating the City Council's endorsement of the above recommendations,
2. Memorandum dated December 14, 1973, from the Personnel Manager to the City Council indicating certain observations and recommendations. This memorandum includes a chart illustrating the proposed organization changes and a general description of the duties and responsibilities of the various positions.

The changes proposed will bring new vitality and life to the Civil Service function and it will aid in the professional development of the Civil Service staff. If these proposals are accepted by the Civil Service Board, I am looking forward to working with you in building a strong and successful Civil Service System.

Sincerely,

Jon D. Stephens
Personnel Manager

JDS/ef

Enclosures

cc: Mr. Francis Hill
Ms. Linda Rasmussen
Mr. George Rankins

RESOLUTION NO.

31329

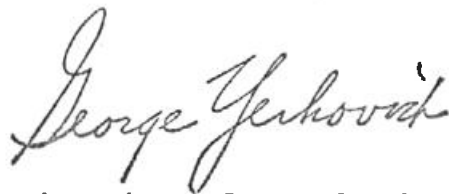
WHEREAS the City Personnel Manager has made certain recommendations relating to a civil service staff reorganization; and

WHEREAS the said recommendations have been reviewed and endorsed by the Council; and

WHEREAS action of the Civil Service Board is required to implement the recommendation that the City Personnel Manager be appointed to serve as Board Secretary under Section 4-103 of the City Charter; now, therefore, be it

RESOLVED that the Civil Service Board hereby is requested to hold a public hearing for the purpose of considering the appointment of the City Personnel Manager to serve as Board Secretary under Section 4-103 of the City Charter.

Adopted by the Council **DEC 26 1973**



Auditor of the City of Portland

Mayor Goldschmidt
RAB:jw 12/20/73

BUREAU OF PERSONNEL
RECEIVED
DEC 27 1973



December 14, 1973

NEIL GOLDSCHMIDT
MAYOR

BUREAU OF
PERSONNEL

MEMO

510 S.W. MONTGOMERY ST.
PORTLAND, OR. 97201
503/248-4157

TO: Mayor Neil Goldschmidt
Commissioner Lloyd Anderson
Commissioner Frank Ivancie
Commissioner Connie McCreedy
Commissioner Mildred Schwab

FROM: Jon D. Stephens
Personnel Manager

SUBJECT: Observations and Recommendations for Civil Service

During the past few weeks, considerable time has been used in meeting, listening and discussing Civil Service problems with City of Portland employees and managers. All persons have been pleasant, cooperative and willing to discuss their problems.

The major problem is the absence of a timely response in recruiting, examining and certifying quality applicants. This problem has in part been created by inadequate Civil Service staffing. In addition, the current Civil Service organization structure has limitations and is unable to meet the City's needs.

I am recommending several changes for Civil Service. These changes may be summarized as follows:

1. The Civil Service Board appoint the Personnel Manager as Secretary to the Board.
2. The Civil Service staff be reorganized to a generalist approach.

Attached you will find a copy of the proposed organization change along with a letter to Mr. Harold E. Johnson, which describes the major duties of personnel under the reorganization.

The benefits of these changes are as follows:

1. The Civil Service staff will obtain an improved understanding of bureau problems.
2. The Commissioners and bureau directors will have an assigned personnel analyst to work on their priority needs.
3. The Civil Service staff will be able to perceive relationships between selection processes and actual job requirements.
4. The Civil Service staff will have an overall perspective. This perspective will aid in a more rapid and timely response.
5. Communications will be improved between Civil Service and the bureaus.
6. The Civil Service will strengthen its position with the employees and management.
7. The approach provides for more consistency.
8. The Civil Service will be able to conform to the current Charter mandates.
9. The Civil Service will be able to more closely follow its own rules and procedures.
10. Improve resolution of inter-bureau problems through better internal coordination.
11. Less "buck passing" by bureaus and Civil Service staff.
12. Provide bureaus with a single contact point in resolving personnel needs and problems.
13. Civil Service will go from the "umpire and arbitrator" to the participant and assistant.

As the Council would endorse these changes, the Personnel Manager will contact the Civil Service Board and ask that a meeting be scheduled to review and adopt these recommendations.

