

citizens  
planning  
board



# portland model cities

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

Citizens Planning Board  
November 6, 1973

The meeting was called to order by the Chairman LeRoy Patton.  
There was a moment of silent prayer, and a moment of silent  
prayer in memory of Mr. Gregg Watson's mother.  
The following Board members were present or arrived before the  
meeting adjourned:

Burnett Austin  
Bessie Bagley  
Marlene Bayless  
James Bucciarelli  
Richard Celsi  
Jan Childs  
James Cruzan  
Charles Ford  
Ella Mae Gay  
Marcus Glenn  
John Gustafson

Brozie Lathan  
James Loving  
Bill Newborne  
LeRoy Patton  
Walter Ready  
Kay Toran  
Harry Ward  
Martha Warren  
Gregg Watson

The following Board members were absent:

Nick Barnett  
Billie Cox  
Jack Deyampert  
Ernest Hartzog

Robert Rogers  
Herb Simpson  
Opal Strong

Proxies were announced as follows:

Ernest Hartzog to Kay Toran  
Opal Strong to Martha Warren

Citizens Planning Board members who left during the meeting  
designated their proxies as follows:

Marlene Bayless to Bessie Bagley  
Gregg Watson to James Loving  
Kay Toran to Harry Ward

Agenda: Mr. Patton stated that there were some additions and  
changes in the agenda. Mr. Patton added a Report from Media  
under item C; Emergency Housing Repair Report changed to item  
D; and Budget Review Committee Report to item E.

It was moved and seconded for approval of the agenda. Motion Carried.

Minutes: It was moved and seconded for approval of the minutes.  
Motion Carried.

Executive Board Action: Mr. Ward questioned item three (3) of the Executive Board Action and asked Mr. Watson who Mr. Scalia was and what was the intent of the motion.

Mr. Watson clarified and stated that he was concerned because the Board needed to have a HUD liaison man directly connected with the Board, Executive Board and staff. He stated that the Board has not had a HUD liaison person in the past six (6) to ten (10) months. Mr. Scalia is from the HUD Regional Office in Seattle, Washington.

Mr. Ward moved for approval of the Executive Board Action. Sec-  
onded. Motion Carried.

Mr. Loving stated that the letter Mr. Patton sent to City Hall regarding audits didn't reflect the intent of the Executive Board Action.

Mr. Loving then proceeded to read the letter from Mr. Patton to City Hall. Mr. Loving stated that the motion as he understood it, was that Model Cities has already requested the City to do an audit, they have stated that they didn't have time. Mr. Loving stated that the Executive Board instructed Mr. Patton to draft a letter to the City making them aware that we would solicit an audit from the federal level, and in the letter Mr. Patton is still requesting the City to do an audit.

Mr. Roberts replied that in the next thirty (30) to thirty-five (35) days, Model Cities will be undergoing the annual audit by HUD. He suggested that at that time if Board members have any questions regarding any Operating Agency, they contact the auditors when they come here.

Mr. Roberts said that the City does not have the facilities and the mechanism to do an audit.

Mr. Ward asked if Mr. Roberts said an audit would be made on the federal level? Mr. Roberts replied that HUD notified us that they would be doing an audit within the next thirty (30) to sixty (60) days.

Mr. Bucciarelli asked when they receive the budget reports. Mr. Roberts responded that the last time they (HUD) did an audit was fifteen (15) or sixteen (16) months ago and by the time Model Cities received the audit report it was six (6) to seven (7) months ago.

Mrs. Gay asked if the Board received any of the audit reports? Mr. Roberts stated that he didn't think that they have ever involved the Board in an audit because it is an administrative problem, but he really couldn't answer that question.

Mrs. Gay requested that the Board be made aware of the findings.

Mr. Loving stated that the Budget Review Committee has been functioning for two (2) years. In the last year or so they have been continually requesting the Board to request an audit. We have asked five (5) to eight (8) times for an audit and evidently the Board doesn't want an audit. Mr. Loving stated that he was speaking of the Board taking initiative to request an audit from the federal level.

Mr. Watson stated that he did not agree with Mr. Loving's comment. The Board is concerned about an audit inside and outside and he stands on record as previously supporting Mr. Loving.

\*Vote on Executive Board Action.

Mr. Ward requested the names of Board members in attendance at the Executive Board meetings on the Executive Board Action sheet.

Correspondence: (1) Mrs. Childs read correspondence to Commissioner Schwab from LeRoy Patton regarding the Citizens Planning Boards hiring practices for seeking a new director for Model Cities and declaring Mr. Raubeson's position vacant when he assumes his position at the Bureau.

(2) Letter from Commissioner Schwab to Mr. Patton stating that the procedure used by the Citizens Planning Board for hiring a Director would be appropriate.

(3) Correspondence from Mr. Patton to Commissioner Schwab about the letter from the Employment Working Committee regarding Civil Service Status for Model Cities employees and which was adopted by the Citizens Planning Board.

(4) Memorandum from LeRoy Albert, RETP Supervisor to Andy Raubeson regarding a meeting with Jon Stevens, City Personnel Manager, and Jerry Adams, Assistant Director of Civil Service, stating that Model Cities employees will be given preference on all Civil Service jobs where there is no Civil Service rating.

(5) Letter from Mr. Patton to Mayor Goldschmidt requesting that current Citizens Planning Board members whose term expires in November be reappointed to the Board for the duration of the Program.

(6) Correspondence to Mr. Patton from Mr. Ford, Mrs. Toran, and Mr. Lathan, CPB Nominating Committee, for second reading of the Citizens Planning Board officers.

Chairman - Gregg Watson  
1st Vice-Chairman - Kay Toran  
2nd Vice-Chairman - Burnett Austin  
Correspondence Secretary - Opal Strong  
Secretary - Charles Ford

Mrs. Warren moved that Jon Stevens, City Personnel Manager, and LeRoy Albert, RETP Supervisor, be asked to make a presentation at the November 20, 1973, Citizens Planning Board meeting regarding the issue of Civil Service status for Model Cities employees. Seconded. \*Motion Carried. 11 Favor, 5 Opposed. (Bill Newborne, Walter Ready, James Bucciarelli, Dick Celsi, and James Cruzan Opposed.)

Mr. Celsi asked that the Employment Working Committee be authorized to study the situation further before the Citizens Planning Board takes action.

Mr. Loving stated that Mr. Albert was a part of the threesome that put this thing together and he is supposed to be on staff looking out for staff.

Mr. Ford stated that he felt a letter should be sent to Mr. Stevens requesting an explanation of what Mr. Stevens is speaking of.

\*Vote on Motion.

Martin Luther King Scholarship Fund yielded their place on the agenda to Emergency Housing Repair.

(A) Emergency Housing Repair Task Force, Jack Deyampert: Mr. Patton asked if anyone was present from the Task Force to report in place of Mr. Deyampert?

Mr. Ford stated that there was a Committee appointed to report to the Board regarding the Emergency Housing Repair problem.

Mr. Glenn stated that there is a written report that Mr. Deyampert has and since the Committee spent alot of time on it, it would be unfair for Mr. Glenn or Mr. Loving to report on it.

Mr. Ford moved that if Mr. Deyampert, Chairman of the Task Force, cannot report at the next Board meeting, the report be read by another member of the Committee. Seconded. Motion Carried.

Mr. Ward requested that the report be included in the next Citizens Planning Board packet and that the Chairman contact Mr. Deyampert.

Mr. Glenn requested that the Emergency Housing Repair Task Force Report be number one item on the agenda.

(B) Martin Luther King Scholarship Fund, Dennis Payne:

Mrs. Gay stated that as an appointed member of the Board to the Martin Luther King (MLK) Advisory Board, Mr. Payne is coming before the Board in a manner quite different from other Operating Agencies, that Model Cities funds. They are coming to the Board tonight in appreciation.

Mr. Payne gave a brief informational report. He explained that the report in the Citizens Planning Board packet was the first of a series of three reports that MLK will be forwarding to the Board each term. He stated that at the end of each term he will notify the Board of what students did what, and what students did not do what and how they are using your money. There were four (4) students funded by MLK out of its own money. Two (2) lived out of the Model Neighborhood and two (2) are attending graduate school.

Mr. Payne stated that next month MLK would ask the Board to lift a limitation on not funding graduate students.

Mr. Watson stated that at one time MLK had a fund-raising campaign what are your projections for future funding beyond June, 1974?

Mr. Payne responded that at the last MLK Board of Directors meeting he presented a five year operation plan. It calls for a five year fund-raising campaign of 1.5 million dollars, (\$1,500,000). That sets forth what our plans are. He is now working on a narrative for that and he is looking at operating on a level of \$143,000 next year.

Mr. Watson asked if Mr. Payne could give the Board a brief summary report on the projections.

Mr. Payne replied that the narrative is approximately 117 pages. Mrs. Gay will carry that to MLK's Board and we will bring the Citizens Planning Board a summary.

(C) Red, White, and Blue Thrift Store Revocable Permit:

Mr. Henniger stated that the Eliot Neighborhood Association and the Community Development Working Committee have denied this request for a revocable permit.

Mr. Watson moved for concurrence with the Eliot Neighborhood Association and the Community Development Working Committee and staff recommendations for denial of the revocable permit. Seconded. Motion Carried.

(D) Report from Media, by Harvey Rice:

Mr. Patton stated that this item was considered an emergency. Mrs. Childs pointed out that in contrast to the release of the \$6,000 allocated to Albina Contractors Association, which never went through a Working Committee, Mr. Rice has went through the Working Committee, explained his proposal to them and his request was approved by them and the Community Development Working Committee strongly recommends that the request also be approved by the Citizens Planning Board.

Mr. Rice explained that he has found other financing for Media. He is asking for \$4,800 from Model Cities as a match for other



funds promised Media. The reason it is an emergency is because the deadline to acquire the matching funds is November 15, 1973. Mr. Rice requested \$4,800 matching funds for a Business Development Specialist.

Mr. Watson asked if there was a Business Development Specialist prior to this directorship and if there was who was that person?

Mr. Rice answered that Mr. Avery was the Business Development Specialist and he resigned to go into the insurance business.

Mr. Watson asked what happened to those dollars for a Business Development Specialist salary?

Mr. Rice replied that when he redid the budget he knew Mr. Avery was resigning, so that position was only allotted for seven (7) months and there was some dollar savings.

Mr. Gustafson asked Mr. Rice what the Collins Foundation was? Mr. Rice replied that Mr. Collins is a millionaire lumberer and Mr. Rice knew Mrs. Collins when he attended college, therefore, he wrote and requests assistance.

Mr. Loving stated that Mr. Rice indicated that they need \$4,800 from Model Cities, they are receiving \$3,000 from CEP which equals a total of \$7,800, then the grant is \$2,200. Actually we are looking at \$7,800 of local share money in order to receive a \$2,200 grant and this doesn't paint a very beautiful picture, \$7,800 local money against \$2,200 grant money.

Mr. Rice responded that this is an accounting trainee who will come from the University and we will only have to match 20% and the University will pay 80%. The University will pay the salary of Accounting Trainee but \$2,200 which the Collins Foundation grant will pay.

