

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

From Warren Fluker
To John Pendergrass

YEP

September 9, 1975

Addressed to

Subject Summer '75 - Youth Environment Project - Program Analysis

The goals and objectives of the Summer '75 Youth Environment Project were to: (1) involve the City of Portland's Community Citizens in the planning and implementation of summer programs dealing with environmental concerns relevant to our urban setting. (2) Provide structured programs flexible in nature that are designed to involve inner city youth in useful educational/work experience programs relative to the physical and social determination of our environment.

In addition to the programs philosophical existence statement above, the YEP program has established five overall statements of purpose or guidelines. These five objectives outline the process for implementation. They are:

1. Through a summer education and work experience familiarize inner city youth with environmental problems such as air pollution, lead poisoning, solid waste, conservation, public health, hazards etc., and their detrimental effects on the neighborhoods in which they live.
2. The effective utilization of youth on environmental related work activities in order to demonstrate a visible reduction of some of the environmental problems in a specific inner city area.
3. Through education and work activities make inner city youth aware of the crime problems and possible methods of deterring it.
4. The utilization of youth in crime prevention activities, to facilitate a decrease in crime.
5. To provide meaningful and hopefully career related summer employment for inner city youth.

PERCEPTIONAL OVERVIEW

The City of Portland, like other major cities throughout the nation, are confronted yearly with the need to develop or generate

meaningful summer youth employment. The success of the Pilot Youth Environment Project - Summer '73 graphically demonstrated the value of a program of this type. The program has expanded to make available to the entire city, the opportunity to utilize the program as an avenue or tool in an attempt to involve and meet some basic needs of area residents.

The ultimate value of a program of this nature is: (1) to those adult community members who directly involve themselves. (2) The total number of youth gainfully employed. (3) The beautification of the immediate physical environment. It is strongly felt the programs proven value and importance cannot be evaluated justly, solely on the basis of easily measured statistical data.

As were the previous Summer YEP programs, physical and social environmental activities were stressed as the major objectives. The areas of concern here were assist to the elderly and physically handicapped, community beautification projects, assist to non-profit community organizations, environmental land use surveys, educational exploration, other.

ORGANIZATIONAL PLANNING:

The program administered on a city wide basis, was divided into six geographic areas for the purpose of implementation of a more organized, definitive structure, representative of all participating neighborhood associations. The six areas were:

North	Southeast
Northeast	Inner Southeast
Northwest	Outer Southeast

Residents within each geographic area began meeting in mid-March, forming Neighborhood Advisory Committees, formulating ideas, suggesting activities relevant to their respective areas. Contact with Neighborhood Association representatives was made through Mary Pederson's office of Neighborhood Associations, Wayne Potter's Bureau of Neighborhood Environment, Youth Manpower Area Managers and Youth Service Center Directors.

According to YEP guidelines the task of Advisory Councils were to write proposals for a summer program utilizing youth in environment projects reflective of these neighborhoods. The major concern here is that Neighborhood Advisory Committees are not given sufficient enough time to adequately research and develop programs of greater magnitude. Unfortunately many of the proposals finalized contained ideas/suggestions that required additional research. Theoretically N.A.C.'s are designed to be the backbone of the program, providing guidance and assistance. In order to fulfill this role N.A.C.'s need to become established standing committees, assuming more direct responsibility for program operation (staffing, equipment, transportation).

YEP area supervisors were screened and selected by Neighborhood Advisory Committees in conjunction with YEP coordinators. Again in this area, sufficient enough time was not allowed the N.A.C.'s to develop a working relationship with the area supervisors prior to program implementation. Because most N.A.C. members are working people themselves, area supervisors need to be hired early enough in the planning stage to familiarize themselves with all suggested activities. The general assumption of most NAC's was that their presence was needed only to make suggestions and assist with the interview and selection of area supervisors.

The timeline established by YEP coordinator outlines May 15, 1975 as the proposed starting date for area supervisors, due to budgetary restrictions - supervisors were not hired until June 2, 1975. YEP area supervisors at this point had approximately two (2) weeks to research activities suggested to them by respective N.A.C.'s , meet with High School Work Experience Coordinators and staff their projects. The guidelines specified that as much as possible program participants should have first opportunity to acquire those jobs. To a large degree this was accomplished. Problems were encountered by area supervisors who discovered

some youngsters were assigned by the High School Work Experience Coordinator based upon what school they were attending in the city versus what geographic area of the city the participant lived in. This upset several NAC members who felt youth in respective areas were not given a fair chance to be processed through the Youth Manpower Area Offices. Most of the youth in question were high school drop outs or unemployed high school graduates. This practice may have contributed to some payroll mishaps. Confusion on participants part where to return necessary authorization papers (W-4, work contract, other).

