

no
sig

**from the
CITIZENS
PARTICIPATION
COORDINATOR**

8/28

to: Official files

_____ For your information

_____ Please review and comment

X _____ For your approval

_____ Take appropriate action

_____ See me please

Additional comments:

All action at this meeting appeared before
the Board on 8/22/72.

This is file only - per your approval.

sent LeRoy Patton
Wanda Scott
John Gustafson

citizens
planning
board



portland model cities

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

Executive Board August 15, 1972
at Model Cities Conference Rm #226 at 5:00 p.m.

Mr. Flowers opened the meeting. He said he would like to get the Agenda for Citizens Planning Board August 22, 1972.

Mr. Flowers said there was some concern from the Council re: Wilbur Johnson and referred to the letter sent to the Board 8/10/72 from Commissioner Goldschmidt which Mr. Jordan read to the Executive Board. Mr. Jordan said there was a staff person working with Mr. Johnson on this.

The next thing Mr. Flowers said was Community Schools - he received a notice of a meeting from Gladys McCoy for August 22, at 1:30 p.m. at 1221 S.E. Madison, but was unable to attend. Mrs. Scott said she would attend in his absence. Mr. Patton said there was some confusion over the meeting day and he would contact Mrs. Scott after verifying it.

Mr. Flowers asked Mr. Jordan to read a letter from Mr. Alberti to Mr. Flowers re: the Eliot meeting held July 12, where they amended their by-laws so that they may extend their boundaries to read: The South side of Fremont South to the North side of Broadway and the East side of 7th West to the River. Mr. Jordan said this will propose some problems as they are extending their neighborhood into other areas. Should meet with Boise and Irvington and I recommend that the Board inform Mr. Alberti to see if we can work this out.

Mrs. Scott said she thought Irvington had already agreed that 7th Avenue will be the boundary and explained further -

Mr. Jordan said he could contact Mr. Alberti and facilitate this meeting.

Mrs. Scott moved that staff follow through and make necessary contacts with Mr. Alberti and other communities involved. Seconded. Motion Carried.

Mr. Loving expressed a concern that other neighborhoods would start doing the same thing. He recommended that the Board should take a look at the whole problem of the total neighborhood in relation to this.

Mr. Jordan said that this will be considered during the investigation.

Mr. Flowers said he had received a letter from Glen Childs indicating he is resigning from the position of Vice Chairman of the Election Committee, so we need officers for this Committee.

Mrs. Green said this was done at the last meeting.

Mr. Flowers reminded members that the meeting of the Executive Board with MEDIA Board scheduled for 7 a.m. Thursday. He said he had told Mr. Hatcher that he would inform him if there was anything specific that would be entertained. Mr. Flowers asked the Executive Board if they had anything.

Mr. Patton informed the meeting that staff had met to get a pre-Evaluation basis for Evaluation projects. Mr. Patton asked Mr. Jordan if MEDIA was going to be evaluated under these new projects. Mr. Jordan answered yes. Mr. Patton reported to the meeting that as a result of the meeting with the Executive Board and City Council on July 20, 1972, when they decided on five projects to evaluate:-

- AYOS
- Consumer Protection
- Community Care
- Contractors Management
- Operation Step-Up
- Youth Affairs Council

and they would take the top 5.

He said the CDA Director, CPB Evaluation member, CDA Evaluation Specialists, Operating Agency Directors, and Jayne Carroll from Comm. Goldschmidt's office, will be meeting to develop what the criteria to Evaluation will be and agree on the Project, and explained this further to the meeting.

Mr. Flowers said he had not heard of the meeting.

Mr. Jordan said the report will be presented to the Executive Board when completed. Staff assumed that you wanted staff to work with the Evaluation Committee to set this up. He explained in the past we have never had a pre-evaluation Conference. He thought this was necessary.

Mr. Flowers asked who chose the projects? Mr. Jordan said City Council and Executive Board.

Mr. Rogers stated that we had already evaluated MEDIA and that he thought it was foolish to evaluate it again and that their funds were still held up. He said he thought that what we are doing is hindering one program.

Mrs. Scott said she thought it would be a great thing for the Evaluation people to know what they are looking for, and gave examples. Mrs. Scott also said that we do need a format that shows what evaluation is looking for. Evaluation now understands that some form of uniformity is necessary and that such format should be provided for all operating agencies after CPB approval. Mrs. Scott concluded by saying she thought this will help the total program.

Mr. Loving said the Executive Board along with the City Council agreed to go into the Evaluation with a more in-depth process. He said he didn't feel that we are picking on these particular projects, and said as you know Comm. Goldschmidt brought up MEDIA, Community Care and one other as a Federal concern. In the light of this naturally City Council was concerned I think they want us to develop a new approach to Evaluate these programs.

Mr. Rogers clarified his meaning in relation to MEDIA.

Mr. Jordan said we will not go to MEDIA now but we are going to do all the O/A's.

There was further discussion. At this point Mr. Flowers left the meeting, and Mr. Patton continued as Chairman.

Mr. Russell appeared before the members to express his concerns regarding PDC and Albina Contractors in their awarding of jobs to minority contractors. He gave the background information to this concerns. He explained how he was not getting a fair share of the jobs. He would like to know how he can go about being able to get the same treatment as anyone else. He would like to see some kind of rotation basis.

Mr. Loving verified Mr. Russell's complaint. He said Mr. Russell is a member of Albina Contractors and one of their prime purposes of the A.C. is to get business for the black contractors in the Model Neighborhood. He said he felt that A.C. were osterizing one of their members. He said letters had gone to PDC and had received no response. He thought something should be done as ACA is a Model Cities program. He said he thought CPB could do something to see he gets a fair deal.

Mr. Rogers said the whole emphasis was to help minority contractors get work, but they don't have anyone qualified so PDC is still dispensing the jobs. We could write a letter from the Board informing them of this but PDC is going to come back and tell us that they offerred AC the whole book. Then they will give Mr. Russell some jobs and this is not going to help the problem. We need to be able to make AC function as they are.

Mrs. Scott said citizens come into this too they have a choice of whether or not they want the contractor.

Mr. Loving thought the both PDC and AC were osterizing Mr. Russell.

After further discussion, Mr. Rogers moved that we have a committee set aside to investigate the Albina Contractors and their operation with PDC in awarding jobs to minority contractors from the Model Neighborhood and that this investigation be at the top of the list. Seconded. Motion Carried.

The Acting Chairman, Mr. Patton recommended that the Secretary draft a letter to Mr. Russell after investigation informing him of the outcome.

The problem of Future Products and their request for zone change in relation to the property of the old Albina Bowling Alley was discussed. Mr. Loving said the neighborhood is opposed to it - Mr. Loving moved that the Model Cities Board go on record as supporting the position of Boise/Humboldt Neighborhood Association regarding Future Products in their efforts to acquire the bowling alley property zone change. Seconded. Motion Carried.

Mr. Davis read the following in conjunction with his proposal. Mr. Johnson accompanied Mr. Davis to the meeting. (Attached).

After the presentation Mr. Davis asked that: they would like to request Mr. Jordan have his staff to look into these and to substantiate allegations that were made or to make some type of statement so that the Community will be aware that these allegations have been rebuttled. If found to be true let the Community know this -

Page 4

if found to be erroneous let the Community be aware and know the true facts. We further request that if this project is found to fit within the goals and realms of Model Cities goals and objectives we would like a letter of support to the Northwest Urban Designers Association to this effect from the Model Cities Planning Board.

Mr. Patton thanked Mr. Davis and Mr. Johnson.

After discussion:

Mr. Rogers moved that we accept Mr. Davis' report to the Executive Board and that we leave it as is. Seconded. Motion Carried.

After discussion:

Mr. Rogers moved that Health Working Committee, Law & Justice Working Committee, and Operation Step-Up for the Agenda for Citizens Planning Board meeting August 22, 1972. Seconded. Motion Carried.

After discussion:

Mr. Rogers moved that at the next Executive Board we discuss the proposal for Cascade Dorm. Seconded. Motion Carried.

Meeting adjourned.

NORTHWEST URBAN DESIGNERS ASSOCIATION
2726 N.E. Union Ave.,-Portland, Ore. 97212

Telephone 287-4370

TO: Chairman Fred Flowers & The Citizen Planning Board Members
FROM: Northwest Urban Designers Association
DATE: August 8, 1972
RE: Staff Recommendation for Action on Northwest Urban Designers Association Request for Operational Funds

Reference Point One:

Our request for start-up funds from Model Cities should not be judged on the fact or probability that the office of Minority Business Enterprise will react favorably on our proposal. Whether or not OMBE acts favorably on our proposal should not be an issue in this request because there are other avenues for funding a proposal of this type and scope. It should be judged however, on the fact that our concept is essentially sound, there is a need for a program or project of this type in the community. Can this project be funded entirely or in part by your agency, is the program in agreement with you goals, and will the community give their support and encouragement?

We do not plan or have we ever considered asking Model Cities to fund this project entirely. A favorable decision by you on our request would be a welcomed endorsement of the project to present to OMBE or any other funding source, that would assure them that we had a community based organized commitment and blessing for the proposal.

Reference Point Two: =

In our proposal we stated that "minority persons have traditionally been limited to the most menial of architectural jobs"; and you responded by saying this, "... is not substantiated by facts. During the second action year, firms contracted for planning purposes in the Model Cities area received total contract awards of \$100,800.00, of this amount, \$74,800.00 or 75% of the total contract awards went to all Black firms or firms which hired Black principles selected by the neighborhood associations. Three members of Northwest Urban Designers Association were principles in planning firms receiving contracts during the second action year." This statistic is not inaccurate because only a minor percentage of the \$74,000.00 actually went to Black designers who only participated in planning, and were not principles or regular employees of the planning firms that were contracted to do the neighborhood planning. Of the five different planning firms that were contracted by P.D.C., only ~~one~~ Black principles, and the major portion of the fee was taken by a White firm who was financing the Black firm.

ALSO REFER TO RESPONSE LETTER FROM THE ALDINA CONTRACTORS ASSOCIATION.

SEE ATTACHED:

ALBINA CONTRACTORS ASSOCIATION, INC.

72 N. E. Sacramento Street

Portland, Oregon 97212

503/233-8301



August 2, 1972

BUSINESS MANAGER

Edward W. Pinkard

ASSOCIATION OFFICERS

PRESIDENT

George Christian

Mr. Willie Davis, Chairman
Northwest Design Association

TREASURER

Aaron Mitchell

Dear Willie:

SECRETARY

Charles Sanders

BOARD OF DIRECTORS

George Christian

Emmett Baskett

Aaron Mitchell

N. L. Scarborough

Manuel Scott

Charles Sanders

I am writing in response to your request that I review the position of the CDA regarding your organization's proposal for temporary funding. While I concur with some of the statements contained in Mr. Jordan's memorandum of August 1 to the Citizen's Planning Board, as President of the Albina Contractors Association, I wish to clarify several points pertaining to economic problems of the Model Neighborhood, and vehicles funded by CDA to resolve those problems:

Reference point two: While it is commendable that "during the second action year firms contracted for planning purposes in the Model Cities area received total contract awards of \$100,800...and...\$74,800 or 75% ...went to all black firms or firms which hire black principals selected by the neighborhood associations," this statistic should not be used to make a case against the concept of your organization's proposal. On the contrary, the smallness of these contract awards and the fact that your members function primarily in the "Model Neighborhood" underscores the very problem which your proposal approaches.

Reference point three: As President of the Albina Contractors Association, I take exception to the implication that some \$1,082,000 has been allocated especially to assist "disadvantaged and other small contractors." Inclusion of MEDIA's general economic development funding with the smaller sums allocated to this organization creates a false impression that we have an abundance of resources which are under-utilized. Our budget last year was \$44,000 and this year is also \$44,000. With comparatively limited funding, we have assisted over 60 area contractors and have been instrumental in obtaining approximately \$1½ million of new work for Model Neighborhood contractors during the last 16 months.

Mr. Willio Davis, Chairman - 2 -

August 2, 1972

Reference points four-five: While efforts at education and training seek long-term solutions to the problems of your members, they are not a replacement for the immediate marketing and specialized training programs described in your proposal.

Reference CDA Staff Recommendation: While it is most gratifying to learn that the CDA staff thinks so highly of our capabilities, our present budget is geared specifically to assist Model Neighborhood construction firms, and to adjust our operation to include even a few elements of your proposal will place a substantial burden on an already over-loaded budget. But be assured we stand ready to assist you in any way possible. While your organization awaits a decision on its OMBE application, I would therefore recommend that CDA not unduly jeopardize our mission of contractor assistance by requesting us to assume more responsibility with no added funding. I feel that the \$8,000 you requested should come to the ACA to strengthen our staff, thus affording us the necessary manpower to serve the needs of the combined groups.

I further feel from Mr. Jordan's letter to the Planning Board, which was obviously the reflection of his staff's opinion, that his staff is grossly misinformed as to the potential impact of well-founded, properly-funded economic development programs. Their attitude seems to be "half a loaf is better than none;" that may be true with regard to feeding people, but not necessarily with regard to finance or economics. You must have the vehicle necessary to do the job.

I further feel that the type of programs that stress and demand economic freedom for the disadvantaged have the only positive approach to making people free so that they can solve their own social ills. While existing programs such as Model Cities, in an effort to perpetuate their own existence, merely treat the symptoms and seldom effect cures, I feel that you should go to the Planning Board and ask them for assistance in that they as a group recognize the need for financial and technical assistance for groups such as yours.

The Planning Board is not insensitive to the economic plight of minority and disadvantaged Model Neighborhood residents and they will, I am sure, respond favorably once all the facts are presented properly. Regardless of the outcome, we the ACA members and myself, personally, stand ready to assist you.

Very truly yours,

George Christian, President
Albina Contractors Association

You also stated that, "...Operation Step-up was remodeled so extensively that plans drawn by a licensed architect were required by the City Building Bureau prior to issuing the necessary permits. (None of the members of Northwest Urban Designers Association are licensed architects)." We know for a fact that this project did not require a licensed architect, because there were no structural changes made, and no sophisticated electrical or mechanical systems were used in this building.

The case of the Nero Industries Project points out the need for funds such as those requested. These funds would allow our minority architectural designers to meet the pre-contract qualification requirements and to cover the expenses incurred until the payment is made under contracts. These contract payment times vary from six weeks to several months.

Reference Point Three:

You stated, "In recognition of the problems of minority and disadvantaged small contractors, the Citizens Planning Board had already allocated a total of \$1,032,000.00 from the first, second, and third action year grants. This amount represents the combined allocation for Contractor's Management and MEDIA." We feel this statement is misleading in that you are combining Contractor's Management and MEDIA allocations into one lump sum over a three year period to give the illusion that you have allocated a tremendous amount of money to projects that will aid us greatly. While in fact you only allocated \$44,000.00 per year for this and last years Contractor's Management Program, which was designed to help primarily construction contractors and not architectural designers.

(Also refer to response letter from Albina Contractors Association attached.)

MEDIA's allocation was for general economic development which encompasses the full gambit of business developments in the Model Cities area. MEDIA at this point in time is unable to provide us with funds.

Reference Point Four:

You stated that, "In recognition of the problems of Blacks seeking careers in architecture and planning at a professional level, the Citizens Planning Board has allocated \$713,000.00 from the first, second, and third action year grants." This amount represents the combined allocation for Martin Luther King Scholarships, Operation Step-Up, and Residents Employment and Training. Here again we feel the statement is misleading in that you are, as in reference point three, combining Martin Luther King Scholarship funds, Operation Step-Up funds, and Residents Employment and Training funds into one lump sum over a three year period to give the illusion that you have allocated a large amount of money to projects that are of primary aid to us. In a conversation, August 8, 1972, with Freddy Potatt,

director Operation Step-Up, it was her opinion that the project proposed by Northwest Urban Designers Association is not a duplication of the services provided by Operation Step-Up and other related manpower projects.

Reference Point Five:

As stated by you, "The presentation of the Northwest Urban Designers Association proposal has indicated many activities which are not mentioned in the written proposal. The Northwest Urban Designers Association can not grant accredited course work in either architecture or planning. Both Portland State University and Portland Community College offer these courses. The Citizens Planning Board has allocated \$851,000.00 to establish a community college facility responsive to the education needs as well as the social needs of the community." We have not attempted nor have we ever considered the thought of trying to grant accredited courses in either architecture or planning. We are presently working with Bill Newborne of P.C.C. Cascade Campus and Mr. Sharpe of Portland State Urban Studies Dept. in designing a program that will be compatible with our on the job training and guidance program. A description of our program is attached. The money requested was to be utilized as follows:

- * Business Development and Promotion
- * Payment and Training of Urban Planning Aides
- * To Cover Capital Project Start Up Cost Such As:
Aerial maps, census tract data and other materials which must be on hand prior to time of first payment under contract.

Closing Statement:

At our meeting with the evaluation committee, they stated that they would be unable to evaluate the project because it was in concept form and that in order for them to evaluate it, it must be submitted in proper written proposal form and channelled to the respective working committees again. We therefore, at that time, requested that the proposal be cancelled. We were very surprised in light of the evaluation committees comments and our response to receive a copy of staff's report on action to be taken.

Respectfully yours,


Willie Davis President,

Northwest Urban Designers Association

WDD/nja

DESCRIPTION FOR TRAINING ARCHITECTURAL DRAFTSMAN AND URBAN PLANNER TRAINEE

The architectural draftsman and urban planner trainee will undergo a five phase, ten week program.

PHASE I

(1) Introduction to the terminology and language of architecture and the reading of blueprints. Introduction to sketching and drafting of building details and the use of architectural symbols. Training to be administered by architectural designers, engineers, and architects, (of the Northwest Urban Design Association), and members of the AIA, 50% of the time.

(2) Work with Portland State University, Urban Studies Department, and Portland Community College to obtain a certificate in urban studies.

(3) Assign trainee to private firm or public agency participating in urban planning for a minimum of 6 hours per week. Such agencies as P.D.C., the Portland Planning Commission, Model Cities Physical Department, Skidmore, Owens and Merrill, and Coburn, Sheldon and Kaji.

PHASE II

(1) One half of this phase is devoted to a site development problem with the remaining half phase initiating the terminal project to be continued in Phase III.

(2) Work with Portland State University, Urban Studies Department, and Portland Community College to obtain a certificate in urban studies.

(3) Assign trainee to private firm or public agency participating in urban planning for a minimum of 6 hours per week. Such agencies as P.D.C., the Portland Planning Commission, Model Cities Physical Department, Skidmore Owens and Merrill, and Coburn Sheldon and Kaji.

PHASE III

(1) Continuation of terminal project begun in Phase II. Involve trainee in a design problem of considerable scope dealing with commercial scaled projects and culminating with presentation of drawings of greater elaboration than previous projects.

(2) Work with Portland State University, Urban Studies Department, and Portland Community College to obtain a certificate in urban studies.

(3) Assign trainee to private firm or public agency participating in urban planning for a minimum of 6 hours per week. Such agencies as P.D.C., the Portland Planning Commission, the Model Cities Physical Department, Skidmore Owens and Merrill, and Coburn, Sheldon and Kaji.

PHASE IV

(1) Continuation of drafting and building details. Study of perspectives and rendering of architectural drawings.

(2) Work with Portland State University, Urban Studies Department, and Portland Community College to obtain a certificate in urban studies.

(3) Assign trainee to private firm or public agency participating in urban planning for a minimum of 6 hours per week. Such agencies as P.D.C., the Portland Planning Commission, Model Cities Physical Department, Skidmore Owens and Merrill, and Coburn, Sheldon and Kaji.

PHASE V

- (1) Look into architectural complexities of a residential nature. Large buildings, restaurants, kitchens, hotels, bedrooms; entertainment, family recreation rooms, home laundry; learning to plan, design, draw and solve structural problems. Assist trainee in securing employment with a public agency or a private firm.
- (2) Work with Portland State University, Urban Studies Department, and Portland Community College to obtain a certificate in Urban Studies.
- (3) Assign trainee to private firm or public agency participating in urban planning for a minimum of 6 hours per week. Such agencies as P.D.C., the Portland Planning Commission, the Model Cities Physical Department, Skidmore Owens and Merrill, and Coburn Sheldon and Kaji.

Allina Professional Designers Association

2126 N.E. UNION AVE.

PORTLAND, ORE. 97212

TELEPHONE 237-4370

*CPS
EX. 101*

PRESIDENT
MR. WILLIE J. DAVIS
VICE PRESIDENT
MR. RAY BREWER
SECRETARY
MR. DOUG JOHNSON
TREASURER
MR. BART JANKANS

BOARD OF DIRECTORS
MR. RAY BREWER
MR. WILLIE J. DAVIS
MR. BART JANKANS
MR. DOUG JOHNSON
2 MEMBERS OF AIA

Housing & Physical Environment
Working Committee

Dear Members:

A number of minority architects, designers and other related professions have formed the Northwest Urban Designers Association. The Association will provide promotional and educational services to members in the Portland Area, with future plans to expand into other areas of the Northwest.

It has been recognized for some time that Portland's minority and other small, disadvantaged architectural firms have participated only peripherally in architecture, planning and urban design. Minority architects and designers are often limited to small projects not requiring broad experience in architectural skills necessary for acquiring larger projects. Several basic problems contribute to the difficult status of this group of architects and designers. The interrelated problems of finance, obtaining contracts for public or public subsidized work, obtaining opportunities in the area of professional training, registration, education, and the opportunity to demonstrate within the community the needs of professional minorities in the fields of architectural planning and urban design are perhaps the most serious. A cycle is established wherein disadvantaged architects and designers are unable to obtain larger jobs because of their lack of experience or a successful performance record make them unacceptable for contract bids for public and public subsidized work. The high percentage of capital required to maintain adequate staff and equipment makes it even more difficult for them to be utilized. The architect and designers also need capital liquidity for overhead and supply costs, particularly in the beginning stages of large contracts. Because of capital deficiency, the disadvantaged architects and designers are precluded from participating in large projects since he cannot meet operating expenses before the first payment is made.

A further related impediment to minority and other small disadvantaged architects and designers is restrictive hiring practices in architectural planning. Without opportunities for entrance, progression from skilled draftsman to designer to registered architect obviously cannot be followed.

Minority persons have traditionally been limited to the most menial of architectural jobs, thus contributing to a negative image among the young for architectural work, which further restricts the number of entrants. The general situation of the minority or other disadvantaged architects and designers then is a vicious cycle in which he is relegated to small contracts because he lacks capital and cannot be utilized for large projects. He cannot obtain large projects because he lacks capital and experience, he cannot obtain sufficient capital and experience because he is unable to participate in large projects and his numbers are limited because of restrictive hiring practices.

We believe that our chances of success would be greatly enhanced if our association had a grant with which to employ a competent executive and secretary to undertake a work program along the following lines:

- (1) The director will assist minority architectural firms in securing architecture contracts.
- (2) Work with established professional associations to secure greater architectural opportunities for minority architecture firms.
- (3) Establish training programs and seminars relating to architecture practices and procedures.
- (4) Assist minority architectural firms to obtain greater participation in existing government programs.
- (5) Inform minority architectural firms of existing government policies relating to the architecture profession.
- (6) Inform minority architectural firms of changes in government policies relating to architecture profession.
- (7) Provide management assistance to minority architectural firms.
- (8) Assist minority architectural firms in establishing and maintaining efficient accounting-bookkeeping systems.
- (9) Assist minority architectural firms in carrying out procedures required for successful handling of government architecture contracts.
- (10) Assist minority architectural firms to obtain qualified personnel.
- (11) Assist minority architectural firms in establishing and improving financial relationships with banking institutions.
- (12) Promote community acceptance of the goals of minority architectural firms.

Tentatively, our proposed budget is as follows:

First Year

Operation

Personnel	\$ 33,550
Space	2,840
Travel	3,060
Consumable Supplies	876
Public Relations	3,200

Furniture and Equipment

7,632

Revolving Small Loan Fund

Administered by Freedom Bank of Finance (\$2,000 limit per applicant)	10,000
--	--------

Total \$ 61,158

Second Year

Operation (Renewal)

Third Year

Operation (Renewal)

Revolving Small Loan Fund (Perhaps add to)

Fourth Year

Probably decrease as business improves

Enclosed are letters of support and approval from interested organizations in the Portland Area.

Yours very truly,


Willie J. Davis
NWUDA President

Enclosures

May 26, 1972

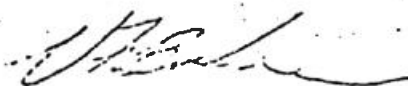
Mr. Willie J. Davis, President
Northwest Urban Designers Association
2725 NE Union Avenue
Portland, Oregon 97212

Dear Mr. Davis:

The Freedom Bank of Finance gives the Northwest Urban Designers Association its support in its effort at increasing job training and educational opportunities for minority architectural designers.

The Freedom Bank of Finance would be happy to participate in your program by administering funds from the Revolving Small Loan Fund indicated in your proposal and issue funds to members of your association as directed by your Board of Directors.

Sincerely,


V. F. Booker
President

VFB/pw

PORTLAND ECONOMIC DEVELOPMENT COMMITTEE, INC.
417 SW WASHINGTON, ROOM 402 - PORTLAND, OREGON 97204
T E L E P H O N E : (503) 221-0414

May 26, 1972

John L. Jenkins
Director, O.M.B.E.
U.S. Department of Commerce
Main Commerce Building
Washington, D. C.

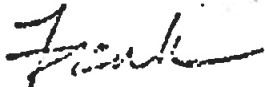
Dear John:

I have had the opportunity to briefly review the proposal of the Northwest Urban Designers Association for O.M.B.E. technical assistance funds with which they intend to carry out a program to assist minority and other disadvantaged designers/architects. I note that the Portland Chapter, AIA, is in accord with the concept and I wish to personally lend whatever support I can to the program.

Best of luck in your program expansion.

Best regards.

Very truly yours,



Frank Cox
Executive Director

FC:pjs

cc: Warne Nunn

THE AMERICAN INSTITUTE OF ARCHITECTS

May 19, 1972

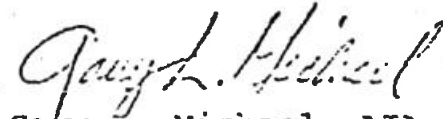
Mr. William Davis, President
Northwest Urban Designers Association
1726 N. E. Union Avenue
Portland, Oregon 97211

Dear Sir:

The Portland Chapter of The American Institute of Architects gives the Northwest Urban Designers Association its support in its efforts at increasing job training and educational opportunities for minority architectural designers. There is an immense need for encouraging an increase in numbers as well as an increase in the quality of training, education and professional skills of minorities in the field of architecture and planning.

We invite your members to assist us in our Human Resource Committee to further the communication of the needs of minorities in the area of professional training and employment opportunities.

Yours truly,



Gary L. Michael, AIA
President
The Portland Chapter, Inc.

GLM:mr

cc: Todd Chilless, AIA
David Fugh, FAIA

THE Portland Chapter, Inc.

290 Dekum Building
519 S.W. Third Avenue
PORTLAND, OREGON 97204
(503) 223-8757



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portland model cities

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

Model Cities Citizens Planning Board Meeting
Cascade College Student Union Building
5606 North Borthwick Avenue

<u>TUESDAY</u>	<u>AUGUST 22ND, 1972</u>	<u>PAGES</u>	
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citizens
planning
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portland model cities

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

Model Cities Citizens Planning Board
Cascade College Student Union Building
5606 North Borthwick

August 8, 1972

The meeting was called to order by Chairman, Fred Flowers, Jr. Invocation was given by Rev. John Jackson.

The following Board Members were present or arrived before the meeting adjourned:-

Burnett Austin	Chalmers Jones	Walter Ready
Jack Deyampert	James Loving	Robert Rogers
Fred Flowers, Jr.	Debby Norman	Herb Simpson
Charles Ford	Josiah Nunn	Opal Strong
Ella Mae Gay	LeRoy Patton	Harry Ward
Rev. John Jackson	Hasten Payne	Martha Warren

The following members were absent:

Bessie Bagley	Lee Kell	Clara Mae Peoples
Ben Bernhard	Bill Newborne	Marian Scott
John Gustafson	Arthur Palmer	Gregg Watson

Proxies: were announced as follows:

Lee Kell to Robert Rogers

Agenda: New Business: Mr. Loving, subject in reference to the Recreation and Culture Working Committee; Oliver Brown, Vernon Association, to speak to a petition; Physical and Housing Department to speak to Cascade Dormitory and Future Products. Announcements: Mr. Simpson to make announcements concerning District Planning Organization Task Force meetings. It was moved and seconded that the Agenda be adopted as amended. Motion carried.