Mr. Watson asked if Mr. Rice was saying that the Collins Foundation has said to Media that they will give Media \$2,200 if Media will provide funds for a secretary trainee which is \$3,000 and a Business Development Specialist, which is \$4,800, at that point Collins will give you \$2,200. So you are coming to us so that we can provide money for a Business Development Specialist at \$4,800 and CEP will provide \$3,000 for a secretary trainee. Is that correct?

Mr. Rice replied yes.

Mr. Bucciarelli asked what the life of the three positions was? Mr. Rices response was for the next six (6) months.

Mr. Glenn moved that the Citizens Planning Board accept the recommendation from the Community Development Working Committee for approval of the \$4,800 request by Media. Seconded.

Motion Carried. James Loving and Ella Mae Gay Abstained.  
Gregg Watson Opposed.

Mr. Watson stated concern that he had not seen the need for an Accounting Trainee or Business Development Specialist.

Mr. Roberts stated that Media's need for an Accounting Trainee and Business Development Specialist was very apparent.

Mr. Ward stated that the Collins Foundation can work with Portland State University and Portland State University will pay 80% and the Collins Foundation will pay 20%, and that is the end of that contract, correct.

Mr. Rice stated yes.

Mr. Ward asked if the other two (2) items, the Business Development Specialist and Secretary Trainee are items which you want, but they have nothing to do with the Accounting Trainee.

Mr. Rice stated that they are all connected. The money from the Collins Foundation is contingent on Media acquiring \$4,800 for a Business Development Specialist.

After further discussion Mr. Glenn moved to end debate. Seconded.  
Motion failed for lack of 2/3 majority. 11 Favor, 7 Opposed.

Mrs. Gay stated that the Board has not heard from the Budget Review Committee. Mr. Loving stated that he strongly suggested that before the Board rules on the issue they wait and hear the Budget Review Committee's Report.

Mr. Celsi spoke in favor of the motion.

After additional debate there was a \*Vote on Motion.

Mr. Ward moved that before any more money is spent, the Board sit down and evaluate its programs and see where they are going to put this money. Seconded.

Mr. Loving stated that he felt the motion was premature as it should come after the Budget Review Committee Report, if it is deemed necessary at that time.

Mr. Ward withdrew his motion and Mr. Watson withdrew his second.

(E) Screening Committee Report by Gregg Watson: Mr. Watson stated that the Screening Committee has met on a number of occasions since the inception of that Committee. They are looking at the overall job of replacing the directorship of the Model Cities Agency. The Committee has met and also been in contact with Commissioner Schwab and has met with her. The Committee did begin advertising for the

position last week and through this week. They are accepting applications until the 9th of November for the directorship of Model Cities. The Committee encourages any local person to apply, and they will be reviewing applications the first part of next week.

One thing Mr. Watson stated concern about is the shape and condition of CDA Staff and its fiscal budget as the new director begins a new administration. He is supportive of Mr. Loving's request for an outside audit and requests a HUD liaison man be with the Committee in making a decision and taking a look at the entire structure that we are going to be able to offer to an administrator or director, whatever the case may be.

The Committee intends to bring before the Board at the next meeting a prioritized list of alternatives for directorship and management of the CDA Program, hopefully, if not we will bring the Board an up-to-date list of where we are.

Mrs. Warren asked if the directors position is declared vacant on November 13, 1973, then that will leave Model Cities without a director until one is chosen.

Mr. Watson stated that Commissioner Schwab has indicated that an extension of Mr. Raubeson, the current director, will be allowed from up to two (2) weeks to thirty (30) days. He would be at the Bureau and at Model Cities. The Committee felt they would allow that for two (2) weeks.

Mr. Ford stated that while Mr. Raubeson is serving there will be an administrative person appointed at Model Cities.

Mr. Gustafson asked if Mr. Watson would report at the next meeting?

Mr. Watson replied yes.

Mr. Ward stated that there was a period of three (3) to four (4) months between when Mr. Jordan came and Mr. Batiste left when Model Cities did not have a director.

Mr. Loving stated that since Mr. Watson will be out of town, who will be the Chairman of the Screening Committee to carry out the review process of applicants for director of the Model Cities Program.

Mr. Watson replied that in his absense Mr. Loving, since he is 2nd Vice-Chairman, will be the Chairman, but he will be back Monday to take full responsibility.



(F) Budget Review Committee Report by James Loving:

Mr. Loving gave a brief summary of the report included in the Citizens Planning Board package.

Mr. Loving stated that the Budget Review Committee invisions the Program going beyond June 1974, as far as December 1974, provided we utilize surplus dollars wisely.

After close out costs are considered, it leaves a total of \$216,234. This doesn't reflect the amount of money the Board has committed itself to pay, CHPA, ACA, Media, and the Youth Diversions Program. A total of \$28,600 will be deducted from the \$216,234 leaving a total of \$187,634.

This is the actual amount of dollars in terms of surplus at this point. It doesn't represent surplus dollars in various programs. Also there is the possibility for the Board to recommend a releasing of funds for the relocation money which HUD has always tied up, which has to be spent for relocation possibly the Board can apply and have them release another \$200,000.

In all actuality we are looking at approximately \$400,000. Hopefully, if HUD releases the \$200,000 relocation money, we can extend our Program beyond June 1974. HUD has already sent us documentation stating that Model Cities can survive as long as its money lasts and we can operate as long as the money is here.

Mr. Austin asked if the Albina Youth Opportunity School would be taken over by Portland Public School District?

Mr. Loving pointed out that he thought most of the educational programs would be absorbed by Portland Public Schools. AYOS has always been funded a certain percentage by the School District.

Mr. Ward stated that he was not aware of this but in the budget packet it shows Media will receive \$5,000. Is that \$5,000 added to the \$4,800?

Mr. Loving explained that that is what the figure comes out to but it is for phase out costs, it will take fifteen days and minimal staff to close out that program.

Mr. Ward then asked the agencies where the zeros are, you are then assuming that either they are closed out now or will be closed out at that time.

Mr. Loving responded that they are not incurring any close out dollars for those programs.

Mr. Watson asked in some of these close out figures is that total close out or closing out the Model Cities Program that is in existence at that time.

Mr. Roberts clarified and stated that the reason is that the Model Cities Agency has traditionally had a June 15th close out. Some of these agencies are going to be picked up. Based on the fiscal year which begins July 1, 1974, if we don't give enough money to exist till July 1, 1974, or to close out and their funding period is closed for those fifteen days and they go out of business for those fifteen days until someone else picks them up July 1, 1974. The reason you see agencies such as the pre-schools is that school is out around June 1 or June 3 and they don't become operational again until the fall, they don't need close-out money, or fifteen day money.

Mr. Watson asked if they had taken into consideration the entire close-out fifteen days or support for fifteen days.

Mr. Roberts responded that that was correct.

Proxies: Kay Toran to Harry Ward  
Gregg Watson to James Loving

Mr. Payne asked why MLK has no close out money? Mr. Roberts stated that you were not given any dollars because your program ends June 1st or June 2nd, so you will have money to close out on till the 15th of June.

Mr. Ward asked if the figures for fifteen day money are based on an assumption that they are going to close out?

Mr. Roberts replied yes, but even without the close out they will still get the fifteen day money to be operational until this Board or someone else picks up that particular program.

Mr. Ward stated that then MLK has been penalized fifteen days because right now Mr. Payne plans to continue.

Mr. Roberts stated that in all fairness to MLK he would say that MLK would receive approximately \$1,500 because we were looking at last years contracts, where they had no activities in the summer.

Mr. Ward asked if that could be adjusted for MLK?

Mr. Loving replied yes it can be inserted into the Budget Review Committee's recommendations at this point.

Mrs. Gay moved that the Martin Luther King Scholarship Fund receive \$1,500 for fifteen day close out costs. Motion died for lack of second.

Mr. Roberts stated that this could be done without action from the Board.

Mr. Loving moved that the Board submit a revised budget to HUD

pulling at least \$200,000 from relocation. Seconded. Motion Carried.

Mr. Loving moved that the Board seriously look beyond the predetermined June 30, 1974, deadline for closing out of the Model Cities Program, to the longevity of this Program, to at least December 31, 1974 or longer. Seconded. Motion Carried.

Mr. Ward moved that any request for funds that come to the Board be referred to the Budget Review Committee forthwith or prior to coming to this Board with a recommendation from the Budget Review Committee. Seconded. Motion Carried.

Mr. Celsi asked who are the members on the Budget Review Committee?

Mr. Loving replied James Bucciarelli, James Loving, Gregg Watson, Jan Childs, and Robert Rogers.

Mr. Payne asked if MLK would be given \$1,500 for close out costs? Mr. Roberts replied that the Board agreed that the \$1,500 could be adjusted and it doesn't take Board action.

(G) Comprehensive Health Planning Association Budget Revision by James Loving:

Mr. Loving gave background information on the CHPA budget request and stated that the Board had received a letter from Sol Peck pertaining to CHPA, asking that Model Cities increase its share of the health planner from 50% to 75%, which is an increase of 25%.

Mr. Loving then moved that the Board concur with the previous commitment of 75% increase for a Comprehensive Health Planning Association Health Planner at Model Cities. Seconded. \*Motion Carried.

Mrs. Warren spoke in favor of Mr. Loving's motion.

\*Vote on Motion

(H) Conditional Use Request by Portland Community College:

Mr. Ward moved that the recommendation of the Humboldt Neighborhood Association and staff be sustained. Seconded. Motion Carried. Bill Newborne Abstained.

Old Business: Mr. Loving stated that as he recalled the Board is supposed to get a Workshop Committee together to give a report in terms of the Workshop. He asked the Chairman to utilize his prerogative to initiate this Committee so that they can make a presentation to City Council in relation to the good Workshop they had.

Mrs. Robertson stated that she has spoken to some members on the Planning Board who would be interested in working on this Committee. She recommended that some citizens be on the Committee also, such as Marian Scott, Betty Walker and one or two others.

Mrs. Robertson then gave the following Board members names: LeRoy Patton, Dick Celsi, Charles Ford, Marlene Bayless, Gregg Watson, Ernest Hartzog, and Jan Childs.

She explained that Mr. Jordan has said he would be happy to give the Committee any technical assistance possible.

Mr. Patton appointed Mr. Celsi as Chairman of the Workshop Committee and Mrs. Robertson stated that she would get in contact with Mr. Celsi as to a meeting date.

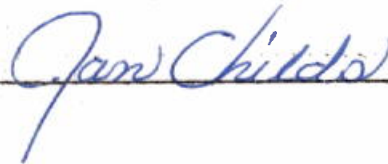
Mr. Celsi stated that the Operation Step-Up Report was due tonight and it is here, but it should be put on the next meetings agenda.

Mr. Patton said he would comply with that request.

Meeting adjourned at 10:45 P.M.

Minutes approved by:

Jan Childs



citizens  
planning  
board



# portland model cities

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

288-8261

November 6, 1973

TO: LE ROY PATTON, CHAIRMAN  
CITIZENS PLANNING BOARD

FROM: KAY TORAN, CHAIRPERSON  
CITIZENS PLANNING BOARD TASK FORCE  
ON OPERATION STEP-UP

RE: OPERATION STEP-UP REPORT

On October 10, 1973, the Operation Step-Up Advisory Board convened and addressed the issues raised in my correspondence to Mrs. Hazel Hays, dated October 2, 1973.