Transportation for the Summer '75 YEP was provided by American International leaseing and School Bus Services. Approximately fifteen (15) vehicles were used on a continuous weekly basis for the YEP. Ten(10) 16 passenger vans and five (5) assorted pick up trucks or utility vehicles. One truck was loaned to the Bureau of Neighborhood Environment, for pick up and delivery of lawn equipment.

To avoid the confusion encountered last summer. The arrangements for transportation were made well in advance of the programs actual starting date. The only problem arose when it was discovered an Ordinance had to be written to cover the cost of the entire summer program.

Logistically the major problem encountered with vehicles was making most efficient use of them during our present energy crisis. Repeated trips to St. Johns Landfill (city dump) proved to be inefficient; therefore consideration should be given to:

- 1) Acquireing designated drop sites in each geographic area for temporary disposal of debris until there is sufficient accumulation to make trips more economically efficient.
- 2) Establish drop box sites, and contract with private refuse collection concern for the periodic collection and disposal of debris on a weekly basis.

Tools and equipment necessary to perform the proposed activities were acquired Friday June 20th. Actual work activities began the following Monday - June 23rd. The reason for not purchasing tools/equipment prior to the June 16th program starting date was to save money, buying only what was needed to perform specific finalized proposals. YEP supervisors formulated the necessary list of suggested tools needed for the programs in their area.

The first day of the program was devoted to supervisors and forepersons getting acquainted with their staff. Site visitations were conducted so that everyone could get acquainted with the area and the kinds of activities to be undertaken.

Acquiring office space in the 6 geographic areas was made possible through efforts of participating N.A.C. members. Three groups were forced to move because the space provided proved to be too limiting. They were the two (2) Southeast groups and the Northeast group. The ideal location was found by the Inner Southeast area supervisor, an old abandoned fire house, located at 203 NE 28th provided adequate enough space to house both Southeast groups, and tools for entire program. The Northeast group was forced to move to a portable unit located on the Sabin School grounds, 4013 N.E. 18th. This proved to be an easily accessible location for the Northeast YEP to operate from. The other three areas experienced few difficulties, the few worth mentioning being installation of phones acquiring typewriters and incidentals.

Payroll - The first pay period of the program, approximately 190 youth were employed and expecting paychecks, however only 104 actually received checks. This trend continued for a while, but as the program progressed, efficiency was improved to the point of processing payroll in a timely fashion. The majority of problems encountered with payroll were the result of necessary payroll information not being turned in on time (to meet payroll deadline) if at all - e.g. W 4's, job applications, job contracts, etc..

Proposals were submitted by all six Neighborhood Advisory Committees. Some were more complete than others, this was reflective of previous involvement with YEP programs on the part of several committee members. The feeling shared by N.A.C. members, YEP Area Supervisors and myself is that Neighborhood Advisory Committees need to become operative, meeting on bi-weekly basis, in January. This may help solve the problem of forming committees in early spring (March) explaining program operation, researching various suggestions and expecting a finalized product by June.

SUMMARY

The Youth Environment Project employed more than 200 young men and women in six geographic areas throughout the City of Portland with the object of providing meaningful work and educational experiences relative to our immediate physical and social environment.

Though the statistics are noteworthy in terms of total number of youth employed, two and one half (2 1/2) months is not enough time to accomplish several kinds of projects beneficial to communities. As program activities begin to run smoothly, the summer is over.

The YEP program has truly great potential. There is a seemingly limitless amount of work; essential to the delivery of specific services is the establishment of Neighborhood Advisory Committees. Functioning on a year round basis, and to emphasize vocational development to a greater degree.