Executive Board Action: It was moved for approval of the action of the Executive Board of July 6, 1972, and July 24, 1972, with one amendment to July 6, 1972, Item 2, which reads, "Mr. Nunn moved that a Standing Committee be appointed to take a hard look at each operation of operating agencies funded by Model Cities and we have started with MEDIA and our next Agency to be looked at should be Operation Step-Up," to be amended to read instead of Standing Committee, Mr. Nunn amended as follows: "The Evaluation Committee should be given the task by the Chairman to look at each operating agency....." Seconded. Motion Carried.

Mr. Ward asked for what purpose was the change?

Mr. Nunn stated that after consultation with Board Members, it was felt that the members were already overloaded with committees and task forces and it was the consensus of the members that the Evaluation Committee take on this task.

Rev. Jackson asked if this isn't the Evaluation Committee's task?

Mr. Patton stated that the Evaluation Committee has not looked at operating agencies and the Motion is saying that they will start looking into this systematically.

Mr. Rogers stated that it seems it would be a duplication because at the last Executive Board meeting with City Council it was decided that five operating agencies would be taken and evaluated.

Mr. Jordan clarified this and said that Operation Step-Up would be one of these five agencies.

The Chairman referred to the July 6, 1972, Executive Board action, Item 3, in regards to Personnel Hiring Committee and said that the Committee had been activated with the following members: Mrs. Ella Mae Gay, Chairman; Mr. Walter Ready, Mrs. Debby Norman, Mr. Gregg Watson, and Mrs. Martha Warren.

Minutes: Mr. Simpson said that he left his proxy with Marian Scott and this was omitted from the Minutes of July 18, 1972, It was moved and seconded for approval of the Minutes with the one correction. Motion Carried.

Mr. Harry Ward gave the background information on Mrs. Virginia Norton being appointed to the Board in Mrs. Bagley's absence. Mr. Ward referred to Items A and B of Section 3 of the Rules and Operating Procedures of the Citizens Planning Board and stated that the Rules Committee had determined that no vacancies existed from the Irvington Community Association at this time, but there does exist a Leave of Absence. Since there is no vacancy, it was determined that the Irvington Community Association acted unjustly. Mr. Ward moved that recommendations of the Rules Committee concerning Mrs. Virginia Norton be accepted. Seconded.*Motion Carried.

Mr. Flowers clarified and stated that Mrs. Bagley had a standing proxy with Mr. Kell.

*Vote on Motion

Before Mr. Glen Childs gave the Election Committee Report, Mrs. Strong, Correspondence Secretary, read correspondence to the Eliot Program Association in reference to the action the Executive Board took concerning the question of residency which affects Citizens Planning Board representative, Mr. Arthur Palmer, and the appointment of Mr. Bryant was declared invalid as they are both residents of the Boise area.

VI: Election Committee Report: Mr. Flowers stated that in light of this situation the Vice-Chairman of the Election Committee will introduce the report. Mr. Childs stated that the recommendations had been presented at the July 18, 1972, Citizens Planning Board meeting, and the two most important recommendations were listed as Item 6 and Item 7. Mr. Childs stated that he hoped Mr. Bryant would be able to continue on the Election Committee since he is doing a good job.

Mr. Flowers said that the Board was simply acting by the rules and regulations and we are trying to validate an election. The Committee has to be structured according to the rules in order to set the tone of the election.

Mr. Ford asked if it would be possible for Mr. Bryant to continue on the Committee as a representative from the Boise Area. Mr. Loving explained that the Committee is composed of two representatives from each neighborhood. If Mr. Bryant should be from Boise then three representatives would be on the Committee from Boise. Mr. Bryant could stay on the Committee in an advisory capacity.

Mr. Nunn agreed with Mr. Loving and stated that it would be possible for Mr. Bryant to be retained as an advisory.

Mr. Ward stated that it wasn't the prerogative of the Board to advise on this subject. If the Election Committee desires this then it is their decision.

Mr. Childs asked if Mr. Bryant could still continue as the Chairman? Mr. Rogers asked why it was so important that Mr. Bryant be Chairman? Mr. Childs gave two reasons.

Mr. Flowers stated that if the Committee wishes they can retain Mr. Bryant in the form of an advisor, consultant, or counselor, etc., but he cannot be a delegate from the Boise area and he cannot be Chairman.

Mr. Rogers clarified in accordance with Mr. Flowers' statement.

Mrs. Strong moved for acceptance of the Election Committee recommendations. Seconded.
*Motion Carried.

Mr. Loving stated that in reference to Page 8, there was a correction to the time table to read August 9, 1972, as the official opening date for filing applications for the Citizens Planning Board election. This was due to the cancellation of the August 1, 1972, Citizens Planning Board meeting.

*Vote on Motion.

VI (b) Transportation Study: Mr. Nunn stated that the Executive Board recommended approval of the Transportation Study for the following reasons: There were no new or additional funds necessary for the program. They wanted to make use of the materials and information which was given to Model Cities by the consultant agency, and if any change in structure is necessary it will have to come back to the Board. Under these conditions the Executive Board gave recommendations for approval.

Mr. Ward stated that the basis for approval or acceptance was that it is a policy statement and it gives direction in which way we would like to go. It can be implemented by a proposal at anytime. I endorse it.

Mr. Simpson explained one problem that he saw concerning the Transportation study.

Mr. Rogers moved for adoption of the Transportation Study. Seconded. Motion Carried.

16 for: (one of which was Marian Scott's proxy): 1 opposed, Mrs. Ella Mae Gay abstained.

VI: (c) Northwest Urban Designers Association: Mr. Willie Davis asked the Recording Secretary to read a letter addressed to Mr. Davis from Mr. George Christianson, Albina Contractors Association. Mr. Davis clarified the background information of the Northwest Urban Designers Association and Mr. Johnson clarified Items 1 & 2.

There was discussion by the Board.

Mr. Deyampert said that he would like to know what the total figure for funding is going to be?

Mr. Davis stated that a total of \$61,158 was submitted to the Office of Minority

Business Enterprises. Mr. Davis explained that they were asking Model Cities to cover the funding of \$8,000 for an interim period until the Association finds out if they will be funded. Mr. Davis stated that the Evaluation Committee advised that we write up another proposal and take it through the Working Committees and at that time we asked for a cancellation.

Mr. Patton verified the Evaluation Committee's findings and said that they found that they gave us a concept and not a proposal and at that time Mrs. Sharp was to send a letter to say that they did not have a proposal for the Evaluation Committee to evaluate.

At this point Mr. Davis expressed that he was unhappy with the staff report.

Mr. Flowers asked Mr. Jordan to comment. Mr. Jordan said that he would be happy to withdraw the staff recommendation if Mr. Davis withdraw his request.

Rev. Jackson moved that the staff report in reference to Northwest Urban Designers Association be withdrawn and Mr. Davis' request is cancelled, and we acknowledge if the Northwest Urban Designers Association has been offended that we the Board apologize. Seconded. Motion Carried. One opposed.

Mr. Flowers offered that Mr. Davis meet with the Executive Board and we will go through this point by point and we will make a statement of your rebuttal. Mr. Davis asked if the Minutes would be recorded? Mr. Flowers said they would be read at the next Citizens Planning Board meeting.

Old Business: Mr. Flowers stated that due to the passing of Mr. Emmett J. Baskett, First Chairman of the Citizens Planning Board, Mrs. Strong is collecting donations which will go to the Heart Foundation in memory of Emmet J. Baskett. Mrs. Strong stated that \$34.00 had been collected and she thanked the Board members.

New Business: Mr. Loving spoke on behalf of the Recreation and Culture Working Committee. The Recreation and Culture picnic, sponsored by Recreation and Culture Working Committee, Bruce Thomas Memorial Center, and Summer '72, was held on July 22, 1972, at Peninsular Park and it was highly successful. Mr. Loving stated that there was a remaining deficit of \$37.50 from the picnic. Mr. Loving asked who was going to alleviate this deficit?

Mrs. Gay stated that she had been on the Summer '72 Committee and all the bills were to be sent to City Hall and City Hall would pay for it.

Mr. Loving stated that he was under the impression that it was sponsored by Model Cities, Summer '72 and Bruce Thomas Memorial Center.

Rev. Jackson explained that Model Cities had a representative on the Committee and Marcus Glenn was responsible for the money. All the money came from Marcus Glenn's office and the bill should be sent to him and he in turn will send it to City Hall.

Mr. Flowers asked if there was anyone present to speak for the Housing and Physical Department? The Board was advised that Mr. Henniger was ill and therefore not present. Mr. Flowers stated that this would be carried over to the next Executive Board meeting.

Mr. Ford said that Boise would like some input from the Board in relation to Future Products, as they will be meeting on this. Mr. Flowers said that it had never been presented to the Board before and asked Mr. Ford to give a report, which he did.

Mr. Ford in turn called on Mr. Ray Brewer for further input.

Mr. Ford explained that the City Council was going to take action on this matter.

Mr. Harry Ward moved that a letter be sent to City Hall requesting no action be taken until this Board reviews the matter and takes action. Seconded. Motion carried.

Mr. Flowers said that in relation to Cascade Dormitory that we would like some information presented to us. Mr. Flowers stated that if necessary Future Products would be carried over to the next Executive Board meeting, or Citizens Planning Board meeting.

Announcements: Mr. Flowers asked Mrs. Green to briefly explain the new reimbursement form to the Board members.

Mr. Simpson announced the District Planning Organization Task Forces next meetings.

Mrs. Strong read correspondence to Mrs. Gay from Marian Scott concerning Mrs. Scott's proxy in relation to the Transportation Study and stated that the King residents gave their support to this study on June 22, 1972, and she asked that Mrs. Gay vote in accordance of this for her. (Refer to Motion).

It was moved for adjournment. Meeting adjourned at 9:30 p.m.

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portland model cities

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

Action from the Executive Board Meeting
Tuesday, August 15, 1972, at the Model
Cities Conference Room #226 - 5:00 p.m.

1. The following letter was read:-

To: Fred Flowers, Jr., Chairman CPB
From: Mr. L. Alberti, Chairman, Eliot Neighborhood Program Assoc.

"Eliot Neighborhood Programm Association passed a Motion at the July 12 meeting that approved that Article IX of our By-laws be amended so that we may extend our boundaries to read; the South side of Fremonth South to the North side of Broadway and the East side of 7th West to the River.

We request your favorable action on this."

Mrs. Scott moved that staff follow through and make necessary contacts with Mr. Alberti and other communities involved. Seconded. Motion Carried.

2. Mr. Rogers moved that we have a Committee set aside to investigate the Albina Contractors and their operation with PDC in awarding jobs to minority contractors for the Model Neighborhood and that this investigation be at the top of the list. Seconded. Motion Carried.

Chairman, Mr. Patton, recommended that the Secretary draft a letter to Mr. Russell after the investigation informing him of the outcome.

3. Mr. Loving moved that the Model Cities Board go on record as supporting the position of Boise/Humboldt Neighborhood Organization regarding Future Products in their efforts to acquire the bowling alley property Zone change. Seconded. Motion Carried.

4. Northwest Urban Designers Association:

Mr. Rogers moved that we accept Mr. Davis' report to the Executive Board and that we leave it as is. Seconded. Motion Carried.

5. Mr. Rogers moved, Health Working Committee, Law and Justice Working Committee, and Operation Step-Up for the Agenda for Citizens Planning Board meeting August 22nd. Seconded. Motion Carried.

6. Mr. Rogers moved that at the next Executive Board we discuss the proposal for Cascade Dorm. Seconded. Motion Carried.

TO: Citizens Planning Board Members
FROM: Mr. Charles Jordan, Director
DATE: August 22, 1972
RE: COMPREHENSIVE HEALTH PLAN

Action to be taken:

Recognizing the Citizens Planning Board's new rule, this is the first hearing. We would like approval eventually.

Background and Working Committee Action:

The accompanying Working Document for the Comprehensive Health Plan was presented to the Health Working Committee in May 1972. It was approved by the Health Working Committee after much review on July 13, 1972.

A report of the plan, as it will be presented on the 22nd, will be handed out at the meeting.

Staff Recommendation:

Staff recommends approval of the Comprehensive Health Plan.

TO: Citizens Planning Board Members

FROM: Mr. Charles Jordan
Director

DATE: August 22, 1972

SUBJECT: Model Neighborhood Youth Services Center Proposal

ACTION TO BE TAKEN: Approval and submission of Model Neighborhood Youth Services Center proposal to the Law Enforcement Assistance Administration Crime Impact Program

Background

On April 18, 1972, the Citizens Planning Board was presented with a concept paper for initial review for a Model Neighborhood Youth Services Center to be submitted to the Law Enforcement Assistance Administration Crime Impact Program in the City of Portland. On this date, the Citizens Planning Board approved the concept of the Youth Services Center.

Since that date, the Youth Services Center concept paper has been submitted and initially reviewed by the staff and Task Force of the Law Enforcement Assistance Administration Crime Impact Program. On the basis of their initial review, the program has been revised to conform to the Law Enforcement Assistance Administration Impact guidelines.

Impact on Model Neighborhood

The Model Neighborhood Youth Services Center will provide coordination and linkage for all agencies that are charged with giving services to Model Neighborhood area youth, in order to establish a systematic, community based referral system to direct Model Neighborhood youth and their families to the appropriate agencies for needed services, to coordinate agencies services with the needs of youth and their families, and to identify gaps in service availability and delivery.

The Youth Services Center will also provide direct services to youth, including information and referral, legal education, counseling and representation in court to Model Neighborhood area youth (to be contracted out to Legal Aid Services), assistance in finding employment, with emphasis on training and skills development, and family and individual counseling. The Youth Services Center will act as a diversion point for status offenders (youth who commit offenses which are not crimes by adult standards, such as truancy, curfew violation, etc.) from the Juvenile Court and will work to provide re-entry opportunities for Model Neighborhood youth.

Project Funding

Funding for this project will require no additional supplemental funds. It is anticipated that projects presently funded by the City Demonstration

Agency and in operation will be qualified as eligible as match by the Law Enforcement Assistance Administration Impact Program.

Tentative budget projections for the Youth Services Center are as follows: Total cost for all components is projected at \$1,026,318, with Administration/Coordination at \$302,681; Legal at \$133,408; Employment at \$217,296; Social at \$186,314; and Information and Referral at \$186,914. These budget figures are subject to revision and final budget figures will be submitted to the Citizens Planning Board for approval at a later date.

Present information from the Law Enforcement Assistance Administration Impact Program indicates that there will be no hard cash match requirement for the Youth Services Center project, but that a 25% soft match (or in-kind) will be required as the local share. The soft match is proposed to come from five existing Model Cities programs in the social area, which are Police Community Relations, Albina Youth Opportunity School, Bruce Thomas Memorial Recreation Center, Foster Homes and Youth Care Centers. A request has been made to Commissioner Goldschmidt's office to reserve the funds in these five projects as the local match for Model Cities programs to be funded under the Law Enforcement Assistance Administration Crime Impact Program.

Working Committee Action

- 1) The Law and Justice Working Committee approved the original concept of the Youth Services Center on February 27, 1972. The committee forwarded the concept to the Citizens Planning Board on March 27, 1972 and the original concept was approved by the Citizens Planning Board on April 18, 1972.
- 2) The Law and Justice Working Committee approved the Youth Services Center proposal as revised on August 14, 1972 and recommended that it be forwarded to the Citizens Planning Board for approval and submission to the Law Enforcement Assistance Administration Crime Impact Program.
- 3) The Law and Justice Working Committee further recommends that Career Industries, Inc., be approved as the operating agency for the Youth Services Center, with Portland Community College as its fiscal agent, and that Career Industries, Inc., and City Demonstration Agency staff be involved in all further negotiations with the Law Enforcement Assistance Administration Impact Program concerning the Model Neighborhood Youth Services Center.

Staff Recommendation

The City Demonstration Agency Staff recommend approval of the Model Neighborhood Youth Services Center proposal for submission to the Law Enforcement Assistance Administration Crime Impact Program, with Model Cities funding commitment to be negotiated with the Law Enforcement Assistance Administration Impact Program, and that final negotiations for budget costs and local share be approved by the Law and Justice Working Committee and the Citizens Planning Board at a later date.

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

Model Cities Citizens Planning Board Meeting
Cascade College Student Union Bldg
5606 North Borthwick Ave.

<u>TUESDAY</u>	<u>SEPTEMBER 5TH, 1972</u>	<u>PAGES</u>	
I.	INVOCATION		
II.	ROLL CALL & ANNOUNCEMENT OF PROXIES		
III.	APPROVAL OF AGENDA		ACTION
IV.	APPROVAL OF MINUTES	1-3	ACTION
V.	CORRESPONDENCE		
VI.	<u>REPORTS:</u>		
	(a) Comprehensive Health Plan - Mrs. Bea Gilmore	4-32	ACTION
	(b) Citizens Planning Board Budget Committee - Mr. James Loving	33	ACTION
VII.	OLD BUSINESS		
VIII.	NEW BUSINESS		
IX.	ANNOUNCEMENTS		
X.	ADJOURNMENT		ACTION

citizens
planning
board



portland model cities

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

Model Cities Citizens Planning Board
Cascade College Student Union Building
5606 North Borthwick

August 22, 1972

The meeting was called to order by Vice-Chairman, LeRoy Patton. Invocation was given by Mr. Ed Warmoth.

The following Board Members were present or arrived before the meeting adjourned:

Burnett Austin
Jack Deyampert
Ella Mae Gay
John Gustafson
Chalmers Jones
Lee Kell
Bill Newborne

Josiah Nunn
LeRoy Patton
Walter Ready
Marian Scott
Opal Strong
Harry Ward

The following members were absent:

Bessie Bagley
Ben Bernhard
Charles Ford
Rev. John Jackson
James Loving
Debby Norman

Hasten Payne
Clara Mae Peoples
Robert Rogers
Herb Simpson
Martha Warren
Gregg Watson

Proxies: were announced as follows:

Rev. John Jackson to Harry Ward
John Gustafson to Chalmers Jones
(Until 8:15 P.M.)
Bessie Bagley to Lee Kell
Herb Simpson to Marian Scott
Charles Ford to Opal Strong

Agenda: It was moved and seconded that the Agenda be adopted with one change. The Health Working Committee Report was postponed until a later date. Motion carried.

Minutes: It was moved and seconded that the minutes be adopted. Motion carried.

Mrs. Strong read correspondence from Mr. Fred Flowers to the Citizens Planning Board tendering his resignation from the Citizens Planning Board. Mr. Jones moved that with regret the Board accept the resignation of the Chairman, Mr. Fred Flowers. Seconded. *Motion carried.

Mr. Ward asked a question of information. Does this motion cover resignation from Chairmanship or resignation from the Board? The letter, Mr. Ward stated, seemed unclear.

Mr. Jones stated that he was working on the assumption that this was a complete separation.

*Vote on motion.

Mrs. Scott stated that in view of the action the Board had just taken, she moved that the 1st Vice-Chairman assume the duties of Chairman for the rest of the term. Seconded. Motion carried.

Mr. Jones stated that in keeping with the action just taken by the Board, he moved that Mrs. Scott move up and assume the roll of 1st Vice-Chairman. Seconded. Motion carried.

Executive Board Action: Mr. Josiah Nunn moved for approval of the action of the Executive Board. Seconded. Motion carried.

Correspondence: Mrs. Strong read correspondence to Mr. Lawrence Alberti, Chairman of Eliot Program Association, from Mr. Charles Jordan, Model Cities Director, regarding neighborhood boundaries informing Mr. Alberti that a new staff person is coming on board September 1, 1972, and his first assignment will be to look at neighborhood boundaries and contact the Neighborhood Organization Chairmen on this matter. Correspondence addressed to Mr. Clifton David, Chairman of Recreation and Culture Working Committee, from Mr. Charles Jordan, Model Cities Director, was read regarding the Albina Art Center Proposal, informing Mr. David that Health had priority for funds at the moment and the project would be kept on file until additional funds are realized.

VI (a) Operation Step-Up: Mr. Patton stated that Mrs. Petett would introduce Operation Step-Up's Report for information only. Mrs. Petett informed the Board that Operation Step-Up had prepared a slide show for presentation to citizens groups and to employers, which was shown to the Board.

Mr. Jones stated that with the permission of this Board he would like to express the appreciation of the Board for the presentation because he thought that our involvement shows what actually has been done, it evidences some kind of philosophy that exemplifies what we are about in Model Cities and that's for everyone to step up. To that point he stated that he would like to especially express appreciation to Mrs. Petett, Director of Operation Step-Up, and also to Nero Industries, because amplifications of this kind of philosophy is what our whole game is all about.

Mr. Patton thanked Operation Step-Up for the presentation.

VI (b) Law and Justice Working Committee, Youth Services Center Proposal: Mr. Patton stated that the next item on the agenda was the Law and Justice Working Committee, Youth Services Center Proposal, and because he has been working with the Working Committee on the proposal, he would relinquish any position in terms of the presentation. The presentation was given by Mr. Peter Wolmut, Law and Justice Working Committee Chairman. Mrs. Scott chaired the meeting while the presentation was being given.

Mr. Wolmut briefly reviewed highlights of pages 8 and 9 of the Youth Services Center Proposal for the Boards information.

Mrs. Scott thanked Mr. Wolmut and asked if there were any questions, and if there were no questions what was the pleasure of the Board.

Mr. Ward moved that the Citizens Planning Board adopt the proposal. Seconded. *Motion carried.

Mr. Gustafson stated he understood that this would be coming back to the Board after approval by L.E.A.A., Model Cities and any other.

Mr. Wolmut verified this.

*Vote on motion.

New Business: Mr. Jones stated that it occurred to him that actions taken by the Board earlier still leaves a vacant position on the Board, that of 2nd Vice-Chairman, and with his permission, Mr. Jones moved that the Board appoint Mr. Gustafson as 2nd Vice-Chairman. Seconded. *Motion carried.

Mr. Gustafson asked if this was just to fill out the term.

This was verified.

*Vote on motion.

Announcements: Mr. Patton read a Notice of Hearing concerning a hearing at City Council, August 23, 1972, 9:30 a.m., regarding the Human Resources Bureau.

It was moved for adjournment at 8:45 p.m.

TO: Citizens Planning Board Members
FROM: Mr. Charles Jordan, Director
DATE: September 5, 1972
RE: COMPREHENSIVE HEALTH PLAN

Action to be taken:

Recognizing the Citizens Planning Board's new rule, this is the first hearing. We would like approval eventually.

Background and Working Committee Action:

The accompanying Working Document for the Comprehensive Health Plan was presented to the Health Working Committee in May 1972. It was approved by the Health Working Committee after much review on July 13, 1972.

A report of the plan is shown on pages

Staff Recommendations:

Staff recommends approval of the Comprehensive Health Plan.

PROPOSED PLAN
for
HEALTH CARE FOR MODEL CITIES RESIDENTS

PRESENTED TO MODEL CITIES PLANNING BOARD
AUGUST 22, 1972
by
MODEL CITIES HEALTH WORKING COMMITTEE
and
COMPREHENSIVE HEALTH PLANNING ASSOCIATION

PROBLEM

The two major problems we will focus upon are cost and available services in the area.

Available Services in Area

The usual health services needed for various age groups are shown in Overlays #1-3. This is compared to the services in the area. There are obvious gaps in services. It is true that not all services can be located in the geographic area but services in the area should be appropriate. On overlay #4, the inadequacies of services are identified.

Cost

Medical care is extremely costly. (Overlay #6)

It can be related to family income as follows: (Overlay #7)

If the family carries Blue Cross or Kaiser insurance, much of the cost for medical care is met by the insurance. The cost for insurance is also high for most Model Cities residents. (Overlay #8)

Methods for meeting Needs:

Year one (Overlay #10)

I.

1. Dr. Wm. Davis to assist in answering on Health Center
2. Additional staff position suggested is a grantsman.

II.

1. Peggy Tomlin to explain needs and program at Freedom House
2. Nick Nickerson and Parent to explain Project STAR
3. Explanation of ADAPT upon request by audience or board. Kin Fisher

Year two (Overlay #11)

I.

1. Progress report on Summer '72 Dental program by Dr. Frick
2. Martha Warren to assist in answer to questions on Neighborhood Facility program

Year three (Overlay #12)

- I. Ocie to assist in answering questions on N. E. Mental Health Planning Committee

Year four (Overlay #13)

Rix to answer questions on Health Maintenance Organizations

Year five (Overlay #14)

HEALTH SERVICES

Age and Population

0 to 5 years
3,084

Health Services Needed

1. Services for acutely ill children or acute, non-emergent cases
2. Well child conferences or clinics
3. Dental Care
4. Hospitalization
5. Screening
6. On going Services

Existing Services

- | | | | | | | | | | | | | | | | | | | | | | |
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| <ol style="list-style-type: none"> 1. Private Physician
Seventh Day Adventist
Emanuel
Kaiser
Medical School Out
Patient Clinic
Peoples Free Health
Center 2. Well baby clinics by
Multnomah County
Maternal and Infant
Care
Private Physician
Private Dentist 3. Peoples Free Clinic
New Day Health Center
(Multi-Service Center)
Kaiser 4. Multnomah County
Kaiser
Emanuel 5. Sickel Cell Anemia
Foundation - Emanuel
Peoples Free Health
Center
Lead Poisoning survey
Multnomah County 6. New Day Health Center
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Age and PopulationHealth Services NeededExisting Services

7. Special Services (mental retardation, handicapped, rehabilitative, cerebral palsy, crippled children, etc.)

7. Project STAR provides assistance by helping family get the needed services) Inadequate

8. Mental Health (child guidance, counseling etc.)

8. None) Inadequate

5-14 years
6,682

1. Services for acutely ill or acute non-emergent cases

1. Emanuel Hospital) Inadequate
Kaiser)
Medical School Out)
Patient Clinic)
Seventh Day Adventist)
Peoples Free Health)
Center)
Private Physician)
Bodiene Cantral Clinic)

2. Dental care

2. Peoples Free Health Center
New Day Health Center
Kaiser
Private Dentist

3. Hospitalization

3. Multnomah County) Inadequate
Emanuel Hospital)
Kaiser)

4. On going medical care

4. Private physician) Inadequate
New Day Health Center)
Emanuel Residence)
Program (?))
Bodiene Cantral Clinic)

5. Screening services

5. Sickle Cell Anemia-) Inadequate
Sickle Cell Anemia)
Foundation)
Peoples Free Health)
Center & Emanuel)
Lead Poisoning -)
Peoples Free Health Center)
Multnomah County)

#3

Age and PopulationHealth Services NeededExisting Services

- | | | |
|--|-----------------|------------|
| 6. Mental Health | 6. None | Inadequate |
| 7. Special Services | 7. Project STAR | Inadequate |
| 8. Adolescent Services (health information sessions for special problems and general counseling) | 8. None | Inadequate |

15-19 years

3,803

- | | | |
|---|---|------------|
| 1. Services for acutely ill or acute non-emergent cases | 1. Emanuel Hospital
Kaiser
Medical School out-patient clinic
Peoples Free Health Center
Private Physician
Bodine Cantral Clinic
Seventh Day Adventist | Inadequate |
| 2. Ongoing medical services | 2. Private Physician
Bodine Cantral Clinic
New Day Health Center
Emanuel Residence Program | Inadequate |
| 3. Hospitalization | 3. Multnomah County
Emanuel
Kaiser | Inadequate |
| 4. Family Planning | 4. Emanuel Family Planning Program
Multnomah County Health Dept. at Multi-Service Center | Inadequate |
| 5. Adolescent or teen services | 5. None | Inadequate |
| 6. Dental Services | 6. Peoples Free Health Center
Seventh Day Adventist
New Day Health Center
Kaiser
Private Dentist | Inadequate |

10.