At this meeting it was a board decision to comply with the requests made within said letter in the following manner:

- Item #1 - Mr. Jerry Anderson, Chairman of the Advisory Board submitted an evaluation report which addressed the specific concerns of this report.
- Item #2 - The board decided to organize a committee -- chaired by Campbell Richardson and including Marlene Bayless and Joe Bowman, Advisory Board Members -- to interview former employees of Operation Step-Up who left their jobs during the past year. It was decided to set aside October 23, 1973 from 6:30 - 10:00 P.M. to conduct individual interviews. A report of this meeting is forthcoming.
- Item #3 - Complied with prior to this meeting.
- Item #4 - Though there was some discussion and dissatisfaction on the format used to evaluate Operation Step-Up, the board agreed to cooperate with the Evaluation Department. The dissatisfaction focused on whether it is appropriate for the evaluation to be concerned about internal personnel matters or whether the evaluation should focus on program objectives.

Since the evaluation submitted by Mr. Anderson refers to personnel matters, a copy of that report and the report from Mr. Richardson will be placed on file at the Model Cities Office for the review of CPB members. After such review, it would seem appropriate to consider, with board approval, the investigation closed. Additionally, the Advisory Board met expeditiously and cooperated fully with this Chairperson.

cc: CPB Members  
Mrs. Hazel Hays, Director, Operation Step-Up  
Mr. David Nero, President, Nero Industries

Mr. Andrew Raubeson, Model Cities  
Commissioner Mildred Schwab  
Mr. Ellis Casson, Citizen-at-Large



PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

November 14, 1973

TO: Leroy Patton  
CPB Chairman

FROM: LeRoy Albert  
RETP Supervisor

SUBJECT: MEETING WITH JON D. STEPHENS, PERSONNEL DIR.,  
FOR CITY OF PORTLAND

A memo addressed to Mr. Raubeson on October 26, 1973, stated that Model Cities' employees will be given preference to civil service jobs where no civil service list is in existence. This statement should be clarified.

The memo should have stated that Model Cities' employees will be required to pass the civil service examination at the minimum passing score (of 70) in order to hold a position as a temporary employee in a City department. This means, if a non-CDA employee pass the examination with a higher score, the CDA employee will still be placed in that position.

This is the recommendation Mr. Jon D. Stephens will be making to the Mayor's Office.

LA:qj Le Roy Albert



OREGON

NEIL GOLDSCHMIDT  
MAYOR

BUREAU OF  
PERSONNEL

MEMORANDUM

November 6, 1973

TO: George R. McDonald, Director  
Civil Service Board

FROM: Jon D. Stephens  
Personnel Manager

SUBJECT: Model Cities Employees

RECEIVED

NOV 9 1973

MODEL CITIES

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

A meeting was held between Messrs. Jerry Adams, LeRoy Albert and myself to discuss a solution to the absorption of the Model Cities employees into regular City of Portland employment. It is my understanding that the following agreement has been reached between the City Civil Service Board and the Model Cities personnel:

1. Model Cities employees hired before February 20, 1973, would be granted Civil Service status by passing the most recent exam for the position they occupy. The requirement to be among the top three is not a consideration.
2. Positions unique to Model Cities would be subject to a rating of Training and Experience with no requirement to pass a written or oral exam.
3. The Civil Service office will begin immediately to schedule and administer qualifying examinations to Model Cities personnel.
4. The Model Cities employees will apply for and take the appropriate examination when offered by Civil Service.

The list of Model Cities positions and their status is as follows:

POSITION	NO. OF EMPLOYEES	NO. PLACED OR OFF LIST
Accounting Assistant	1	0
Administrative Assistant	2	1
Assistant Planner	1	0
City Planner	2	0
Clerk I	1	0
Clerk 4	1	0
Community Organizer	2	0
Duplicating & Distribution Specialist	1	0
General Accountant	1	0
Model Cities Coordinator	3	1
Model Cities Personnel & Training Supv.	1	0
Model Cities Planning Assistant	6	1
Model Cities Specialist I	5	1
Model Cities Specialist II	4	2
Senior Planner	1	0
Senior Steno Clerk	8	2
Steno Clerk	1	0
Typist Clerk	3	1
TOTAL:	44	9

Memo to George R. McDonald  
From Jon D. Stephens  
November 6, 1973  
Subject: Model Cities Employees  
Page 2

As you can see, the City has some ways to go before our commitment to Model Cities is met. As Model Cities employees pass the appropriate examination for their current positions, it is my recommendation that they be given priority for vacant positions for their particular classification. Thus, before June, 1974, the majority of employees will be placed in regular City employment. If the employees desire another City position other than the one they currently hold, they will need to compete under the same terms and conditions as other applicants.

JDS/ef

cc: Mayor Neil Goldschmidt

H.E. Johnson, Director  
Management Services

LeRoy Albert ✓

PORTLAND DEVELOPMENT COMMISSION

## NEIGHBORHOOD DEVELOPMENT OFFICE

10 NORTHEAST GRAHAM STREET  
PORTLAND, OREGON 97212 • 288-8187

November 15, 1973

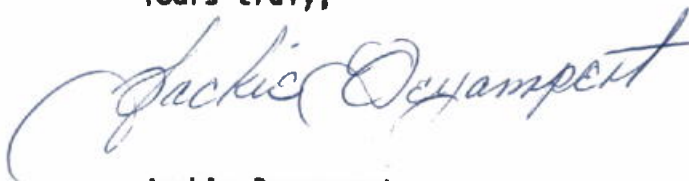
Mr. Mike Henniger  
Physical Planning Coordinator  
Portland Model Cities  
5329 N.E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Henniger:

This is to inform you that the Elliot Neighborhood Program Association approved Portland Development Commission's request for a permit to continue utilizing the trailer located at 235 N. Monroe.

This decision was made at a General Membership meeting Wednesday, November 14, 1973.

Yours truly,



Jackie Deyampert  
Chairman

JD:fw



orig.  
Back of  
B-33-01

November 15, 1973

TO: CITIZENS PLANNING BOARD  
FROM: ANDY RAUBESON, ACTING DIRECTOR  
RE: AMENDMENT TO AN ORDINANCE

The Portland Development Commission has requested an amendment to ordinance #131857. The following provides background information and staff recommendation.

BACKGROUND

The ordinance in question was enacted to allow a 50' trailer, which serves as a site office, to be located at 235 N. Monroe. The ordinance is soon to expire and the Portland Development Commission is requesting that it be amended in order for the trailer to remain at its present location for an additional three (3) years.

The request was approved by the Community Development Working Committee at its November 5, 1973, meeting and by the Eliot Neighborhood Association at its November 14, meeting. The Portland Planning Commission will consider the request on November 27, 1973.

STAFF RECOMMENDATION

The staff concurs with the Eliot Neighborhood Association and the Community Development Working Committee and recommends approval.



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# portland model cities

CITY DEMONSTRATION AGENCY  
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288-8261

Executive Board  
November 13, 1973

The meeting was called to order by the Chairman, LeRoy Patton. The following Board members were present or arrived before the meeting adjourned:

LeRoy Patton  
Jan Childs  
Charles Ford

James Loving  
Opal Strong  
Gregg Watson

The following Board members were absent:

Kay Toran  
Brozie Lathan

Robert Rogers

Mr. John Coldesinia introduced himself as the HUD representative from Seattle, Wahsington, who was representing Mr. Scalia, from the HUD Regional Office in Seattle. He stated that he didn't have any specific input but he would like to be available.

Mr. Raubeson stated that he asked the census of the Executive Board from the request he had received from Mrs. E. J. Baskett. Model Cities gave a grant to secure title to land for Portland Community College to have a site in the neighborhood. E. J. Baskett, as a minority contractor was awarded the contract. Mr. Baskett hired a sub-contractor and the sub-contractor tore up a considerable amount of curbing and sidewalk which was over forty (40) years old, and city rules call for replacement. The City reduced the contract by \$1,800 wiping out any profit and the only asset in the estate of E. J. Baskett. Mr. Raubeson asked for the opinion of the Executive Board as to the possibility of reopening the contract and raising actual payment. He explained that one request by the Executive Board was that before they consider the case further they check into the legality of the problem with a proper HUD official.

Mr. Coldesenia replied that as far as that particular problem was concerned he would prefer to have some time to check out the legal ramifications before he could make a response.

Mr. Loving stated that at the last Executive Board meeting that particular item was tabled and one of the reasons why it was tabled was because the Committee did not have enough information and at this point they still do not have that information.

Mr. Loving said that he was sure that staff could dig up some of the contracts, sub-contracts, and the city's point of view.

Mr. Raubeson responded that the first thing requested was the submission to HUD on the general idea and to find out if it was at all possible.

Mrs. Strong stated that the Board was supposed to receive a summary of the contract.

Mr. Coldesenia replied that in order to make a proper response he would have to know a fair amount of information about it.

Mr. Loving explained that he felt that HUD's opinion at that point was premature because the Executive Board has not made up their minds about the situation.

Mr. Patton pointed out that the Executive Board asked for a summary report of the E. J. Baskett case.

Mr. Raubeson asked if the Board wanted an initial determination from HUD?

Mrs. Strong asked how soon Mr. Raubeson could get some information to the Board? Mr. Raubeson replied at the Executive Board meeting Mrs. Baskett's attorney could be invited to make a presentation.

Mr. Watson expressed concern that he felt they couldn't release the \$1,800 until they have reviewed the budget.

After further discussion Mr. Watson moved that the E. J. Baskett case be tabled until after the Executive Board has reviewed the fiscal budget. Motion died for lack of second.

Mr. Watson withdrew his motion.

Mr. Loving stated that he wanted to know the City's point of view, Mrs. Baskett's and her attorney's point of view and the negotiation process of the contract.

Mr. Watson moved that the Chairman of the Citizens Planning Board request pertinent information from the City Attorney and the Baskett estate and any other information that would be brought to the Executive Board in the form of information and not releasing any funds until after the Budget Review Committee has made a fiscal review. Seconded. Motion Carried. Charles Ford abstained.

Mr. Raubeson stated that the Committee was interested in getting audits completed at a time earlier enough to have a bearing on re-programing. He stated that the Executive Board has already written to the City and the next step was to make a request of HUD. HUD is having auditors here next week. That audit is not a complete audit of every program. It is an audit here of everything through

and then a random sampling of agencies to do complete audits.

Mr. Watson asked Mr. Coldesenia if he was involved with the auditing of programs?

Mr. Coldesenia replied that he is not involved in the auditing process. Mr. Watson asked if it was Mr. Coldesenia's understanding that the random audit of projects is sufficient?

Mr. Coldesenia replied that the HUD auditors do not make a random auditing of projects. What they do do is to make a random sampling of the auditing that the Model Cities Program has been doing of Operating Agencies.

Mr. Watson asked if HUD samples the audits that Model Cities does.