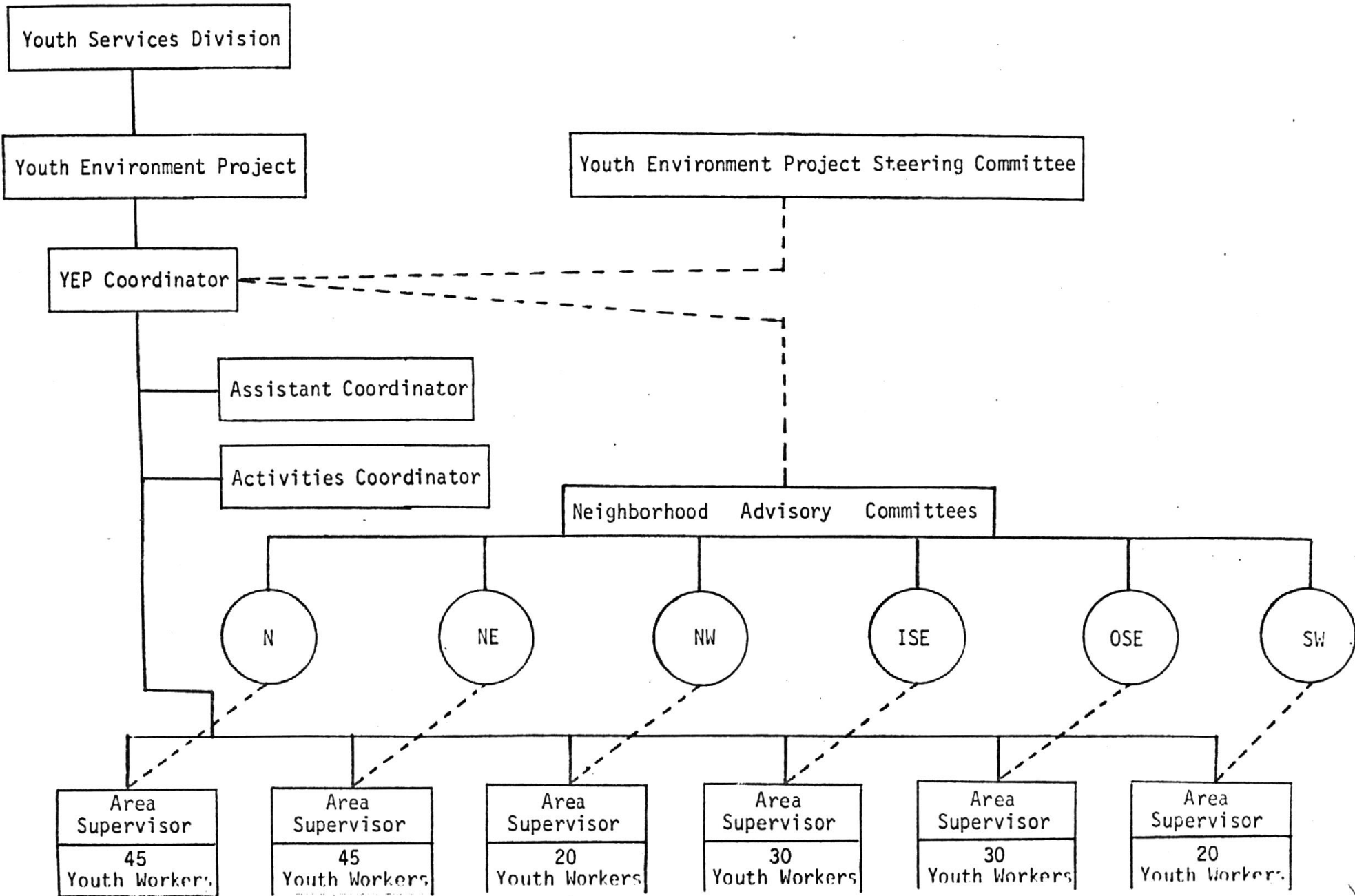
The Youth Environment Steering Committee areas of responsibility and authority need to be articulated and distinctions made between their responsibilities and those of Neighborhood Advisory Committees have expended considerable time and energy formulating work activities, only to have them vetoed by the Steering Committee. Policy statements delineating specific

kinds of activities need to be formulated.

From the overall goals and those in the proposals of the Neighborhood Advisory Councils it is not clear if the Project is to be viewed as a tool for the neighborhoods to utilize in upgrading their environment with Manpower as a funding base or as a Manpower program whose design and aim is focused on helping impoverished and/or socially handicapped young people develop job related skills and vocational training. Perhaps the aim was to do both. Some neighborhoods Advisory Councils may have viewed one as more important than another. There was so little contact between the Neighborhood Advisory Councils and the Coordinating Committee that a singleness of approach cannot be discerned or assumed.