Age and PopulationHealth Services NeededExisting Services

7. Mental Health

7. None

Inadequate

8. Screening services

8. Sickie Cell Anemia
Foundation
Peoples Free Health
Center
Emanuel
Multnomah County Health
Dept. }

Inadequate

20 and over

24,053

1. General medical services

1. Private Physician
Medical Clinics - Peoples
Free Clinic
Seventh Day Adventist
(4 hrs a week)

2. Family Planning

2. Multnomah County Health Dept.
Emanuel

3. Communicable Disease Control

3. " " " "

4. O.B. Gyn.

4. Maternal Infant Care Project

5. Dental

5. Kaiser
Private Dentist
Peoples Free Health Center

6. Mental Health

6. Mult. Cty. Health Dept. at Multi
Service Center7. Institutional services:
Hospitals
Nursing Homes
Homes for aged7. Multnomah County Hospital
Emanuel Hospital
None
Patton Home

8. Special Services

a. Residential Homes for those
with special problems
b. Alcoholic Programs
c. Drug Abuse Prevention
Programs, etc.
d. Nutrition programs for aged
Transportation8. Freedom House
Harmony House
" "
Community Care
Senior Adult Services

9. Public Health Services

Health Services in Model Cities for All Age Groups

Inadequacies of Services

Clinic:	Number	Service Hours Per Week Day Evening & Nite	Sat. & Sun.
---------	--------	--	-------------

General Medicine	4	130 8 - 1 night	
------------------	---	-----------------	--

Open mainly during time people have to work. Clinic with largest capacity for seeing patients is only for those under 13 yrs and under 19 yrs of that 13,500 pop. only saw 5,000

Family Planning	2	4 10 - 2 nights	0
-----------------	---	-----------------	---

Specifically geared to a certain clientele. Not enough education sessions in the community.

Dental	3	40 8 - 1 night	0
--------	---	----------------	---

Not enough manpower for clinics - not open when service needed.

Maternal & Infant Care	1	40 0	0
------------------------	---	------	---

Serving only a certain clientele

Mental Health	2	80 0	
---------------	---	------	--

Not open enough hours - not enough staff - need additional kind of staff - not offering enough services

Orthopedic	1	48 0	
------------	---	------	--

Cost too much for average resident

Hospitals	Number of Beds
-----------	----------------

General	1 474
---------	-------

Cost too much for average resident. Mult. Co. Hospital too far away

Extended Care	1 80
---------------	------

Cost too much

Home for Aged	2 76
---------------	------

Cost too much

Physicians	62
------------	----

Cost -

Dentists	9
----------	---

Not enough dentists even if people could afford cost

Nursing Home	
--------------	--

None in area

Preventive Programs	
---------------------	--

" " " mostly provided by private physician

Services for acutely ill or non-emergent cases	
--	--

Places where service is obtainable are too far in distance, cost for care near is too much for average resident.

Average Cost to Patient for Medical Services in
Portland

Physicians office call:

1. Initial visit \$10.00, plus laboratory charge - CBC and urinalysis \$8.00, etc.
2. Routine follow-up office call \$6.00 to \$8.00
3. Complete physical examination \$50.00 plus
Partial physican examination \$25.00-\$35.00

Physician charge for:

Broken limb	\$100 to \$150
Tonsillectomy	\$100 to \$125

Hospitalization (not including surgery cost) \$112.00 per day

Anesthesia \$90-\$100

Physical therapy in hospital \$3.00 to \$4.00 per visit

Source of information: Blue Cross Insurance

Average Cost for Dental Care

Office call and x-ray	11.00
Extraction	8.00
Filling	\$8-\$15
Cleaning	12.00
Cap	81.00

Emergency

Room Fee	9.50
Minimum Dr's fee	10.00 (usually set by Dr.)
Average X-ray	10.00-15.00 (depends - may be more)

Average cost for emergency \$19.50 to be seen.

Cost For Insurance Coverage

Percent of median Model Cities resident's yearly income insurance cost would be for a family of three or more for one year

Kaiser	6.6%
Blue Cross	5.6%

Kaiser:

Single: under 55 years old \$14.86 per month x 12 mo. = 178.32 per year
 55 to 59 years old \$16.30 per month x 12 mo. = 195.60 " "

Family: Three or more in family \$38.48 per mo. x 12 mo. = 461.75 per yr.
 Family of two \$29.72 per month x 12 = 356.65 per year

Blue Cross:

Single: \$48.75 every three months up to 65 yrs (\$16.25 per mo.
 or \$195.00 per year

Family: \$97.50 every three months up to 65 years (\$32.50 per mo.)
 or \$390.00.

Approximate amount paid by Model Neighborhood residents for medical payments in 1971:

20.3% of population paid more than \$400 for medical care, which is about what it would cost for health insurance.

<u>Paid</u>	<u>% of Population</u>
Less than \$49	12.1
\$50-99	16.3
\$100-199	13.5
\$200-299	12.8
\$300-399	10.5
\$400-599	10.6
\$600-799	2.8
\$800-999	2.0
\$1000 or more	4.9

Source of Information: Model Cities Survey.

#17

Income Median for Year 1969 Per Family

Portland	\$ 9,799
Multnomah County	\$10,138
Model Cities	\$ 6,909

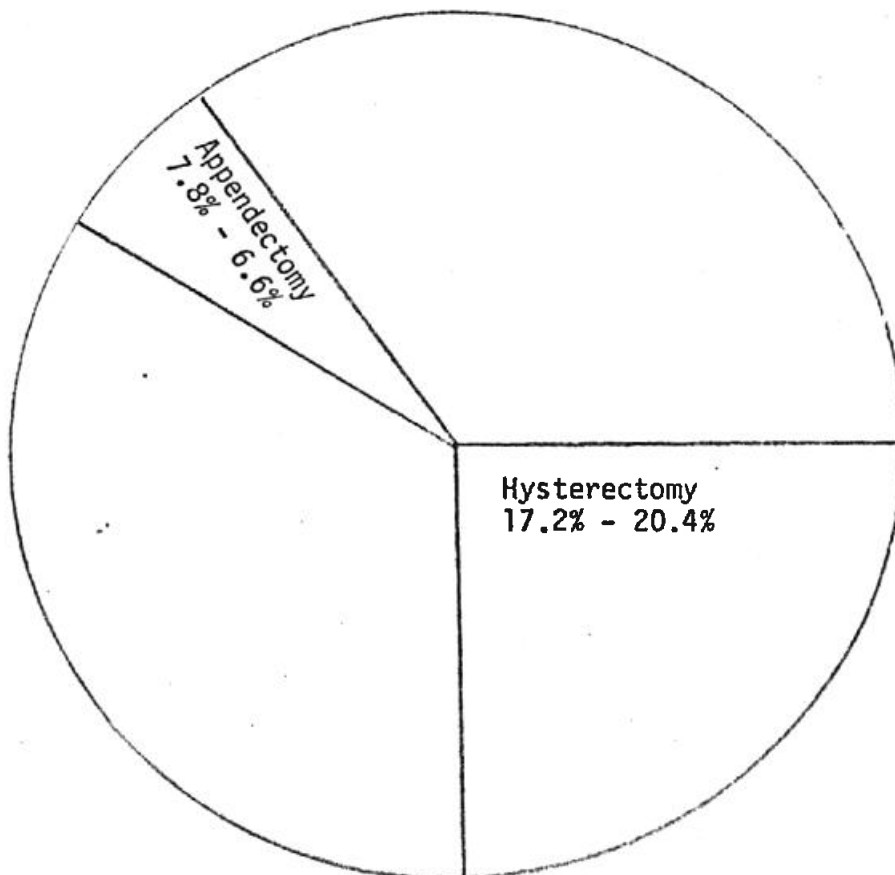
Source of Information: Portland State College, Center for
Population Research 1970 census

Average Total cost to patient for major surgery:

Appendectomy \$540.00 to \$665.00 (Physician's fee: \$240-315,
includes anesthesia)

Hysterectomy \$1,190.00 to \$1,514 (Physician's fee: \$390-\$490,
includes anesthesia)

Percent of Median, Yearly Income of
Model Cities Residents



#9.

IN SUMMARY:

1. Approximately 12.1% of the population are adolescents and there are no adolescent clinics in the area.
2. According to the Model Cities survey in 1971, approximately 51.5% of the Model Neighborhood residents make less than \$6,000 a year per family. Special adjustments regarding medical service changes need to be made.
3. As seen on the overlay, there are insufficient medical services available during evenings and nights. There are no services other than emergency after 9:00 P. M.
4. There is a lack of services for the treatment and prevention of alcoholism and drug abuse.
5. There are no nursing homes or rehabilitation services in the area.
6. Insufficient dental services for senior citizens.
7. There is no clinic earmarked for nonemergency visits in the area.
8. Present emergency facilities are overcrowded and used to capacity, assuring each additional visitor, emergent or non-emergent a lengthy stay before treatment.
9. Although there are a reasonable number of physicians in the area, the count includes hospital-based and other specialists who do not render primary care.
10. Office practices, which discourage welfare and minority group patients, reduce further the existing facilities.

#10

COMPREHENSIVE HEALTH PLAN

YEAR ONE
1972 - 1973

I. Implement:

1. Albina Health Care Center for three evenings a week. (See prospectus summary)
2. Additional staff in health to work toward the implementation of Health Problems and adjustment of salary for present position \$15,000.

II. Support:

1. Financial support

- | | |
|------------------|----------|
| a. Freedom House | \$20,000 |
| b. Project STAR | \$10,363 |

2. Association for Drug Abuse Prevention and Treatment (need Model Cities involvement in planning and implementation)
3. Support health programs for Model Cities by providing input to them from the Health Working Committee or other structured neighborhood groups
4. The implementation of alcoholic treatment programs. Has been planned by Regional Alcohol Board.

III. Continue:

Present Health programs financed by Model Cities

1. New Day Model Cities Health Center (Medical-Dental Clinic at Multi-Service Center)
2. Mental Retardation Umbrella
3. Coordinated Association for Transportation
4. Health Coordination and Planning
5. Albina Drug Education Center

CDA cash for presently operating programs	\$183,338
Needed additional for First year	<u>253,563</u>

Total for First year	\$436,901
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10 A

SUMMARY OF PROSPECTUS FOR:

ALBINA HEALTH CARE CENTER

The purpose of this clinic is to provide services to those Model Cities residents needing care for non-emergent acute medical situations. For example, such cases as minor burns, cuts, walking pneumonia, sprains, minor infections.

The Clinic will operate three evenings a week after 5 p. m. for a total of 20 hours a week. A maximum fee of \$1.00 a visit will be charged the patient. It is anticipated that the clinic will operate from existing facilities in the community during the first year which will be the evaluation phase to determine details of its operation.

Operating Agency: Albina Health Care Corporation

Budget will be needed for staffing supplies, utilities, and rent.

Staff:

Physicians (a group of doctors will be asked to work in the Clinic. Each doctor will choose a clinic time to be responsible for it. They will be paid per clinic.	\$32,000
1 Clinic Supervisor (R.N.)	\$ 6,000 per yr
1 Nurse Clinician (LPN)	4,000 per yr
1 Receptionist/Typist	3,000 per yr
1 Social Worker	5,000 per yr
1 Health Educator	5,000 per year
Lab, X-ray, Pharmacy, Misc. Service for 10,000 patients at \$15.12 each patient	\$151,200
Unanticipated expense	<u>12,000</u>
Total Expense	\$218,200
Receipts from patients	<u>10,000</u>
	\$208,200

#11.

YEAR TWO

1973 - 1974

I. Implement:

1. Senior Citizens' Dental Program with New Day Model Cities Health Center based upon findings from summer 1972 services. (See summary)
Approximate CDA cost \$25,000
2. Senior Citizens and Teen Drop-In Health Services as planned to operate at the Neighborhood Facility. (See summary)
Approximate CDA Cost \$27,000

II. Expand:

Increase evening and nights at the Albina Health Care Center to six for 40 hours a week. Add two health career trainee slots.
Additional CDA cost to increase service \$375,000

III. Support:

1. Continue Freedom House with the Association for Drug Prevention and Treatment \$20,000
2. Alcoholism prevention with Regional Alcoholic Board \$20,000
3. Health Programs for aging. Provide planning input.

CDA cost from year one continuing health programs
plus increased operational cost

\$441,901

CDA cost added for year two \$447,000

CDA total \$888,901

SUMMARY OF SENIOR ADULT DENTAL PROGRAM

Although dental needs are extensive in the Model Cities Neighborhood, the available sources of care are not sufficient to meet the needs presented. This situation is most acute in the senior citizen population. Also, the Multi-Service Center Dental Clinic (the only Model Cities supported dental clinic, which is limited to children 13 and under) is under staffed and faced with the actuality of delivering less service in the 3rd action year.

The project will provide:

1. Dental services for senior citizens:
 - a - examinations and oral cancer screening
 - b - restorative dentistry
 - c - preventive dentistry and dental health education
 - d - new dentures
 - e - relining and the adjustment of old dentures
2. Continue the hygienist position at the Multi-Service Dental Clinic.
3. Utilizing 2 work study dental students, adult services will be provided as outlined 3 days per week. This will be done in conjunction and cooperation with the Albina Senior Citizens.

The other 2 days per week will be spent providing services at the Multi-Service Dental Clinic.

Statistics:

A record will be maintained of all treatment performed and it will be tabulated on data forms now used by the Multi-Service Center Dental Clinic.

#11B

SUMMARY OF PROSPECTUS FOR:

SENIOR CITIZENS AND TEEN DROP-IN HEALTH SERVICES AT NEIGHBORHOOD FACILITY

The purpose of the service is to provide health information on special areas peculiar to teens and rehabilitative and maintenance services for senior citizens.

Health information will be provided by means of tapes, films, printed materials, group sessions, etc.

Rehabilitative and maintenance services will be provided by means of physical therapy, occupational or recreational therapy, nutritional counseling and group discussions.

Anticipated staff needed:

Program Facilitator	Full time
Public Health Nurse	Part time
Physical Therapist	" "
Occupational Therapist	" "
Recreational Therapist	" "
Nutritionist	" "
Out-Reach Worker	Full time

Other items needed
Supplies
Equipment

Approximate cost for program	\$54,000
CDA support toward program	\$27,000

#12

YEAR THREE

1974 - 1975

I. Implement:

CDA assist in the implementation of Mental Health Programs,
as planned by N. E. Mental Health Planning Committee, by
financing training positions for three Mental Health Outreach
Workers. \$21,000

II. Expand:

Include inpatient hospital care cost to Albina Health Care
Center for disease found. \$300,000

III. Support:

1. The establishing of a Nursing Home in Model Cities as planned
by the Health Working Committee's Institutional Services
subcommittee.

CDA will assist with cost to patients
for service received \$ 50,000

2. Freedom House with the Association for Drug Prevention
and Treatment \$ 20,000

3. Alcoholism prevention with Regional Alcohol Board
\$ 20,000

Investigate:

Study the feasibility of providing Health Maintenance Organiza-
tion coverage for 2,000 Model Cities families

CDA cost from years one and two continuing health programs
plus increased operational expense \$893,901

CDA Cost added for year three 471,000
\$1,364,901

CDA Total

YEAR FOUR

1975 - 1976

I. Implement:

Health Maintenance Plan for 2,000 families if feasible
\$140,000

If Health Maintenance Plan not feasible, purchase Health Insurance for 2,000 low income families for same price.

II. Continue Support:

- | | |
|------------------------------------|-----------|
| 1. Nursing Home patient supplement | \$ 50,000 |
| 2. Freedom House with ADAPT | 20,000 |
| 3. Alcoholism prevention | 20,000 |

III. Continue previously operating programs:

- New Day Model Cities Health Center (Medical-Dental Clinic at Multi Service Center)
- Mental Retardation Umbrella
- Coordinated Association for Transportation
- Health Coordination and Planning
- Albina Drug Education
- Albina Health Care Center
- Senior Citizens and Teen Drop-In Services
- Health Training position supplement
- Nursing Home patient supplement

CDA cost from previous years plus increased operational expenses \$1,364,901

CDA cost added for year four 140,000

CDA Total cost \$1,504,901

YEAR FIVE
1976 - 1977

I. Implement:

Hire health evaluation team (Evaluator and secretary) for nine months to evaluate all health programs receiving CDA funds. Provide space, travel reimbursement, supplies, desks, chairs and telephone \$ 17,500

II. Support:

- | | |
|------------------------------------|-----------|
| 1. Nursing Home patient supplement | \$ 50,000 |
| 2. Freedom House with ADAPT | 20,000 |
| 3. Alcoholism prevention | 20,000 |

III. Continue previous programs

CDA cost from previous years plus increased operational expense	\$1,509,901
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CDA added cost for year five	<u>\$ 17,500</u>
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CDA Total	\$1,527,401
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FACT SHEET

TRI-AGENCY PROJECT STAR
202 Walnut Park Bldg.
5329 N. E. Union Ave.
Portland, Oregon 97211 . 287-4181

"Project STAR" (Serving to Advance Rehabilitation) is a Tri-Agency Project coordinating the services of the Urban League, Association for Retarded Children and Family Counseling Service on a national and local level. STAR will bring together the knowledge, skills and resources of the individual agencies in a collaborative research project for the purpose of involving low-income families in a process that will help to develop a family and community climate in which deprived children will have opportunities to reach their full potential.

It has been proven, through research, that three-fourths of the mentally retarded have no organic damage, but more or less have a milder form of functional retardation and for the most part are found in the poorer strata of our society. Our project will deal with this segment of society that is probably being over looked in terms of services and involvement by a middle-class concept and practice.

Our main objectives are:

- A. To develop and demonstrate new and creative approaches for helping disadvantaged families deal effectively with problems mental retardation causes.
- B. To provide and channel already existing services to disadvantaged families and develop a climate in which effective multi-agency effort will develop.
- C. To enable parents to become more productive through a program of education for self-involvement and self-help.
- D. To assess existing conditions and policies that contribute to the disproportionate number of children with learning difficulties in low-income neighborhoods.

Portland is one of five cities to be funded by Division of Vocational Rehabilitation of Health, Education and Welfare, and is staffed with the responsibility of serving as a laboratory for the Nation.

STAFF

Nathan W. Nickerson, Director
Annie Huginnie, Social Worker
Mary Morris, Neighborhood Worker

Margaret Solomon, Adm. Asst.
Jane Bash, **Social Worker**
Inez Brewer, Neighborhood Worker

Charles Person, Neighborhood Worker
Dianne Lewis, Secretary

PORTLAND PROJECT STAR

Project STAR continues to work with ninety-six (96) families who are contacted at least once every two weeks to determine their needs and how we can improve the delivery of services to them.

We average thirty to forty referrals a month to all kinds of agencies that service a variety of needs such as Welfare, Housing Authority of Portland, the Oregon State Multi-Service Center, Sheltered Workshops, the Oregon Multi-Discipline Clinic, Division of Vocational Rehabilitation, the Urban League of Portland, Family Counseling Service and the Multnomah Association for Retarded Children.

We use personal contacts with the workers in agencies and programs so that our families can receive the service and also learn to use the proper techniques to help themselves in contacting agencies and to learn the necessary procedures to receive service after STAR is gone.

The workers give counseling to both parents and children and participate as advocates for the family in discussions with agencies or institutions in matters such as suspension from school or in securing needed services. We are attempting to make the parents more self sufficient this project year and are helping in the organization of a STAR Parent Association which will be able to effectively pursue the interests of their families and retardate members by doing such things as applying for Model Cities funds.

Staff conducts a hygiene class for girls in our families where they are taught proper health habits. STAR has successfully worked with the Park Bureau to provide recreation at Matt Dishman Center and helps to supervise the program.

We participated in the Family Counseling Service workshops on advocacy for clients. Last month we had a meeting with Ellen Manser, of the National Project STAR staff to bring us up to date with the plans for the project on a national basis for the third and final year. These National plans will include a Federal and Local Resources Seminar.

Our immediate local concerns include a program which is involving forty to fifty people who are interested in some type of program to test for high levels of lead in children and in houses. Lead poisoning can lead to mental retardation and to death. Many agencies are involved in working with STAR to determine whether or not a community effort can bring forth a testing program, agencies involved include Kaiser Comprehensive Health Services Project, the Multnomah County Board of Health, The University of Oregon Medical School, the Housing Authority of Portland, Model Cities, Portland Metropolitan Steering Committee, Metropolitan Youth Commission, the Albina Action Center, 4-C Information and Referral, Emanuel Hospital, Medical Committee for Human Rights, the People's Free Health Clinic, the Portland Development Commission, and other agencies.

Project STAR

We have been successful in securing commitments from the United Good Neighbors to supply campships for both resident camp and day camp for our families.

We were pleased to have our proposal approved by the Summer '72 Committee to provide recreation and culture activities for our youths, inclusive of such things as visits to the zoo, ball games, museums and the trout farms.

Mrs. Lucille Love, a client of Project STAR, has been elected to the National Advisory Committee of Project STAR.

Mrs. Annie Huginnie presented a review of the STAR hygiene program and its implications to the National Social Workers Convention in May in Chicago. Mrs. Huginnie is our newest Social Worker and conducts these classes for girls in Project STAR families.

We have been approved for funding from H.E.W. for our third and final year. We have applied to Model Cities for the local share funds but as yet have received no firm commitment for our total local share need.

Our projections include the strengthening of our newly organized Parent Association (STAR parents) in order to prepare the parents to act as advocates for retarded persons in a coordinated meaningful effort after Project STAR funding terminates in February of 1973. There is a possibility that the Association might incorporate and be able to pursue funding for a STAR-type program through Model Cities or other funding resources.

We also plan to have a federal Resource Seminar on October 17 in an effort to bring together interaction and exchange of information regarding services from agencies, which can and do serve retarded persons and their families. It is also hoped that the sponsoring agencies will attempt to involve their agencies in continued programming of services for retarded persons.

PROJECT STAR
Financial Status

STAR Project year - March 1, 1972 - February 28, 1973

Total Project costs	\$98,198.00
Federal share	76,600.00
Applicant share	21,598.00

Model Cities Funds provided the local share for the STAR project year of March 1, 1971 through February 29, 1972. Model Cities has asked that STAR be considered and approved for an allocation amounting to \$11,235.00 for the Model City Action Year commencing June 16, 1972. The Model City staff has indicated that because of their own budgetary problems, the allocation from Model Cities cannot be increased.

Project STAR has applied for funds that were allocated to other agencies and were not spent during the Model City Second Action Year of June 16, 1971 through June 15, 1972. Mr. Charles Jordan has indicated that the necessary audit indicating any such "unexpended" funds will not be completed until after June 15, 1972. He further states there can be no promises made although he anticipates some unexpended funds will be discovered which STAR might receive priority for using.

This leaves Project STAR with an approved budget from H.E.W. which includes a \$21,598.00 local share.

Financial Status

The anticipated funds from Model City in the amount of \$11,235 will leave the project \$10,363 short of the "local" share funds and unable to comply with H.E.W. guidelines for project operation since the project is supposed to obtain the local share in order to meet budget line items.

We are asking for help and support in pursuing resources for local share funds.

PORTLAND STAR PARENT ASSOCIATION

Portland Project STAR staff and parents agreed late last year that the parents should form a group to carry on the goals and objectives of STAR after March 1973.

The first meeting was held the first week of December to explain to the parents what concerns staff had and to ask if they wished to form such an organization. The response was enthusiastic and since that time, officers have been elected and by-laws drafted.

Several parents have attended State workshops on volunteer work, special Model Cities meetings and especially the Model Cities Health Working Committee sessions.

It is the hope of the Association to become acquainted with the local agencies dealing with the mentally retarded so that they may act as a source of information and as advocates for Model Cities families with retarded members.

The learning process is slow and the immediate need for action is obvious - and a frustration to most of the parents. However small the strides, a core of parents have remained dedicated and are determined to make the Association work.

PORTLAND PROJECT STAR LEAD TESTING PROGRAM

Portland Project STAR organized, with the cooperation of Kaiser Comprehensive Health Services Project, a program involving 40 people and 20 organizations, to coordinate testing and screening for lead paint poisoning. Officials from the State Department of Mental Retardation, Housing Authority of Portland, paint companies, health agencies, Legal Aid, Black Panthers, and news media are participating.

STAR is cooperating with a county proposal, expected to go into operation shortly, which involves an extensive screening survey to determine the incidence of lead poisoning in Multnomah County. Gaps in this federally funded proposal include: lack of follow-up, community education, legislation, patient care, and removal of the sources of contamination. Thus, the committee effort is broad, in order to cover these areas of concern.

STAR is already having paint chips tested for lead content, using a simple solution and thus enabling a lay person to test for lead paint in the home. In addition, there has been testing for blood lead levels and follow-up for individuals exposed to surfaces with high levels of lead.

The Committee is also concerned with funding resources to cover the expense of the unmet needs of the county proposal.

Lead Poisoning in some cities has become a serious problem and can lead to mental retardation. This disease often comes from children eating paint chips containing high quantities of lead. Most homes built prior to World War II have lead-base paint in them.

It is not yet known to what extent lead poisoning is a problem in Portland, but a spot survey last summer in the Model Neighborhood showed five (5) children out of 24 to have high lead levels in their blood.

PORTLAND PROJECT STAR'S HYGIENE PROGRAM

Since the project started in Portland over two years ago, it was determined that many needs of the mentally retarded youth were not being met in the Model Neighborhood. Therefore, Project STAR initiated a recreation program. Since STAR staff has transported and helped with supervision at recreation, it became apparent that the young ladies needed help with their personal care.

In February of this year, STAR organized hygiene classes to instruct mentally retarded females in all aspects of personal hygiene grooming, and care. Included are such topics as daily bathing, use of deodorants, care of the teeth, nail care, hair care and healthy eating habits.

The goal of the hygiene program is to urge and inspire the young ladies to accept and discharge the basic responsibility for their own personal hygiene.

Project STAR is due to end in February 1973, it is necessary for an on-going agency to assume the leadership for these most needed classes. Therefore, in April of this year, staff contacted the neighborhood Y.M.C.A. as a possible agency to assume the responsibility for the classes.

In July of this year, STAR will move the hygiene program to the Y.M.C.A. However, STAR staff will continue to work with the volunteers and staff of the Y.M.C.A. until they feel competent in working with the young ladies.

URBAN LEAGUE PROJECT STAR

Summer Recreational Proposal for Exceptional Children

Budget

I Park Bureau Day Camp - Dodge Park for 30 young people
at \$18 each per two week session =

\$135.00

Community Council - United Fund has the opportunity to
secure three (3) times one (1) matching monies from State
funds. Thus, the local funds of \$135 + \$405 from the
State totals \$540, or the actual cost of the campships.

II Additional Summer Activities

A. Fishing at Trout Farm - (60 persons at \$2 each = \$120)

B. Zoo - (free tickets; lunch, \$1.00)

C. Baseball games - (\$.75 per student; \$.50 per person,
group rate)

D. Tours of County Scenic areas - lunches

This figure allows approximately 60 kids in at least 4 additional
summer activities (240 activities) at an approximate cost of
\$1.75 per person per activity.

Total additional summer activities (cost)

420.00

The Umbrella program, operated by Multnomah Association for
Retarded Children under Model Cities, has indicated the
capability of providing transportation.

Grand Total

\$555.00

citizens
planning
board



portland model cities

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

Action from Budget Committee Meeting
Thursday, August 31, 1972, 4:00 p.m.
at Model Cities Office.

To Recommend:

1. That funds be allocated for the implementation of Phase One of the Comprehensive Health Plan.
2. Due to the fact that the Senior Adult Service Center was only funded for nine (9) months, for the Third Action Year, that the necessary funds be set aside to ensure the tenth, eleventh and twelfth month of operation.
3. That funds be set aside for Summer '73 youth activities.
4. That the Citizens Planning Board give serious consideration to the unfortunate financial situation of the Albina Art Center.
5. That the Citizens Planning Board not fund any new on-going projects.

A Budget report and rationale for the above recommendations will be given the night of the meeting.

citizens
planning
board



portland model cities

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

Executive Board meeting October 2nd, 1972
Model Cities Conference Room #226, 4:30p.m.

Present: LeRoy Patton
Marian Scott
James Loving
Clara Peoples
Opal Strong
Bob Rogers

C. Jordan - CDA

In absence of the Chairman, Mr. James Loving was temporary Chairman. He read the Agenda to Members; (1) Letter from Clifton David (2) Director's Report on Human Resources Bureau (3) Chairman's Report.

Mr. Jordan explained the letter to the Board and the events leading up to Mr. David's request that the Board help him to be released from Hospital. Seeing as Mr. David had been released there was no need for action.

Director's Report : Mr. Jordan said as Board members were aware the Bureau was a reality and that on the 3rd of October he would be leaving for a yearly Model Cities Directors' Conference in Chicago. After he returns on the week of the 9th, Mrs. Croon, Mr. Kish, (his Administrative Assistant) and himself would be relocating downtown - probably Dr. Ogbubiri also. They will be setting up C.P. structure, Management structure, and Mr. Jordan's administrative support staff. For C.P. structure they are not allowed to hire any staff right now. There will either have to be someone on loan from PMSC or they will have to continue on with their own staff. Whether PMSC goes with the Green Amendment or not, Mr. Jordan thought it would be good if we could cooperate to set up the C.P. Structure. If this does not work out then Mr. Jordan will be using any staff he can borrow. He did not want to weaken the Model Cities process as this must continue. The C.P. Coord's position will have to be rewritten and reclassified because responsibilities will be City wide, not just for the Model Cities area. When this is filled Mr. Jordan will take this person downtown to develop C.P. structure.