JDS:jd
Attached

CIVIL SERVICE BOARD

CIVIL SERVICE DIRECTOR
J.D. Stephens

DEPUTY CIVIL SERVICE DIRECTOR
Geo. McDonald

SECRETARY

GENERALISTS

PROFESSIONAL ADVISOR - EMPLOYMENT
Chet Locke

PROFESSIONAL ADVISOR - CLASSIFICATION
Jerry Adams

PERSONNEL ANALYST - Kenneth Porath

PERSONNEL ANALYST - Neil Davidson

PERSONNEL ANALYST - Dennis Hardin

PERSONNEL ANALYST - Barbara Kingsley

PERSONNEL ANALYST - (Vacant)

PERSONNEL ANALYST - (Vacant)

PERSONNEL ANALYST - (Vacant)

SUPERVISING CLERK
Jo Landen

Gertrude Cary
Clerk 3

Virginia Renfro
Clerk 2

Linda Wood
Clerk 2

Fran Gray

Typist Clerk

Ethel Bianco

Typist Clerk

E. Joan Beech
Typist Clerk

City Mail
citizens
planning
board



E. Robertson

portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

January 25, 1974

Mr. Gary Stout, Administrator
Office of Planning and Development
1220 S. W. 5th Avenue
Portland, OR 97204

Dear Mr. Stout:

The Citizens Planning Board's Executive Committee is inviting you to attend their Executive Committee meeting on Tuesday, January 29, 1974, at 5:45 P.M., in the Model Cities Conference Room #226, 5329 N. E. Union Avenue.

If it is not possible for you to attend please contact Mrs. Edna M. Robertson, Citizens Participation Coordinator, 288-8261, extension 22.

Thanking you in advance for your cooperation.

Sincerely,

Gregg C. Watson

Gregg C. Watson
Chairman

GCW/glm

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CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

December 19, 1973

The Honorable Neil Goldschmidt
Mayor
City of Portland
City Hall
1220 S. W. 5th Avenue
Portland, OR 97204

Dear Mayor Goldschmidt:

As you are aware, the Model Cities' Citizens Planning Board allocated \$50,000 for the Union Avenue Redevelopment Project. The Board is very interested in this project and wishes to maintain close communications. The Project Description calls for a Project Advisory Committee of whom three (3) members are to be members of the Citizens Planning Board.

It is my understanding that you are currently considering the appointment of various persons to the Project Advisory Committee. I would like you to consider the following three (3) persons as the Citizens Planning Board's representatives:

- (1) Charles Ford
- (2) Opal Strong
- (3) Martha Warren

Sincerely,

Gregg C. Watson

Gregg C. Watson, Chairman
Citizens Planning Board

cc: Comm. Schwab
A. Raubeson
E. Roberts
E. Robertson ✓

THE CITY OF
PORTLAND



OREGON

RECEIVED

JAN 7 1974

MODEL CITIES

January 4, 1974

OFFICE OF
THE MAYOR

NEIL GOLDSCHMIDT
MAYOR

1220 S. W. FIFTH AVE.
PORTLAND, OR. 97204
503 248-4120

Gregg C. Watson, Chairman
Citizens Planning Board
Portland Model Cities
5329 N. E. Union Avenue
Portland, Oregon 97211

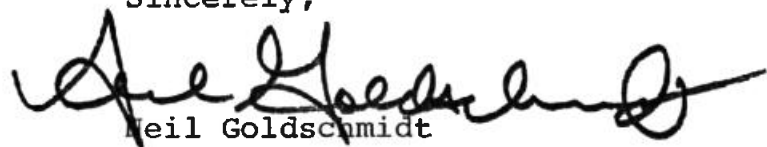
Dear Mr. Watson:

In response to your letter of December 19, 1973, concerning the appointment of three members of the Citizens Planning Board to the Union Avenue Redevelopment Project Advisory Committee, I am referring your letter suggesting the appointment of Charles Ford, Opal Strong and Martha Warren to Denny Wilde, Union Avenue Redevelopment Project Director, and to Herman Brame, Union Avenue Redevelopment Project Citizens Involvement Coordinator.

I am sure they will find the Board members nominated to be acceptable and will include them in the recommended list of appointees to the Advisory Committee.

Again, let me thank you and the Board for its continued interest and support of this project.