RECOMMENDATIONS:

1. Youth Environmental Project be turned into a year round program.
2. Size of program (youth participants) be reduced.
3. Neighborhood Advisory Committee members start meeting in January to begin formulating plans for summer program. If program is funded year round, NAC's become established standing committees, meeting regularly.
4. Neighborhood Advisory Committee Chairperson be included on YEP Steering Committee as participating, voting member.
5. Youth Environment Steering Committee adopt a more active role in the functions of program. The committee needs to redefine and/or articulate more definitive policy and procedural statements under which the program is to operate.
6. YEP Area Supervisors begin working neighborhood committees one (1) month prior to program actual starting date.
7. Defensive driver education course mandatory for all youth designated as drivers.
3. Responsibilities and expectations between the Bureau of Neighborhood Environment and Youth Environment Project be specified in writing.



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MAR 25 1976

SUMMER 1976 YOUTH ENVIRONMENTAL PROJECT GUIDELINES

To involve City of Portland youth in useful education/work experience (service oriented), programs relating to the physical and social environment.* All activities undertaken will be in conjunction with existing community programs.

GOALS:

1. To increase awareness of youth and other citizens of conditions which adversely affect the quality of life in their neighborhood.
2. Provide summer jobs.
3. Involve citizens in the decision making process of those environmental concerns directly affecting their neighborhoods.
4. Alleviation of neighborhood environmental concerns through youth work activities.

OBJECTIVES:

1. Identify environmental conditions or problems in City of Portland neighborhoods which detract from the quality of life.
2. Plan youth work activities that will alleviate those conditions or problems.
3. Involve Neighborhood Advisory Committees in the recruitment and hiring of youth with the interest and ability to carry out the planned projects.
4. Arrange field trips and related activities, which will serve to increase youth awareness of environmental concerns and those agencies charged with environmental improvement.
5. Report to citizen groups and Youth Environmental Project Steering Committee on the progress of individual projects.
6. Establish and carry out projects which will improve neighborhood livability and can be maintained by community groups throughout the year.

* The term "environmental" as used in the Youth Environmental Project shall mean any physical, social, or cultural condition that exists in the community, that residents feel can be alleviated through gainful youth activities, and that shall as a consequence promote or improve the quality of life in that neighborhood.

STEERING COMMITTEE

The Youth Environmental Steering Committee composed of City Officials and neighborhood representatives is charged with the responsibility of:

1. Establishing Youth Environmental Project guidelines and administrative procedures.
2. Coordinating and securing resources which will aid the Youth Environmental Project in achieving program goals.
3. Developing a structure for planning and implementation.
4. Suggesting specific activities to Neighborhood Advisory Committees.
5. Reviewing and approving proposals prior to implementation.
6. Providing technical assistance.
7. Evaluating program effectiveness.

Following is a list of Youth Environmental Project Committee Members and the offices they represent:

<u>PHIL MCLAURIN</u>	<u>MAYOR'S OFFICE</u>
	<u>COMMISSIONER'S OFFICE, DEPT. PUBLIC SAF.</u>
<u>JEANNE MC CORMICK</u>	<u>CRIME PREVENTION BUREAU</u>
<u>MARY PEDERSON</u>	<u>OFFICE OF NEIGHBORHOOD ASSOCIATIONS</u>
<u>WAYNE POTTER</u>	<u>BUREAU OF NEIGHBORHOOD ENVIRONMENT</u>
<u>BOB HOLDRIDGE</u>	<u>DIRECTOR, AREA AGENCY ON AGING</u>
<u>LEON JOHNSON</u>	<u>DIRECTOR, YOUTH SERVICES DIVISION</u>
<u>JOHN PENDERGRASS</u>	<u>COORDINATOR, CAREER TRAINING PROGRAM</u>
<u>BOB PETERSON</u>	<u>AREA REPRESENTATIVE, NORTH PORTLAND</u>
<u>FATHER WILLIAM CURTAIN</u>	<u>AREA REPRESENTATIVE, NORTHEAST PORTLAND</u>
<u>BOB COLES</u>	<u>AREA REPRESENTATIVE, SOUTHEAST PORTLAND</u>
<u>LARRY EDWARDS</u>	<u>AREA REPRESENTATIVE, OUTER-SOUTHEAST</u>
<u>BEA HOLZAPFEL</u>	<u>AREA REPRESENTATIVE, NORTHWEST PORTLAND</u>
<u>DICK RAGLAND</u>	<u>AREA REPRESENTATIVE, SOUTHWEST PORTLAND</u>

PROGRAM STRUCTURE

For the purposes of implementing as comprehensive a program as possible, the City will be divided into six (6) geographic areas. The six areas are:

1. North
2. Northeast
3. Northwest
4. Inner Southeast
5. Outer Southeast
6. Southwest

Each geographic area will have one (1) Neighborhood Advisory Committee composed of one (1) representative from each participating Neighborhood Association in the immediate area.