Mrs. Strong wanted clarification and this was discussed by members. If the City invokes Green Amendment that means that more people can apply for these jobs. Mr. Jordan said if the Board recalls he cannot start filling these jobs with Model Cities staff only, as the understanding was that no Model Cities or PMSC staff members would be terminated as a result of this. A person outside could get the job. This was discussed further.

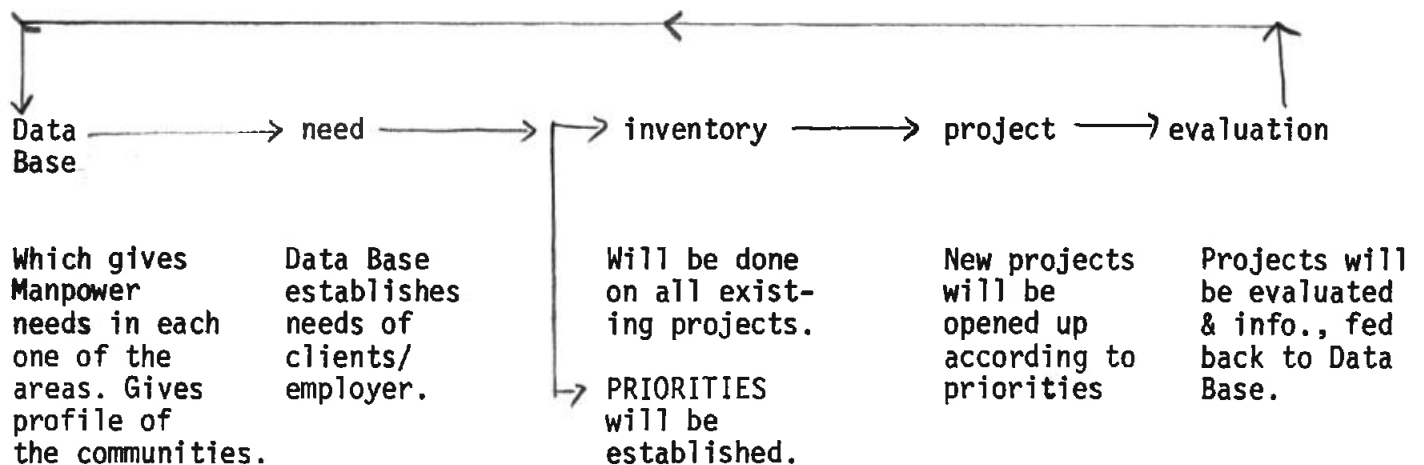
Mr. Jordan said that the position of Acting Director would not be for more than three months if he could help it. Members expressed concern about the length of time that the position would be filled by an Acting Director. They expressed that as soon as

possible they would like to open the position for Director. As agreed before, the position will be filled temporarily by an Acting Director (who may apply for the position when opened if he wishes) until Mr. Jordan has completed the Bureau structure, and if in the event Mr. Jordan does not receive the position of Director of the Bureau he may return to Model Cities. If he does receive the position as Director of the Human Resources Bureau then the job will not be an automatic step-up but will be thrown open.

Mr. Jordan said he had received no reports from the DPO and asked for Board support of this as it is essential to know where they are going and what they are doing. They need the support of the Board.

(Mr. Loving acknowledged the presence of 1st Vice Chairman, Marian Scott, who joined the meeting).

Mr. Jordan explained to the Board the procedure that they will be using to set up the Bureau.



Mr. Jordan said all decisions will be decided by the Super Board. The Bureau with this set-up can give excellent technical assistance. He said downtown they do not evaluate or program and it is important that this Bureau is established along the lines he had mentioned.

Mr. Jordan discussed the Bureau with the members and answered questions.

Discussion of Civil Service testing with Model Cities employees took place.

DPO's were discussed and it was agreed that Mr. Simpson needed support for DPO and that another member needs to replace Mrs. Green. Mr. Rogers moved that Opal Strong be presented to the DPO in place of Mrs. Green. Seconded. Motion Carried.

Discussion followed re: Revenue Sharing: Mr. Jordan explained the differences between General Revenue Sharing which has no strings attached and Special Revenue Sharing which has strings attached.

The Chairman who had joined the meeting earlier gave a report to the Executive Board. Mr. Patton said that he thought that the Executive Board has not looked into Projects like we should have and he thought there are projects that need Board support. "We need another Executive session on this subject. We have left on-going evaluation to the staff and other mechanisms. Projects that need staff support in terms of regenerating proposals etc., need us for policy making support not just every time there is a crisis. Now we have the model that the Evaluation Committee and CDA Director have set up for evaluating projects for on-going evaluation monthly - we can take those projects and talk about them lasting or not lasting and see that they are either cut off before the next action year, or before they are in trouble; if they can be saved they should be given proper support. Our evaluation is to see what is going on in the project, so we can apply the proper action to the program."

Mr. Patton said there is talk about the projects finding outside funding but there is no one helping them.

Mrs. Strong said that the Evaluation Committee has failed us as they have not been active like the Budget Committee. Mr. Patton said we have problems with the Evaluation Committee and we are going to have to reorganize peoples priorities in terms of what committee they are on because some people are not able to function where they are assigned.

Mr. Loving said that this was a prime concern of his and reminded members that they had passed on evaluation of Board Members to be submitted every three months to show how many meetings they are attending, obligations they are committed to, etc., He said he had talked to staff and they are supposed to get this together so he can give a report to the Board on the activities of individual Board members. The Neighborhood Organizations and City and citizens should know what their representatives are doing.

Mr. Loving brought a concern to the attention of the members of the Executive Board, re: the Personnel Hiring Committee. He said that Mrs. Gay has been trying to get this Committee functioning for two years. Mrs. Gay at this point is intending to make a recommendation to the Board that they abandon this committee. Mr. Patton said that he did not want to see Mrs. Gay do this and he did not want to see this happen to any other Committees. He was expecting the Executive Board to play a bigger part in putting people on and off these committees.

Mr. Loving brought up the fact that Mr. Ben Bernhard was ill and he had asked Mr. Loving to give a report to the Planning Board on behalf of the Health Working Committee on Mental Health under New Business. Mr. Loving explained this to the Executive Board. Mr. Patton said he would like to see these things screened before they come to the Board's attention.

There was discussion on the Budget Review Committee's Report. It was decided that when the Evaluation Committee evaluates they might come up with three and forward these to the Board for Action. This eliminates confusion and gives order to project review and evaluation. Mr. Nunn asked for a time limit on presentations. Mr. Patton said he already has a time limit.

The Bureau was discussed in relation to programs of this area qualifying to come before the Super Board.

Meeting adjourned 6:00 p.m.

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

Model Cities Citizens Planning Board
Cascade College Student Union Building
5606 North Borthwick Ave.

<u>TUESDAY</u>	<u>OCTOBER 3RD, 1972</u>	<u>PAGES</u>	
I.	INVOCATION		
II.	ROLL CALL & ANNOUNCEMENT OF PROXIES		
III.	APPROVAL OF AGENDA		Action
IV.	APPROVAL OF MINUTES	1 - 3	Action
V.	CORRESPONDENCE		
VI.	<u>REPORTS:</u>		
	Atlas Sheet Metal Zone Change Request	4 - 7	Action
	Bruce Thomas Memorial Center, Mr. Jim Harrison		Info.
	Police Community Relations, Lt. Smith		Info.
VII.	OLD BUSINESS		
VIII.	NEW BUSINESS		
IX.	ANNOUNCEMENTS		
X.	ADJOURNMENT		Action

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288-8261

Model Cities Citizens Planning Board
Cascade College Student Union Building
5606 North Borthwick

September 5, 1972

The meeting was called to order by Chairman, LeRoy Patton. Invocation was given by Rev. Gilmore.

The following Board Members were present or arrived before the meeting adjourned:

Burnett Austin
Ben Bernhard
Jack Deyampert
Charles Ford
Ella Mae Gay
Opal Strong

Lee Kell
James Loving
Bill Newborne
Josiah Nunn
LeRoy Patton
Harry Ward

Clara Mae Peoples
Walter Ready
Robert Rogers
Marian Scott
Herb Simpson

The following members were absent:

Bessie Bagley
John Gustafson
Rev. John Jackson

Chalmers Jones
Debby Norman
Hasten Payne

Martha Warren
Gregg Watson

Proxies: were announced as follows:

Hasten Payne to Walter Ready
Chalmers Jones to Marian Scott
Gregg Watson to Opal Strong
Martha Warren to Herb Simpson
John Gustafson to Harry Ward
Bessie Bagley to Lee Kell

Agenda: It was moved and seconded that the Agenda be adopted. Motion carried.

Minutes: It was moved and seconded that the minutes be adopted. Motion carried.

Correspondence: Mrs. Strong read correspondence from Mrs. Edna Baskett to the Citizens Planning Board thanking them for contributing to the Heart

Foundation in memory of the late Mr. E. J. Baskett. Correspondence was also read from the Oregon Heart Foundation thanking the Board members for their contributions.

The last letter of correspondence which was read, was to Mr. Fred Flowers from Mr. LeRoy Patton, Citizens Planning Board Chairman, thanking Mr. Flowers for all the time and effort he contributed to the Citizens Planning Board.

VI (a) Comprehensive Health Plan: Mr. Patton stated that Mrs. Bea Gilmore would introduce the Comprehensive Health Plan. Mrs. Gilmore briefly reviewed highlights of the proposed Comprehensive Health Plan for Model Cities residents, concentrating on the first two (2) years.

The Coordinator-Director of Freedom House, and Mr. Larry Hogan, a member of Freedom House, spoke in support of their inclusion in year one (1) of the plan. Mr. Nathan Nickerson spoke in support of Project Star's involvement.

Mr. Bernhard asked Mrs. Gilmore in relation to the 1974-75 program, whether or not they would consider allocating any funds for Mental Health Planning prior to this time?

Mrs. Gilmore stated that the two areas of planning that they were looking at in the drug abuse prevention with ADAPT (Association for Drug Abuse Prevention and Treatment) and also with the Regional Alcoholic Board and with the Northeast Mental Health Planning Committee, and the reason they put in for year three (3) was because they felt that by that time the year 1974-75, there would be more concrete plans to go on, due to the action of the Northeast Mental Health Planning Committee.

Mr. Bernhard stated that as he understood it the Mental Health Committee needs funds right now for planning and also there were several mental health programs that were submitted on the Third Action Year (3AY) and were not funded because we did not have any funds. Mr. Bernhard expressed surprise that they were not included in the health planning budget.

Mr. Bernhard went on further to say that Mental Health should be provided for before 1974, and that the Mental Health Committee is now in need of planning funds.

Mr. Bernhard recommended that Mental Health be considered and be included in the Health budget.

The Chairman advised that this report was not final and that recommendations would be taken back to the Health Working Committee. There was further discussion by the Board.

Mr. Simpson moved that the Board receive the Report. Seconded. Motion carried.

VI (b) Citizens Planning Board Budget Review Committee Report:

Mr. Loving explained the Budget Committee Report in detail to the Board. After discussion Mr. Ward moved that the Budget Review Committee Report, to the bottom of Page 1, covering expenditures and showing the balance of \$289,184, be passed at this time. Seconded. *Motion carried. 12 for. 8 opposed. Mrs. Peoples abstained.

There was further discussion by the Board.

Mr. Rogers moved that the Board end debate. Seconded. Motion carried.

*Vote on motion.

Mr. Bernhard spoke in favor of accepting the complete report. In reference to Page 2, Mr. Bernhard stressed that these are recommendations subject to the Evaluation Committee.

Mr. Simpson and Mr. Loving spoke in favor of Summer '72.

Mr. Simpson moved that the Board adopt Page 2. Seconded. *Motion carried. 12 for. 7 opposed. Two abstaining. (Mrs. Peoples abstained.)

Mr. Ward asked for clarification from Mr. Loving that none of these items on Page 2 will be operative until the Evaluation Committee acts on them.

Mr. Loving stated yes. *Vote on motion.

Mr. Ford request a report on Summer '72.

Mr. Patton said that he would try to get a report sent to Mr. Ford and the rest of the Board.

There was no Old Business, New Business, or Announcements.

It was moved for adjournment at 9:15 P.M.

TO: The Citizens Planning Board
FROM: Charles Jordan, Executive Director
DATE: September 28, 1972
SUBJECT: Zone Change Request of Atlas Sheet Metal

Request: Atlas Sheet Metal requested, in July, to change the zoning on property the Company owns behind its present location from A2.5, A2.5P and C4 to M3 (lots 9 through 16, Block 26, Albina Homestead). The purpose given for the request is to expand Warehouse and Showroom space for the Company. Atlas has stated, in writing, no manufacturing would be expanded at this time, and should future operations be necessary, the neighborhood organization would be contacted first.

Background: Atlas Sheet Metal is a manufacturer of commercial kitchen products in stainless steel. The basic processes used by the Company are the cutting, welding, grinding and polishing of stainless steel counters, hoods, cabinets, etc.. The Atlas site exists in an area of the Boise Neighborhood which is under reconsideration by the neighborhood and its planners. Originally designated residential and planned for rehabilitation, site studies have raised serious questions regarding the economic feasibility of rehabilitation programs because of badly deteriorated buildings and absentee land ownership. In addition, Traffic Policies adopted by the Board call for the reclassification of Williams Ave. as a local street and utilization of Vancouver Ave. as the collector street with "two-way" North-South traffic lanes through this area.

Action: In June, Atlas had received the necessary signatures from property owners to proceed with their request. The Neighborhood Organization and Model Cities were notified of the request in July. While the Neighborhood Association has not made a final decision, the Directors of the Boise Neighborhood did vote to deny the request; on that basis, the Working Committee also recommended denial. Then the Neighborhood voted to reconsider and the Working Committee voted that, should the neighborhood decide in favor of the request, the Working Committee automatically would concur.

They also retained the right to review its earlier recommendation against the request if the neighborhood did decide against the proposal. Atlas has postponed scheduled hearings at the Planning Commission to allow the neighborhood to make their decision, but so far there has been no final action. The request is now scheduled for October 10th and will be heard by the Planning Commission at that time.

Recommendation: The staff recommends approval of the zone change request for the following reasons:

1. The proposed Warehouse and showroom do not constitute an environmental effect in terms of noise, pollution smoke, odor or unsightliness.
2. The proposed expansion is a badly needed reinvestment in the existing inventory of business offices and shops in the area. If Atlas and other businesses in the area now do not maintain and improve their operation, deterioration results. Businesses, like houses, need improvements if value is to be maintained.
3. Atlas is considered "labor intensive" and with the proposed expansion has made a commitment to hire from the community.
4. The zone change is not detrimental or inconsistent with the present plans for Area Four of the Boise Neighborhood.
5. Healthy business development which is not detrimental to residential uses does offer resources to the community which are not generally available.
6. The proposed change would not adversely affect transportation objectives and policy previously approved by the CPB.

Attached is a location map and a copy of the signed petition from adjacent property owners.

COUNCIL:

The undersigned property owners and contract purchasers (if any) petition your honorable body to change from zone A2-5, A2-5P, C1 to zone M3 the following described property:
 LOT 9-16 BLOCK 26 ADDITION Albina Homestead
 (Or Tax Lot, Section, Township and Range)

Ordinance 110103, the Planning and Zoning Code, effective July 1, 1959, requires that such petition be made in the following manner:

1. **Zone Change Area.** All owners of property and also all contract purchasers in the area proposed to be changed from one zone to another must sign a petition asking for a change in the zone classification. All signatures shall be dated.

2. **Petition Area.** Before a petition may be presented to the Council for consideration, the petition shall be signed by the owners or contract purchasers of not less than fifty (50) per cent of all property in the area bounded by lines one hundred fifty (150) feet, including intervening street widths, from and parallel to the boundary lines of the property proposed to be changed in zone classification. Each signer of a petition for a change of zone shall give his address and the description of his property as shown on the assessment and tax roll of the county, showing the lot, block, and addition of the property, and shall check (✓) whether he holds title or is a contract purchaser.

This petition is circulated in order to Expand light manufacturing facilities. Use of the property indicated on this form expresses the present intention of the petitioner, but is informational only and is not to be a restriction upon the zone change requested.

Circulator's Name Antia L. McDonald Telephone 282-5571

Both the owners, and contract and optional purchasers (if any) of property for which zone change is petitioned, must sign on first lines below; individual signatures of both husbands and wives (names as given on deed or contract) must appear in this case.

DATE	NAME	ADDRESS	LOT	BLOCK	ADDITION (OR TAX LOT, SECTION TOWNSHIP AND RANGE)	DEED HOLDER	CONTRACT PUR- CHASER
5/11/72	A. Blansky	4072 N. Williams	15	21	A16	344	OD
5/23/72	Reddy Thompson	109 N. Edmond	58	4	Albina Homestead		✓
5/28/72	William Carter	4225 N. Vancouver	2	12	CENTRAL Albina		✓
5/29/72	Rosemary Duncan	4217 N. Vancouver	3	12			✓
6/4/72	Neil Kelly	4055 N. Vancouver	3	13			OD
6/7/72	John W. Boone	4065 N. Vancouver	2	13	CENTRAL Albina		✓
7/9/72	Oretta Bogart	4064 N. Vancouver	5, 204 15	27	Albina Homestead		✓
7/18/72	Jimmy B. Waddy	4318 N. Vancouver	7	F	Albina Homestead		✓
7/26	George Mair	213 N. Mason	W 2nd 7+8	12	CENTRAL Albina		✓

For office use only.

File No.:

6141

1/4 Section: 2630

City Planning Commission
 Forward
 JUL 27 1972

ICA		FH	
EC		FV	
TCL			
MC			

DATE	NAME	ADDRESS	LOT (OR TAX LOT, TOWNSHIP AND RANGE)	BLOCK (OR TAX LOT, SECTION, TOWNSHIP AND RANGE)	ADDITION	DEED HOLDER	CONTRACT PUR- CHASER
2-6-72	Walter Arnold	4135 N. Vancom	N 33 1/2 S 1/2 Sec. 5	12	CENTRAL ALBINA	X	✓
2-1-72	North Clark 100 H	4054 1/2 N. Vancom	14	27			OP
2-8-72	Charles Dryden	4936 N.E. 32 Ave.	S. 33 1/2 S 1/2 Sec. 5	12	CENTRAL ALBINA		✓
2-1-72	Charles Dryden	4115 N. Williams Ave	9-10	16	ALBINA		X
3-1-72	Edmund Brandt	4515 N. Williams Ave	1-10	16	ALBINA	X	Tr
8-15-72	Edmund Brandt	4361 N.E. Williams Ave	9-10	26	ALBINA HOMESTEAD	X	Tr
8-15-72	J. Francis F. F.	4361 N.E. Williams Ave			✓	X	Deed
8-23-72	W.B. Fielder	7010 STRATFORD (ST. LOUIS, MO 63121)	1	13	CENTRAL ALBINA	SELF	✓

Date Filed:

6141

File No.:

1/4 Section: 2630 % of Petition:

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portland model cities

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

Model Cities Citizens Planning Board Orientation
Conference Room #226, October 16, 1972
5:00 P.M.

The meeting was called to order by Chairman, LeRoy Patton. There was a one minute silent prayer for Mayor Schunk.

The Following Board Members were present or arrived before the meeting adjourned:

Ella Mae Gay	Josiah Nunn	Robert Rogers
John Gustafson	LeRoy Patton	Marian Scott
James Loving	Hasten Payne	Opal Strong
Bill Newborne	Clara Mae Peoples	Harry Ward
		Martha Warren

The following members were absent:

Lawrence Alberti	Charles Ford	Debby Norman
Burnett Austin	Rev. John Jackson	Walter Ready
Bessie Bagley	Chalmers Jones	Herb Simpson
Jack Deyampert	Lee Kell	Gregg Watson

The Orientation Session was given for the new Board Members. Present was:

Marcus Glenn
Jan Childs

There was no action taken by the Board.

Points of concern were citizens training, new Board Members should receive the original CDA concept from Mayor's office, Personnel Hiring Committee.

Mr. Jordan brought to the Boards' attention the crisis situation that had arisen with regard to 4C. Members should receive a more complete report as the information is available.

The meeting adjourned at 6:45 P.M.

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

DATE: October 16, 1972
TO: Citizens Planning Board
FROM: Charles Jordan, Executive Director
SUBJECT: 4-C PROJECT

The Metropolitan 4-C Council is currently in a state of crisis. At a press conference October 12, 4-C Central Administrator, Ed Klumpp, and Ms. Frances K. Ousley, Chairman of the Confederation of Provider Agencies, released the following information:

"At this time it is a foregone conclusion that Federal legislation coupled with revenue sharing with limitation on funds for social services, including Title IV A Social Security Amendments, will pass the Congress. This legislation will force the Oregon State Department of Human Resources to make cuts in the social services programs. Strong indications are that Children's Services Division will propose to reduce its budget by making drastic cuts in Federal funds available for day care programs."

Unofficial figures prepared by Metro 4-C (attached) show that the anticipated funding level of \$4,385,000 has been reduced by almost \$2 million, thus leaving 4-C far short of the necessary funds with which to operate their programs. Metro 4-C's anticipated budget now appears to be \$2.4 million, although these figures are mere conjecture. To date during Third Action Year, 4-C has spent \$1.2 million, leaving a balance of approximately \$1.27 million. With the current rate of spending at \$400,000 per month, 4-C will not be able to operate at its current level for more than 60 to 90 days.

While the figures prepared by 4-C appear extremely grim for local child care services, the figures are not a matter of public record yet and 4-C is attempting to affect State decisions on future fundings, and to request that the State spread cuts evenly among programs.

The primary vehicles for influencing State funding decisions will be the parent councils at each day care center and their composite body, the Confederation of Provider Agencies. Representatives from the central 4-C staff, the Central 4-C Council and the Confederation of Provider Agencies met with representatives from the Children's Services Division in Salem today to discuss the 4-C dilemma.

Effect of budget cuts on 4-C day care programs in the Model Cities Area:

1. Approximately 2,000 children are now receiving day care services in the Model Neighborhood. There are roughly 1,300 enrolled in before and after school supervisory day care, 200 enrolled in the family day and night care program, 160 enrolled in the pre-school expansion program, and 300 enrolled in small group day care centers. The degree to which cuts may be necessary

To: Citizens Planning Board
4-C Project
October 16, 1972
Page 2

has not yet been determined. However, data on families receiving services is now being gathered and will be used to reassess the needs of the families.

2. If cuts are inevitable, the sliding fee scale through which some parents pay for child care may be tightened, thus bringing in more revenue to 4-C.
3. Some administrative overhead may be reduced to include a combination of bookkeeping contracts, a reduced transportation component and a review of all staff positions.

As previously stated, the actual amount of budget cuts has not yet been determined; however they do appear inevitable. Decisions on cuts will be made by the Central 4-C Board with input from the parent councils at each center. No decisions will be made until official word is received from the State on the degree of cuts. As decisions are made, both CDA staff and the Citizens Planning Board will be consulted for input into those decisions.

Respectfully,

Charles Jordan
Executive Director

CJ/DK/nv
Attachment

PROPOSED USE OF CHILD CARE MONIES . FY 1972-73

OREGON SOCIAL SERVICES MONIES WITH LIMITING
AMENDMENT TO REVENUE SHARING BILL 1972-73

STATE 4-C COUNCILS' REQUEST TO CHILDREN'S
SERVICES DIVISION FY 1972-73 \$9,000,000.

STATE BUDGET CUT FOR SOCIAL SERVICE ... \$3-6,000,000

EMERGENCY BOARD ALLOCATION TO CHILDREN'S
SERVICES DIVISION FOR STATE 4-C COUNCILS
1972-73 \$7,000,000.

PROPOSED STATE 4-C ALLOCATION
FY 1972-73 \$3,826,247.

METROPOLITAN AREA 4-C SHARE \$4,385,000.

PROPOSED METROPOLITAN 4-C
ALLOCATION FY 1972-73 \$2,416,610.

PROPOSED METRO BUDGET FY 1972-73 \$5,603,684.

JULY 1972 - OCTOBER 1972
METRO 4-C EXPENDITURES \$1,200,000.

DEFICIT \$1,218,684.

BALANCE \$1,217,000.

NUMBER OF CHILDREN SERVING 4,000

MONTHLY EXPENDITURES \$ 400,000.

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

Executive Board Minutes held at Model Cities
Conference Room #226 - 5:00 p.m., November 6, 1972

Present: James Loving
Josiah Nunn
Robert Rogers
LeRoy Patton
Clara Peoples

Charles Jordan - Director, CDA
Edna Robertson - Acting C.P. Coord

Mr. Patton said that it was going to be his major effort to take care of a lot of matters here so that when the Executive Committee goes to the Board they go with the understanding of what they have decided here and that we agree with it. If we disagree with it we need to know at the Executive Meeting.

Mr. Jordan said he had five items for direction. Tomorrow night (11-07-72) the Board will accept the Nominating Committee's report. There are some people on this who have not been reappointed but you can still accept this report. Then if they have not been reappointed by November 21st, then you can substitute their names. Here is a copy of the Report.

Distribution Enterprises: As you know the Board approved MEDIA to give these funds out, but there was a hold on MEDIA's money which has now been lifted and we are now giving MEDIA their monies. Mr. Jordan said the question is what are we going to do about Distribution Enterprises? In the interim they have been closed down and he did not know their status. Mr. Jordan said he received calls from Mr. Holloway asking about the monies and then from Mr. Johnson asking about the monies and saying Mr. Holloway is not involved anymore. Their equipment has been repossessed - there are some liens out against whoever is going to open the door again because of back payroll - so Mr. Jordan said we really need some direction from the Executive Board as to where we are going to go. We can continue to process the loan or the Board can rescind the action. If you should ask me for a recommendation I don't feel comfortable recommending that you go ahead with this project.

Mr. Patton said it was his feeling we should allocate the money because they were operational when they requested the money and we wanted to support them. The fact that they are not operational puts too many things in jeopardy.

This was discussed further and it was recommended that a letter be

written to Distribution Enterprises asking for the Principals involved to appear before the Executive Board. Also, to be included in the letter is to ask for their records, contracts, and financial papers.

Mr. Jordan showed the Board a proposal for \$150,000 from a San Francisco firm who will guarantee 500 subsidized low income houses - cannot guarantee where homes will be located - most probably outside of Model Neighborhood at Beaverton or Gresham. Staff recommending denial as from experience Model Neighborhood residents may not want to move out to Beaverton and Gresham. Model Neighborhood would not also benefit from this.

There was discussion by members. Mr. Loving moved for denial of this Physical Environment and Housing component as presented by our Director, Mr. Jordan. Seconded. Motion Carried.

Health Package: Freedom House: Mr. Jordan said they have found out since then that Freedom House is in trouble as they have to move because of zoning - they have the opportunity to buy a house for \$31,000.00 but need \$6,000 down payment which has not been allowed for. Asking that we amend our budget.

After discussion Mr. Rogers moved that we allocate the \$6,000 for Freedom House. Seconded. Motion Carried.

Youth Affairs Council: Mr. Johnson has finally agreed to join Youth Affairs Council and offer his drug program so complimenting Youth Affairs Council. This is up for second reading.

Police Community Relations: When we funded the project Community Services Officers salary was \$500 per annum with no provision for raises at all. We find out that thirteen of the Community Service Officers are supporting a family. Eleven of the Officers are residents of the Model Neighborhood. We are working to get them to the level of 33. P.C.R. asked to carry over \$5,000 surplus dollars and we didn't allow them to carry over. They are now asking for these dollars.

After discussion Mr. Rogers moved that we grant \$5,907 to increase salary of Community Service Officers. Seconded. Motion Carried. (Mr. Loving opposed.)

Mr. Loving was concerned that PCR was under close scrutiny of Commissioner Goldschmidt's office he did not know if the performance of PCR warranted this increase. Mr. Jordan said that would be difficult to say.

Mr. Rogers and Mr. Patton spoke in favor.

Mr. Loving said PCR was meant for the residents as well as the Agencies - people in the community have not received substantial help. Mr. Loving gave examples of following a resident through the process of arrest to jail etc., and said alot of young people do not know about PCR. He felt that when they have a police call on the radio PCR should go and observe and offer assistance etc.