Sincerely,



Neil Goldschmidt

NG.pms

cc: Commissioner Schwab
Andy Raubeson
Edna Robertson ✓
Eldon Roberts
Dennis Wilde
Herman Brame

citizens
planning
board



*Chris
mail*

portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

TO: Dick Celso, Chairman
Citizens Involvement Workshop Committee

FROM: Gregg Watson, Chairman
Citizens Planning Board

RE: Letter to Mr. Loving

DATE: December 17, 1973

As per your letter to Mr. Loving I certainly encourage you and members of your Committee to continue to develop program suggestions in relationship to citizens workshops. Please have a joint meeting with yourself and Mr. Loving, Chairman of the Budget Review Committee to develop sound proposals for such workshops in the very near future. Once your plans are developed, please contact me to have the item considered at the Executive Board level before passing to the entire Citizens Planning Board.

G CW

Gregg C. Watson

GCW/glm

cc: Robertson/CP Coordinator ✓
Loving/Budget Committee
Watson/Author/CPB Chairman

File
Health
Chr. Plan

December 4, 1973

Mr. LeRoy Patton, Chairman
Citizens' Planning Board
4910 N. E. 14th Place
Portland, OR 97211

Dear Mr. Patton and Members of the CPB:

At the November 29 meeting of the Health Working Committee, we discussed community/consumer participation in CHPA meetings. We were particularly concerned about situations in which community representatives suffered a loss in pay because of time taken from their jobs and the possible inability to take part in important activities because of the need to pay for child care.

Because we feel it important that our representative(s) participate in the work of CHPA, we are asking for the possibility of reimbursing individuals who would face the hardships referred to above. We have addressed a request to the Board of CHPA. We would also want to know whether you would agree to such reimbursement since it is our community being represented by some of our Model Cities residents.

We are hoping that you could agree to reimbursement of any salary lost, or charges for child care, for participating in CHPA meetings, in the event the CHPA Board fails to provide such payment.

Thank you for your cooperation.

Sincerely,

Robert A. Marquez
Robert Marquez
Acting Chairman

RM:tah

cc: Official Files (2)
Atg Dir/Raubeson
Health Plan/Peck
CHPA Exe. Dir/Rix
CP Coord/Robertson
CPB Bd Mem/Loving
Atg HWC Chrm/Marquez
tah

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CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

*Chv
mail*

December 10, 1973

Mr. Robert Scalia
Assistant Regional Administrator
Office of Community Development
1321 Second Avenue
Arcade Plaza MS 317
Seattle, Washington 98101

Dear Mr. Scalia:

I wanted to take this opportunity to introduce myself as the new Chairman of the Portland Model Cities' Citizens Planning Board. As you are well aware, this transition period is an important one for the Model Neighborhood, and we feel that it is crucial that we maintain close ties with the HUD Regional Office at this time.

At one of our Executive Committee meetings I met your representative, Mr. John Coldesina. We would greatly appreciate it if you could send a representative (for the sake of continuity, preferably the same person) to our Citizens Planning Board meeting the 18th of December at 7:30 P.M., at the Cascade Student Union Building, 5606 North Borthwick; and to our Executive Committee meeting the 11th of December at 5:45 P.M., at the Model Cities Office, 5329 N. E. Union Avenue.

I am looking forward to a fruitful relationship during my term as Chairman.

Sincerely,

Gregg C. Watson
Chairman

cc: A. Raubeson
E. Roberts
E. Robertson ✓

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CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211

288-8261

December 10, 1973


Mr. John Toran, Esquire
234 S. W. Salmon
Portland, OR 97204

Dear John:

As we discussed earlier, we would like a progress report on your efforts to secure incorporation of the Citizens Planning Board as a non-profit entity. Our Executive Committee would like you to make a presentation at its meeting to be held on December 11, 1973, at 5:45 P.M., in the Model Cities Conference Room #226, 5329 N. E. Union Avenue.

I look forward to seeing you at that time.

Sincerely,


Gregg C. Watson
Chairman

cc: A. Raubeson
E. Roberts
E. Robertson

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CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

December 10, 1973

The Honorable Neil Goldschmidt
Mayor
City of Portland
City Hall
1220 S. W. 5th Avenue
Portland, OR 97204

Dear Mayor Goldschmidt:

I was pleased to hear that the decision has been made regarding appointment of the new Chief of Police. The Model Cities' Citizens Planning Board has long been interested in fostering better relations between the residents of the Model Neighborhood and the Police Department. In keeping with this, we would like you to speak with the new chief regarding his relations with the Model Cities area.