CITY OF PORTLAND WILL PROVIDE:

1. Supervisors, foremen, and trainee wages and fringe benefits, (SAIF, FICA).
2. Protective equipment, e.g. gloves, jersey, other as needed.
3. Transportation for program participants.
- D. Tools and other necessary equipment.

NEIGHBORHOOD ADVISORY COMMITTEE (NAC):

The responsibilities of the Neighborhood Advisory Committee will include:

1. Design, prioritize and approval of program activities reflecting neighborhood needs, using outline provided by DOL and the YEP Coordinator. The NAC will write a proposal indicating community needs, e.g. specific type of activity, number of youth to complete task, equipment needed, priorities, other. No activities will be undertaken without the prior approval of the NAC in the respective areas.
2. Participation in the interviewing and selection process of area supervisor, forepersons, and staff.
3. Responsible to help implement project activities in cooperation with YEP Coordinator.
4. Proposals are to provide a program for the full eleven (11) week summer program. June 16, 1976 through August 23, 1976.
5. Provide a minimum soft or hard match of 10% in-kind working space, transportation, other.

YOUTH ENVIRONMENTAL PROJECT COORDINATOR

The Youth Environmental Project Coordinator is housed in the Human

Resources Bureau, Youth Division, Career Training Unit. The Youth Environmental Coordinator reports to the Career Training Coordinator. This position is to serve as the staff person to the Youth Environmental Project Steering Committee. The responsibilities are:

1. Carry out the plans and assure compliance of guidelines developed and approved by the Steering Committee.
2. Attempt to secure, justify and provide resources necessary for implementation of the Youth Environmental Project.
3. Serve as liaison to Neighborhood Advisory Committees.
4. Monitoring and evaluating project performance.
5. Reports to Youth Environmental Project Steering Committee regarding informational news releases/pertinent others. Provides information to Neighborhood Advisory Committees.

PROJECT STAFFING:

The Neighborhood Advisory Committee, in conjunction with the Youth Environmental Project Coordinator are responsible for recruiting, screening, and selection of all area supervisor positions, one per area. Forepersons and youth workers will be screened and interviewed by area supervisors in conjunction with the NAC.

The number of forepersons and youth workers will be determined by the scope of projects approved. Maximum number of employees per area not to exceed forty (40).

SUPERVISOR:

Wage set at \$3.50 per hour, working 40 hours per week. Responsible for carrying out the projects by the Neighborhood Advisory Committee. Reports to that committee. Advises Youth Environmental Project Coordinator of resource needs. Completes a weekly report and submits it to the Youth Environmental Project Coordinator. Supervises foremen who directly supervise youth workers. Organizes work for the foremen. Reports all injuries, payroll problems, etc. to the Human Resources Bureau staff designated as responsible for these areas.

FOREMEN:

Aged 18 - 21 years. Wage set at \$2.75 per hour, working 20 hours per week. Supervise a crew of 5 Youth Environmental Project youth workers. Plans and structures work as requested by the project supervisor. Reports hours worked for each youth. Completes worker evaluation forms evaluating the members of his crew.

YOUTH WORKERS:

Agers 14 - 17. Wage set at \$2.30 per hour, working 20 hours per week. Youth workers will work in crews of five, under the direction of a foreman. Youth workers will carry out work as requested by foremen.

HIRING PROCEDURE:

1. The supervisor will be hired in the following manner:
Following announcement of the job, the Neighborhood Association Committee will form interview committees who will screen and recommend final candidates to Youth Environmental Project Coordinator. Candidate should be an area resident, and meet all other requirements. Supervisor may be terminated by the Youth Environmental Coordinator or by the Neighborhood Advisory Committee after consultation with the Youth Environmental Program Coordinator.
2. The foremen will be hired by a screening committee made up of two (2) Neighborhood Advisory Committee members and the area supervisor. This person should also be an area resident and meet other requirements.
3. Youth workers are to be hired by Neighborhood Advisory Committee members and area supervisors. All youth workers must reside within designated area and meet all other requirements.

ELIGIBILITY AND REGISTRATION:

1. 80% of youth must be economically disadvantaged according to CSA guidelines.
2. 20% may be non-disadvantaged.
3. All youth will be 14 - 21 years of age and reside in the area served by the project. (Must be a City resident).
4. All youth will be enrolled by the Work Experience Coordinator or Career Training Area Manager.
5. All youth must have a social security number prior to enrollment.