Mr. Coldesenia responded that Model Cities is required to perform audits on all Operating Agencies.

Mr. Watson asked if they can go outside and request an outside audit to be done and completed.

Mr. Coldesenia stated that Model Cities is already required to perform audits on all Operating Agencies. There is a certain minimum requirement for audits to be done and this could be done oftener or to a greater degree than that.

Mr. Watson asked if HUD would actually come in itself and do an audit. Mr. Coldesenia responded no.

Mr. Loving asked if the HUD auditing people have always been at the Board's disposal upon their request? Mr. Coldesenia replied that a copy of the HUD report would be at the Board's disposal. There have been at least two audits of this program that he knew of and they do plan on beginning soon again to audit.

Mr. Watson asked whose audit are they auditing? Mr. Coldesenia explained that they are auditing the program, CDA. This includes in addition to the CDA, business transactions, the Model Cities dealings with her Operating Agency.

Mr. Watson asked if HUD does their own audits. Mr. Coldesenia responded that HUD reviews those audits. Mr. Patton asked what a random sampling is? Mr. Raubeson replied six (6) programs.

Mr. Loving alluded to the fact that two (2) years in which the Budget Review Committee has been functioning they have never been asked to be involved in an audit, consulted by the auditors, and the acting director never did want the Budget Review Committee in the first place. It appears that there is something going on and the Budget Review Committee is being locked out.

Mr. Watson stated that the sub-committee which is looking for a new director is concerned about what this new person is being handed and they also don't even know what we have got to give that person.

Mr. Patton asked how the Committee addressed that? Mr. Watson replied that the Committee is trying to address that with the help of HUD.

Mr. Coldesenia answered that he has relied on the fact that the HUD auditors get the final determination. Mr. Patton stated that this then would be available as a result of the audit.

Mr. Coldesenia replied yes.

Mr. Raubeson stated that Mr. Roberts has shared the financial reports with the Budget Review Committee. Mr. Coldesenia stated that HUD expects before very long to receive from their central office a copy of the procedures for closing out of the Model Cities Program. One thing is the auditing of Model Cities Operating Agencies. There will be some guidelines for setting up a schedule of audits and it will be required that the audits take place before the phase out. Within a month they may have a document for Model Cities and it will be his staff who familiarize the CDA Staff with it.

Mrs. Strong asked if there is funds for this. Mr. Coldesenia replied that Model Cities Agency is required to reserve funds for that purpose.

Mr. Ford asked if there will be a complete audit at the ending of the program? Mr. Coldesenia stated that eventually there will be a complete audit of Model Cities and each Operating Agency.

There was further discussion on this subject.

Mr. Loving stated that in the beginning of Third Action Year Extension (3AYE) the Board requested a quarterly audit. The first quarterly audit came in September and we were told that this was a misunderstanding on the administrations part, now we are approaching the second quarter and the administration has not conceded. We (the Board) requested that at the beginning of 3AYE and we have yet to receive it and we have not seen the previous audit books by HUD. This was the Budget Review Committees biggest complaint and we have subsequently been shut out.

Mr. Watson asked what is the method you would consider appropos to bring a new director abreast of the Agency.

Mr. Coldesenia replied that it would probably be of great interest to a new person to read the previous HUD audits reports and the correspondence and to which clears the findings likewise to the Operating Agency audits.

Mr. Watson asked if HUD's liaison man can provide that information. Mr. Coldesenia replied that CDA has a copy of the audit reports.

Mr. Coldesenia asked if the Board has received monthly financial statements.

Mr. Roberts answered no they have not.

Mr. Loving reiterated that Mr. Robert's cooperation in the last two (2) months has been excellent. Up until the last couple of months we did not get cooperation from anyone. He is also concerned about how money is moved around.

Mr. Ford asked about HUD's liaison person to Model Cities.

Mr. Coldesenia gave background information on the HUD liaison person, and gave explanation as to why a HUD man has not been present as HUD Regional Office in Seattle has responsibility for Model Cities now.

Mr. Watson stated that because of the critical nature of the Screening Committee in selection of a new director, we request that the HUD liaison man or representative attend the Screening Committee meetings in regard to the selection of a director, upon request with the proper notification.

Mr. Coldesenia stated that this would be find however, he would be cautious in that type of a decision, they could however, suggest come criteria.

Mr. Loving stated that we have received a copy of a letter from the Regional Office stating that the program may last as long as there is money.

Mr. Coldesenia responded that within reason he saw at one time, some type of proposal that would enable the program to last till June, 1975.

Discussion followed on the next Citizens Planning Board agenda.

Mr. Michael Opton introduced Mr. Jon Stephens, City Personnel Manager.

Mr. Loving stated that Region 10 has been in the formative stage of putting together Region 10's Citizens Participation structure. Out of Tacoma, Washington, we have Junior Ellis, President and he has drafted a proposal of hopefully being funded for Region 10's structure. Mr. Ellis is the Chairman of Region 10 and in the proposal he submitted he has designated himself as Executive Director of Region 10, based on funding, without the approval of Region 10 participants.

Mr. Loving asked Mr. Coldesenia how HUD will view this as Mr. Ellis



being in the proposal and also being President of Region 10.

Mr. Coldesenia answered that he cannot comment to directly on anything that has to do with that particular proposal, but he would tend to agree that if Mr. Ellis has done this without any approval from the other members of the organization he is wrong.

Mr. Loving stated that in terms of all the other nine (9) regions being funded HUD put some money in abeyance, consequently everyone was funded but Region 10. The money that was laying in abeyance for Region 10 was stolen by the National Citizens Participation Conference. He asked where Region 10 is going to get their money from.

Mr. Coldesenia replied that he has no idea as to the answer to that question.

Mr. Loving asked what is the Region doing in terms of trying to recapture new money.

Mr. Coldesenia stated that he was not aware of the situation.

Mr. Loving stated that he hoped Mr. Coldesenia would take notes and take his concerns back to the Regional Office and put it to the person who is above Alan Avery.

There was further discussion on the subject of funds for Region 10.

Meeting adjourned at 8:00 P.M.

citizens  
planning  
board



# portland model cities

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

Citizens Planning Board  
November 20, 1973

The meeting was called to order by the Chairman, LeRoy Patton.  
Robert Rogers gave the invocation.

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

Burnett Austin  
Bessie Bagley  
Nick Barnett  
Marlene Bayless  
James Bucciarelli  
Richard Celsi  
Jan Childs  
Billie Cox  
Charles Ford  
Ella Mae Gay  
Marcus Glenn  
John Gustafson

Ernest Hartzog  
Brozie Lathan  
James Loving  
LeRoy Patton  
Bill Newborne  
Walter Ready  
Robert Rogers  
Opal Strong  
Kay Toran  
Harry Ward  
Martha Warren

The following Board members were absent:

James Cruzan  
Jack Deyampert

Herb Simpson  
Gregg Watson

Agenda: Mr. Rogers moved that item (F) Final Nominations and  
Election of Officers be moved to item (B) on the agenda. Seconded.  
Motion Carried. It was moved and seconded for approval of the  
agenda as amended. Motion Carried.

Minutes: It was moved and seconded for approval of the minutes.  
Motion Carried.

Correspondence: Mrs. Childs read a letter of correspondence from  
Mr. Patton to Mr. Jon Stephens, City Personnel Manager, requesting  
that Mr. Stephens attend the November 20, 1973, Citizens Planning  
Board meeting to answer questions regarding Civil Service status  
for Model Cities employees.

(A) Emergency Housing Repair Task Force Report: Mr. Patton stated that Mr. Deyampert, Chairman, was not present to give the report and Mr. Glenn was also not present at this time.

Mr. Rogers moved that the Board dissolve the Emergency Housing Repair Task Force and a new Task Force be formed if the report is not given by 9:00 P.M. tonight. Motion died for lack of second.

Mr. Ward agreed with Mr. Rogers and pointed out that the matter has been on the agenda three (3) or four (4) times and he would like to go along with Mr. Rogers and defer this matter until a time certain tonight and allow Mr. Deyampert and Mr. Glenn to arrive and if they do not arrive then the Committee should be dissolved.

Mrs. Benson stated her point of view and asked that the Board rule that she receive a \$1,000 grant so that she may have bathroom facilities installed her home downstairs.

Mr. Ward stated that it would be better if they would refer this matter to the Executive Board and ask staff to provide them with the information. Mr. Gustafson agreed with Mr. Ward.

Mrs. Benson stated that that would just be another way to prolong the situation.

Mr. Henniger, Physical Staff, explained that Mrs. Benson applied for a Emergency Housing Repair grant and she had previously received one and therefore, she was ruled ineligible. She then appealed the ruling and again was unanimously denied a grant by the Citizens Appeal Board.

Mr. Ward stated that the Board was being called on to make a decision on something they knew nothing about. Mr. Ward then moved that the Emergency Housing Repair item be referred to the Executive Board and staff provide necessary information and a recommendation then be made by the Executive Board. Seconded. Motion Carried.

Mr. Rogers requested that staff give the Emergency Housing Repair item top priority and the requested information be in the Executive Board's hands no later than Tuesday, November 28, 1973.

Mr. Glenn stated that he hoped staff would provide the Board with copies of the minutes of the last Citizens Review Committee Board meeting.

(B) Nominations and Election of Officers: Mr. Lathan read the slate of nominees for Citizens Planning Board officers. They are as follows:

- (1) Chairman - Gregg Watson
- (2) 1st Vice-Chairman - Kay Toran
- (3) 2nd Vice-Chairman - Burnett Austin
- (4) Secretary - Charles Ford
- (5) Correspondence Secretary - Opal Strong

Mr. Hartzog moved for approval of the Nominating Committee's report. Seconded. Motion Carried.

Mr. Rogers asked who was on the Nominating Committee?

Mr. Patton answered Kay Toran, Brozie Lathan, and Charles Ford.

Mr. Gustafson moved that the election procedures be followed as in the past, such as elect the officers from Chairman on down to secretary, individually. Seconded. Motion Carried.

Mr. Ward stated that the Chairman would have to appoint talliers. Mr. Patton asked for three (3) citizens to tally votes. Mr. Casson, Mr. Payne and Mr. Opton volunteered.

Mr. Newborne nominated Mr. Loving for Chairman. Seconded. Mr. Loving declined the nomination.

Mr. Ward moved that nominations be closed and that the secretary cast a unanimous vote for Gregg Watson as Chairman. Seconded. Motion Carried.

Mrs. Toran withdrew her name from 1st Vice-Chairman and moved that James Loving be nominated for 1st Vice-Chairman. Seconded.

Mrs. Warren moved that nominations be closed. Seconded.

Mr. Ward moved that the rules be suspended and that James Loving be elected by acclamation and the secretary cast a unanimous vote. Seconded. Motion Carried.

Mr. Lathan moved that nominations be closed for 2nd Vice-Chairman. Seconded.

Mr. Rogers moved that 2nd Vice-Chairman, Secretary and Correspondence Secretary be voted on together. Seconded.

Mr. Glenn stated that we already voted to take each office individually.