Specifically, the Citizens Planning Board has instructed me to write you to request that the Chief of Police attend the Citizens Planning Board meeting in January or early February, 1974. I would appreciate hearing from you at your earliest convenience regarding this matter.

Sincerely,

Handwritten signature of Gregg C. Watson.

Gregg C. Watson
Chairman

cc: A. Raubeson
E. Roberts
E. Robertson

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planning
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portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

December 12, 1973

Dear

The Citizens Planning Board's elections have been completed and the Working Committees should now elect new officers for their Working Committees. Validated workers from the Citizens Planning Board are 1st Vice-Chairman, James Loving; 2nd Vice-Chairman, Burnett Austin; and Citizens Participation Working Committee Chairman, Albert Green.

The Citizens Planning Board is requesting that your elections are completed no later than February. In order that your elections are validated, please contact Mrs. Edna M. Robertson, Citizens Participation Coordinator, 288-8261, extension 22, so that a Citizens Planning Board validator will be present.

For further information please do not hesitate to contact the Citizens Participation Department.

Sincerely,


Gregg D. Watson
Chairman

glm

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planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

December 12, 1973

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The Citizens Planning Board is requesting that your elections are completed no later than February. In order that your elections are validated, please contact Mrs. Edna M. Robertson, Citizens Participation Coordinator, 288-8261, extension 22, so that a Citizens Planning Board validator will be present.

For further information please do not hesitate to contact the Citizens Participation Department.

Sincerely,

Gregg D. Watson
Chairman

glm



THE URBAN LEAGUE OF PORTLAND

MAIN OFFICE • 404 COMMUNITY SERVICE CENTER • 718 WEST BURNSIDE • PORTLAND, OREGON 97209 • 224-0151

FIELD OFFICE • 208 WALNUT PARK BLDG. • 5329 N. E. UNION • PORTLAND, OREGON 97211 • 288-6517

PROJECT OUTREACH • 204 WALNUT PARK BLDG. • 5329 N. E. UNION • PORTLAND, OREGON 97211 • 288-6361

ROAD BUILDERS SERVICE • 3525 N. E. UNION • PORTLAND, OREGON 97212 • 288-4269

OFFICERS

Herbert L. Amerson
President

John A. Mills
Vice President

James A. Thompson, Jr.
Vice President

Alfred M. Gleason
Treasurer

Mrs. Conrad McConnell
Secretary

Mrs. Geri Ward
Member at Large

Paul Cook
Member at Large

DIRECTORS

David Baugh

Mrs. Mamie Bowles
Ellis Casson

Frank Cox, Jr.

Robert Dillard

Richard Dixon

Gerard K. Drummond

Guy Frazier

Father Joseph Haley, C.S.C.

Edward Hawes

Mrs. Gordon Hearn

Rev. A. Lee Henderson

Mrs. Darrell Johnson

James Lee

Victor Levy

Charles Luebbert

Mrs. Faye Lyday

Eugene L. Pfeifer

Jack Radow

Carlos Rivera

John H. Salzer

Mrs. Betty Schedeen

Oliver Smith, Jr.

C. Don Vann

Harold Williams

STAFF

E. Shelton Hill
Executive Director

James O. Brooks
Director of Field Office

Ronald L. Martin
Director of Economic
Development and Employment

Vernon V. Chatman
Director of Education and
Youth Incentives

Mrs. Gertrude M. Rae
Program Assistant

Miss Pamela Howard
Bookkeeper and Secretary
to Executive Director

Mrs. Earlene Phillips
Secretary and Receptionist

Mrs. Thelma Johnson
Field Office Secretary

PROJECT OUTREACH

Charles E. Ganter
Director

Robert G. Knudson
Co-Director

ROAD BUILDERS SERVICE

George Rankins
Field Representative

MEMBER OF THE
NATIONAL URBAN LEAGUE
UNITED GOOD NEIGHBORS

November 15, 1973

Mr. Patton
Mr. Leroy Patton
Model Cities Planning Board
5329 NE Union
Portland, Oregon 97211

Gregg Watson

Dear Mr. Patton:

Enclosed is an invitation to you and your staff to attend the Testimonial Dinner honoring E. Shelton Hill on Thursday, December 13, 1973, at 7:30 p.m. at the Portland Sheraton Motor Inn.

A portion of the program will be reserved for organizations who wish to make brief (30 - 60 second) presentations and/or awards to Mr. Hill. If your agency would like to be represented, please advise Mrs. Gertrude Rae at the Urban League office, no later than November 30, 1973.