YOUTH ENVIRONMENTAL PROJECT:

The YEP Project is composed of two components. Service oriented work activities and educational exposure. Work activities must be service oriented and the nature that compliments the growth and development of the physical or social community. Education field trips are limited to one every two weeks.

Following are several suggested work activities and environmental agencies that meet the above definition:

SUGGESTED WORK ACTIVITIES:

1. Carrying out community multi-environmental surveys.
2. Removal of hazards in and around homes that endanger occupant or neighboring property on request of occupant. Request will be handdled on community referral basis needs and priority to be decided by the NAC.
3. Carrying out community beautification projects where special blight exist. e.g. recycling projects, painting graphics, clean-up campaigns, others.
4. Conducting informal rap sessions with area youth regarding environmental problems. Guest speakers, demonstrations, etc.
5. Clean-up in major commercial areas if sites are designated as activity in NAC proposal.
6. Painting of super graphics, murals, etc. on existing community civic structures.
7. Reporting of environmental violations, and other problems to the proper governmental agencies.

ACTIVITES YOUTH CANNOT BE INVOLVED IN:

1. Cannot do fund raising for political groups, religious organizations, community groups, other.
2. No one under 18 years of age operating power equipment or allowed to work higher than 10 feet above ground.
3. All youth under 18 years of age must meet D.O.L. child labor laws.

SUGGESTED EDUCATIONAL ACTIVITIES:

1. Soliciting speakers from selected environment related agencies to speak to neighborhood groups, suggest activities, etc. The educational activity oriented to create a sense of awareness among youth of what agencies exist to protect and improve the urban environment.

2. A. Fire Department
- B. Planning and Zoning Commission
- C. City Traffic Division
- D. Police Department
- E. City Prosecutor Office
- F. Bureau of Neighborhood Environment
- G. Environmental Education Center
- H. Oregon Game and Fish Commission
- I. Trojan Nuclear Plant
- J. Bonneville Power Administration
- K. Corps of Engineers
- L. Department of Environmental Quality
- M. Jeff Morris - Fire Safety Education Unit
- N. Department Medical Services
- O. Aging Commission

YEP IMPLEMENTATION PLAN:

- 4/15/76-Proposals drafts received.
- 5/07/76-Final approval and participant levels given to Neighborhood Committee.
- 5/10/76-Youth recruited, interviewed and selected by Neighborhood Committee.
- 5/28/76-Youth notified of acceptance/rejection.
- 6/01/76-Orientation of youth.
- 6/07/76-Youth begin work (depending on Summer D.O.L. guidelines).

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MAR 25 1976

YOUTH ENVIRONMENTAL PROGRAM
FIRST STEERING COMMITTEE MEETING
March 11, 1976

The meeting began with each of the Steering Committee members introducing themselves. The attendance sheet is attached. People were present from each of the six neighborhood areas. After initial presentations on the history of the program, the Committee members reviewed the responsibilities of the Steering Committee.

The successes and failures of last year's program were discussed. Several of the neighborhood representatives stated that they were nominated to the Steering Committee or nominated themselves because of their criticisms of last year's program. The Committee members asked for copies of the evaluation report on the 1975 YEP Program. It will be mailed to the members.

There was considerable discussion about the proposed guidelines, particularly about the responsibilities of the neighborhood advisory committee and the lines of authority. The guidelines were revised by the people at the meeting, and a copy of the revised guidelines are enclosed. Bob Holdridge moved that we accept the proposal and guidelines as corrected and get them out immediately. Bob Peterson seconded the motion, and it was passed unanimously.

The deadline for bringing proposals to the Steering Committee was set for April 16. They will be reviewed by the Steering Committee within a week and returned to the neighborhood associations for any changes. In a discussion with staff people, it was determined that approximately \$3,500 would be available for equipment around the city. A copy of the equipment now owned by the City and available for the program was requested, and this also was to be sent.

The next meeting of the Committee will take place April 19 or 20.

Enclosures:

Attendance List
Evaluation of the 1975 Program
Revised Guidelines
Equipment List

Respectfully submitted,

Mary Pedersen

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MAR 25 1976

YOUTH ENVIRONMENTAL PROJECT
FACT SHEET

STATEMENT OF PURPOSE

To involve City of Portland youth in useful educational/work experience (service oriented), programs relating to the physical and social determination of our immediate environment.* All activities undertaken will be in conjunction with existent community programs.