This was discussed further *Vote on Motion

Mr. Jordan reminded members that the Health Package would be up for the second reading. Mr. Jordan explained that we set aside the money for Albina Art Center for funding for one year. This was a question of funding new projects raised by Mr. Rogers. Mr. Loving explained, originally, the Board adopted that we would not fund any new projects for the 3AY (Third Action Year) based on the Budget Committee's report, and the amount of funds we were known to have at that time. The Audit was in process. It was hoped that when the Audit was completed there might be additional new dollars. As you know there was additional dollars.

Mr. Rogers said he was concerned because he could remember only one Director of the project who had worked full time and worked to seek funds and keep it going.

Mr. Patton said there are stipulations to the money. Mr. Rogers still thought that the stipulation of Business Manager was going to take away from the operating funds. This was discussed, the Business Manager, was thought to be in the form of Consultant and not full time.

Mr. Jordan said maybe you have to ask yourselves the question do you want cultural enrichment in the Model Neighborhood. The members said it was a question of can they deliver. Mr. Loving spoke on Recreation and Culture Working Committee action and stressed that they are asking for a one shot in the arm.

Mr. Loving moved that this program be adopted. Seconded. Motion carried.

Union Avenue Strip: Mr. Jordan recommended that the Executive Board write a letter to City Council saying they are interested in the development of the Union Avenue Strip. Mr. Jordan said we should not wait until City Hall starts - if we initiate it by writing a letter and start the ball rolling the Model Neighborhood is going to benefit from it. This was discussed by members. Mr. Jordan said then also we could take part in the planning of that development so any plans will have to come through us.

Mr. Rogers moved that the Chairman write a letter to Comm. Goldschmidt informing City Hall that we are interested in the development of Union Avenue Strip. Seconded. Motion carried.

Mr. Jordan said there was one more thing involving rumor about Human Resources Bureau. Top jobs cannot be filled until the Directors job has been filled permanently. Except for Mrs. Croon, Dave Kish, & Dr. Ogbuobiri, I can only take people I can borrow. It will be another three (3) months before any permanent staff can be hired. So there was no truth in the rumor that people from out of town are taking the top jobs.

It was moved for adjournment.

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13-22-150

portland model cities

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

Model Cities Citizens Planning Board Meeting
Cascade College Student Union Building
5606 North Borthwick Avenue

TUESDAY

NOVEMBER 21, 1972

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

Model Cities Citizens Planning Board
Cascade College Student Union Building
5606 North Borthwick

November 7th, 1972.

The meeting was called to order by Chairman, LeRoy Patton. Invocation was given by Ed Warmoth. The Chairman welcomed all new members and those returning to serve, to the Board.

The following Board Members were present or arrived before the meeting adjourned:

Lawrence Alberti
Burnett Austin
Jan Childs
Jack Deyampert
Charles Ford

Ella Mae Gay
Marcus Glenn
James Loving
Bill Newborne
Debby Norman
Josiah Nunn

LeRoy Patton
Clara Peoples
Robert Rogers
Harry Ward
Martha Warren

The following members were absent:

Bessie Bagley
Ben Bernhard
John Gustafson
Rev. John Jackson
Chalmers Jones

Lee Kell
Walter Ready
Herb Simpson
Opal Strong
Gregg Watson

Proxies: were announced as follows:

Gregg Watson to Harry Ward
Bessie Bagley to Bob Rogers
Ben Bernhard to James Loving
Lee Kell to Clara Peoples

Agenda: The Chairman amended the Agenda - under Reports; the report on Youth Affairs Council; Police Community Relations (P.C.R.) and Freedom House - all Action items. It was moved and seconded that the Agenda be approved as amended. Motion Carried.

Minutes: Mrs. Warren said her name was left off the attendance list for last meeting. Mrs. Gilmore referred to Page Two of the Minutes which said that the Health Working Committee had prioritized their program and placed Mental Health as top priority was correct as recorded, but what took place at the Health Working Committee was that they had discussed additional health needs that would not be met by the \$200,000 that was allocated to them; for these additional needs mental health is top priority. Mr. Ward moved for adoption of Minutes as corrected. Seconded. Motion Carried.

Correspondence: Mrs. Peoples read a letter to Gov. Tom McCall, from Chairman of the

Citizens Planning Board, explaining the need for the Model Cities Foster Care Home demonstration project and recommending that this project not be eliminated and urging Gov. McCall to direct his staff to find alternative funding for the Model Cities Foster Care Home.

Reports: An Amendment to the Youth Affairs Council program and budget:

The Director, Mr. Jordan, gave the background information. It was not necessary for the first reading as this had already been approved by the Board once.

Mr. Rogers moved that the Board accept the Youth Affairs Council amendment. Seconded. Motion Carried.

Reports: An amendment to the Police Community Relations budget: approval of \$5,907 for Community Service Officers' raise: 1st Reading.

Mr. Jordan gave background information and Capt. Smith answered questions from Board Members as to step-up and training opportunities.

Mr. Rogers moved for adoption. Seconded. Motion Carried.

Mr. Nunn invited Board Member to come to the Police Community Relations meetings on the second and forth Wednesdays in the month, at the Multi Service Center Conference Room. Mr. Nunn said they would appreciate the Board Members in-put.

Reports: Freedom House:

Mr. Jordan gave background to the Boards approval of the allocation of \$200,000 and said subsequent to this it was necessary to add \$6,000 to cover the down payment of a new house. Mr. Jordan said he had instructed staff to find other ways to provide benefits to them hopefully through relocation but unfortunately this could not be provided.

Mr. Rogers moved that the Board allocate the \$6,000 to Freedom House. Seconded. Motion Carried.

Reports: Health Package:

Mrs. Gilmore introduced the budget and different components of the package of \$200,000 for September 1972 to June 1973. Mrs. Gilmore referred to the corrected budget of Albina Health Care and stated that total figures were the same, but some items had been clarified.

Mrs. Gilmore said in addition to the \$200,000 that was allocated the Health Working Committee felt very strongly that the Mental Health program, entitled Joe Wilson Childrens' Clinic, should be added to the first year programs. In order to do this there is an additional need of \$165,003.00. This would bring a total of \$365,003.00 for the first year.

Mr. Glenn asked for information on the career lattice for Health Trainees and expressed concern that this was not included in the package.

Mrs. Gilmore said this is in the contract with New Careers and gave an explanation of the career lattice to the Board.

Mr. Rogers expressed concern about the additional \$165,003 for Mental Health over and

above the allocation of \$200,000 as the Board had not got that amount to give, and this is a program that is needed in the Model Neighborhood. Mrs. Gilmore said the Health Working Committee would like the Board to allocate whatever the Board has.

Mr. Loving, speaking as Chairman of the Budget Review Committee, said there are some additional dollars from Model Cities supplemental funds, but not near the amount of \$165,003.00. Mr. Loving explained the situation of the Health Working Committee and said he thought it would be in good faith with the Board and beneficial to the Project, to use all available resources to seek out additional dollars through catagorical funds in terms of - say the Medical Association.

Mrs. Peoples questioned the Budget for the Albina Health Care in regard to insurance, utilities and printing estimated costs which Mrs. Peoples felt from her experience was very unrealistic and explained why.

Mr. Glenn asked for clarification and raised the question of the additional \$165,003 and asked Mrs. Gilmore if the Health Working Committee knew what they wanted to cut out. Mrs. Gilmore said the Board has allocated \$200,000 and all the programs that are listed except the Joe Wilson Childrens' Clinic will be covered by the \$200,000. If there is no more money available then the Joe Wilson Childrens' Clinic would not be funded by Model Cities.

Mrs. Norman asked if the Health Working Committee would consider rethinking its own priorities. Mrs. Gilmore replied that the Health Working Committee has acted on the programs covered by the \$200,000 and said they are not happy about changing these programs and further explained that they will try to run the Joe Wilson Childrens' Clinic on whatever is available, and that they are trying to seek monies from other sources.

Mr. Eddie Moss spoke from the floor to Mrs. Norman's question.

Mr. Jordan gave background information to the Board.

Mrs. Gilmore explained the other funding sources that the Health Working Committee was looking at, in answer to Mr. Deyampert's question.

x Mr. Harry Ward moved for the adoption of the Comprehensive Health Care Program to the extent of \$200,000. Seconded. Motion Carried. Marcus Glen obtained.

Mr. Ford expressed a hope that he issue of getting finance for the Joe Wilson Childrens' Clinic would be persued. Mrs. Gilmore assured Mr. Ford that this would be done and asked if the Citizens Planning Board at this time felt they could make a decision about any excess money to go towards the clinic.

The Board informed Mrs. Gilmore they could not make a commitment at this time.

Reports: Albina Art Center: Seconded Reading:

Mr. Jordan gave background information. Approval from Recreation and Culture Working Committee, Evaluation Committee and staff recommendation were also given.

Mr. Loving moved that the Albina Art Center proposal be adopted by the Board. Seconded. Motion Carried.*

Mrs. Norman asked Mr. Bettis the Director of Albina Art Center, to explain the philosophy of the Art Center.

Mr. Ward said on Page Seven (7) of the Evaluation Report, second paragraph, line four (4) - "Failure to comply with requirements will result in the Agency not receiving reimbursement until the following month." Should read - "Failure to comply with the requirements will result in the Agency not receiving reimbursement." This was what the Evaluation Committee agreed to.

Mr. Rogers spoke in favor of the Albina Art Center.

Mr. Loving spoke on behalf of the Recreation and Culture Working Committee, in favor of the project.

Debby Norman moved for end of debate. Seconded. Motion Carried.

*Vote on Motion.

Report: Health Maintenance Organization/Health Working Committee:

Mr. Sol Peck, Health Planner for Model Cities, gave an informational report on Health Maintenance Organizations and how they relate to the Health Working Committee.

Report: Nomination Committee:

Mr. Ward presented the report from the Nomination Committee submitting recommendations for nominations for the Citizens Planning Board elections and informed the Board that the Floor would be open for nominations and brought the Boards attention to the Amendment to the Rules and Operating procedures passed by the Board, December 7, 1971.

There was discussion by the Board.

Mr. Ward withdrew his name from nomination.

Mr. Loving moved that the Board do not accept the Nominating Committee's Report. Seconded. Motion Carried.* Marcus Glenn abstained.

Mr. Newborne withdrew his name from nomination.

*Vote on Motion.

Mr. Ward moved that the Floor be open for nominations. Seconded. Motion Carried. Marcus Glenn abstained.

CHAIRMAN

Mr. Rogers nominated Mr. LeRoy Patton. Seconded. Motion Carried.

1ST VICE CHAIRMAN

Debby Norman nominated Clara Mae Peoples
James Loving nominated Bob Rogers (declined)
Bob Rogers nominated James Loving

Martha Warren moved that nominations be closed. Seconded. Motion Carried.

2ND VICE CHAIRMAN

Debby Norman nominated Ella Mae Gay
Harry Ward nominated Gregg Watson

Mr. Ward moved that nominations be closed. Seconded. Motion Carried.

SECRETARY

James Loving nominated Josiah Nunn

Clara Peoples moved that nominations be closed. Seconded. Motion Carried.

CORRESPONDENCE SECRETARY

Harry Ward nominated Jan Childs
Debby Norman nominated Charles Ford (declined)

Bob Rogers moved that nominations be closed. Seconded. Motion Carried.

EXECUTIVE BOARD AT LARGE (4)

Jack Deyampert nominated Charles Ford
Josiah Nunn nominated Harry Ward (declined)
Josiah Nunn nominated James Loving
Bill Newborne nominated Debby Norman
James Loving nominated Bob Rogers
Lawrence Alberti nominated Burnett Austin
Harry Ward nominated Martha Warren (declined)
Martha Warren nominated Opal Strong
Debby Norman nominated Lawrence Alberti (declined)
Lawrence Alberti nominated Marcus Glenn (declined)

It was moved that nominations be closed. Seconded. Motion Carried.

The Chairman announced that Elections will be held at the next Board Meeting when nominations could be made at that time also.

New Business:

Mr. Loving brought to the attention of the Board Members the article that was in the newspaper that afternoon titled - "Loan Cut Backs Hurt Model Cities Effort."

This was discussed by the Board.

Mr. Loving recommended that the Board draft a letter to the HUD office in Portland indicating our concern and our disdain over the action of the Federal people in terms of the 312 loan and ask them to take a new look at the new guidelines in reference to our program. (Mr. Ford moved this as a Motion.) Seconded. Motion Carried.

Debby Norman expressed a concern that people in the audience stay only until they hear their particular concern then leave and do not know anything else about our program and what we do.

Announcements:

Mr. Bob Rogers introduced Mr. Joseph Bostic, Director of M.E.D.I.A., to the Board, who welcomed him to the program.

It was moved for adjournment at 9:15 p.m.

TO: The Citizens Planning Board Executive Committee
Leroy Patton, Chairman

FROM: Charles Jordan, Executive Director
Model Cities

DATE: November 6, 1972

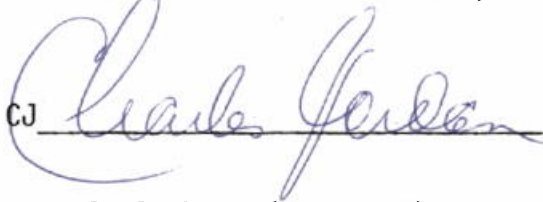
SUBJECT: Freedom House Project Description Addendum

As originally prepared, the budget justification for the Freedom House Project Description included renovation and rent payments to support the housing or space requirements of Freedom House at their present location (2505 N. E. 15th). It has come to the attention of the CDA that the existing housing cannot be made suitable for occupancy under the new uniform building code adopted by the City. I have instructed my staff to seek alternative housing sites within the Model Neighborhood and such a site has been located. While we had originally hoped that Freedom House would qualify for relocation benefits, as code displacees, we have been advised by the City Attorney that this type of code enforcement would not be approved by their office at this time. In order for Freedom House to exist at all, whether with Model Cities funds or as an entirely private program, it must have a building suitable for occupancy by 21 people. Had we been able to provide relocation benefits, Freedom House would have received approximately \$6,000. The house located by the Physical staff has been inspected by the Bureau of Buildings and can be made suitable for occupancy for 21 people. This house is for sale at a price of \$31,000. The owner of the house would accept \$6,000 as a down payment in the sale of this house. The City Attorney has agreed to amortize an additional \$6,000 from Model Cities over a six-year period.

In order to provide the financial support previously allocated by the CPB (\$20,000), it will be necessary to add \$6,000 to cover the purchase of the new house. If the decision of the Executive Committee and the Board is not in favor of adding these funds, Freedom House will not be able to receive any funds at all because their existing location is an illegal occupancy. In this event, Freedom House would be evicted by the City of Portland with no other housing arrangements. Should the Board agree to the addition of \$6,000 to cover the down payment of a new house, the \$20,000 allocation under the Health Plan can be completed. The staff of Model Cities strongly recommends the additional \$6,000. Upon Board approval, a revised Project Description increasing the space line item in the Freedom House Project Description by \$6,000 would be prepared prior to submission to City Hall. The entire budget for Freedom House would

To the Citizens Planning Board Executive Committee
Leroy Patton Chairman
From Charles Jordan, Executive Director, Model Cities
November 6, 1972
Re: Freedom House Project Description Addendum
Page 2

then be \$26,000 for one year for 21 drug addicts. This works out to slightly more than a thousand dollars a person, per year, which is substantially below the cost of placing these addicts in jail.

CJ 

cc: A. Raubeson/Deputy Director
M. Henniger/Physical Prog. Coord.
M. Lyons/Physical Prog. Specialist
Official Files (2)
11-6-72/MH/pl

TO: Citizens Planning Board

FROM: Mr. Charles Jordan
Model Cities Director

DATE: October 19, 1972

RE: Action to be taken: Police Community Relations Project
- Approval of \$5,907 for the Community Service Officers' Raises

Background

When the Police Community Relations project was originally funded by Model Cities, the salary for the ten Community Service Officers was set at \$500 per month, with no provisions made for raises. Since many of the individuals working as Community Service Officers were supporting families on this salary, the necessity of setting up a pay scale with interval raises became apparent.

During Second Action Year, the effort was made to upgrade the Community Service Officer's salary to Grade 33 of the City Wage Plan (see attached sheet). Application was made to City Hall for approval of this action and on June 29, 1972, the City Council passed an ordinance setting the Community Service Officer's salary at Grade 33, retroactive to January 1, 1972.

Funds were found in the Second Action Year Police Community Relations budget to cover the cost of the Community Service Officers' raises from January 1, 1972, to June 15, 1972. In letters dated June 1, 1972, and June 29, 1972, the Police Community Relations project requested that their unexpended funds from Second Action Year, in the amount of \$5,907, be held over to Third Action Year to cover the cost of the pay raise. These funds (\$5,907) would then be used to give the Community Service Officers the raise.

Working Committee Action

1. On January 24, 1972, the Law and Justice Working Committee moved to accept the proposed pay scale for the Community Service Officers. At that time, the committee gave their support and sanction of the pay scale as the first step in getting it approved by City Hall.
2. On October 16, 1972, the Law and Justice Working Committee voted to approve the specific dollar amount (\$5,907) for the Community Service Officers' raises and to forward to the Citizens Planning Board, through the proper channels, their recommendation of an additional allocation of \$5,907 to the PCR budget to cover the cost of the Community Service Officers' raises.

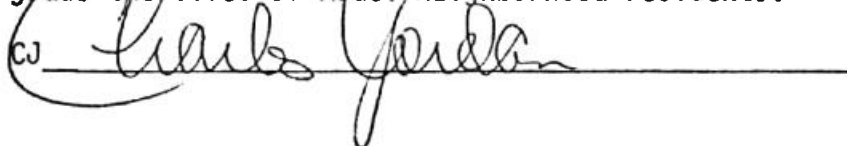
Staff Recommendation

As part of their jobs,

1. The civilians who work in the position of Community Service Officer in the Police Community Relations project cover many of the same situations which uniformed Police Officers encounter. Many of these situations are violent and endangering to the lives of these civilians, who are without the protections which a Police Officer has. Although the proposed pay raise would not raise their level of pay to that of the Sworn Police Officer, it would begin to equitably compensate the Community Service Officers for the type of job they are expected to perform.
2. Without the pay scale, the Community Service Officer's job is a dead-end one, with no chance for advancement. The salary of \$500 per month is also barely a livable one for an individual supporting a family. The pay scale would provide both upgrading and a more livable wage for the Community Service Officers.
3. Fourteen persons are employed at present as Community Service Officers by the Police Community Relations project. (Four of these are Public Employment Program employees, with 1 PEP position to be filled.) Of these 14, 11 are Model Neighborhood residents and 13 are supporting families.

For the above reasons, the City Demonstration Agency staff recommends approval of an additional allocation of \$5,907 to the Police Community Relations project for Third Action Year to cover the cost of the Community Service Officers' raises. It is the feeling of staff that the civilians working in the Police Community Relations project should be fairly compensated for the job they are performing and that this action would be in line with the Model Cities program's intent to upgrade the lives of Model Neighborhood residents.

CJ



Charles Gordon

PAY SCALE - COMMUNITY SERVICE OFFICERS

Grade 33

Annual

Start	6 mos.	1yr.	2 yr.	3 yr.
264.00*	273.60	282.20	301.60	320.80
6864.00	7114.00	7363.00	7842.00	8341.00

*bi-weekly

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<u>TUESDAY</u>	<u>NOVEMBER 7TH, 1972</u>	<u>PAGES</u>	
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X.	ADJOURNMENT		Action

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288-8261

Model Cities Citizens Planning Board
Cascade College Student Union Building
5606 North Borthwick

October 3, 1972

The meeting was called to order by Chairman, LeRoy Patton. Invocation was given by Mr. Bob Rogers.

The following Board Members were present or arrived before the meeting adjourned:

Burnett Austin
Jack Deyampert
Charles Ford
Ella Mae Gay
James Loving
Bill Newborne

Debby Norman
Josiah Nunn
LeRoy Patton
Hasten Payne
Clara Peoples
Walter Ready

Robert Rogers
Marian Scott
Herb Simpson
Opal Strong
Harry Ward
Gregg Watson

The following members were absent:

Bessie Bagley
Ben Bernhard
John Gustafson

Chalmers Jones
Lee Kell

Proxies: were announced as follows:

Ben Bernhard to James Loving
John Gustafson to Herb Simpson
Chalmers Jones to Harry Ward

Agenda: The Chairman submitted under Reports: Yaun Child Care, Mrs. Gay; Mental Health, Mr. Loving; and, an observation of the Pre-Evaluation meeting, Mr. Ward. It was moved and seconded that the Agenda be approved as amended. Motion Carried.

Minutes: It was moved and seconded that the Minutes be approved. Motion Carried.

Mr. Ward referred to the Minutes in regard to the Budget Review Committees' Page 2 report being approved subject to the approval of the Evaluation Committee. Mr. Ward asked the Secretary to read a newspaper article quoting the Deputy Director, Mr. Raubeson in regard to Albina Art Center. Mr. Ward asked the Deputy Director for a retraction of this erroneous statement. Mr. Raubeson said he was misquoted. After discussion by the Board, Mr. Patton said he will draft a letter to the newspaper concerned.

Reports: Atlas Sheet Metal Zone Change Request: Mr. Loving said this has not been approved by the Boise Neighborhood Association and explained he would like to offer a compromise motion until this matter has been decided by the neighborhood. He moved that the Board concur with the majority decision of the Boise Executive Board in reference

to the Atlas request. Seconded.

Mr. Ford gave background information to this and said that the citizens have not voted on this issue as yet and were still undecided.

Staff member, Mr. Henniger, explained he had put it on the Agenda as it was going to be heard by the Planning Commission on the 10th and gave background information.

Board discussed policy and procedures and after discussion Mr. Ward moved that the matter be tabled until proper procedures are followed. Seconded. Motion Carried.

Mr. Ward moved that a letter be sent to the Planning Commission requesting no action be taken until this Board makes a recommendation after the Boards next meeting provided procedures are followed. Seconded. Motion Carried. (16 for: 3 against: Mr. Rogers and Mr. Ford opposed.

Report: Bruce Thomas Memorial Center: Mr. Jim Harrison, introduced Mr. James Timms who gave a quarterly report and Mr. Charles Johnson who reported on the future plans of the program. Mr. Harrison answered questions from the Board.

Mrs. Debby Norman asked if they had investigated other financial sources for their program. Mr. Harrison said they are in the process of talking to some foundations.

Report: Yaun Child Care: An indepth progress report was given by Mrs. Ella Mae Gay. Mrs. Gay concluded the report by thanking Model Cities on behalf of Yaun Child Care for continued support and Citizens Planning Board and Working Committee members who have been individually helpful to the program.

Reports: Police Community Relations: Lt. Smith concentrated his progress report on the Citizens Planning Board members concern of the human relations training of the uniform police officers who work in the Model Neighborhood. He informed the Board that the training division in cooperation with the Law and Justice Working Committee and the Public Safety Advisory Committee, had developed a curriculum and they hoped to start training sessions this November. Lt. Smith explained the curriculum to the Board.

Martha Warren asked about the training of policemen who deal with Model Neighborhood residents when they are out of the area. She related an incident to the Board. Lt. Smith said it was completely agreed that the human relations training for officers who work in the Model Neighborhood is inadequate as the whole department should receive this type of training. He explained young officers go to in-service training schools each year. Lt. Smith said PCR were going to attend these.

Mrs. Warren asked if there was any citizens in-put. Lt. Smith said this curriculum was almost exclusively citizens in-put from the Public Safety Advisory Committee and Law & Justice Working Committee.

Report: Mental Health: Mr. Loving introduced on behalf of Mr. Ben Bernhard who was ill, Mr. Bernhards concern of Mental Retardation. He explained that since Mrs. Gilmore's presentation to the Board of the Comprehensive Health Plan, the Health Working Committee has prioritized their program and they have moved the mental health component to top priority.

Mrs. Gilmore said the Mental Health proposal has been revised and was approved by the Health Working Committee September 28, 1972, and they would like to have this added as an addendum to the first year of the final plan that was presented. Additional funds will be needed in order to implement the program. Mr. Trotter and Mr. Barnett gave a brief summary of the proposal and answered any questions.

Mrs. Norman expressed a concern that she could not see liaison between school and family. Mr. Trotter said they certainly intend to establish that kind of liaison. Mr. Newborne asked how many youth in the Model Neighborhood would be in need of these particular services. Mr. Trotter said in the proposal they are talking about from 500 to 700 a year.

Mr. Trotter explained the role of outreach workers for Mrs. Warren and answered questions on the hiring of minority professionals for Mr. Gregg Watson.

Report: Observation of Pre-Evaluation Meeting: Mr. Harry Ward spoke on an observation that he made when representing the Chairman at a pre-evaluation conference. He expressed concern that there was no one assisting the operating agencies to find other resources to become self sustaining or part of a national organization etc., before Model Cities was gone. If there is such a position existing, Mr. Ward requested that person advise the Board at the next meeting for informational purposes, what has been done. If there is no such position he recommended that this matter be referred to the Executive Board with an urgent request that such a vacancy be created in the Model Cities program and that such action be taken forthwith so that the Operating Agencies can have someone to work with.

After discussion by the Board Debby Norman moved that this matter be turned over immediately to the Executive Board for action. Seconded. Motion Carried.

Mrs. Norman moved that a letter be sent to each operating agency informing them how much longer the Model Cities program has to run and to find out what they have done to find funding. Seconded. (Board Members did not action this Motion).

Mr. Raubeson advised that the Evaluation staff was already looking into this. Mrs. Scott expressed a concern about the time left as she felt there was no guarantee with the elections coming up, of the five years.

New Business: Mrs. Robertson, advised that the newly elected members of the Citizens Planning Board will be seated at the next Planning Board meeting. Mrs. Robertson explained that there were two new members that have to be orientated. Mr. Loving expressed disappointment at the citizens turnout for the elections.

The meeting adjourned at 9:15 p.m.

TO: Citizens Planning Board Members

FROM: Charles Jordan
Director

DATE: November 1, 1972

RE: The Albina Art Center Project

Action to be taken:

Approval of the Albina Art Center Project for funding.

BACKGROUND

On June 27, 1972 the Executive Committee of the Citizens Planning Board was presented with an emergency request of funds for the Albina Art Center.

The Executive Committee directed that the project go before the Recreation and Culture Working Committee for action. Since that date, the Albina Art Center Project has been submitted, reviewed, and approved by the Recreation and Culture Working Committee and funds have been put in abeyance by the Citizens Planning Board with specific stipulations.

IMPACT ON MODEL NEIGHBORHOOD

The Albina Art Center is located at 8 NE Killingsworth and is a non-profit corporation which has been in operation since 1964.

The Center is devoted to serving the community in the field of arts.

Due to a lack of needed funding the Center has, at present, been only able to serve a small segment of the community. This project will enable the Albina Art Center to provide fuller educational, cultural, and art services and maintain a viable center of performing and fine arts for

the residents of the Model Cities Neighborhood.

PROJECT FUNDING

Funding for this project will be covered 100% by HUD Supplemental Funds for a total cost of \$40,000 to cover a seven and one-half month time span from November 1, 1972, through June 15, 1973.

WORKING COMMITTEE ACTION

On June 24, 1972, the Albina Art Center's Director, Mr. Thomas Bettis, met with the Citizens Planning Board Executive Committee.

They directed Mr. Bettis to go before the Recreation and Culture Working Committee with his concept needs and then to the Evaluation Committee before going to the full Citizens Planning Board for approval.

An emergency draft was prepared with CDA Social staff to submit for concept approval to the Recreation and Culture Working Committee.

On July 6, 1972, the Recreation and Culture Working Committee approved the Albina Art Center Project with minor corrections for \$10,000 for a five month period.

On July 11, 1972, a letter was sent from the Recreation and Culture Working Committee to Mr. Fred Flowers, Chairman of the Citizens Planning Board, requesting that the Albina Art Center be placed on their agenda for approval as an emergency project.

On September 5, 1972, Mr. James Loving, Chairman of the Citizens Planning Board Budget Review Committee, made a report before the Board which stated that the allocation of \$40,000 be set in abeyance for the

Albina Art Center with the following recommendations and stipulations:

1. No ongoing commitments be made to a new program without phasing out an existing commitment
2. So called "one-shot" projects may be considered but these programs should be notified in very clear words that they will not be considered for refunding
3. The Evaluation Committee and Evaluation Staff should be asked for input before funding commitments are made that involve phasing out any project.

The Citizens Planning Board approved the budget report with the stipulation that no project is put into operation until the Evaluation Committee can act upon them and give the project their approval.

The Recreation and Culture Working Committee approved the Albina Art Center Project for funding of \$40,000 in its meeting of September 21, 1972.