A scrapbook of congratulatory letters will be prepared for Mr. Hill. You and all his friends are invited to forward letters to the Urban League office for inclusion. They should be unfolded, if possible, and limited to one page. We would appreciate their receipt prior to December 5, 1973.

We hope that you will plan to attend and join us in paying tribute to Mr. Hill.

Sincerely,

Paul Bender

Paul Bender
Chairman, Program Committee
E. Shelton Hill Testimonial Dinner

PB/ep
enc. 1

RECEIVED

NOV 19 1973

MODEL CITIES

WORKING TO IMPROVE THE TOTAL COMMUNITY IN THE AREA OF INTERGROUP RELATIONS



*File under
Chairman mail*

November 3, 1973

Mr. LeRoy Patton
Chairman, Citizens Planning Board
5329 NE Union Avenue
Portland, Oregon 97211

Dear LeRoy:

I was disappointed to learn that the Executive Board, at its October 30, 1973 meeting, "moved for approval of the Albina Contractors Association work program for the \$6,000 allocation." It was my understanding from the discussion at the October 16, 1973 Citizens Planning Board meeting that before the proposed program for this allocation was submitted to the Executive Board and full Board for action on release of the funds, it would first be referred to the Community Development Working Committee.

When Gregg Watson, First Vice-Chairman, Citizens Planning Board, assigned me to the Community Development Working Committee, he stated that one of my primary tasks would be to see that those projects and proposals designated by the Board to be within the jurisdiction of the Working Committee went through the proper procedures before being brought to the Board for consideration. While I can understand that the Board might wish to reserve an allocation to a project without first consulting the appropriate Working Committee, I cannot understand how the Executive Board could approve the release of that allocation without first receiving a report and recommendation from the Working Committee. Such a course of action seems to run counter to the whole process of citizens review that the Model Cities program has attempted to develop and implement, and I feel that I would be negligent in my responsibility to the Board and to the Working Committee if I did not protest the Executive Board's decision to approve the release of funds without first seeking Working Committee action on this matter.

I therefore ask that the Citizens Planning Board defer action on the release of the \$6,000 allocation to the Albina Contractors Association for the Contractors Management Project until the proper procedures are followed and the proposed program for the allocation is referred to the Community Development Working Committee for action.

Sincerely,

Jan Childs
Jan Childs

cc. Gregg Watson
Ray Brewer
Andy Raubeson
Mike Henniger

RECEIVED

NOV 5 1973

MODEL CITIES

Handwritten: Mr Mail

November 30, 1973

Mr. LeRoy Patton, Chairman
Citizens' Planning Board
5329 N. E. Union Avenue
Portland, OR 97211

Dear Mr. Patton:

Mr. Dennis Payne, Director of the Martin Luther King Scholarship Fund, presented a request to the Education Working Committee meeting on Thursday, November 29, 1973, to remove the limitation in the current MLK contract to provide financial assistance to graduate students.

The Education Working Committee passed a motion to recommend to the Citizens' Planning Board that the restriction on funding graduate students in the MLK contract be removed to allow the project to fund four MNA graduate students in the remainder of the contract year.

No additional Model Cities funds are being requested. The program will continue to fund 54 undergraduate students as the existing contract stipulates.

In view of the fact that minorities are underrepresented in graduate programs in Oregon and because of the increasing demand for specialized and professional people in technical fields, we encourage that the Board support Mr. Payne on this contract amendment.

Attached, for your information, is a copy of the request for an amendment to the contract presented to the Education WC by Mr. Payne. We look forward to your support on this request.

Sincerely,

Betty Walker
Acting Chairman

cc: Atg. Dir/Raubeson
MLK Board Member/Austin
CP Coord/Robertson
Social Super/Hoover
Author/Walker

Martin Luther King, Jr. Scholarship Fund of Oregon

P.O. BOX 751
PORTLAND STATE UNIVERSITY
PORTLAND, OREGON 97207

DATE: November 29, 1973
TO: EDUCATION WORKING COMMITTEE, MODEL CITIES PROGRAM
FROM: DENNIS G. PAYNE, EXECUTIVE DIRECTOR
SCHOLARSHIP FUND *(D.G. Payne)*
SUBJECT: REQUEST FOR AN AMENDMENT TO CONTRACT

Charles Crews
President

Dennis G. Payne
Executive Director

(503) 229-4475

The Board of Directors of the MARTIN LUTHER KING, JR. SCHOLARSHIP FUND OF OREGON, at their September Regular Board Meeting, authorized the Executive Director of the Scholarship Fund to seek an amendment to the Contract For Services between the Scholarship Fund and the Model Cities Program to allow for the granting of financial assistance for educational purposes to Model Neighborhood residents seeking graduate degrees.