Mr. Lathan moved that the secretary cast one unanimous ballot for Burnett Austin as 2nd Vice-Chairman. Seconded. Motion Carried.

Correspondence Secretary: Mrs. Warren moved that nominations be closed and the secretary cast a unanimous vote for Opal Strong as Correspondence Secretary. Seconded. Motion Carried.

Secretary: Mr. Glenn asked what the secretaries duties were? Mr. Patton gave clarification on the duties.

Mr. Rogers moved that nominations be closed. Seconded.  
Mr. Lathan moved that one unanimous ballot be cast for Charles Ford as Secretary. Seconded. Motion Carried.

Mr. Patton stated that four (4) Executive Board members at large were to be elected. Mr. Lathan stated that the Nominating Committee was submitting the following names:

- (1) Marlene Bayless
- (2) Kay Toran
- (3) James Bucciarelli
- (4) Harry Ward.

Mr. Loving moved that the recommendation from the Nominating Committee in terms of Executive Board members at large be accepted. Seconded. Motion Carried.

Mr. Bucciarelli declined the nomination.

Mr. Ford nominated Dick Celsi as an Executive Board member.  
Mrs. Strong nominated Brozie Lathan to the Executive Board.

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

Nominees for the Executive Board were:

- (1) Marlene Bayless
- (2) Kay Toran
- (3) Harry Ward
- (4) Dick Celsi
- (5) Brozie Lathan

The following Board members were elected to the Executive Board:

- (1) Marlene Bayless
- (2) Kay Toran
- (3) Harry Ward
- (4) Dick Celsi

(C) Operation Step-Up Task Force Report, Kay Toran:

Mrs. Toran read a memorandum from herself addressed to Mr. LeRoy Patton regarding the Step-Up investigation. The Advisory Board of Operation Step-Up agreed to comply with the Task Forces requests.

Mrs. Toran stated that the confidential file on Step-Up has been with Mrs. Robertson for the last two (2) weeks.

Mr. Ward moved that a recommendation be withheld until the Board at its discretion can review the material on file and such recommendation be made at the next Citizens Planning Board meeting. Seconded.



Mrs. Toran suggested that the file on Step Up not be distributed, due to the problems individuals had on their jobs at Step Up.

Mr. Glenn stated concern about all Board members reading confidential files on employees, etc. He stated that he would much rather rely on the Task Force to make a recommendation.

Mrs. Toran replied that she is prepared to make a recommendation.

Mr. Patton asked if it would be possible for Kay Toran to meet with the Task Force in order that they make a recommendation.

Mrs. Toran stated that the Task Force has made a recommendation which is that the Task Force recommend to the Board that they accept this report and consider the matter closed.

Mr. Gustafson stated that he assumed that the Task Force will have some specific options or recommendations for the Board.

Mr. Glenn again stated his opposition to Citizens Planning Board members reviewing the Step-Up files.

Mrs. Gay stated that in light of all the information the Task Force has and with the new information that has come out, all Board members should take a look at it.

Mr. Ward agreed with Mr. Glenn regarding the confidentiality and alluded to the fact that he had hoped the Committee in light of the material they have, they would have come in with a recommendation to give the Board some guidance, such as we no longer fund the program, or that we fund the program and ask for a monthly audit of some type.

Mr. Loving agreed with Mr. Ward and stated that the Committee was charged to bring back recommendations, investigate the issue so that the Board can rectify the situation. The problem still exists as far as he is concerned.

Mrs. Toran stated that the Committee's task was to address themselves to the problems that arose with staff, either being fired or resigning, and their task did not involve going into other types of matters. The recommendation that the Task Force made was to approve the report and that the investigation be closed.

Mrs. Toran explained that there are other matters that relate to Step Up other than personnel which are fiscal concerns, but were not the Committee's assignment; she was made aware of these concerns through an anonymous letter.

Mr. Hartzog reiterated that another Task Force should be appointed by the Chairman to investigate.

Mr. Ward withdrew his previous motion and there was further discussion on this matter, after which time Mr. Ward moved a substitute motion that this part of the Operation Step-Up Task Force Report be accepted and that the authority be vested in the Committee to go further. Seconded. \*Motion Carried. Sixteen (16) Favor. Three (3) Opposed. Martha Warren abstained.

Mrs. Toran expressed that the fiscal matter should be sent back to the Step Up Advisory Board.

Mr. Roberts responded that very recently he conducted a fiscal audit on Step-Up and he found some discrepancies and notified Step Up's Administrative Staff and they complied with them.

Mr. Ford moved that the auditors be requested to go back to Operation Step-Up and do a yearly audit. Motion died for lack of a second.

Mr. Ward moved that the Committee dealve further into this matter using Model Cities staff for professional assistance and that any discrepancies that are found be reported to the Board with a recommendation. Seconded. Motion Failed. 8 Favor. 12 Opposed. Burnett Austin Abstained.

Mr. Gustafson asked that a report go from staff to the Executive Committee that would narrow down the issue without having to resurrect the Task Force which has already completed its task.

Mr. Bucciarelli asked if the Board was freezing or withholding funds at the present from Step Up.

Mr. Roberts replied no.

Further discussion ensued on this issue.

\*Vote on Motion.

Mrs. Warren moved that staff bring the Board an evaluation report on Operation Step-Up. Motion died for lack of second.

(D) Civil Service Status, Jon Stephens, City Personnel Manager:

Mr. Stephens gave an informational report on Civil Service and clarified Mr. Albert's memorandum to Mr. Raubeson which was the concern of many Board members.

Mr. Stephens explained that when a Model Cities employee passes the Civil Service test Mr. Stephens will recommend that Model Cities employees have first priority over anyone else, even if Model Cities employees have a lower score on the test.

Mr. Loving stated that the existing Civil Service guidelines have been established for the last 100 years. They were designed for

the white populus and it excluded alot of the minorities. Since that time we have been trying to rectify the situation. Since the Model Cities program has been here we have been trying to develop a new mechanism. What are you going to do in terms of breaking down that criteria so that we can integrate into the Civil Service Program.

Mr. Stephens referred to a 1972 legislative act in reference to Mr. Loving's question.

Mr. Loving stated that the Board has submitted a proposal of changes that they feel the Civil Service should follow in terms of minorities. The Board needs someone to help them present this to get adequate jobs.

Mr. Stephens replied that he would be happy to work with the Board to accomplish that.

Mr. Stephens stated that one of the areas of responsibility assigned to him is the area of affirmative action.

Mr. Raubeson asked if Mr. Stephens was saying that you are prepared to recommend that if one of our employees gets a 70 and fifteen (15) other people get grades ranging from 71 to 99, you will recommend that our employee gets that position?

Mr. Stephens answered yes.

There was discussion centering around affirmative action, and legislative laws for employment.

Mr. Hartzog stated that the Employment Working Committee developed a letter regarding civil service and listed some pertinent points.

Mr. Stephens responded that he was familiar with the letter and he had discussed it with the Employment Working Committee and he recommended that the letter be sent to someone for a specific reply. He would not know whether to respond to that letter since it was addressed to someone else.

Mr. Hartzog asked that the Board request a response from Mr. Stephens. Mr. Stephens stated that if the Board would send him a letter asking for a response from the letter previously sent to Mr. Patton he would be glad to reply.

Mr. Rogers stated concerns about Civil Service and stated that Model Cities employees need some type of guarantee to be assured of positions in Civil Service. He also stated that what is needed in the Affirmative Action Plan is definite goals and time tables.

Mr. Ward asked if Civil Rights had reviewed the Affirmative Action Plan?

Mr. Stephens reply was that he was not sure if they have seen it or not.

Mr. Loving stated that Mr. Stephens indicated he would be willing to cooperate in terms of giving his support in recommending to the City Council. Mr. Loving asked if Mr. Stephens was willing to get a copy of the Civil Service Proposal which the Council has turned down and support it through the proper channels.

Mr. Stephens response was that he would be glad to get a copy of the proposal and review it, but he cannot commit himself to something he has not read.

Mr. Loving stated that on page 16 Mr. Stephens referred to Model Cities personnel being integrated into the City structure by June 1974. If the recommendation Mr. Stephens is planning on submitting to Council is accepted then he is locking Model Cities out because he is assuming that Model Cities will not last after June, 1974.

Mr. Stephens replied that this was just his understanding that June, 1974 was the end of the funding period.

Mr. Patton asked Mr. Stephens is he would be willing to come to the Executive Board. Mr. Stephens stated that he would be more than happy to come when invited.

There was further discussion regarding Civil Service.

(E) Extended Permit, Portland Development Commission Relocation Site Office:

Mr. Ward moved that the recommendation of the Eliot Neighborhood Association and Staff be accepted. Seconded. Motion Carried.

(F) Report from the Screening Committee, James Loving:

Mr. Loving stated that the Screening Committee had fifty (50) applications on file and they have set up a time table to reduce the fifty (50) applicants to fifteen (15) and the best of the fifteen (15) finalists will be called in for personal interviews on December 1, 1973, and consequently we will reduce that figure down to three (3) or two (2).

At the December 4, 1973, CPB meeting we will announce the finalists.

Mr. Hartzog moved to accept the Screening Committee's Report submitted by James Loving. Seconded. Motion Carried.

Mrs. Strong announced the upcoming Citizens Participation Working Committee Fun Night scheduled for December 1, 1973, at Cascade College.

Mr. Ward stated that the newly elected officers cannot take office until they are installed.

Meeting adjourned at 10:30 P.M.

Minutes approved by:

Jan Childs

: Jan Childs

TO: CITIZENS PLANNING BOARD

FROM: ANDY RAUBESON, ACTING DIRECTOR

RE: REVOCABLE PERMIT REQUEST BY YOUTH AFFAIRS COUNCIL INC.

*all con*

Youth Affairs Council Inc. has requested a Revocable Permit for property located in the King Neighborhood, at 707 N. E. Fremont Street. The following provides background information and staff recommendation:

BACKGROUND

As you are aware, Youth Recreation, is a Model Cities funded project operated by the Youth Affairs Council, which provides recreational opportunities to Model Neighborhood youth between the ages of 13 through 21.

The project provides for a recreational center, Bruce Thomas Memorial Center currently located at the property in question. The Center's operation at this particular location is illegal under the City Zoning Ordinance since the existing zone is a C4 or commercial zone. Therefore, a Revocable Permit is requested in order for the center to remain at this site.

This request was reviewed and approved by the King Neighborhood Improvement Association on November 28, and by the Community Development Working Committee on November 27, 1973. The Planning Commission will consider the request on December 11, 1973.

STAFF RECOMMENDATION

The staff concurs with the King Neighborhood Improvement Organization and the Community Development Working Committee and recommends approval.

November 28, 1973

Mike Henniger, Physical Planning Coordinator  
Model Cities Office  
5329 N.E. Union  
Portland, Oregon 97211

Dear Mr. Henniger:

This is to inform you that the King Improvement Association approved the Youth Recreation revocable permit request for the Bruce Memorial Youth Center located at 717 N.E. Fremont which is located within the King boundaries. This decision was made at a special meeting called for this purpose

November 28, 1973.