GOALS

1. Increase awareness of youth and other citizens of conditions which adversely affect the quality of life in their neighborhood.
2. Provide summer jobs for youth.
3. Involve citizens in the decision making process of those environmental concerns directly affecting their neighborhoods.
4. Alleviation of neighborhood environmental concerns through youth work activities.

OBJECTIVES

1. Identify environmental conditions or problems in City of Portland neighborhoods which detract from the quality of life.
2. Plan youth work activities that will alleviate those conditions or problems.
3. Involvement of Neighborhood Advisory Committees in the recruitment and hiring of youth with the interest and ability to carry out the planned projects.
4. Arrange field trips and related activities, which will serve to increase youth awareness of environmental concerns and those agencies charged with environmental improvement.
5. Report to citizen groups and YEP Steering Committee on the progress of individual projects.
6. Identify methods for establishing projects which will improve neighborhood livability and can be maintained by community groups throughout the year.

* The term "environmental" as used in the YEP Program shall mean any physical, social or cultural conditions that exist in the community, that residents feel can be alleviated through gainful youth activities, and that shall as a consequence, promote or improve the quality of life in that neighborhood.

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- | | |
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| 1. North | 4. Inner Southeast |
| 2. Northeast | 5. Outer Southeast |
| 3. Northwest | 6. Southwest |

Each geographic area will have one (1) Neighborhood Advisory Committee composed of 1 representative from each participating Neighborhood Association in the immediate area.

CITY OF PORTLAND WILL PROVIDE:

- A. Supervisors, foremen, and trainee wages and fringe benefits, (SAIF, FICA).
- B. Protective equipment, e.g. gloves, jersey, other as needed.
- C. Transportation for program participants.
- D. Tools and other necessary equipment.

NEIGHBORHOOD ADVISORY COMMITTEE (N.A.C.)

The responsibilities of the Neighborhood Advisory Committee will include:

- 1. Design of project activities to reflect neighborhood needs, using an outline provided by YEP Coordinator. The N.A.C. will write a proposal indicating neighborhood needs; e.g. specific type of activity, number of youth to complete task, equipment needed, priorities, etc.
- 2. Participation in the interviewing and selection process of area supervisors, forepersons, and staff.
- 3. Work as liaison to help implement project activities.
- 4. Proposals are to provide a program for the full eleven (11) week summer program. June 13 through August 27.
- 5. Provide a minimum soft or hard match of 10% in-kind contribution. (Tools/equipment, organizational/volunteer time, working space).

The YEP Program is composed of two components. Service oriented work activities and educational exposure. Work activities must be service oriented and the nature that compliments the growth and development of the physical or social community. Education field trips are limited to one every two weeks.

Following are several suggested work activities and environmental agencies that meet the above definition:

1. Mowing lots on which is high grass assigned by the Bureau of Neighborhood Environment (Nuisance Abatement Program).
2. Carrying out community multi-environmental surveys.
3. Removing hazards in homes that endanger the occupant or the neighboring homes or properties. This could be done on a community referral basis or from other agencies funneled through Bureau of Neighborhood Environment.
4. Carrying out community beautification projects where special blight exists (planting flowers, shrubs, bark dust, placed on specific areas). Vacant lots, mini-parks, community commons, etc.
5. Collecting salvageable, redeemable, recyclable materials in the neighborhood area.
6. Conducting informal rap sessions with area youth regarding environmental problems. (Guest speakers, demonstrations, etc.).
7. Maintaining and cleaning up major commercial sites in the area. Painting, hauling refuse.
8. Reporting abandoned cars, and other environmental problems to the proper governmental agencies.
9. Community gardens.

SUGGESTED EDUCATIONAL ACTIVITIES

1. Soliciting speakers from selected environment related agencies to speak to neighborhood groups, suggest activities, etc. The educational activity oriented to create a sense of awareness among youth of what agencies exist to protect and improve the urban environment.
2.
 - A. Fire Department
 - B. Planning and Zoning Commission
 - C. City Traffic and Division
 - D. Police Department
 - E. City Prosecutor Office

(2)

- F. Bureau of Neighborhood Environment
- G. Environmental Education Center
- H. Oregon Game and Fish Commission
- I. Trojan Nuclear Plant
- J. Bonneville Power Administration
- K. Corps of Engineers
- L. Department of Environmental Quality
- M. Jeff Morris - Fire Safety Education Unit
- N. Department Medical Services
- O. Aging Commission

ATTENDANCE 3-11-76

YEP 1st STEERING COMMITTEE MTG.