STAFF RECOMMENDATION

The City Demonstration Agency staff recommends approval of the Albina Art Center Project for funding.

The project will continue working towards its objective of improving the quality of urban life by offering a Cultural Center which will expand its existing services and provide an outlet for Model Neighborhood residents to enjoy freedom of expression in developing one's culture.

VII. EVALUATION AND MONITORING

This project will be subject to the monitoring and evaluation requirements as are specified in the Portland City Demonstration Agency accounting manual. The evaluation and monitoring will be on a monthly basis. The reports will be recorded on special reporting forms supplied by the City Demonstration Agency Evaluation Unit.

Financial reimbursement, for the execution of the project, will be based on the timely receipt of these reports. These reports will be due into the City Demonstration Agency from the operation agency by the fifth working day of the month. Failure to comply with requirements will result in the agency not receiving reimbursement until the following month.

The progress of the activities under this plan will be monitored as follows:

FUNCTION 1: General Administration

- _____ Number of private members in the Albina Art Center
- _____ Number of new solicitations for private members for this month.
- _____ Number of agencies to which programs were sent soliciting services sponsoring an open house reception to explain the project's offerings this month.
- _____ Number of overtime business hours of the center for this month
- _____ Amount of mailing (how many letters, cards, etc. sent) from the Albina Art Center.

FUNCTION II: Provide cultural and educational activities and exposure in the arts

- _____ Number of music classes for the month
 - _____ Total number of males _____ Total number of females
 - _____ Total number of black males _____ Total number of black females
 - _____ Number of people under 18 years of age
 - _____ Number of people over 18 years of age
- _____ Number of painting classes for the month
 - _____ Total number of males _____ Total number of black females
 - _____ Total number of black males _____ Total number of black females
 - _____ Number of persons under 18 years of age
 - _____ Number of persons over 18 years of age
- _____ Number of sculpture and ceramics classes for the month
 - _____ Total number of males _____ Total number of females
 - _____ Total number of black males _____ Total number of black females
 - _____ Number of people under 18 years of age
 - _____ Number of people over 18 years of age
- _____ Number of photography classes for the month
 - _____ Total number of males _____ Total number of females
 - _____ Total number of black males _____ Total number of black females
 - _____ Number of people over 18 years of age
 - _____ Number of people under 18 years of age

- _____ Number of dance classes for the month
 - _____ Total number of males _____ Total number of females
 - _____ Total number of black males _____ Total number of black females
 - _____ Number of persons under 18 years of age
 - _____ Number of persons over 18 years of age
- _____ Number of receptions for artists to honor their work and/or visits to our community this month
 - _____ Total number of artists
 - _____ Total number of people in the audience (approximately)

The following information is also required:

Under Function I:

1. List and describe the agencies contacted (activity 1-4)
2. What is (are) the reasons(s) for overtime business hours (activity 1-6)
3. Is or are there anyone in particular you would like to make note to which mailing was sent? (Activity 1-7)

Under Function II:

1. Describe the community band concert given in January and the approximate or specific number in the audience (activity 2-6)
2. Same for the community band concert in May (activity 2-6)
3. Describe the two theatre productions given over the 7-1/2 month time period, and the approximate or specific number in the audience (activity 2-7)
4. List and describe the monthly art exhibitions of local artists and West Coast artists per month (activity 2-8) Number in the audience (approximate)
5. Describe and give results of the trip to the coast for young people to collect art material from nature (activity 2-9)
 - _____ Total number of males _____ Total number of females
 - _____ Total number of black males _____ Total number of black females
6. Describe the two community dances performed by IBANDUWO (activity 2-10) Approximate number in the audience.
7. List and describe the one poetry reading of local Black poets (activity 2-11). Approximate number in audience.
8. Describe the receptions arranged for artists to honor their works and/or visits to our community (activity 2-12)
 - _____ Number of artists _____ Number in audience (approximate)
 - Same for the community band concert in May (activity 2-6)
9. Describe the multi-media program using artists from the different fields learning from each other (activity 2-13). How many? What were the results

10. Describe the four two day trips for two staff members to cultural centers in other cities (activity 2-14). Who went? What were the results?

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SUMMARY

The duration of this project will be from Nov. 1, 1972 through June 15, 1973.

This project will be operated by the Albina Art Center, Incorporated.

The Albina Art Center is a non-profit corporation devoted to the Arts. It is located at 8 N. E. Killingsworth Street, Portland, Oregon. The Center is governed by a thirty member Board of Directors, which is elected annually at the annual membership meeting. Membership is open to any person, family or corporation. The membership fee ranges from one dollar for children to a minimum of ten dollars for corporations.

The Albina Art Center is located in a 6,000 sq. ft. building, efficiently designed by board member John Storrs, architect, to provide gallery, classroom, and meeting space, plus an arts reference library, and wood-working shop. Equipment space and supplies are provided for independent art activities as well as for class work. Also available are music practice rooms, kilns, a photographic dark room and print room.

Total funds for the project are \$40,000. The funds are 100% HUD Supplemental.

This is an ongoing project that has been in operation since 1964. It provides educational, cultural and art activities for the entire community but, at present, it is only serving a small segment of the community. These activities include classes, exhibitions, and presentations in theatre, visual arts, musical arts, plastic arts and other creative arts.

- The citizens of the Portland metropolitan area are beneficiaries of the project. However, the primary beneficiaries are Model Neighborhood residents. As an institution in the Model Cities area, the Albina Art Center is the only source of creative and artistic development to many persons in Northeast Portland. All of the Art Center's activities are free. In addition to music, dance, theatre, and sculpture, the Albina Art Center serves as a gallery for local artists, as a hall for musical groups to rehearse, a center for receptions for visiting artists and as a center for art training for other community groups that conduct educational programs. Moreover, the Albina Art Center, by the nature of its existence, serves as a source for inspiration and motivation to potential artists in the Model Cities Area.

The long-range objective is to create and maintain a viable center for the arts, both the performing and fine arts for the residents of Portland and specifically for the residents of Model Cities communities. The Albina Art Center will continue to provide physical space, instruction, guidance and encouragement for people of all ages who wish to develop or exercise their creative talents.

ALBINA ART CENTER

I. PURPOSE AND BENEFICIARIES

Purpose

The purpose of this project is to continue to provide educational, cultural and artistic activities for the community, to expand present programs to have impact on a larger segment of the Model Cities community population, and to coordinate the program with other agencies who do not have a large art component and can avail themselves of the services of the project.

Beneficiaries

The primary beneficiaries of this project are children, youth and adults of all ages who are interested in the development of art education and artistic skills for some employment opportunities and towards the cultural enrichment of the Model Cities community. This includes potential and practicing artists, as well as those who appreciate and enjoy these endeavors, from the metropolitan Portland area and specifically serving residents of the Model Neighborhood.

II. CONTENT AND OPERATION

This program will include the following functions:

Function 1--General Administration

Function 2--To provide cultural and educational activities and exposure to the arts.

The key activities in the functional elements will be as follows:

Function 1--General Administration

Activity 1-1 Provide general administration

Activity 1-2 Continue maintenance and operation of the Albina Art Center

Activity 1-3 Advertise program and continue to solicit private membership

Activity 1-4 Publish program to existing agencies who need the project's services by sponsoring an open house reception to explain the project's offerings

Activity 1-5 Prepare and submit records and reports as required by Model Cities Agency

Activity 1-6 Maintain regular eight hour business hours to facilitate the availability of the project's services

Activity 1-7 Mailing

Function 2--Provide cultural and educational activities and exposure in the arts

Activity 2-1 Provide music classes twice a week with 10 students per class

Activity 2-2 Provide painting classes 5 nights a week x 20 students per class

Activity 2-3 Provide sculpture and ceramics classes twice weekly with 15 students per class

Activity 2-4 Provide photography class once weekly with 8 students per class

Activity 2-5 Hold dance classes 3 times weekly with 15 students per class activity

Activity 2-6 Hold community band concerts; one to be held in the month of January, the other in May

Activity 2-7 Present two theatre productions over the 7½ month time period

Activity 2-8 Hold monthly art exhibitions of local artists and West Coast artists, one exhibition per month

Activity 2-9 Arrange a trip to the coast for 50 young people to collect art material from nature

Activity 2-10 Present two community dance performances by IBANDUWO

Activity 2-11 Hold one poetry reading of local Black poets

Activity 2-12 Arrange receptions for artists to honor their works and/or their visits to our community

Activity 2-13 Arrange at least one multi-media program using artists from the different fields so they can learn from each other

Activity 2-14 Arrange four 2 day trips for 2 staff members to cultural centers in other cities to gather new information and data for program planning (See budget page).

III. TIMETABLE

The duration of this project is from Nov. 1, 1972 through June 15, 1973 (See attachment #2 for scheduled activity chart).

IV. FUNDING

This program will be funded for a total of \$40,000. The funds are 100% HUD Supplemental.

V. PROJECT ADMINISTRATION

The operating agency for this project will be the Albina Art Center, Inc., a non-profit corporation devoted to the arts. It is composed of 30 members of the Board of Directors who are interested in the development of the arts in the Model Neighborhood.

To assist the Board of Directors in carrying out the program, the following staff is used: (specific job descriptions for staff listed in Attachment #4).

One managing director who provides planning and evaluation of the program for the benefit of the Board, solicits additional funds for the program, maintains contact with heads of other agencies and programs and assists the art staff in individual programs.

-One secretary who provides typing and clerical services for the Center and the Board and functions as bookkeeper and receptionist for the Center.

-One music director who is in charge of the following:

- The Albina Art Center Stage Band
- The Albina Art Center Concert Band
- The Shades of Brown
- All publicity relating to the music program
- Private music lessons

-One maintenance staff person to provide general maintenance of the Center. (see organizational chart attachment #3)

VI. COORDINATION

The Albina Art Center is:

1. A place where people of the community can learn about and become involved with a number of artistic and musical disciplines
2. A forum where local artists can meet with other artists and musicians and can perform and/or exhibit their works
3. A place where visiting artists can meet with interested persons of the Albina neighborhood
4. A clearing house of information concerning cultural and artistic events in the Portland area.

Toward this end, communication, coordination, and suggestions shall be made with the following Youth Serving Agencies and Programs by providing them with services, information, and exchange of cultural ideas:

1. Neighborhood youth groups such as the Youth Recreation Project, local YMCAs, The Black Educational Center, local churches, and civic organizations
2. The public school system
3. Interested departments of Portland State University, the Community College Complex and other local educational institutions
4. The Portland Art Museum and local galleries
5. Artists working in the Portland area and those working in other community based cultural organizations, such as Black Arts West in Seattle and the Black Light Explosion Company in San Francisco.

VII. EVALUATION AND MONITORING

This project will be subject to the monitoring and evaluation requirements as are specified in the Portland City Demonstration Agency overall Evaluation Plan and the City Demonstration Agency accounting manual. The evaluation and monitoring will be on a monthly basis. The reports will be recorded on special reporting forms supplied by the City Demonstration Agency Evaluation Unit.

Financial reimbursement, for the execution of the project, will be based on the timely receipt of these reports. These reports will be due into the City Demonstration Agency from the operating agency by the fifth working day of the month. Failure to comply with requirements will result in the agency not receiving reimbursement until the following month

VIII. CITIZEN PARTICIPATION

The Citizen Participation function in the City Demonstration Agency program includes:

Function 1--Keeping citizens informed of factors affecting their lives

Function 2--Enabling them to organize and function as an effective and representative decision-making body

Function 3--Use of citizens in decision making

Function 4--Enabling citizens to obtain employment and be part of the work force

Function 5--Encouragement and stimulation of widespread and effective "voluntary programs" for citizens.

Citizen participation is furthered by the open meetings of the Board of Directors. The Board meets at the Art Center monthly. The Board of Directors is elected from representatives of the community annually. (See attachment - Bylaws #5)

IX. RESIDENT EMPLOYMENT

All positions which become available through this project will be advertised in the Model Neighborhood area. Preference in employment will be given to Model Neighborhood residents.

CDA Letter #11, relative to Residential Employment, will be included as part of this project's contract for implementation.

Presently this project provides five employment positions of which _____ are filled by Model Neighborhood residents.

X. BUDGET

This project will be funded with \$40,000 of HUD Supplemental funds. The budget for this project is shown by line items on the following pages.

TO: Citizens Planning Board
Leroy Patton, Chairman

FROM: Andrew Raubeson, Acting Director

DATE: December 14, 1972

SUBJECT: Action to be taken: Neighborhood Facility Project Description
Addendum

Background

As you are aware, the Part I submission of the Neighborhood Facility application has been approved by HUD and the \$359,186 grant has been reserved and will be made available upon approval of the Part II submission. The Part II submission requires the more definitive information, such as: selection of an architect and development of preliminary work drawings, obtainment of lease agreements with participating agencies and the operating agency, program services, obtainment of two appraisals for each parcel of the project site, and the formation of the Citizens Policy Board.

Included in the grant was \$82,310 for relocation which was initially designated to provide for relocation benefits. However, since approval, HUD has informed us that their regulations no longer permit 100% grant funding of Relocation Assistance and has instead placed it in a cost share situation on the same basis as the other project costs. The Relocation Provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 specifically states:

"Until July 1, 1972, the cost of providing relocation payments and assistance under the new Act to displaced persons and business concerns will be paid by HUD up to a maximum of \$25,000 per person. After July 1, 1972, these costs will be included as a project or program cost, shared by HUD and the local agency on the same basis as other eligible project costs."

As such, it is necessary that Model Cities provide a 1/3 cost share of the relocation benefits or \$27,436 in order to receive the 2/3 HUD grant share of \$54,874 to maintain the needed \$82,310 for relocation benefits. The budget justification for the Neighborhood Facility Project Description, as originally prepared, does not reflect this necessary budgetary change. Model Cities share should be obtained from the relocation budget as shown on the attached budget justification, and if approved by you, made an addendum to the Project Description.

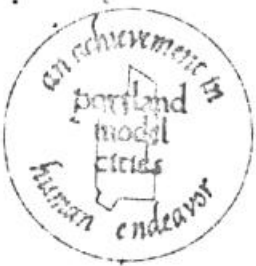
Also, as a result of the relocation grant being placed in a cost share situation, with Model Cities having a 1/3 share, HUD is giving us the option to shift the \$27,436 amount they are no longer providing for relocation to construction costs. In order to achieve this, it will be necessary to increase the Model Cities total supplemental share by \$13,717. The result of such an action would be an increase in the construction budget by \$41,153. The \$13,717 may be obtained from

the \$88,356 shown as "Remaining for Reallocation" on the September 5, Report of the Budget Committee. The status of these funds, including the requested Neighborhood Facility allocation is depicted on the page titled "Revision of Neighborhood Facility Project Budget". This \$13,717 in addition to the \$27,436 Model Cities cost share for relocation will establish the total supplemental funding for the project at \$180,052.

Staff Recommendation

The staff recommends that the revised attached budget justification for the Neighborhood Facility Project Description be approved as an addendum to the Project Description. This would permit Model Cities to receive the 2/3 HUD grant share, \$54,874, and combined with its own share, \$27,436, maintain the needed \$82,310 for relocation benefits. Also, it would provide an additional \$13,717 supplemental funding so as to retain the HUD grant at its approved amount of \$359,186 and allow for the construction budget to be more realistically in line with current construction costs.

AR Andy Rauherson



BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY (20) Contracted Services DATE December 14, 1972

OPERATING AGENCY City Demonstration Agency WJO

ADDRESS _____

TITLE OF ACTIVITY Neighborhood Facility 33-07

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
1. Building Construction - 12,715 sq. ft. x \$22.16/sq. ft.	\$ 294,531
2. Landscaping/Site Development/Parking 30,000 sq. ft. x \$.90/sq. ft.	27,000
3. Professional fees (7.7% of Building Construction)	22,744
4. Land Acquisition - 8 lots @ \$10,000	80,000
5. Relocation Services - 9 cases @ \$500	4,500
6. Relocation - General	82,310
7. Demolition - 8 structures @ \$700	5,600
8. Inspection Fee	3,895
9. Construction Contingence (4.33% of items 1, 2, 3, 4 & 7)	18,658
TOTAL	\$ 539,238

* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

** DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADAQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 150 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.

**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY
(PAGE 2)**

BUDGET --

Neighborhood Facility

33-07

12/14/72 wjo

CATEGORY CODE	CATEGORY TITLE	ESTIMATED COST	MCA SHARE (IF SHARED WITH OTHERS)
10	SALARIES (INCLUDING FRINGE BENEFITS)		
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	\$ 539,238	\$ 180,052
30	TRAVEL, LOCAL		
35	TRAVEL, OUT OF TOWN		
40	CONSUMABLE SUPPLIES		
50	SPACE(INCLUDING RENOVATION)		
55	UTILITIES(INCLUDING TELEPHONE)		
60	FURNITURE & EQUIPMENT(RENTAL)		
65	FURNITURE & EQUIPMENT(PURCHASE)		
70	INSURANCE		
71	MAINTENANCE & EQUIPMENT		
79	MISC. EXPENSES		
TOTALS		\$ 539,238	\$ 180,052

SUBMISSION --

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL_____
DATE

APPROVAL --

SIGNATURE AND TITLE OF CDA OFFICIAL_____
DATE

NEW
12/14/72

NEIGHBORHOOD FACILITY BUDGET

33-07 wjo

ITEM	TOTAL COST	HUD SHARE	MODEL CITIES SHARE
1. Building Construction 12,715 sq. ft. x \$23.24/sq. ft.	\$ 294,531	\$ 196,047	\$ 98,484
2. Landscaping/Site Development 30,000 sq. ft. x \$.90/sq. ft.	27,000	18,000	9,000
3. Professional Fee 7.7% of Building Construction	22,744	15,163	7,581
4. Land Acquisition 8 lots @ \$10,000	80,000	53,333	26,667
5. Relocation Services 9 cases @ \$500	4,500	3,000	1,500
6. Relocation Regular - Grant	82,310	54,874	27,436
7. Demolition 8 structures @ \$700	5,600	3,733	1,867
8. Inspection Fee	3,895	2,597	1,298
9. Contingencies in Construction 4.33% of Items 1, 2, 3, 4 & 7	<u>18,658</u>	<u>12,439</u>	<u>6,219</u>
TOTAL	<u>\$ 539,238</u>	<u>\$ 359,186</u>	<u>\$ 180,052</u>

REVISION OF NEIGHBORHOOD FACILITY PROJECT BUDGET
(33-07)

12-14-72 WJO:pp1

ITEM	MODEL CITIES		
	OLD	NEW	DIFF.
Building Construction	\$84,767	\$98,484	\$13,717
Landscaping	9,000	9,000	
Professional Fee	7,581	7,581	
Land Acquistions	26,667	26,667	
Relocation Service	1,500	1,500	
Demolition	1,867	1,867	
Contingencies	6,219	6,219	
Inspection Fee	1,298	1,298	
Relocation	<u>0</u>	<u>27,436</u>	<u>27,436</u>
TOTALS	\$138,899	\$180,052	\$41,153

Remaining for Reallocation

Remaining for reallocation, Sept. 5,	\$88,356
Less allocations to: Police Community Relations	5,907
Freedom House	6,000
Neighborhood Facility	<u>13,717</u>
Balance of funds remaining for allocation	\$62,732

citizens
planning
board



portland model cities

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

Model Cities Citizens Planning Board Meeting
Cascade College Student Union Bldg
5606 North Borthwick Ave.

TUESDAY	DECEMBER 19, 1972	PAGES	
I.	INVOCATION		
II.	ROLL CALL & ANNOUNCEMENT OF PROXIES		
III.	APPROVAL OF AGENDA		Action
IV.	APPROVAL OF MINUTES	1 - 5	Action
	Approval of Executive Board Action 12/7/72	6 - 7	Action
	Approval of Executive Board Action 12/13/72	8 - 9	Action
V.	CORRESPONDENCE		
VI.	<u>REPORTS</u>		
	(a) Resident Employment & Training Plan - Staff	10 - 28	Information
	(b) Neighborhood Facilities - Ted Baugh	29 - 34	Action
	(c) District Planning Organization - Herb Simpson		Information
	(d) Albina Youth Opportunity School - Rance Spurill		Information
VII.	OLD BUSINESS		
VIII.	NEW BUSINESS		
IX.	ANNOUNCEMENTS		
X.	ADJOURNMENT		Action

citizens
planning
board



portland model cities

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

Model Cities Citizens Planning Board
Cascade Student Union Building
7:30 p.m., 5606 N. Borthwick Avenue.

November 21st, 1972

The meeting was called to order by Chairman, LeRoy Patton. Invocation was given by Bob Rogers.

The following Board Members were present or arrived before the meeting adjourned:

Lawrence Alberti	John Gustafson	Walter Ready
Burnett Austin	James Loving	Robert Rogers
Ben Bernhard	Bill Newborne	Herb Simpson
Jan Childs	Debby Norman	Opal Strong
Jack Deyampert	Josiah Nunn	Harry Ward
Charles Ford	LeRoy Patton	Martha Warren
Ella Mae Gay	Clara Peoples	Gregg Watson

The following members were absent:

Bessie Bagley	Chalmers Jones
Marcus Glenn	Lee Kell
Rev. John Jackson	

Proxies: were announced as follows:

Bessie Bagley to Harry Ward
Martha Warren to Herb Simpson (until arrival)

Agenda: The Chairman amended the Agenda - under Reports (b) Nathan Proby - Special Patrolmen-for Information. After Old Business: Staff Report. It was moved and seconded that the Agenda be approved as amended. Motion Carried.

Mr. Simpson asked to give a Report on DPOS¹ (District Planning Organizations¹) at the next Citizens Planning Board meeting.

Minutes: Mrs. Strong said she had left her proxy with Gregg Watson. The Chairman made typographical corrections to Page 3 of the Minutes. It was moved and seconded that the Minutes be approved as amended. Motion Carried.

Correspondence: Mrs. Strong read a notice from the Acting Citizens Participation Coordinator, Mrs. Edna Robertson, notifying the Citizens Planning Board of the new Human Resources Bureau address and telephone number where the Director, Mr. Jordan, and the following staff members; Mrs. Croon, Mr. Dave Kish, Mr. Dave French, and Dr. Ogbuobiri.

Mrs. Strong read a letter to Mayor Schrunk from Lee Kell giving his resignation from the Citizens Planning Board effective November 15, 1972, and wishing the

the Board success for the future.

A letter to Commissioner Neil Goldschmidt from LeRoy Patton asking the City Council to commence plans for the development of Union Ave., strip and informing them of the Citizens Planning Board's desire to participate in this development.

A letter to Mr. Russell Dawson from LeRoy Patton expressing concern over the new guidelines for Section 312 - Home Rehabilitation Loans.

A letter to Mr. Ray Holloway, Distribution Enterprises, from LeRoy Patton asking for a meeting with the Executive Board 5:00 p.m., November 16, 1972,

Mr. Simpson spoke in regard to Mr. Lee Kells resignation and said the Sabin Community Association would like to recommend to the Mayor for an Appointee - Mr. John Toran.

A letter to Mr. Raubeson, from the State Department Child Care Services Division informing the Board that Model Cities Foster Care program would not be eliminated.

Reports: Freedom House - Second Reading: Mr. Raubeson, Acting Director, gave background information.

Mr. Rogers moved for approval of the Second Reading of Freedom House. Seconded. Motion Carried.

Reports: Police Community Relations, Community Services Officers - Second Reading:

Mr. Raubeson, Acting Director, gave background information.

Mrs. Strong moved for approval of the Second Reading. Seconded. Motion Carried.

Mr. Gustafson a member of the Evaluation Committee gave a report of his concerns to date on the evaluation of Police Community Relations.

Reports: North Portland Special Patrolmen, Inc., - Information: Nathan Proby gave an informational report on the North Portland Special Patrolmen, Inc., a new organization in the Model Cities area. He introduced his staff to the Board. Their office is located at 1771 N. E. Dekum - Telephone: 289-5536.

Mrs. Norman asked Mr. Proby's position with the Company.

Mr. Proby said Field Representative Officer. Mrs. Norman asked what training or orientation are the Officers given. Mr. Proby said the Officers they have now have been in auxiliary. Most of them have been trained by the City of Portland as auxiliary Policemen. He said they also have an ex-Policeman from Idaho who was giving training classes every other week and they go to Multnomah County Range twice a month.

In answer to questions asked by the Board, Mr. Proby confirmed that they were bonded and insured and a private organization.

Reports: Elections: Mr. Ward, Election Committee Chairman, opened the Elections. Mr. Rogers questioned the fact that the five Appointees and with Mr. Kell's

resignation, six Appointees, had not been made by the Mayor. Mr. Ward said that they were officially Board Members until replaced.

+Mr. Ward opened the House for nominations for Chairman:

Mr. Nunn was nominated.

It was moved and seconded that nominations be closed. Motion Carried.

Mrs. Debby Norman moved that the House be open for nomination as the Board vote. Seconded. Motion Carried.

Mr. Loving asked if Proxies were allowed and Mr. Ward said 'no'.

Nominees for Office of Chairman: LeRoy Patton and Josiah Nunn

Mr. Ward asked for four citizens to be Tellers: They were - Mrs. Smith, Mr. Warmoth, Mr. Gustafson Sr., and Ms. Harris.

Mr. Ward announced the Voting strength was 19. Ballot.

Mr. Ward announced the result - Mr. LeRoy Patton was elected to the Office of Chairman.

+House Open for nominations for 1st Vice Chairman:

It was moved and seconded that nominations be closed. Motion Carried. Ballot.

Nominees for Office of 1st Vice Chairman: Clara Mae Peoples and James Loving

Mr. Ward announced the result: Mrs. Clara Mae Peoples was elected for the Office of 1st Vice Chairman.

+House Open for nominations for 2nd Vice Chairman:

James Loving was nominated

It was moved and seconded that nominations be closed. Motion Carried. Ballot.

Nominees for Office of 2nd Vice Chairman: Ella Mae Gay, Gregg Watson, and James Loving.

Mr. Ward announced the voting strength was 20, due to the arrival of Mrs. Ella Mae Gay.

Mr. Ward announced the result: Mr. Gregg Watson was elected for Office of 2nd Vice Chairman.

+House open for nomination for Secretary:

Opal Strong was nominated
Josiah Nunn withdrew his name

It was moved and seconded that nominations be closed. Motion Carried.

Debby Norman moved that Mrs. Strong be elected by acclamation. Seconded. Motion Carried.

A unanimous vote was cast by the Board for Mrs. Strong to take the office of Secretary.

+House open for nomination for Recording Secretary.

It was moved and seconded that nominations be closed. Motion Carried.

Debby Norman moved that Jan Childs be elected by acclamation. Seconded. Motion Carried.

A Unanimous vote was cast by the Board for Mrs. Childs to take the office of Recording Secretary.

+House open for nominations for Executive Board at large - (4) members:

Mrs. Strong's name was struck as she already held an Office.

Josiah Nunn was nominated (withdrew his name)
Ben Bernhard was nominated
Ella Mae Gay was nominated
Herb Simpson was nominated (withdrew his name)

It was moved and seconded that nominations be closed. Motion Carried. Ballot.

Nominees for members for Executive Board: Charles Ford, James Loving, Debby Norman, Bob Rogers, Burnett Austin, Ben Bernhard, Ella Mae Gay.

Mr. Ward announced the result: Charles Ford, James Loving, and Bob Rogers.

There was to be a run-off between Debby Norman and Ben Bernhard who drew equal votes.

Ben Bernhard won the run-off.

Mr. Ward then read the list of new Officers for the ensuring year:

Chairman:	LeRoy Patton
1st Vice Chairman:	Clara Mae Peoples
2nd Vice Chairman:	Gregg Watson
Secretary:	Opal Strong
Recording Secretary:	Jan Childs
Executive Board:	Charles Ford, James Loving, Bob Rogers, Ben Bernhard.

Mr. Ward thanked the citizens who did the tabulations and declared the election process over.

Announcements that were entertained during voting:

Mr. Simpson brought up a concern about DPOs' (District Planning Organizations'). He wanted the Board to know that he was going to insist on the Board structure as set by the Joint Task Force of Model Cities and Portland Metropolitan Steering Committee and to insist that the DPO be the Citizens Participation component of the Human Resources Bureau.

Mrs. Peoples read a letter from Mr. J. Alton Page, Director of Consumer Protection Program, requesting an emergency meeting with the Executive Board on Wednesday, 22nd November, 1972. After discussion it was decided that the Executive Board would make a decision after the meeting in regard to this request.

Mr. Gustafson announced that there were several young men and women in the Youth Care Centers who were looking for work study jobs and asked for anyone who had any knowledge of where they could find work to contact him.