Yours very truly,

  
\_\_\_\_\_  
Rosadelle Parker, Chairman

TO: CITIZENS PLANNING BOARD  
FROM: ANDY RAUBESON, ACTING DIRECTOR  
RE: REVOCABLE PERMIT REQUEST BY MR. MOSS

*ed*  
*ed*

Mr. Moss, deedholder, has requested a Revocable Permit for property located in the Humboldt Neighborhood, at 5265 N.E. Mallory Avenue. The following provides background information and staff recommendation.

#### BACKGROUND

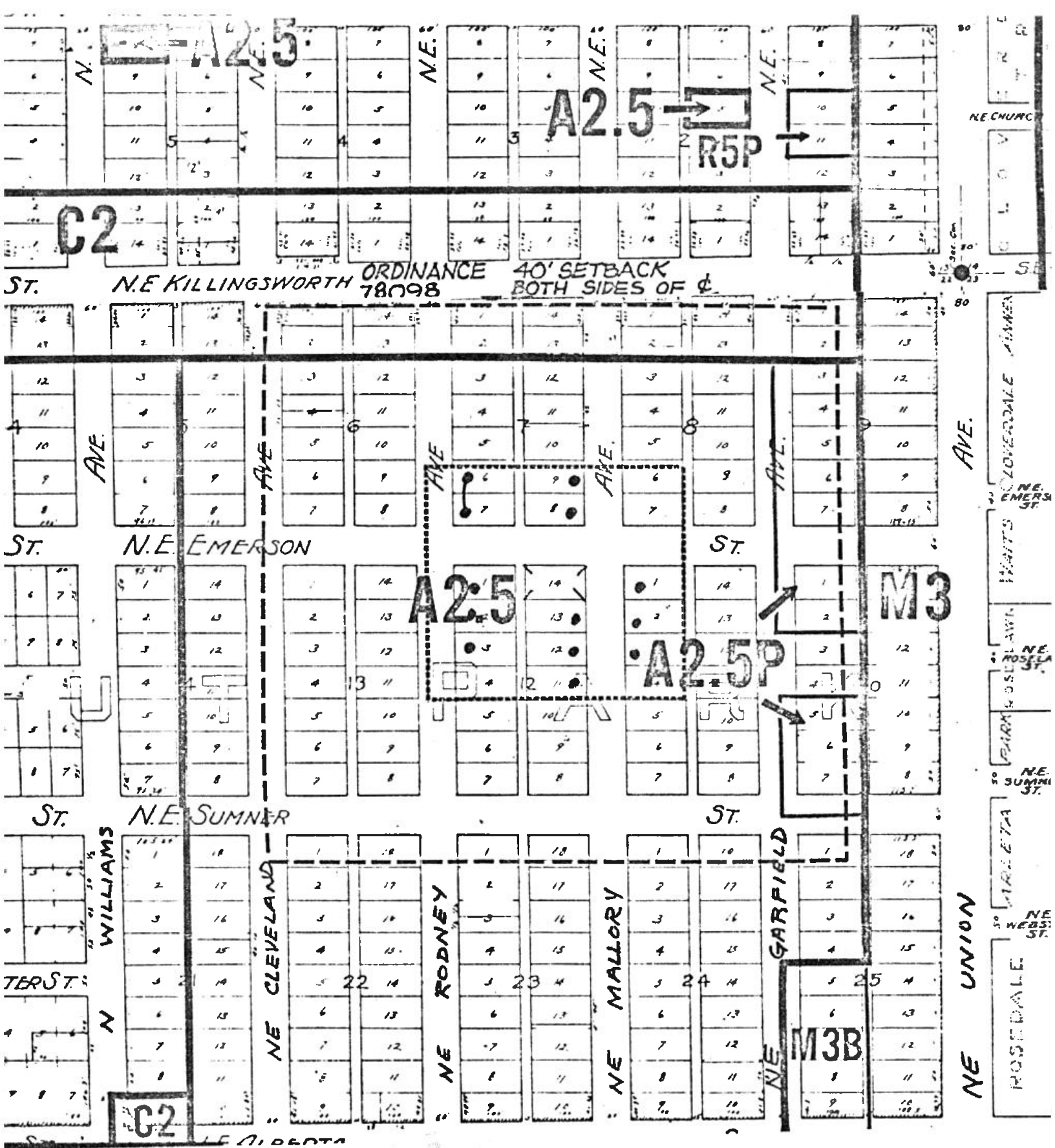
The applicant proposes to use the property in question for a professional office. The existing single family structure will provide approximately 3,000 sq. ft. of net rentable space. Six (6) off street parking spaces will be provided. The 50' x 100' lot is presently zoned A2.5 or apartment zone.

This request was reviewed and approved by the Humboldt Neighborhood Improvement Organization on September 17, 1973, and by the Community Development Working Committee on November 27, 1973. The Planning Commission will consider the request on December 11, 1973.

#### STAFF RECOMMENDATION

The staff concurs with the Humboldt Neighborhood Improvement Organization and the Community Development Working Committee and recommends approval.





Petition Number 6316

Zone Change Area ☐

Existing Zoning A2.5

1/4 Section 2530

Requested Zoning C4

Scale: 1"=200'

Signers Area .....

Notification Area -----

*Lyons*

**RECEIVED**

**NOV 15 1973**

**MODEL CITIES**

**September 18, 1973**

**Mr. Spenser Vale  
Director of Zoning  
Portland City Planning Commission  
424 S.W. Main  
Portland, Oregon**

**Dear Mr. Vale:**

**On September 17, 1973, the Humboldt Neighborhood Improvement Organization met with Mr. Eddie Moss, property owner of 5265 NE Mallory, who presented an application for a revocable permit to use the above-named property for legal offices for the Legal Aid Society, which would constitute a zone change from A2.5 to C4. The Humboldt Neighborhood Organization approved the revocable permit requested by Mr. Moss.**

**Sincerely,**

**Brozie Lathan, Chairman  
Humboldt Neighborhood Improvement  
Organization**

**BL/nf**

**cc: Leroy Patton, Citizens Planning Board  
Ray Brewer, Community Development Working Committee**



November 28, 1973

DEPARTMENT OF  
PUBLIC AFFAIRS

MILDRED SCHWAB  
COMMISSIONER

MODEL CITIES  
AGENCY

ANDREW RAUBESON  
ACTING DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

Kay Toran, Chairman  
Operation Step-Up Task Force  
4510 N. E. 16th Avenue  
Portland, OR 97211

Dear Mrs. Toran:

At the request of the Citizens Planning Board, I have examined the financial condition and activities of Operation Step-Up.

As a result of audits conducted by this office (October 15, 1973) and the annual audit conducted by University Information Systems (period June 16, 1971, through June 15, 1972), it is my opinion that there is an accountability established with this agency. While there are still some administrative or audit problems to be resolved, they are not of an alarming nature.

The information attached to this letter will bear my conclusions out. The findings mentioned in both audits reflect problems inherent in any organization. These findings are no worse or better than our other operating agencies.

Usually after negotiation, all the findings are resolved by the operating agency agreeing to comply to the findings noted.

I might add that this agency does not have the final say on audits performed. Finalized audit procedures consists of the following steps:

1. the operating agency responds to audit;
2. the CDA acknowledges the audit response and makes recommendations to the Commissioner and City Auditors Office for acceptance or rejection;
3. the Commissioner's Office and the City Auditors Office approve or reject the recommendation;
4. the operating agency is then notified of approval or rejection and requests further response or the City makes a final decision;

Page Two  
November 28, 1973

5. the City reimburse agency (if applicable) or receive refund (if applicable); and
6. HUD is then notified of action taken.

As you can see, there are sufficient controls to insure that an agency complies to the terms of their contract.

Sincerely,



Elvin D. Roberts  
Admn. Management Coordinator

EDR:cfc

cc: A. Raubeson  
G. Holliday  
G. Watson  
Official Files

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

October 15, 1973

TO: Elvin D. Roberts  
Admn. Management Coordinator

FROM: Gary Holliday  
Budget Analyst

SUBJECT: MONITORING AUDIT - 20-01 OPERATION STEP-UP

Wednesday, October 10, 1973, a monitoring audit of the fiscal records of Operation Step-Up was conducted. A list of eligible and ineligible costs was made using HUD criteria as outlined in CDA Letter, No. 8, Part II and per terms and conditions set forth in Contract #13764. The following are findings and recommendations: -

FINDING-1

Instances where expenses were paid from the purchase order and no invoice or receipt was attached. Two specific examples were check #2873 to JoAnn Simington and Check #2882 to Shelly Dirks. *get copies of these checks*

RECOMMENDATION

- All checks written have to be supported by either a valid vendor invoice or appropriate receipts. It is understood that some checks will be written in advance of the receipted invoice but after a "reasonable" time, the supporting documents should be attached. In the two instances mentioned, the checks were written in June and no supported documents had been attached as of October 10, 1973.

FINDING-2

The total health (Kaiser) bill and telephone bill were paid by Operation Step-Up and later, partly, reimbursed by Nero Industries.

RECOMMENDATION

It is understood that to receive group health benefits it is necessary to combine the staff of Nero Industries and Operation Step-Up. However, in paying the insurance premium each entity should draw funds from their separate accounts, or Nero Industries (or the operating agency) should pay for the entire bill and Operation Step-Up should reimburse them for their share. At present, a private profit making organization, Nero Industries, is using federal funds to cover their expenses.

The same situation is true for the telephone expenses. If the two entities are going to combine their telephone expenses, Nero Industries should pay the bill and Operation Step-Up reimburse them for their portion. In

reference to their portion, Operation Step-Up budgeted \$250/month for their telephone expense and this is exactly what Nero Industries is billing them. Operation Step-Up has had only five (5) employees for the last month-and-half and only seven (7) employees for the prior two months (this should mean a maximum of seven phones. In checking with the telephone company, one line with six extensions would cost approximately \$50/month plus long distance calls.

FINDING-3

Expenses for space cost have been approximately \$562.50/month and the budgeted amount is \$537.50/month.

RECOMMENDATION

A contract change should be submitted as soon as possible.

FINDING-4

Check #3012 to Tommy Luke Florists for flowers for staff member.

RECOMMENDATION

Flowers to staff members is considered an ineligible cost according to CDA Letter No. 8, Part II. If the staff wishes to send flowers, they should arrange to pay for them "out-of-pocket."

FINDING-5

Expenses for accounting services are being recorded as personnel costs, but are being treated as professional services expenses.

RECOMMENDATION

All personnel costs must be treated according to IRS regulations with the proper payroll taxes and deduction being withheld and submitted on a timely basis. If the accounting services are to be treated as professional services expenses, then they should be reported under Category 20, Contracted Services.

Page Three  
October 15, 1973

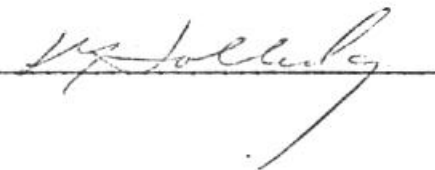
FINDING-6

Expenditures for coffee/food as detailed on invoices paid July 10, August 8, and September 26, 1973, for Hot Brewed Coffee, Inc.