Bob Holdridge
Wayne Dotter
BOB PETERSON

620 S.W. 5th - 3rd floor
(#420) 2040 SE Powell - 97202
1731 N. SKIDMORE ST. NORTH PORTLAND

RAY TULKER
~~John Bowler~~
Bob Coles

7611 N. CRAWFORD 97203 (PUBLIC SAFETY)
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2323 SE 45th 97215 (S.E.)

B. Holzapfel
Larry Edwards
John Henderguss

325 NW 21ST 97209 (N.W.)
3905 SE 91st - 97266 (Outer SE)
620 SW 5th 97204 ARB

Janice McLoonick
Father-Son Center
Dick Ragland
Mary Pearson

(*128) Rm 201 824 S.W. 5th 97201 Louise Prevention
2926 No. Williams Ave 97227 N.E.
6121 SW Vermont 97219 SW
Rm 411, City Hall, 1220 SW 5th.

February 9, 1976

Jim McConnell
PACT
1818 S.E. Division
Portland, Oregon 97202

Dear Jim:

Thanks very much for your memo about the Youth Environmental Project. What you say about YEP, that it is one of several programs which can be unified to produce good results for Southeast neighborhoods, makes good sense. I have talked with Warren Fluker at the YEP program about the possibility of the Inner-Southeast Coalition serving as the neighborhood advisory committee for the inner-southeast neighborhoods. This seemed fine to him.

According to the guidelines, one person from each neighborhood advisory committee may sit on the Steering Committee for this program. I hope that the Coalition will be able to find one person to join us on the City-wide level. The responsibilities for the neighborhood advisory committees this year are stronger than last year. The members of the committee will have a say in the recruitment and hiring of the young people. We hope that the work projects which are designed by the neighborhood advisory committees will provide more meaningful activities, both for the youth and for the neighborhood rehabilitation programs. I hope that the Inner-Southeast Coalition members are aware of these increased responsibilities, and that they will have the time to perform them well.

Please let us know if this proposal is accepted by the Inner-Southeast Coalition. We hope to hold a meeting of the Steering Committee on Tuesday, February 17, probably in the morning. I realize that this is a constraint for citizens who often have to work during the day, but perhaps one member of the Coalition will be able to take on this day time work. If possible, we would like to have the delegates from the neighborhood advisory committees begin sitting in on the Steering Committee meetings as soon as possible. Please let me know if the Coalition chooses someone before the 17th, so I can notify them about exact time and the room.

Thanks for writing down your good ideas. Let's hope that the YEP program can become a stronger element in neighborhood improvement programs.

MEMORANDUM

May 28, 1974

TO: James Tims, Youth Environment Project Coordinator
FROM:Carolynn Shaalman, Lents Citizens for Youth
SUBJECT: Y.E.P. Grant Application - Recommended Amendments

* * * * *

In accordance with your request of May 21, 1974, the Lents Citizens for Youth/Lents Y.E.P. Advisory Council has made the following changes, corrections, and additions as per your instructions:

- a. Designated Advisory Council representative, Mrs. Warren Tinker, is a librarian at Clinton Kelly School, which is located at 9030 S.E. Cooper.
- b. Percentage Breakdown of Work Activities
 - 40% - Environmental: Recycling Project
 - 20% - Crime Prevention: Personal Property Identification/Registration Project
 - 40% - Service to the Needy Elderly: Clean-up Project
- c. Proposed Method of Hiring

It should be noted that the majority of applicants to the Lents Youth Environment Project will be referred through high school career centers located within the project boundaries, whose function will be to determine the income status and thus the eligibility of the applicant for involvement in the Y.E.P.

1. The applicant will submit completed application form to Lents Youth Environment Project Advisory Council for their review; acceptance of the application will be contingent upon whether the applicant has received written clearance from his respective high school career center or, as pertains to those youth that are 18-21, Youth Manpower.
2. The applicant will then be scheduled for an interview with designated representatives of the Lents Youth Environment Project Advisory Council.
3. The application and the interview will be evaluated by the Advisory Council in accordance with the criteria

for the hiring of staff as outlined in the Y.E.P. Grant Application; references will be validated.

4. The foremen and youth workers will be selected on the basis of this evaluation by the Lents Youth Environment Project Advisory Council, and will be notified by same.
- d. The age criteria for foremen has been noted.
 - e. All consumable supplies (as listed in the Y.E.P. Grant Application) will be supplied by the Bureau of Neighborhood Environment and will not constitute part of the 10% community, in-kind contribution.