Staff Report: Albina Health Care Package: Mr. Raubeson, Acting Director, said this proposal was passed by the Board at the second reading at the last meeting and at that time there were some questions as to the Budget. Several Board Members felt that some figures were not realistic. Mr. Roberts, Administration Management Coordinator, spoke to the changes the staff had made and said copies would be mailed to Board Members the next day. Mr. Roberts answered questions from Board Members who expressed concern over the fact that one Doctor had been cut from the proposal due to the heavy cost of Mal-practice insurance.

Mr. Ward moved that this whole proposal be presented again along with the adjusted budget to take a good hard look at it. Seconded. Motion failed, 6 for; 10 opposed. *

Mrs. Norman expressed concern about the proposal being delayed on its way to City Hall.

Mr. Sol Peck, CDA Health Planner, spoke in favor of the Budget changes.

Mr. Ward expressed concern about any possible reduction in services to the Community.

*Vote on Motion.

Debby Norman moved that the Proposal go onto City Hall. Seconded. Motion Carried. Charles Ford opposed. Harry Ward abstained.

It was moved for adjournment at 9:30 p.m.

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portland model cities

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

Executive Board of Citizens Planning Board Meeting
December 7th, 1972, Model Cities Conference Room #218
at 4:30 p.m.

ACTION SUMMARY

- (a) Gregg Watson moved that the Board request the Evaluation Department to do an evaluation of all personnel practices and their possible discriminatory actions of Oregon Consumer League as an Operating Agency. Seconded. Motion Carried.
- James Loving moved an amendment that the complete organizational structure of Oregon Consumer League be evaluated. Seconded. Amendment carried.
- Clara Peoples moved an amendment also an enquiry as to the bonding and handling of funding procedures. Seconded. Amendment carried.
- It was stipulated by the Executive Board that the Evaluation be prepared by January 9th, 1973.
- (b) Mrs. Peoples moved that Mrs. Strong, if she has the time, be the Citizens Planning Board member to work with the Evaluators. Seconded. Motion Carried.
- Mrs. Strong accepted.
- (c) Mrs. Strong moved that we draft a letter to Commissioner Goldschmidt about the expediency of appointments to the Citizens Planning Board. Seconded. Motion Carried.
- (d) Mr. Loving moved for the Board to reactivate a previous policy pertaining to assigned Board members to various working committees to give a report on all important issues that confront the Board from their respective Working Committee, or that particular issue will not be considered by the Citizens Planning Board. This procedure is already standard policy- this is to reactivate it. Whether this information be in writing or orally is at the discretion of the Board Member. Seconded. Motion Carried.
- (e) Mrs. Peoples moved that the Executive Board instruct the Chairman to send the election procedure out to the Working Committee Chairmen of all Committees. Seconded. Motion Carried.

- (f) Mr. Loving moved that the Executive Board authorize the Chairman to draft a letter to all Working Committee Chairmen indicating to them that all previous elections held prior to the Mayors appointees to the Citizens Planning Board, are void. New Elections will be required after the Mayors appointees to the Citizens Planning Board. All procedures as established by the Citizens Planning Board must be followed and certified by a duly appointed member of the Citizens Planning Board. Seconded. Motion Carried.
- (g) Mrs. Strong moved that the Executive Board meet for one hour and then break. Seconded. Motion Carried.

It was recommended that the meetings be set for the 2nd and 4th Tuesday.
- (i) Mr. Loving moved that the Chairman send a letter to the staff of Consumer Protection Program to attend the next Executive Board. Seconded. Motion Carried.

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

Executive Board of Citizens Planning Board
December 13, 1972, Model Cities Conference
Room 226 at 4:30 p.m.

ACTION SUMMARY

- (a) Jan Childs moved that all policy decisions of the Neighborhood Facility Task Force are subject to the review and approval of the Executive Board of the Citizens Planning Board. Seconded. Motion Carried.
- After discussion, Jan Childs moved an amendment, that each of the Neighborhood Associations are represented on the Neighborhood Facility Task Force Board. Seconded. Amendment Carried.
- (b) Clara Peoples moved to reaffirm the previous Motion that the Neighborhood Facility will not be a duplication of the Multi-Service Center. Seconded. Motion Carried.
- (c) Bob Rogers moved that we allocate the \$13,718 to Neighborhood Facility so they are eligible for the \$27,437. Seconded. Motion Carried. Gregg Watson and Opal Strong opposed.

(see attached memo)

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

INTEROFFICE MEMORANDUM

DECEMBER 13, 1972

TO: LEROY PATTON

FROM: ANDY RAUBESON

RE: NEIGHBORHOOD FACILITY

As we discussed yesterday, we have received HUD approval for Phase I of our Neighborhood Facilities application. In Phase I we have to complete our planning by determining the exact mix of services to be provided; enter into contract with the Operating Agency; execute firm lease agreements with tenant agencies; and, finally, engage an architect to complete the design of the building.

HUD approved a grant of \$359,186 of which \$82,310 was for relocation. However, since approval the rules for relocation have changed so that only 2/3's of the relocation costs can be paid by HUD. Therefore, we will have to pay \$27,437 of the relocation costs. HUD is willing to let us shift the \$27,437 to construction costs but we must match it with \$13,718.


AR:ce

TO: CITIZENS PLANNING BOARD MEMBERS

FROM: Mr. Andrew Raubeson
Acting Director

DATE: December 14, 1972

SUBJECT: Resident Employment and Training Plan

ACTION TO BE TAKEN: Information Only

Background on CDA Letter #11:

All Model Cities programs nationally must demonstrate a substantial effort to insure the employment of Model Neighborhood residents in projects receiving HUD funding.

CDA Letter #11 specifically outlines HUD policy in regards to the employment of neighborhood residents. Each comprehensive city demonstration program must provide "...maximum opportunities for employing residents of the area in all phases of the program and enlarged opportunities for work and training..." and that it "...make marked progress in reducing under-employment and enforced idleness..."

This statutory requirement must be complied with in the filling of professional and non-professional level employment opportunities in programs receiving HUD money. Operating agencies shall be incorporated into an agreement on specific employment and training goals.

The city government submitting a city comprehensive demonstration program has the responsibility to assure the implementation of this policy and that programs receiving HUD funds grant preference in hiring and training to Model Neighborhood residents.

In attaining these objectives, each city comprehensive demonstration program component will indicate procedures for hiring Model Neighborhood residents through recruitment, selection, pre-employment training, on-the-job training, and upgrading. Procedures to remove barriers to the employment and upgrading of Model Neighborhood residents must be designed. The CDA must commit itself to reform employment systems which impede successful employment of Model Neighborhood residents.

CDA Letter #11 further specifies that components of city comprehensive demonstration program operated by a city department shall incorporate

12/14/72

such jobs into the city's regular civil service system. The city must demonstrate a good faith effort to reform civil service requirements which prevent the entrance of Model Neighborhood residents into effective participation in the operation of local government.

It is further, the responsibility of the CDA to ensure that operating agencies develop specific programs to upgrade employees retained in para-professional job classifications.

CDA Letter #11 also specifies that Model Neighborhood residents be employed in construction crafts and trades in which construction projects are receiving HUD funds.

Committee Action

- 1) A joint meeting between members of the Human Resources Task Force, Personnel Hiring Committee, and the Employment Working Committee was held on September 18, 1972, to review Commissioner Goldschmidt's plan to incorporate CDA employees into civil service. A motion was made and passed to support the plan in concept.
- 2) The Employment Working Committee passed a motion on October 5, 1972, to hire a Central Administrator to be retained on CDA staff to monitor, design, and supervise the development and implementation of resident employment and training plans.
- 3) At a meeting on November 15, 1972, the Employment Working Committee reviewed and accepted a Position Paper on the Resident Employment and Training Plan.
- 4) On December 13, 1972, the Employment Working Committee passed and accepted a job description for the Personnel and Training Supervisor, whose duties will be to monitor, design, and implement the development of employment and training programs for Model Neighborhood residents.

Staff Recommendations:

The City Demonstration Agency staff is submitting this material for information purposes at this time. Future action to be taken will include approval of hiring a Personnel and Training Supervisor to begin development and design of resident employment and training goals and objectives.

Attachments:

- 1) Position Paper on Resident Employment and Training
- 2) Commissioner Goldschmidt's plan to incorporate CDA employees into the Civil Service
- 3) Draft copy of job description for the Personnel and Training Supervisor.

AR

A. Rauberson
ek.

ROUGH DRAFT

P O S I T I O N P A P E R # 1

R E S I D E N T E M P L O Y M E N T A N D T R A I N I N G

October 30, 1972

The first program area, the City Demonstration Agency, must assume basic administrative accountability for the establishment of basic policy, implementation, design, and enforcement of a Resident Employment and Training Plan. The City Demonstration Agency should assume the monitoring of employment and training of Model Neighborhood residents within its own administrative structure.

CDA Letter Number 11 under part e of part 2 specifically states that "each CDA will establish adequate administrative machinery within its own organization to implement, enforce and monitor resident employment preference programs." To achieve this requirement of CDA Letter #11 may mean the hiring of an additional staff member with the specific duties to supervise the overall development of resident employment goals and training for CDA. In addition to his supervisory responsibilities, he or she must assume the designing and implementation of a Resident Employment and Training Plan.

The second level in the development of an efficient administrative structure is the Operating Agencies. As a result of Model Cities funding in whole or in part to agencies operating programs with HUD funds, approximately 450 jobs have been created. Most of these jobs are employing Model Neighborhood residents. To insure the continuing employment of Model Neighborhood residents in programs being funded with HUD dollars in jobs being vacated, expanded programs, and the development of future programs, a portion of the Resident Employment and Training Plan should be contracted with an Operating Agency to monitor, plan, and enforce the training and employment of Model Neighborhood residents. A CDA staff member should monitor the resident employment goals and training of operating agencies to insure compliance with CDA Letter Number 11.

Part b under part 1 of CDA Letter Number 11 states that approved components of the CCDP, supported in whole or in part by Model Cities supplemental or other HUD funds, shall provide maximum opportunities for the employment and training of Model Neighborhood residents.

The third level of the administrative structure is the community at large. A portion of the Resident Employment and Training Plan should also be established for the training and placement of Model Neighborhood residents not presently employed in Model Cities supplemental funded programs or other non-HUD funded projects. The Portland Model Cities program has a moral commitment to train and place Model Neighborhood residents in general for employing residents in future employment positions in non-HUD funded and supplemental funded programs. This commitment is in keeping with the basic principle of the Model Cities program to improve the quality of life for the residents.

To provide training for Model Neighborhood residents in general will help to insure skilled residents for employment positions.

III. CDA Resident Employment and Training

CDA Letter Number 11 specifies that public employment generated as a result of being financed in whole or in part by HUD funds will be incorporated into the community's regular Civil Service system. All HUD funded programs being operated by a city agency or department and in which such programs have created employment positions, such jobs will be incorporated into the Civil Service. All CDA employment positions will be incorporated into the Civil Service system. A plan to incorporate CDA employees into the Civil Service has been developed and is presently being reviewed by the Civil Service Board. See Attachment #1.

Tests developed to incorporate CDA employees into the Civil Service should reflect job performance. Impediments to the employment of Model Neighborhood residents should be eliminated.

Training programs should be developed to orient and to assist CDA employees and residents to successfully pass civil service tests. The CDA should retain the responsibility to develop civil service training programs.

CDA Letter number 11 specifically mentions that maximum opportunity must be given to Model Neighborhood residents to fill professional and para-professional level employment positions and that employees retained in para-professional job classifications be upgraded to assume greater responsibility or full professional status.

The Model Cities Agency currently has 10 para-professional positions, 18 professional, 9 supervisory and managerial, 16 clerical, and 9 part-time community organizer positions. Planning Assistant positions are generally regarded as para-professional and entry level employment positions. The Social, Physical, and Citizen Participation components of the City Demonstration Agency have planning assistant classifications. All departments within the Model Cities Agency utilize specialists slots which are considered professional employment positions. All department coordinators and supervisors, including the positions of Deputy Director and Director, are considered as supervisory and managerial positions.

Individual training programs should be designed to upgrade employees retained in para-professional job classifications to assume greater

responsibility and professional status. Training programs for employees should reflect the needs of the employee and the employer. All training costs should cover the cost of the training program and all other necessary materials for successful completion of the training period. Training could combine on-the-job experience coupled with formal institutionalized training. Training needs should be identified in order to develop programs to increase the proficiency of staff employees and improve employee skills necessary for job mobility. General training programs could be developed to increase skill proficiency of a particular occupational category such as clerical.

Training should be available to all employees regardless of employment classification. The availability of training to all staff should have the impact of improving the efficiency and the quality of productivity for the whole agency and increase skill proficiency of individual employees.

In order to assure upgrading of an employee from one job classification to another, job vacancies should be advertised within the agency and preference should be given to the employee applying for the particular job advertised.

Presently existing training programs should be surveyed to avoid any possible duplication of service. Where training programs presently exist and in which CDA employees qualify for acceptance into the program, every effort should be made to use existing services. Training courses should be developed where none exist.

Where existing manpower recruitment programs exist to service Model Neighborhood residents, the CDA should fully utilize existing

recruitment programs for employment of Model Neighborhood residents. Arrangements should be made to utilize existing supportive services such as health and dental services.

Programs designed to recruit, train and place semi-skilled residents into entry level positions should be utilized to the maximum extent possible.

Every effort should be made to supplement existing services to increase the level of participation and service to Model Neighborhood residents. When services do not exist, efforts should be made to provide for service deficiencies.

IV. Conclusion

In the development of a Resident Employment and Training Plan, a comprehensive and coordinated effort to service Model Neighborhood residents should be attained. Specific services of existing manpower agencies should be identified in order to avoid duplication of services and to develop the most efficient and effective delivery of manpower resources to service Model Cities Agency, operating agencies, and the residents of the community.

Specific recruitment, training, and placement procedures should be identified to assure the most efficient flow of services.

Wherever possible, the most optimum utilization of present services should be obtained. Where services are non-existent, efforts should be made to supplement needed services.

Efforts to incorporate and train employees and residents for the Civil Service should proceed in the most expeditious and fair manner.

Finally, it is the desire of this agency to work in close collaboration with all interested parties in the development of a Resident Employment and Training Plan which will be both meaningful and beneficial to the needs of this agency and the community in general.

PROPOSAL OF CITY COMMISSIONER NEIL GOLDSCHMIDT TO THE CITY
OF PORTLAND CIVIL SERVICE BOARD ON THE CIVIL SERVICE STATUS
OF MODEL CITIES AND POSSIBLE FUTURE BUREAU OF HUMAN RESOURCES
EMPLOYEES

The objective of this proposal is to recommend the means of obtaining full civil service status for Model Cities and future Bureau of Human Resources employees now with the Portland Metropolitan Steering Committee, without reducing the significant opportunities for hiring the disadvantaged which these programs have provided in the past.

Our recommendations limit themselves, for the present, to the 50 positions on the central administrative staff of Model Cities and the 35 positions on the central administrative and credit union staffs of the Portland Metropolitan Steering Committee. These jobs fall into two basic categories, those comparable with existing classifications in city government (mostly clerical and accounting positions), and those (such as evaluation specialists) that have no comparable classification in the city government. Within each category there are two immediate concerns: how to get current employees who are performing their jobs well into the civil service system, and how to ensure that minority, disadvantaged and poverty area residents will be able to fill vacancies in such positions in the future.

According to a study made by Civil Service staff and Department of Labor specialists, 33 of the 50 Model Cities employees and 16 of the 35 PMSC employees hold jobs which do

not have matching job descriptions in the regular city civil service structure. It is our recommendation that all of these persons holding so-called "non-comparable" jobs submit to an examination consisting of standard scorings on the length of experience and amount of training, along with an oral interview. It is our recommendation that open competition not be required for these present Model Cities and PMSC positions and that no one be fired if he does not pass the test. However, if an employee does not pass the examination, civil service status will be withheld. It is our recommendation that the Bureau director decide when each person and position should be submitted for inclusion in the civil service system, and that he have the option to submit all jobs within 30 days after acceptance of this proposal in the case of Model Cities employees, and within 30 days after a designation of the City as the O.E.O. Community Action Agency in the case of the PMSC employees, and any time thereafter. As to practice in testing future applicants for these jobs after vacancies occur, it is our recommendation that a standard scoring on experience and training and an oral interview continue to be the means used to select persons for these positions.

In order to maintain the integrity of the merit system, persons holding jobs comparable to present city civil service jobs should be treated differently. To obtain civil service status, these persons should not be forced to take an examination in open competition, as they were hired already in open competition and have proven their ability to perform their

jobs. However, in order to obtain full civil service status with transfer, bumping and appeal privileges, it is felt that they should prove their ability to pass the comparable civil service exams. No-one should be fired or demoted for failing to pass, and all employees should be allowed to try again after six months.

An evaluation of some of the clerical examinations by a Department of Labor specialist for job relevancy, consisting of study of the examinations and desk audits of duties, raises some questions about the job relevancy of current civil service examinations, however, and causes us to differentiate our recommendations by classification. For this reason, it is necessary to list the job classifications being considered here.

Model Cities:	Sr. Steno Clerk or Sr. Steno	8 persons
	Steno Clerk	4 persons
	Typist Clerk	3 persons
	Accounting Assistant	1 person
	Office Manager	1 person
PMSC:	Clerical Positions various levels	13 persons
	Accounting Positions various levels	6 persons

It is our recommendation that those persons in the Model Cities Agency for whom documentation of typing proficiency from original Model Cities application exists be exempted from the typing portion of the tests. It is recommended that the accounting, senior stenographer and officer manager (Clerk 4)

written examinations be completely re-studied for job relevancy by current civil service staff, including desk audits, and a verification of portions and specific questions on the examination by checking past examination scores. Until this re-study is complete and the Office of the Commissioner of Public Safety and the Civil Service Board reviews and approves the revisions or lack of revisions in the exams, it is recommended that the written portion of those examinations be waived. This recommendation is based on a study of the senior steno examination by our office and doubts raised by the Department of Labor specialist. In addition, because many persons in city government, including Model Cities, currently hold the position of senior steno clerk and do not take stenography (because they use dictating equipment or for other reasons), it is recommended that an entirely new classification be established paying exactly the same amount as the senior steno clerk but not requiring a shorthand capability. It is further recommended that the Model Cities employees currently holding Senior Steno Clerk positions but not required to use shorthand regularly (six of the eight) be re-classified into that new position and not have to take the shorthand examination. In the future, employers should specify each time whether or not shorthand is required and individual lists should be maintained.

The persons taking the typist clerk and steno clerk examinations should take the written examinations for those positions. However, the Department of Labor specialist, following desk audit

and study of the examinations, recommends that, for reasons of general job relevancy throughout the city and not just in Model Cities, the Civil Service Board eliminate the reasoning and information sections of the standard examinations used, alter the vocabulary section to include full words and not just letters, and alter the arithmetic section to eliminate fractions and decimals. We recommend the same.

We recommend all "comparable" examinations should be given within 30 days of acceptance of this proposal.

Where there are salary differences between the civil service jobs and the current pay of the employee in comparable jobs, every effort should be made to move the employee to a higher level, if on a phased basis. Salary determinations should be negotiated between the Bureau director, the Civil Service Director and any union representatives who might be involved. Where necessary, city general contingency funds should be used to make up salary differences.

Many Model Cities and PMSC jobs require special knowledge of the target areas being served by the programs. As a result when vacancies occur in jobs, whether they be comparable or non-comparable to existing city jobs, and special knowledge is required, there should be selective certification for applicants. As a working definition of "special knowledge", we recommend that in Model Cities jobs like this, only applicants who are now living in the Model Cities District and who have lived within the Model Cities area for one full year out of the last five years should be certified, unless the person now lives

within one-half mile of the area and has either gone to school or been employed in the area for more than one year just prior to application. Our recommendation is that the following Model Cities jobs be selectively certified when they are filled by new applicants: all nine citizens participation section employees; the six planning assistants and four specialists in the physical and social environment sections; the five senior steno clerks in the director's, deputy director's, administrative services, social planning, and physical planning offices; and the typist clerk (receptionist) in administrative services. Applicants for the other 25 Model Cities positions, when they become vacant, should receive 10 preference points on the same basis which applicants for the above-mentioned jobs would receive selective certification. There is precedence for this in current handling of veteran's preference points, and the practice is justified by encouraging those who are familiar with Model Cities problems to become involved anywhere in the agency.

Which PMSC employees would be selectively certified and which would receive preference points on the basis of target area residence should be worked out between the Bureau Director and the Civil Service Director following structuring of the Human Resources Bureau.

There is also the matter of seniority. It is our recommendation that seniority for all purposes such as lay-off and probation be granted to each employee who achieves civil service

status from the point of that employee's hiring by Model Cities or PMSC.

We ask you to accept this document so that we may move ahead.

D R A F T

Job Description

Personnel and Training Supervisor

Salary Range
\$469.80-\$560 Bi-Weekly

I. Summary

Personnel and Training Supervisor works under the supervision of the Director or Deputy Director. General responsibilities include administrative duties and planning and coordinating all employment and training opportunities for employees of the City Demonstration Agency, operating agency employees and Neighborhood Residents in general.

II. Controls

The Personnel and Training Supervisor is directly responsible to the Director or Deputy Director.

III. Duties

Has the responsibility for the development of employment and training programs for Model Neighborhood residents and the monitoring of their operation; and will coordinate this system within the CDA and with other public and private agencies. Will design, develop, supervise, and coordinate training programs for Model Neighborhood residents in government, business, community agencies and institutions. Will negotiate and monitor training contracts and training sections of all third-party contracts; designs personnel system; supervises and coordinates recruitment and hiring of Model Neighborhood residents; does job analysis and restructuring and rewriting of position descriptions; coordinates interagency activities on employment that directly relate to the Model Neighborhood Area.

IV. Qualifications

Awareness of the employment needs and resources of the community; sensitivity to the employment and training needs of Model Neighborhood residents; ability to interpret numerical data. Some administrative experience and considerable experience in and knowledge of public and private employment systems; knowledge of manpower training.

V. Equal Employment Opportunity

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, age, sex. Residents of the Model Neighborhood will receive priority consideration.

VI. Salary

All salaries as stated are based on present information and are subject to change. Appointments are made at the minimum salary and increases are granted at intervals based on satisfactory service.

VII. How to Apply

Please apply in person - no phone calls will be accepted.

5329 NE Union Avenue

Model Cities

Portland, Oregon 97211

Draft

EXECUTIVE BOARD MEETING
November 30, 1972
4:30 p.m. Model Cities Conf Rm #226

*File: Executive
Comm Htee*

The Chairman, Mr. LeRoy Patton, opened the meeting.

Present: LeRoy Patton
Opal Strong
Clara Peoples
Ben Bernhard
Jan Childs
James Loving
Charles Ford
Gregg Watson

C. Williamson	OCL	President
C. Burdge	"	Past President
J. Taylor	"	Chairman Management Committee
Ms. M. Weinstein	"	Vice President

C. Jordan
A. Raubeson
Edna Robertson
Carolyn Kuepfer
Carol Easterly

Each member read the literature before them before asking questions.

The members raised the question of Mrs. Weinstein's presence. Mr. Patton said he had told Messrs, Williamson, Burdge and Taylor to bring whatever information or personnel that they thought necessary. Mrs. Peoples asked that Ms. Weinstein be asked the relevant questions and be dismissed. Mr. Patton said that he thought that it was up to the Oregon Consumer League. Mr. Patton turned the meeting over to Mr. Williamson who gave the background. He explained that Ms. Weinstein was instrumental in writing the program for the Consumer Protection Agency. The OCL has approximately 4-500 members and membership of approx. 25 organizations. Have a Board of Directors of 50; of which there is a Executive Committee that is responsible for the day to day operations of the League. The Board directed the Executive Committee to oversee the operation of the Model Cities office. The Executive Committee is contracted with the City to running this Agency.

Mr. Burdge, past President of the League established a Management Committee. As the members of the Executive Committee are quite busy in many areas it was felt that

2
a single committee to oversee the operation of Consumer Protection Program was the thing to do. Mr. Taylor was appointed by Mr. Burdge as Chairman of the Management Committee and reappointed by myself the new President.

The Management Committee has worked with Mr. Page over that time. They finally voted as a result of accumulation of all these things, on November 16, that Mr. Page be terminated. They made their recommendation and the executive committee asked that Mr. Page attend a meeting with them and discuss the whole thing November 19, 1972. At that time Mr. Taylor listed all the items and the Executive Committee met after Mr. Page had discussed their concerns and came to the decision that we could not continue the Program with this Director. Mr. Williamson was instructed to call Mr. Page and request his resignation. We would give him recommendations if there were portions of his job that he performed well. This was explained further the events leading up to the Executive Board meeting.

Our Contract with the City of Portland and Mr. Page states he has the option of terminating and we have the same option. At a practical matter Mr. Williamson thought that they had ample to terminate with cause.

Mr. Taylor expressed a willingness to cooperate in any way in supplying information etc. He said the situation that brought it to ahead was the gasoline mileage. He brought it to the Management Committee and then to the Executive Board. Referred to the documents before the CPB members.

Mr. Patton asked for the Minutes of November 16, but Mr. Taylor said they were not typed up yet. Ms. Weinstein-the contents of the letter are what was discussed at the meeting. The Board said they would still like a copy when forthcoming.

Mr. Taylor said at that time when the committee was appointed the past records were handed to him and put together a letter with 16 points and asked for them on September 1971 meeting. Mr. Taylor felt that these questions were things as the contracting Agency were to develop policy on.

Ben Bernhard asked what were the problems of Petty Cash, Balance or Purchase Orders, not being in order.

Mr. Taylor said as it turns out the Auditors in the IAY found these discrepancies and that they were merely pointing out that in August 1971, asking about it and concerned about the Auditors not finding it. When clarified - the Auditors were concerned about the procedures. Ms. Weinstein - the Management of the Petty Cash Fund - there was no specific discrepancy/- it is the procedure that was brought out in the Audit of the Petty Cash Fund that they question. Gave background. Ms. Weinstein was present when they were doing the Audit. When the Auditor asked where the written procedure for how the Petty Cash was to be handled there was none. In August 1971 it was asked of the Director that there be one. Mr. Ben Bernhard how about the purchase orders etc. Mr. Taylor the same - we did ask for these procedures.

Mrs. Peoples who sets the procedure for your Director to follow in all of these things. Mr. Taylor this letter that was set up asking the/Director to develop procedure to be set and bring it to the Committee so that we could approve it. This was pointed out to us in the IAY Audit.

Mrs. Peoples - is it not true that an Accountant would be appointed for that particular program? gave examples of other MC programs

Ms. Weinstein said that Mr. Bowen is our Accountant - the pre-Program interview - at that time there is a set of questions that was asked. Mr. Bowen answered those questions - before program was funded; before Mr. Page was hired.

Mrs. Peoples - do you have any documentation from Mr. Bowens regarding all of these charges - questions?

Ms. Weinstein - if your question is that has Mr. Bowens answered the Audit - yes. The Management Committee has answered the Audit.

Mrs. Peoples - are you on the Management Committee? Ms. Weinstein as from last Month. Ms. Weinstein - going back to your question as to whether Mr. Bowens was consulted about these 16 items. To my knowledge Mr. Page has always consulted him on any matter that Mr. Page felt he could be of use to him, and I assume he also consulted him at this time. Mr. Taylor - we are not saying that Mr. Page was dishonest.

Mrs. Peoples-but you are saying that he answered part of these questions - then on the last page is a resignation of two staff people from Consumer Protection Program then about 20 days after that he is put on a 60 day probation. Doesn't jive to the first page.

Mr. Williamson - the Management had many meetings at this time and they requested information from him - did not accuse him of anything - this is part of the problem that we have experienced with Mr. Page - we have requested information and not got it back.

Mr. Ben Bernhard - in regards to the Petty Cash then - Mr. Page should have gone to the Accountant then and asked for a Policy on it? and passed it onto you?

Mr. Williamson - yes

Mr. Bernhard do you have a Monthly Balance Sheet. Would this not indicate it?

Mr. Burdge said he thought that we ought to go back. At the time we started this program there were definite steps taken. On 8/19/71 the first Management Committee was appointed. The reason why the OCL decided to appoint this particular management committee - was that it was obvious that we did not have the time for the program that we should have. This came very strong to me when we started to present the AY program. As an Executive Committee we did not have the objectives of the AY program. We asked how it was going to be accomplished and when it was to be accomplished etc. So the Management Committee was appointed. And this is the start - the list of items that they asked the Director to start to develop. In relation to job descriptions - Mr. Burdge said that the idea was to ask them what they were doing and then to decide what they should be doing etc. This is the charge I gave. Mr. Burdge gave a brief-outline .