RECOMMENDATION

All expenditures for coffee/food be considered ineligible and recovered by Model Cities.

DGH:cfc

A handwritten signature in dark ink, appearing to be "V. J. Kelly", is written over a horizontal line.



# OPERATION STEP-UP PERSONNEL

<u>Name</u>	<u>Rate</u>	<u>Week of Hire</u>	<u>Week of Termination Date</u>
R. Henniger	6.35		
B. Griffin	4.85		09-08-73
P. Alexander	3.17		09-08-73
T. Telfer	3.89		
H. Hayes	7.50	08-25-73	
C. Paikuli	2.60	08-11-73	
D. Collins	4.85	09-22-73	
S. Dirks	4.85		08-18-73
F. Johnson	Part/Time		08-04-73
G. Gaines	2.60	08-11-73	08-31-73
F. Petett	7.50		05-25-73
I. Chatters	3.50		07-19-73
B. Lowery	2.50	07-25-73	08-02-73

7

NERO  
INDUSTRIES  
INCORPORATED

P.O. BOX 11858  
PORTLAND, OREGON 97211  
TELEPHONE: 143/266-1106

26 October 1973

✓ Mr. Elvin D. Roberts  
Administrative Management Coordinator  
Portland Model Cities, CDA  
5329 N.E. Union Avenue  
Portland, OR 97211

Dear Mr. Roberts:

Monitoring Audit - 20-01 Operation STEP-UP

In response to subject memorandum received 25 October 1973, the following steps have been taken:

1. Xerox Corporation, Pacific Northwest Bell Telephone, Pitney Bowes, group medical plan and group life plan are being transferred from Nero Industries, Inc. to Nero and Associates, Inc., and Operation STEP-UP will reimburse Nero and Associates for their share of said accounts. Reference - Finding 2.
2. Finding 1 - Check number 2873 - copy of backup is enclosed and a copy has been forwarded to the accountant. Check number 2882 - accountant has backup for \$25.00 of the \$28.90 expenditure. Copy of a letter to Mr. Dirks, who is no longer employed by Operation STEP-UP, is enclosed as evidence of our remedial measure in this matter.
3. Last sentence of first paragraph on page two states "In checking with the telephone company, one line with six extensions would cost approximately \$50/month plus long distance calls." The actual cost for each telephone station of our call director system is \$28.00 per month times seven phones for a total of \$196.00 per month plus long distance calls, plus 15% tax. All bills prior to 20 July 1973 were per "actual" - the billings to July 20, August 20 and September 20 1973 have been recomputed and an adjustment has been made.

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NOV 2 1973

ADMINISTRATION

26 October 1973

Page two

4. Finding 3 - Space cost as adjusted for Action Year Four is in the amount of \$537.50, has been invoiced and paid accordingly.
5. Finding 4 - "flowers for staff member", - this was under the instruction of the previous director of the project to be charged within the scope of "fringe benefits." This director has discontinued and disallowed this practice, however, thank you for pointing out the ineligibility.
6. Finding 5 - Accounting services - Although listed on the personnel budget page, you will note that fringe benefits were not included for these services, and were so listed in accord with direction from CDA staff person Walter Kuust. In compliance with your instruction, a Contract Change Request is enclosed to adjust this item into Category 20 - Contracted Services. Please notify us of approval at your early convenience.
7. Finding 6 - This item has been addressed in previous audits. It was explained that expenditures for coffee/tea/chocolate (no food) was used for visitors and clients in relation to the project and was so approved. In the present action year, although the full amount has been paid by the project, 66% of each of said billings has been reimbursed to the project by Nero and Associates as a fair share. The portion actually paid by the project has been charged to Program Supplies. Because this expense item has previously been approved under audit, we request your reconsideration of its allowability.

This account, as those listed in item 1, will be transferred from Nero Industries, Inc. to Nero and Associates, Inc.

Thank you for your attention to these matters. If you have any further questions or recommendations, please let me know as soon as possible.

Sincerely,

NERO Industries, Inc.



Hazel G. Hays, Director  
Operation STEP-UP

HGH/trt

Enclosures

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**ADMINISTRATION**

# PURCHASE ORDER

PURCH ORDER  
ACCOUNT #203

5313

Date 15 June 1973

For \_\_\_\_\_

Req. No. \_\_\_\_\_

How Ship \_\_\_\_\_

Date Required \_\_\_\_\_

Terms paid by check no. 1700

To Northeastern College of Business  
Address 1810 N.W. 10th Avenue  
City Fort Lauderdale, Florida  
Ship To NLHO Industries, Inc., Operation STEP-UP

	QUANTITY		PLEASE SUPPLY ITEMS LISTED BELOW	PRICE		UNIT
	ORDERED	RECEIVED				
1			Portion for staff training (Jo Ann Fymington)			
2			and 1st day 1973	742	00	
3						
4						
5			(REPLACES PURCHASE ORDER NO. 2033)			
6						

DISPOSITION OF MATERIAL

Receiving Clerk

Ms. Frederico J. Petett, Director

Purchasing Agent

15144 modified

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ADMINISTRATION

citizens  
planning  
board



# portland model cities

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

## Executive Board Minutes November 27, 73

The meeting was called to order by the Chairman, Mr. Patton.  
The following Board members were present:

Charles Ford  
Jan Childs  
Gregg Watson  
LeRoy Patton

Dick Celsi  
Burnett Austin  
Opal Strong

The following Board members were absent:

James Loving  
Kay Toran  
Brozie Lathan  
Robert Rogers

Guests: Mrs. Edna Baskett

Staff: E. Robertson  
G. Myers  
E. Roberts  
A. Raubeson  
M. Henniger

(1) Operation Step-Up Report by Elvin Roberts: Mr. Roberts gave explanation of performing audits on Operating Agencies.

Mr. Raubeson called the Executive Board's attention to the cover letter from Mr. Andrew Branch, Auditor.

Mr. Roberts stated that he performed an audit on October 15, 1973, as a result of that audit he found certain findings and then in turn notified the Agency and they in turn responded to the findings, by either correcting it or questioning it. In this case some of the things found have been corrected to the point that even resulted in a contract change.

Mr. Ford asked if Mr. Roberts is satisfied with the Operation Step-Up, and if he is then the Executive Board is wasting their time.

Mr. Roberts stated that there hasn't been any fraud committed.

He doesn't think there has been an excessive misuse of funds; unless there is some specifics he cannot see anything wrong with the fiscal management operation.

Mrs. Strong stated concern about out-of-town and local travel. Mr. Roberts replied that the travel category has been approved.

Mr. Raubeson stated that there is a certain amount of question that should be resolved.

Mr. Roberts stated that he does respond to those rumors and inuendos when he hears these things over and over again just to satisfy himself and he will rarely say anything to Mr. Raubeson or the Board.

Mr. Watson referred to the anonymous document at the last Board meeting, stating that copies had gone to Commissioner Schwab, Mayor Goldschmidt, and Senator Packwood. He asked if Mr. Roberts is addressing himself to that particular document.

Mr. Roberts responded no, that he couldn't even get a copy of that document, and until he does he will not even take the accusations seriously.

Mr. Watson stated that if the document has gone that far he thought they needed to put their hands on something about the document.

Mr. Roberts stated that if the Board will supply him with a copy of the document he will be happy to look at it.

Mr. Roberts explained that he felt that he has reacted to some degree to a letter he has not even seen. He has requested Andrew Branch to drop whatever audits he is doing and bring Operation Step-Up to date, to June 1973. Once he gets that copy he can investigate it himself or he can turn the letter over to Mr. Branch. But the answer would not be forthcoming until after Mr. Roberts can give him the information, which would be thirty (30) days.

Mrs. Strong replied that all Board members did not receive a copy of the letter, only some received it and the person did not sign their name.

Mr. Ford asked if Citizens Planning Board members have anything to do with the hiring of a director for Step-Up?

Mr. Patton replied no. Mr. Roberts said other than the CPB having a representative on the Operation Step-Up Board.

Mr. Ford moved that the Executive Board recommend to the full Citizens Planning Board that they accept the financial report

submitted by Elvin Roberts, and close the issue of Operation Step-Up for the time being. Seconded. Motion Carried.

Mr. Ford suggested that the report go to the full Citizens Planning Board in the package.

Mr. Roberts stated that he would supply a cover letter with the report. Mr. Watson recommended that Mr. Patton contact Kay Toran, Chairman, and clear whatever transaction we have done this evening, so that she will be apprised of the situation.

Mr. Watson suggested that Mrs. Toran report since she has been following through on the issue.

(2) Mrs. Edna Baskett: Mrs. Baskett asked Mr. Henniger to explain her problem to the Executive Board. The problem concerns the settlement of the estate of the late E. J. Baskett. It has to do with the demolition of buildings at Cascade College.

She explained that Mr. Baskett bid 25% to low on the contract, and he hired Mr. Bun Cannon as a sub-contractor. In the process of doing that particular job there was some sidewalk damage done which cost \$1,800. It was the suggestion of the City Attorney that Mrs. Baskett and her lawyer meet with the Citizens Planning Board, and ask them if they would recommend that half the sum of the damage, \$900 to City Council be paid for the damage of the sidewalk.

Mr. Raubeson agreed with the presentation and stated that the sub-contractor did do the damage. The sidewalk was well over forty (40) years old and the City does collect in all like instances the full replacement value. There should be an adjustment made.

We could enter into a supplemental contract to make up the difference. The Board has stated that they would like to look at the total funding picture. Mr. Raubeson stated that the attorney has a considerable amount of correspondence but was called out of town at the last minute.

Mrs. Baskett stated that if the Board would tell her what they wanted she will get copies of that information.

Mrs. Strong asked how liable the sub-contractor was?

Mrs. Baskett replied that he skipped the country but he is not liable. They did have a litigation against him though.

After further discussion Mr. Watson moved that the Board support the efforts of staff to ascertain the possibility



of providing the \$1800 for recovery for the contractual loss and all legal terms of the contract and once the legalities and feasibility is determined a recommendation be forwarded to the full Citizens Planning Board for approval. Seconded.

Mrs. Strong asked if Model Cities had this money? Mr. Raubeson responded yes.

Mrs. Childs moved a substitute motion that the Executive Board recommend to the Budget Review Committee the allocation of \$1,800 as a supplement to the contract of the former E. J. Baskett. Seconded. Motion Carried.

There was further discussion on this matter.

(3) Emergency Housing Repair: Mr. Patton stated that the Executive Board needs to look at what they are going to present to the Board regarding Mrs. Benson's case.

Mrs. Strong moved that Mrs. Benson receive the money for a bathroom facility. Motion died for lack of a second.

Mr. Henniger responded that \$2,870 from Emergency Housing Repair was in one house, the \$3,500 was in a different house, the house she is requesting the bathroom facility for.

The toilet she has now meets the City Code. The 115 grant is a federal program and it is limited to code violations on a first priority basis and project rehabilitations on a second priority basis and may not be used for remodeling; under HUD guidelines the addition of a bathroom is remodeling. She is not eligible to do that with the money and there were enough other things wrong with the house to use the \$3,500 for code violations.