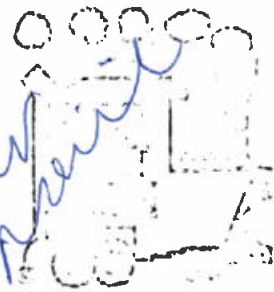
BACKGROUND:

The present Contract For Services between the Scholarship Fund and the Model Cities Program contains a restrictive clause whereby it prohibits the granting of financial assistance for educational purposes to graduate students during the contract year. This restrictive clause was inserted into this year's contract and heretofore, had not been an condition and/or limitation in any previous contract.

The Board of Directors of the MARTIN LUTHER KING, JR. SCHOLARSHIP FUND OF OREGON, in recognizing the growing importance of graduate and post graduate education in the professional and technical fields, and the apparent absence of Minority Group Representatives therein, feels that the restrictive clause mentioned above will serve to perpetuate instead of eliminate this glaring inequity in our society.

The resources needed to provide financial assistance to these graduate students will come from the resources used by the Scholarship Fund in assisting undergraduate students. During the balance of this contract year, the Scholarship Fund plans on funding no more than four (4) graduate students and these students will be screened and interviewed in the same manner as are all Scholarship Recipients.

citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-6923

October 17, 1973

Mildred A. Schwab
Commissioner of Public Affairs
City Hall
Portland, Oregon

Dear Commissioner Schwab:

I am forwarding a letter I have received from our Employment Working Committee. This letter was drafted by a sub-committee on civil service status for Model Cities employees and was unanimously endorsed by the Citizens Planning Board.

In my opinion the letter is well written and reflects not only the sentiment of the Citizens Planning Board but that of the entire Model Neighborhood. As you know, permanent employment for our staff members has been one of our priority goals. I am aware of your efforts as Commissioner-In-Charge to help in obtaining this objective.

I would appreciate it if you would be certain that all concerned city officials receive copies of this document. I would suggest that, as a minimum, you distribute copies to the Mayor and the other City Commissioners, the City Civil Service Commission, and the new Personnel Director.

I know you will continue to give us strong support in this area and I would like to add my thanks for your past efforts.

Sincerely,

LE ROY PATTON,
CHAIRMAN

Enclosure:

portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211
288-8261

October 8, 1973

Mr. LeRoy Patton, Chairman
Model Cities Citizens' Planning Board
5329 N. E. Union Avenue
Portland, Oregon 97211

Dear Mr. Patton:

The Employment Working Committee has been charged with the responsibility of confronting the question of continued employment for Model Cities staff. In a few months, the Model Cities program will end. No certain future has yet been determined for the services currently being offered and the present staff has no assurance of future employment. Recently, we have become aware of the insecurity caused by the threat of unemployment to these individuals and their families. We did not anticipate this kind of tense situation since we knew of a number of promises the city has made to insure continued employment for Model Cities staff.

The committee feels the city has an obligation to provide jobs for Model Cities residents. This is particularly true for those it has already had on its payroll over the past five years. It should be noted that while many city bureaus have no minority citizens employed, the city's personnel department has always counted Model Cities employees in showing the federal government that it is in line with current Equal Employment Opportunity Commission (EEOC) and other guidelines. This fact has made Portland appear to be eligible to receive federal funds that have benefited the whole community. With the advent of revenue sharing, the city is perhaps less in need of showing that it is an equal opportunity employer. We are therefore, deeply concerned that old promises are being forgotten.

Over the past years the Model Cities program in Portland has been successful in its most basic goal, that of demonstrating by its successes and failures what can be done to help improve the quality of life for citizens. People have been trained and upgraded. Much valuable experience has been gained. Hopes have been raised.

We are now very concerned that the City Council and others will not recognize the skill and experience of Model Cities staff.