Mrs. Peoples asked wasn't it up to the Operating Agency to set policy?

Mr. Burdge said but we are a voluntary operation we have no staff. We all have jobs to do.

Mrs. Peoples When Model Cities makes out the check to the OCL who is the receipt of the check?

Ms. Weinstein - the Freedom Bank of Oregon.

Mr. Jordan said what he thinks has happened is that the Audit has brought out some deficiencies in control. And they made a reasonable request from the Director. The Operating Agency is responsible to Model Cities and Model Cities to the Board. Gave examples.

Mr. Taylor referred to the last paragraph where he apologized for the shortness of time. We asked them before we got the Audit - this was August we got the Audit 60 days ago.

Mr. Loving said that he understood that the Management Committee was overseeing the Consumer Protection Agency and that they requested the 16 items. Mr. Loving questioned the time element. He brought forward the factor of his daily workload. Also he asked if the Citizens Advisory Board of CPP been advised?

Mr. Burdge said that the Advisory Board (known as Coordinating Committee) was set up at the same time as the Management Committee. It is a liaison between the people of the community and the program. He questioned whether or not these questions should be taken to a grass roots committee like this as they were considered as Management questions. Finally 2 members of the Coordinating Committee were appointed to sit on the Management Committee.

Bernhard - when was the Advisory or Coord Committee brought into this problem?

Mr. Ford said May or March of this year. Mr. Ford said he did become part of the Committee then, as a representative from the Coordinating Committee to Management Committee.

Ms. Weinstein clarified, set up of Coord Committee, and Management Committee, and the reason that 2 members from the Coord Committee were appointed to sit on the Management Committee was because of communication, etc.

Mr. Williamson re: the 3AY - we asked the procedure that is followed for preparation for the 3AY budget. The 3AY budget was to be prepared and submitted to the Management and Coordination Committees 3 days prior to being submitted to Model Cities. Prepared by Mr. Page. He agreed to that. It is reflected in our Minutes. After a number of

special meetings - Mr. Burdge ending up requesting an emergency extension from Mr. Jordan. We didn't feel that it was in the proper form.

Mr. Patton asked if the function of the Management Committee in writing in any place? Mr. Williamson yes.

Mr. Patton said then if the 16 items were presented to Mr. Page on August 21st until September 8th then to report - is not 30 days. Is that the first time he was asked these? Yes.

Ms. Weinstein said that Mr. Page had been hired since January of that year and the staff had been there since April of that year. A lot of these things should have already been done. Job descriptions should have been taken from the Advertising etc.

Mr. Bernhard asked what relationship did the 16 questions have to do with the contract? Mr. Williamson we are charged with managing the program.

Mr. Bernhard then Molly are you saying that many of these things were in document form?

Ms. Weinhein many of these things were in the contract - job applications were advertised. e.g. job description was already existing. Then in fact he was asked to gather together a pile of things.

This was discussed.

Ms. Weinstein clarified. That the original contract was signed December 1970. The Director and Educational Coordinator were hired March 1971 and after the program had been in operation 5 months the Management Committee had been finally put together and they asked the Director of the Program for these 16 items for their basic knowledge.

Mr. Loving asked Ms. Weinstein about her employment with the Consumer Protection Program. Her service terminated at the end of July. She was a temporary employee. He asked if she quit. Mrs. Weinstein said she was employed under a written contract that gave them one week to terminate and 2 weeks for me to terminate by written notice. Mr. Loving asked how long was her contract?

Mr. Loving asked
Indefinite temporary contract./ When were you appointed to the Management Committee?

Answer - Mr. Williamson This month. There was discussion about staffing.

Mr. Taylor said that with the problem of a vacancy of the Education Coordinator came up and they contracted Ms. Weinstein temporarily. With Executive Committee approval of the OCL. Contractual Agreement to hire Director and Ed. Coord.

Mr. Page agreed.

Mr. Gregg Watson asked about hiring and firing of staff and asked about the employment contracts.

Mr. Williamson these applied to Director and Educational Coordinator.

Mr. Watson then asked if the Director hired all those people who were not on the professional level - Mr. Taylor answered yes.

Mr. Watson said then in the event of dismissal does he have the authority to terminate these people. Mr. Taylor answered yes.

Mr. Williamson said that everyone who has served under Mr. Page as Educational Coord said he was not doing a good job.

Ms. Weinstein said she did not want the job permanently.

Mr. Williamson said that OCL is a voluntary organization - they don't have a lot of money, in answer to Mr. Bernhards question. We don't have the professional staff to help with these 16 questions. We rely on the staff at the Consumer Protection Agency.

Mr. Williamson answered to Mrs. Strong that he was an attorney at Legal Aid, Mr. Taylor a Professor at PSU, and Mr. Burdge, Insurance.

In answer to Mrs. Peoples question - Mrs. Weinstein said that when she was employed temporary in the Program January 1972, the Budget was already submitted. There were some things on my examination that did not seem suitable, and I asked Mr. Page about it. In May 1972 no change had been made --- interrupted Mr. Williamson re: Job Descriptions. Mrs. Peoples again questioned the fact that Mr. Bowens was not asked for information and documents re the 16 questions and the ones relating to Accounting. Mr. Williamson asked Mr. Taylor to quickly summarize the years activities.

Mrs. Strong asked who pays for their travelling expenses?

Mr. Taylor said the University, Mr. Williamson and Mr. Burdge Business

Mr. Loving asked for the latest Evaluation of Consumer Protection Program.

Mr. Loving said that it has been indicated by Molly Weinstein and all three Coordinators that their evaluation of the Director was not good. In line with this if Model Cities evaluation is good then this would be contradictory. Mr. Loving spoke of his own personal service that he had received from the CPP and also of his referrals who had received the same excellent service - then what are we talking about the Evaluation of a Director, or the evaluation in terms of services that are being rendered by that Agency. Do we expect the Director to cross the t's or is the community being served in terms of what the proposal was written for in the 1st place?

The answer said Mr. Williamson is that the Program has achieved some measure of success in spite of Mr. Page not because of him. Members of the Management Committee and members of the League have put in a tremendous amount of work. Mr. Loving said then are you saying that someone else is doing Mr. Page's job for him. Mr. Williamson said absolutely.

Mr. Williamson said that Ms. Weinstein came to the program and really shaped up the staff and the present Ed. Coord is following through and it has been the Ed. Coord and members of League that have made the program successful in spite of the fact that the Director is not doing his job. Mr. Williamson said that Miss McCoughly the present Education Cord said that Mr. Page does approximately one days work. (It was asked if Miss McCoughly would like the Director's job). Mrs. Strong said that how does one measure what one is supposed to do in a week - how does she ^{measure} a days work?

Mr. Bernhard said that we had a statement from Mr. Page that he was really involved in public relations and speechmaking - I would like to ask if that was adequate.

Mr. Taylor confirmed that the job has three aspects - administrative, P.R., and arbitration in consumer disputes, this was agreed upon on July 1972. In terms of public relations aspects he read ratings. Mr. Taylor rated his P.R. excellent.

He said he has had Mr. Page to his own classes and he has come through superior in P.R.

The matter of gas mileage was brought up by Mr. Watson. Mr. Taylor said it started with himself he asked Ms. Weinstein who observed the records and he felt that as Chairman of the Management Committee it was a matter of some substance and he took the time to talk with Mr. Bowens partner and then went to Mr. Page and confronted it with him and then brought it to the Management Committee who took it to Executive Committee. There was discussion about Mr. Pages disappointment at not getting an arbitration board in action. This was discussed.

Mr. Loving^{asked} whether it was the role of the Coordinator or subordinate to evaluate the Director or the Director to evaluate the Coordinator? Has Mr. Page ever complained about the Coordinators?

Mr. Williamson no Mr. Page has not complained about the Coordinators. The Director is to evaluate the Coordinator.

Mrs. Peoples-is it true that you have hired all white Coordinators.

Mr. Williamson - that is how it has turned out.

Mrs. Peoples - have you had an opportunity to put any blacks in a position that all of you have, Mr. Taylor said yes Mr. Cook until he resigned in June. Mr. Ford and Mrs. Summers are representatives from the Coord Committee to Management Committee. Mr. Taylor summarized - We started out in August 1971 with a charge we asked for this information and there was problems with it coming. Went through budgeting process and it was a fiasco. I was embarrassed to present the final budget to the Board of the Consumer League. There were arithmetic errors. Another was constantly reminding Mr. Page to attend to his administrative details. He did in December come through and I sent a letter complimenting him - things developed in Summer. He was given specific instructions in January you know 1, 2, 3, and we found ourselves in March in an embarrassing situation with the hiring of the Ed. Coord - no one from the Management committee had met them. He was instructed to get two people from the Management Committee and two from the Coordinating committee to screen these people. We got a Memo 13th March saying the individual had been selected. At that time there was a break down in

communication and took steps that 2 members from the Coord Committee to sit in on the Management Committee. After this the Committee did vote to terminate Mr. Page. I asked to hold him on probation. We felt we ought to give him further cooperation. I have had him over the office a number of times making suggestions.

We came to the budget and we worked out a schedule and I worked with him very closely and we had a smooth year in terms of presentation of the budget.

Then there was a little issue of fiscal responsibility. We, the committee feel this a matter of substance. Mr. Page is aware of our operating policy, in regard to mileage we adopted the Model Cities policy of 12cents a mile.

Mrs. Peoples asked who the bonded people were. Mr. Williamson said there are several. Mr. Page is one, there is a minimum bond of two.

Mrs. Strong said that after the Education Coordinator had been chosen you went through an embarrassing situation would you explain.

Mr. Taylor - we found ourselves in a situation where the Coord committee had done an excellent job in reviewing the applications that we had. We felt embarrassed that we wanted to work with them on this and we had to schedule other meetings. The procedure that we had outlined to Mr. Page would have estimated this problem. Mr. Taylor said he took the time to explain and put it on the board.

Mrs. Strong asked if he had chosen and hired someone that you did not recommend?

Mr. Williams said that we outlined this at the Management Committee and said that these are the steps that we want to follow - (explanation)

To our surprise he took out the top ten applicants and had the Coordinating Committee to choose without telling us. We would certainly take into consideration who his choice would be.

Mrs. Strong then he would not have the final say?

Mr. Williamson - that is right. That is the contract.

Mr. Watson - wanted to know what the position of the League . He said he felt he knew the position of Mr. Page. We have questions that Mr. Page posed to us which give us an idea of the attitude between the Management Committee and Mr. Page. Mr. Watson brought forward the request from Mr. Page for a Low In-come Consumer Arbitration Panel for the 3AY set up for the complaints of people from the MN. He said the OCL rejected this as a 3AY goal.

He said (Mr. Page) that the Management Committee, nor even OCL Executive Committee has taken notice of wrongful expenditures of program funds by the Oregon Consumer League. Mr. Watson said he thought that the Management Committee should answer to that.

Mr. Williamson asked what expenditures are those?

Mr. Watson said Mr. Page indicated to the Board of wrongful expenditure of Program funds of Model Cities dollars. Mr. Page says he called this to your attention and you offered no comment. Mr. Page also said that the staff and himself have made repeated requests to conduct a drive for members and received no response. Mr. Page also expressed a feeling that a new Operating Agency was needed for the program.

Mr. Williamson said as far as the Consumer Arbitration thing goes he recalled him mentioning it at a Management Committee. Mr. Williamson said at that time he said a lot of business groups around the country had tried to set up these arbitration panels and its another step that consumers have to go through before they get into small claims court, or before they get to someone who can really do them some good. In most cases arbitration panels have absolutely no authority. To his knowledge, Mr. Williamson said it was something that he did not think the Management Committee ever voted to turn it down - he personally expressed a feeling that it would not be a good thing for a league to do - instead we should be educating people how to get to court, etc. Mr. Williamson said at no point in our records can I say that he formerly presented this to the Management Committee.

Mr. Watson said that Mr. Page said it was rejected from the 3AY budget so he was assuming when he presented it he did make a presentation and it was rejected from the budget.

Ms. Weinstein - the one thing that I assume in your packet - do you have a copy of the statement from the Director, Consumer Protection Program to Executive Board, OCL November 19, 1972, - do you have it in your packet? In that he says (Mr. Page) - this is the statement that Mr. Page made on the meeting of November 19th, 1972, when he was invited to response to the notice that the Management Committee were going to recommend to the Executive Board his termination. This is Mr. Page quote-
 referring to Mr. Taylor
 "he is concerned/about the wrongful use of \$39.00 - referring to gasoline -
 but each month I am compelled to authorize the expenditure of \$35.00 for his office and secretarial expense. A sum which has never been budgeted for and despite his use of our office and secretarial staff when the occasion presents itself while in our office terrorizing our staff. In all his tenure as President of OCL, and he often had many reasons to use them, did Mr. Burdge ever submit a monthly statement devoid of item and time preparation use. We have been compelled....." Ms. Weinstein was interrupted by Mr. Williamson. Ms. Weinstein said that she was saying that this was the only accusation that we have had, from him, and what I am about to read about a lunch an entertainment, without prior notice of the Chairman of the Committee, meaning Mr. Taylor. Interruptions -

Mr. Watson what I am asking is the support of Mr. Page and the policy of OCL at the present time.

Ms. Weinstein said that Mr. Watson was asking a blind item - her answer was that the OCL has not wrongfully expended any funds. She said she did not think Mr. Page had wrongfully spent any funds - I think - but there has been some unwise use of gasoline mileage. The reason is that was discovered is because the gas expenditure - the Texaco credit card became very high and Mr. Page's personal gas mileage became very high. For instance - amounts ranging over \$50 a month for many months running.

Mr. Watson said his point - throughout the entire tenure of Mr. Page, the man has been put on probation, which I think was detrimental to him as far as his ability, he indicated to us that he didn't know that he was off probation, he also indicated to us that the overall support of the League was not what he had expected. He thought that the support was lacking from OCL as an operating agency. He states about a new operating agency. We are talking about a lot of things here. My concern is what is policy position of OCL in remaining or not remaining as the Operating Agency.

Mr. Williamson said that we feel that this program is extremely important and we feel that we have a lot to contribute and that we have contributed a lot to it and would like to remain and said he was not aware that there was any problem with them remaining as the contracting agency.

Mr. Watson clarified that this was a statement from Mr. Page not from the CDA Agency.

Mr. Williamson said he thinks they have had some lack of communication with the Coordinating Committee but have taken steps to remedy this.

Mr. Williamson said that there was no consideration whatsoever in considering Mr. Page's dismissal. There has been no drive for Oregon Consumer League members by the Program. I for one, said we should not be spending Government or Model Cities money for OCL members. I don't recall that being suggested by Mr. Page. He may feel as we have not provided him personally with support but we have done the best we can to work with him and put in a tremendous amount of work into this program to make it what it is and while we may not have supported him personally or he may feel that we have not supported him personally we work and try to support him personally.

Mr. Taylor said for the good of the program we made this decision to submit this recommendation for termination to the Executive Board. Gave examples

Mr. Raubeson gave a report of the Evaluation Report that he had to hand from CDA.

Mr. Ford moved for adjournment.

Mr. Loving asked who are these two people in OCL who is authorized to disperse funds.

Mr. Williamson said at the present time - Ms. Weinstein, Miss Jan Lathby, himself, and Mr. Taylor and Mr. Page always signs with one of us as a co-signer.

Mr. Williamson said that there was one other item that they had not discussed and that was Mr. Page's outside business's and we wanted to know what they were in case of a conflict of interest. He informed us that he had no outside business interests. Finally I asked him about the Broadway North Corp. and he said he had been attempting to open a restaurant he was assisting some people in starting a Used Car Dealership but at no time did he ever tell us.

Mrs. Strong asked what that had to do with this?

Mr. Williamson well if he was engaged in business at the MC area we wanted to know about it.

Mrs. Strong asked why do you feel that that is your business; you probably outside interests?

Mr. Raubeson are you saying that he does run an automobile business and a restaurant?

Mr. Williamson he has attempted to get an automobile off the ground and he has attempted to get a restaurant off the ground and devoting some time to it even during the office hours.

Mr. Raubeson - how did you come by the information?

Mr. Williamson - well he has told us he has been assisting people during office hours and as Director of the Agency.

Mr. Raubeson I am wondering about that word - I might take it that I am assisting people if they come in asking about a MEDIA loan?

Ms. Weinstein - there are letters written on the OCL and Consumer Protection Programs stationery - copies of which are in the office files - to the subject - for instance a car agency. Furthermore in Mr. Page's employment contract he has agreed to devote his entire time, labor and skill and attention to the employment during his term.

Mr. Patton, does this mean 8 hours a day or 16 or 24 ?

Mrs. Strong asked how Molly got along with Mr. Page on a personal level?

Ms. Weinstein answered well.

Mr. Watson asked if this decision was a permanent decision regarding his termination.

The Executive Committee has agreed with the recommendation from the Management Committee?

Mr. Williamson - yes.

Mr. Loving one last question as far as outside interests are concerned - is it a documented policy that an employee of the Consumer League cannot moonlight?

Mr. Williamson - No. Ms. Weinstein - yes. Mr. Taylor the way he used moonlight - it means I can go and do a little work.

Ms. Weinstein said well subject to the judicial interpretation I would say yes.

Mr. Raubeson asked the OCL members for the records as requested.

Mrs. Strong asked if they have anyone in mind for the Director?

Mr. Williamson said they have a type of person in mind but not Ms. Weinstein or their present Educational Coord. We have no names.

Mr. Patton asked for copies of letters that you have written to Mr. Page about his unsatisfactory performance, prior to November 19, 1972. Mr. Taylor No?

Ms. Weinstein yes we have.

Mr. Williamson said he thought most of the things were oral.

Also the Minutes of the Meeting of the 16th and 19th that were not typed up yet.

The followup of the material in answer to the 16 points. The letters on OCL stationery concerning business activities of Mr. Page.

Mr. Williamson said the 16 points in one way shape or form in the time that they were asked to the present time they have been more or less all of them taken care of.

The point is that it was a long time in coming.

Mr. Williamson asked what about phone calls from the Press. He said at no time will he make a comment.

Mr. Patton said we are not giving any information. No statements will be made to the Press.

After further discussion the meeting was adjourned. 7:10 p.m.

Mr. Raubeson

Draft

26:

Executive Board Meeting
held Thursday, December 7, 1972
at 4 :30 p.m. Model Cities Conf. Rm #218

The Chairman opened the meeting.

Present:

LeRoy Patton
Clara Mae Peoples
Gregg Watson
James Loving
Opal Strong
Jan Childs

A. RAubeson	CDA
E. Robertson	"
C. Kuefer	

Agenda: Consumer Protection Program

Mr. Patton reiterated the need for policy making decisions.

Clara Peoples expressed a concern about OCL's hiring practices. She said they seemed to be discriminatory, maybe they are not aware of it. The Director seems to have to work with a person that caused a personality clash - it seems the Coordinator was put in a position of spying. Mrs. Peoples said that she is a Member on the OCL Board and have been verbal about their prejudices. This is what has swayed me. Maybe this Board needs to get more contact with OCL itself.

Mrs. Childs said that she thought that there were two areas in which OCL could have been using discriminatory practices - 1. was the hiring and firing of people and the other was the Management of the program itself and dealing with the people who come in and have problems.

Mr. Raubeson suggested that the Evaluation Department should look into this matter.

Mr. Loving said that he had spoken before of the people that he had taken to Consumer Protection Agency who had responded very well to the needs of these people.

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He said he no qualm there. He did feel something along the lines the same as Mrs. Peoples. That basicly this is a Model Cities program serving the Model Neighborhood. He said he felt in the past that so many Agencies sponsors or whatever have utilized and exploited the Model Neighborhood in-put in trying to achieve a particular objective and then down the road they have wean off the MN image and go on their own once funded and established and regardless of whether Mr. Page stays or someone replaces him he said he felt the MN image should be maintained.

Mr. Patton said that he thought the Evaluation staff would be the best to assign per the Board's request so that we don't have biased reports. He said he did not think the question was Consumer Protection the question was the OCL. Mr. Patton said then we can monitor the kind of questioning and enquiry that the staff make.

This was discussed by the members.

Mrs. Peoples said that being on the Board of OCL she thought she would have had a copy of all the Minutes that Molly Weinstein referred to and yet to date she has never received a copy of these Minutes from the League. Mrs. Strong asked if Mrs. Peoples had asked why and she said she had just told them that they were prejudice. She also asked that when Consumer Protection Program came to the MN that they put the Credit Counselling on Powell Street as an arm into this community. They turned a deaf ear to that. Mrs. Peoples asked then if she was on the Board why didn't she receive the Minutes that she referred to.

Mr. Loving said that Ms. Weinstein was a Vice President of the League, she is on the Management Committee and was also an employee of the CPP. He thought that if he was the Director of Consumer Protection Program that that would be an extreme handicap to him. It seemed backwards. He thought it should never had been.

There was further discussion on Personnel Practices.

Mr. Patton drew the attention to the recommendations re: the staff coming from the Education Coordinator and not the Director.

Gregg Watson moved that the Board request the Evaluation Department to do an evaluation of all personnel practices and their possible discriminatory actions of Oregon Consumer League as an Operating Agency. Seconded. Motion Carried.

Mr. Loving moved an amendment that the complete organizational structure of Oregon Consumer League be evaluated. Seconded. Amendment Carried.

Clara Peoples moved an amendment also an enquiry as to the bonding and handling of funding procedures. Seconded. Amendment Carried.

It was stipulated by the Executive Board that the Evaluation be prepared by January 9th, 1972.

Mrs. Peoples moved that Mrs. Strong, if she has the time, be the Citizens Planning Board member to work with the Evaluators. Seconded. Motion Carried.

Mr. Patton mentioned that he would like to have a regular Executive Board meeting on the 2nd and 4th Tuesday of every month. He said that he has cancelled Board meetings when there has not been any Action items on the Agenda. He said that he has asked Mr. Raubeson to share with him all the information that he gets from OEO, HUD etc., so that he can review these and share them with the Executive Board. Mr. Patton said that between now and January he was hoping to put together a Workshop for the Executive Board and the CPB Board, dealing with responsibilities and expertise in how to carry these out.

Mrs. Peoples said that Mrs. Childs and Mr. Loving and herself have been rotation through the Working Committees and making notes to bring back to the Executive Board. She brought forward the matter of Elections.

Mrs. Childs said that she was under the understanding that WC meetings were not to be held on the same night.

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Mr. Patton said that as these things come to our attention - as a Board - we need to reorganize and restructure these things, and bring it to their attention. Their procedures and policy are our responsibility. We may need to get the Rules Committee to revise these.

Mrs. Peoples said that it was not Model Cities staff, but information was walked in and was in no packet. The material came from some place else and asked the people to act on it. It was announced as an addition to the Agenda. People had no time to look at it.

Mrs. Childs said that this was at the Law and Justice Working Committee.

Mrs. Peoples said that this was not as a criticism of Model Cities staff - this does not necessarily funnel back to Model Cities.

The problem of new Appointments to the Citizens Planning Board was discussed.

Mr. Patton explained to the members his difficulty in getting satisfactory action from Jane Carroll, or the Goldschmidt office.

Mrs. Strong moved that we draft a letter to Commissioner Goldschmidt about the expediency of appointments to the Citizens Planning Board. Seconded. Motion Carried.

Mr. Loving spoke to the issue of Working Committees and getting Board Members active in channelling concerns and information back to the Board.

Mr. Loving moved for the Board to reactivate a previous policy pertaining to assigned Board members to various Working Committees to give a report on all important issues that confront the Board from their respective Working Committee, or that particular issue will not be considered by the Citizens Planning Board. This procedure is already standard policy - this is to reactivate it. Whether this information be in writing or orally is at the discretion of the Board Member. Seconded. Motion Carried.*

Mr. Loving spoke of his evaluation that CDA staff are working on and the promise and commitment he has that he will get it. This will give an evaluation of attendance of Board Members to Working Committees etc.

Mr. Watson said then he assumed that we will continue assigning Board Members to Working Committees and most possibly this will be two members to each Working Committee. Mr. Watson asked if it was feasible that each Executive Board Member is responsible for a Working Committee and to see that a report is turned in from the two representatives of which the Executive Board member maybe one of those two. In case a structure set up so that we can have a reporting system channel coming back to the Executive Board.

Mr. Patton said that was his intention for information to be channelled back to the Board.

Mr. Loving said policy states any proposal coming from a Working Committee must have 3 to 5 minute input from the assigned member from the Working Committee. There was further discussion on this matter.

Vote on Motion*

Mrs. Peoples moved that the Executive Board instruct the Chairman to send the election procedure out to the Working Committee Chairmen of all Committees.

Seconded. Motion Carried.*

This was discussed

Vote on Motion*

Mr. Loving moved that the Executive Board authorize the Chairman to draft a letter to all Working Committee Chairmen indicating to them that all previous elections held prior to the Mayor's appointees to the Citizens Planning Board, are void. New elections will be required after the Mayors appointees to the Citizens Planning Board. All procedures as established by the Citizens Planning Board must be followed and certified by a duly appointed member of the Citizens Planning Board. Seconded. Motion Carried.

Mrs. Strong said that she thought it might be a good idea if Mr. Patton go to each Working Committee and explain this to them. Mr. Patton said that there might be a problem that some meet on the same night. Members explained that you could put

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it on the Agenda early on one and late on the other.

Mr. Patton said he would rather that a meeting be called for all the W.C. Chairmen.

Mr. Patton said he cannot appoint people to W.C.'s until the Mayor's appointees are seated.

Mr. Watson asked if he intended to incorporate the concept of having the Executive Board Members responsible for separate W.C.'s and if so when will you make these?

Mr. Patton said he will make them all at once.

Mrs. Peoples said an anonymous donor has given \$1,000 to kick off the acquisition of property to build a Community Care childrens' and Senior Citizens hospital.

With the Community Care concept this will stay in the Neighborhood. Possibly

Mrs. Peoples said they will be asking input from the Board and include Board members in this project.

Mr. Patton said he would like to make it a procedure that we meet for an hours and held to this, and meet as often that we have too and for no more than an hour.

Mrs. Strong moved that the Executive Board meet for one hour then break. Seconded.
Motion Carried.

It was recommended that the meeting be set for the 2nd and 4th Tuesdays.

Mr. Patton said that we need to discuss Agenda items at Executive Board meetings.

Mrs. Strong asked what the Board members could do to get their checks on time.

Mr. Raubeson said that Mr. Roberts said that there was a problem getting the checks out in the first ten days of the month as the City wants to pay their checks that they get discount on.

Mr. Gregg Watson asked that at the past couple of meetings there has been a Carol Easterly present and he wondered what her involvement was with the Board?

Is she duplicating efforts with Carolynne? I am concerned with the OCL investigations. She was not taking notes then?

Mr. Raubeson spoke for Ms. Easterly's discreteness.

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Mr. Watson asked if the Board were circumventing C.P. Department by having her at the meetings. Mr. Raubeson said absolutely not. Mr. Raubeson said that he used Ms. Easterly to get papers if we need it and to run to the Xerox room as we cannot use Carolyn Kuepfer as she is taking notes.

Mrs. Peoples said that the Executive Board policy was only to endorse one Secretary from Citizens Participation, a Coordinator and the Director. Any other staff people have never been accepted at that particular level.

Mr. Raubeson said that certainly he will ask his Secretary not to attend if that is the Board's wish - he only wished that she be present so as to gain knowledge so that she can answer questions to people if he should ^{be} not available.

Mr. Watson said his concern was that we were taking information about Mr. Page's dismissal which is confidential.

Mr. Watson asked if he had clearance from the Chairman.

Mr. Patton said yes.

Mr. Patton said he was going to send the letters to Evaluation to ask them to start with Consumer Protection and OCL etc.

Mr. Raubeson requested that the Executive Board review 4AY procedures.

Mr. Patton asked that the Executive Board consider Union Ave Strip, information. This was discussed.

Mr. Watson said that he thought we should hear from the Planning Staff from M.C. prior to Denny Wilde.

Mr. Loving brought up DPO information.

Mr. Watson said that in January the Chairman of the Personnel Hiring Committee would like to meet with Executive Board. Mr. Patton said that Mr. Ford said that the Consumer Protection Program staff said they did not think they needed to meet but they will be invited to the next Executive Board.

Mr. Loving moved that the Chairman send a letter to the staff of Consumer Protection Program to attend the next Executive Board. Seconded. Motion Carried.

It was moved for adjournment.