EMPLOYMENT
WORKING COMMITTEE

10/8/73

We are deeply concerned that the promising careers of these individuals will be destroyed because the city is not willing to offer meaningful and continuous employment. We are asking that the City Council immediately contact all employees of Model Cities to inform them that they are employees in good standing with the City of Portland and that they can expect continued employment with the city beyond the life of the Model Cities program. In order to guarantee an appropriate and timely response to this question and in view of potential need for legal opinion, the Employment Working Committee recommends that the Citizens' Planning Board requests a written legal interpretation and opinion from the City Attorney's Office on the City's responsibility to adhere to the requirements of CDA Letter #11 and to determine whether the Civil Service Board has complied with its directives. We offer the following justification for our request:

1. The state legislature has guaranteed all employees of consolidated units of government "that there shall be preserved and continued, to at least the same extent as they exist at the time of consolidation, the employment status and pension and other benefit rights of the employees of the consolidated units of government". (ORS 199.770) The statute also requires paid training for those whose jobs might be eliminated or redesigned. Since many, if not all, the functions of Model Cities will be taken over by the Human Resources Bureau, we feel the spirit if not the letter of this law applies to all Model Cities staff. We believe that the intent of the legislators who passed this law was to include vulnerable employees such as those who work for Model Cities.
2. Minority employees on Model Cities staff have always been included in the manpower statistics used by the city personnel office. These statistics have been used to justify Portland's eligibility to receive a wide variety of federal funds that have, for the most part, benefited the entire community. They have also been used to demonstrate to the Equal Employment Opportunity Commission and others that the city's work force is in line with the requirements of Title VII of the 1964 Civil Rights Act.
3. A year ago, the Mayor's Office made a serious effort to insure full civil service status for Model Cities staff. Each Model Cities job was compared with similar city jobs and career paths were worked out for each job holder. The Civil Service Board agreed to a number of measures that would guide this transition process. Little more has been done to accomplish this objective. Few jobs have been found for Model Cities staff. They have not been advised of their rights or their occupational status and tenure. Morale has suffered and many good people have left for more secure, if not better paying, positions.
4. The city has made a number of additional promises to various categories of disadvantaged minority citizens. Specific example of promises that have been taken seriously by Model Cities residents

10/8/73

and that have not yet been kept by the City Council can be cited:

- a. CDA Letter #11 is a policy directive from HUD designed to implement the intent of Section 103 (a) of the Demonstration Cities and Metropolitan Development Act of 1966. The city has received over \$12,000,000 under this act and has specifically agreed to the terms of CDA Letter #11 which calls for not only the hiring of Model Cities neighborhood residents but also insuring that they will be "provided with occupational mobility through seniority, interagency transfer agreements, civil service status, union membership and other prerequisites of such mobility". In response to CDA Letter #11, the Civil Service Board on February 20, 1973, ruled that "present Model Cities Agency employees will be granted civil service status subject to their qualifying in non-competitive examinations for their classifications ". We believe this to be an inadequate response to CDA Letter #11 because:
 - 1) It includes only 40 or so of the CDA's administrative staff and excludes nearly 500 employees of "agencies operating a City Comprehensive Demonstration Plan component".
 - 2) Many present Model Cities employees have already been subjected to entry level examinations. They have competed for their present jobs against hundreds of other applicants and have performed well in their current positions.
 - 3) Little effort has been made to help present employees secure continuing employment. No job counseling has been offered by the personnel office of the Civil Service staff. Nothing has been done to encourage present staff to stay on the job in anticipation of better opportunities. In fact, we have wondered whether the professional staff has any interest at all in the employment problems of the Model Cities neighborhood.

Finally, in order to realistically confront the issue of continued employment for Model Cities staff, the Employment Working Committee recommends that the CPB obtain the following:

1. As stated above, a legal interpretation on the City's compliance with CDA Letter #11.
2. A written statement from the Personnel Department on the specific plans adopted by city to provide upward mobility for CDA staff, including the city's policy on lateral transfer and seniority for CDA employees.
3. A listing from each City Department, including Commissioners' Offices, of all existing positions and salary ranges, and a break-down of minority employment within each department to include position, title, salary range and status (i.e., temporary or permanent appointment).

Mr. LeRoy Patton, Chairman
Citizens' Planning Board
Page 4

10/8/73

4. A listing of all positions presently available in the city and a written document from the Mayor's office containing the career paths worked out for each Model Cities employee to enable CDA staff to fill available positions.

In conclusion, Mr. Chairman, we would like to encourage the Citizens' Planning Board to do all in its power to see that the Model Cities residents and the program's staff are not forgotten as our programs are transferred across the river and into City Hall. We need jobs and we need representation if we are to benefit from the efforts we have made over the past five years.

Sincerely,


Juanita Jones, Chairman
Employment Working Committee

JJ:tah

cc: Mr. Vern Summers, Director, Metropolitan Human Relations Commission
Official files (2)
Atg Dir/Raubeson
Atg Soc Coord/LyDay
Atg CP Coord/Robertson
RETP Super/Albert
Chairman Emp. WC/Jones
Plan Assist./Kuust
10/8/73
tah

Authors - Sub-Committee: Dr. Hartzog, Mr. Ken Calvin, Ms. Ella Mae Gay, Mr. Brozie Lathan, Mr. Dick Celsi

*Chris
mail*

November 1, 1973

Mr. Tolson
Federal Bureau of Investigation
1011and Model City
320 N. 17th St.
Portland, Oregon 97201

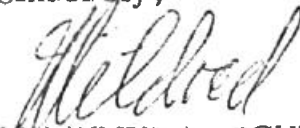
Dear Mr. Tolson:

I am writing you today, November 1, 1973, after October 17th. I have already
been on the Portland Model City's Committee concerning the
selection of a new Director of the Model Cities Agency.

I am writing you today because we share the same interests and
hopes for the future of the Model Cities Agency. I am selected and in our hopes for a
new Director of the Model Cities Agency.

I am writing you today because we share the same interests and
hopes for the future of the Model Cities Agency. I am selected and in our hopes for a
new Director of the Model Cities Agency.

Sincerely,



MILDRED A. SCHIWAB
Commissioner of Public Affairs

RECEIVED

NOV 6 1973

MODEL CITIES

Chr. mail

November 1, 1973

PUBLIC AFFAIRS

Mr. LeRoy Patton, Chairman
Citizen's Planning Board
Portland Model Cities
5329 N.E. Union Avenue
Portland, Oregon 97217

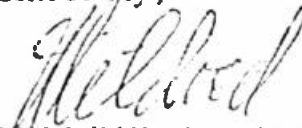
Dear Mr. Patton:

I appreciate receiving your letter of October 17th. I have already met with the members of your Board's Committee concerning the selection of the new Director of the Model Cities Agency.

I think I can say with confidence that we share the same interests and manner in which the Director will be selected and in our hopes for a smooth and successful transition to a new Director of the Model Cities Program.

I look forward to hearing from you again at a later date as other issues arise.

Sincerely,



MILDRED A. SCHIWAB
Commissioner of Public Affairs

MAS:J

- Mr. Andy Richardson
- Mr. Charles Watson
- Mr. Charles ...
- Mr. ...
- Mr. Bruce ...
- Mr. James Loying

RECEIVED

NOV 6 1973

MODEL CITIES



Mr. Patton

*Robertson
info*

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
ARCADE PLAZA BUILDING, 1321 SECOND AVENUE
SEATTLE, WASHINGTON 98101
November 6, 1973

REGION X
Office of
Community Development

IN REPLY REFER TO:
10D

Mr. Le Roy Patton, Chairman
Citizens Planning Board
Portland Model Cities
City Demonstration Agency
5329 N. E. Union Avenue
Portland, Oregon, 97211

Dear Mr. Patton:

Thank you for your letter of November 2, 1973 requesting a HUD representative to attend your November 13, 1973 Executive Board meeting.

Mr. John Coldesina, of my staff, will attend. He is our Model Cities Fiscal Officer in the Seattle Regional Office.

As of October 5, 1973, all HUD Model Cities functions and responsibilities were transferred from the HUD Area Office in Portland to the Seattle Regional Office. At this time, HUD management of all five Model Cities in this region is in the Seattle Regional Office of Community Development. There is no longer a lead man from Portland. While we may not be able to attend all of your regular meetings, we would appreciate receiving from you a schedule of meetings so that we may incorporate our attendance when we do visit Portland.

I understand that there will be a Region X Citizen Participation Council Conference in Portland, November 23 and 24. I plan to be at that conference and have been invited to speak. I will be pleased to see you there.

Sincerely,

Robert C. Scalia
Assistant Regional Administrator

RECEIVED
NOV 13 1973
MODEL CITIES