Mr. Austin asked if she was aware of this? Mr. Henniger responded yes, she was offered relocation when her first request for housing repair assistance was tendered and she did not want to be relocated and pursued the housing repair option.

Mrs. Strong moved that the Board allocate money for Hildress Benson for a bathroom facility. Motion died for lack of a second.

Mr. Watson asked which home was it that was recommended that Mrs. Benson be relocated out of? Mr. Henniger replied 835 North Humboldt.

Mr. Watson asked where did we put the money? Mr. Henniger stated 835 North Humboldt.

Mr. Watson asked if there is a guideline that indicates that we can only give a resident one one-time grant on the property they own.

Mr. Henniger stated that under the guideline the Review Committee is limited to giving any applicant more than \$1,000.

Mr. Henniger stated that it means that the Operating Agency must reject the applicant if he has been in before even if they live in a different property.

Mr. Henniger stated that there are three separate reasons in the contract why the Operating Agency couldn't approve it and why the Review Committee turned it down:

- (1) Because Housing Repair according to the contract may only be used to repair or replace existing structural features in the house. Mrs. Benson wants to add something to the house that is now not there.
- (2) Mrs. Benson has already had \$2,800 and under the existing contract any applicant is limited to \$1,000. She exceeds the limit.
- (3) Mrs. Benson has presented what she feels is a hardship and the Review Committee did not feel it was a hardship.

There was further discussion regarding Mrs. Benson's case and several options were discussed.

Mrs. Childs moved that the Executive Board recommend denial of Mrs. Benson's request for additional Housing Repair funds. Motion died for lack of second.

Mr. Ford moved that the Executive Board table the matter until it goes back to the total Citizens Planning Board. Motion died for lack of second.

Mr. Watson stated that there should be some other avenues to pursue in behalf of Mrs. Benson.

After further discussion Mr. Watson moved that the Executive Board list the facts that are relevant to the case and recommend to the Citizens Planning Board that outside sources be provided for pursuit for the lavatory facility and staff list some of the alternatives available to us. Seconded. Motion Carried. Opal Strong Opposed.

Meeting adjourned at 8:00 P.M.

citizens  
planning  
board



# portland model cities

B. 22-20  
CITY DEMONSTRATION AGENCY  
5329 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
288-8261

Executive Action  
November 27, 1973

- (1) Mr. Ford moved that the Executive Board recommend to the full Citizens Planning Board that they accept the financial report submitted by Elvin Roberts, and close the issue of Operation Step-Up for the time being. Seconded. Motion Carried.
- (2) Mr. Watson moved that the Executive Board list the facts that are relevant to Mrs. Benson's case and recommend to the Citizens Planning Board that outside sources be provided for pursuit for the lavatory facilities and staff list some of the alternatives available to us. Seconded. Motion Carried. Opal Strong Opposed.

The following Executive Board members were present:

Charles Ford  
Opal Strong  
LeRoy Patton

Jan Childs  
Gregg Watson

The following Board members were absent:

James Loving  
Kay Toran

Brozie Lathan  
Robert Rogers

citizens  
planning  
board



# portland model cities

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

Citizens Planning Board  
December 4, 1973

The meeting was called to order by the Chairman, LeRoy Patton.  
There was a moment of silent prayer.

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

Burnett Austin  
Bessie Bagley  
Nick Barnett  
Marlene Bayless  
James Bucciarelli  
Richard Celsi  
Jan Childs  
Billie Cox  
James Cruzan  
Jack Deyampert  
Charles Ford  
Ella Mae Gay  
Marcus Glenn

Ernest Hartzog  
Brozie Lathan  
James Loving  
Bill Newborne  
LeRoy Patton  
Herb Simpson  
Opal Strong  
Gregg Watson  
Harry Ward

The following Board members were absent:

John Gustafson  
Walter Ready  
Robert Rogers

Kay Toran  
Martha Warren

Proxies were announced as follows:

John Gustafson to Harry Ward  
Walter Ready to Jan Childs  
Martha Warren to Ella Mae Gay

Agenda: Under (F) Martin Luther King Budget Change by Dennis  
Payne was added. (F) Operation Step-Up was changed to (G),  
and (G) Model Cities Fun Night was changed to (H). It was  
moved and seconded for approval of the agenda as amended.  
Motion Carried.

Minutes: It was moved and seconded for approval of the minutes.  
Motion Carried.

Mrs. Childs as installation officer installed the new officers  
and Executive Board members which were:

Chairman, Gregg Watson

1st Vice-Chairman, James Loving  
2nd Vice-Chairman, Burnett Austin  
Secretary - Charles Ford  
Correspondence Secretary - Opal Strong

Executive Board Members-at-Large are:

Harry Ward	Dick Celsi
Marlene Bayless	Kay Toran

Mr. Watson then proceeded to take charge of the meeting. Mr. Watson congratulated Mr. Patton for serving as Chairman of the CPB for the term of 1972-73 and doing a fine job.

Mr. Watson stated the procedures for reports and explained that the petitioner for revocable permits will come before the Board, then the Chairman of the Working Committee will have a chance to speak, and lastly, the CPB representative assigned to that Working Committee from the CPB will finalize the report.

Mr. Simpson asked if these procedures were in line with the Constitution? Mr. Watson replied yes.

(A) Housing Repair Project Recommendations by Gregg Watson:

Mr. Watson stated that there was some falacy in the Housing Repair Program in the membership of the Citizens Review Committee, which does need to be reorganized and restructured. The Neighborhood Organizations should be electing new delegates to that Committee.

The Executive Board recommended that assistance be provided outside of Model Cities for Mrs. Benson. There was a meeting Monday, at 2:00 p.m. to put together some of the possibilities to provide a lavatory facility on the first floor for Mrs. Benson.

The Model Cities Program until further notice has exhausted their capabilities to provide a lavatory on the first floor. However, we have an obligation to work closely with Mrs. Benson to provide a lavatory facility.

Mr. Ward moved that the Citizens Planning Board authorize the Executive Board to continue to pursue outside sources to provide the lavatory facility for Mrs. Hildress Benson. Seconded. Motion Carried.

(B) Citizens Involvement Workshop Report and Recommendations by James Loving:

Mr. Loving stated that the Citizens Participation Working Committee sponsored a Workshop at Bowman's Resort on October 27th and 28th in Wemme, Oregon. The Workshop was a successful Workshop and as a result of that Workshop the Board authorized

the Citizens Participation Coordinator to set up a Working Committee of that Workshop to put together various ideas and made recommendations for further workshops.

Dick Celsi was elected Chairman and he presented a recommendation to the Citizens Participation Working Committee at the last meeting. Following is the recommendation of the Citizens Participation Working Committee:

"The Citizens Participation Working Committee give full support in making a presentation to City Council on the Citizens Involvement Workshop at Bowman's Resort on October 27th and 28th and will give full support on follow-up workshops in the future."

Mr. Loving moved that the Citizens Planning Board give full support in making a presentation to City Council on the Citizens Involvement Workshop at Bowman's Resort on October 27th and 28th and will give full support on follow-up workshops in the future. Seconded. Motion Carried.

(C) Revocable Permit Request/Youth Affairs Council by James Harrison: Mr. Harrison stated that the Youth Affairs Council has moved to 707 N. E. Fremont and they have been notified by the City Planning Commission that they cannot operate under a C-4 zone. Youth Affairs Council has made application for a revocable permit and they have also been before the King Neighborhood Association.

He asked that the Board approval a revocable permit request.

Mr. Loving stated that once before the Youth Affairs Council came to the Board requesting a moved based on inadequate space. He asked if the facility at 7th and Fremont was adequate?

Mr. Harrison responded that it was all they could afford considering their budget had been cut.

Mrs. Strong moved that the Citizens Planning Board concur with the King Neighborhood Association and that the request for a revocable permit be granted. Seconded. Motion Carried.

(D) Revocable Permit Request/Legal Aid Office/Eddie Moss:

Mr. Moss stated that he is requesting a revocable permit. He had a request from the Legal Aid Society for office space in this building. He has gone to the Neighborhood Organization and Working Committee and received their approval and has also received 80% approval of his neighbors.

Mrs. Childs explained that the Community Development Working Committee approved the revocable permit for Mr. Moss.

Mrs. Childs moved that the Board concur with the Humboldt Neighborhood Association and the Community Development Working



Committee and approve the request for a revocable permit.  
Seconded. \*Motion Carried.

Mr. Moss stated that the residence is on the Southwest corner of Emreson and Mallory.

Mrs. Gay asked since she lived next door to the residence, she wanted to know if she would have to park a block away from her residence if the Legal Aid Society takes her parking space.

Mr. Moss replied that he would have six or seven off-street parking spaces and Mrs. Gay would be able to park there if she liked.

\*Vote on Motion.

(E) Screening Committee Report and Recommendations from  
James Loving:

Mr. Loving stated that the Screening Committee has been vested with the job of screening applicants for the position of director for the Model Cities Agency. The applications were reduced to fifteen (15) and we then interviewed these applicants, December 1, 1973, at the Travel-Lodge. They attempted to do this but they did not complete the job December 1, 1973 as four (4) applicants wrote letters requesting an alternate date and time since they could not make it. We have set a tentative date for December 15, 1973, for interviewing these remaining applicants.

This will delay our process a bit, but hopefully, by the second meeting in the December we will have a more definitive conclusion and give a full report at that time.

Mr. Ward moved for adoption of the Screening Committee Progress Report. Seconded. Motion Carried.

(F) Martin Luther King Scholarship Fund, Dennis Payne:

Mr. Payne stated that Martin Luther King (MLK) is requesting the amendment to their contract, which Model Cities has contracted services for scholarships for Model Neighborhood students be changed. MLK is not requesting any increase in dollar amount. MLK is asking the Board to lift a restrictive clause that was placed this year for the first time.

MLK is asking the Board to repeal the restrictive clause which states, "scholarship assistance to undergraduate students only." The clause is restrictive.

Betty Walker, Acting Chairman of the Education Working Committee, stated that Dennis Payne presented this request to the Education Working Committee and they approved it and forwarded it to the Citizens Planning Board for their approval. There was a letter to that effect.



Mr. Austin moved that the Citizens Planning Board lift the restrictive clause in the contractual agreement with MLK. Seconded.\*Motion Carried.

Mr. Patton asked what lifting the restrictions would mean for undergraduate students? Mr. Payne stated that lifting the restrictions will have no effect on the undergraduate being funded for Winter Term. The level of scholarship assistance will remain the same, if not increase.

Mr. Patton asked what type of controls will they have for graduate students.

Mr. Payne replied that the process will remain the same.

Mr. Loving stated concern about the entry level of the undergraduate students for winter term. Mr. Payne replied that they are presently funding fifty-four (54) students and that number will remain the same next term. They are scheduled to graduate six (6) students this term.

There was further discussion on the subject of MLK.

\*Vote on Motion.

(G) Operation Step-Up Final Report and Recommendations:

Mr. Watson stated that each Board member had an action sheet from the Executive Board and a memorandum from Kay Toran recommending that the issue of Operation Step-Up be closed.

Mrs. Gay stated that due to the fact that there is a Task Force set up by the Board all the material that she has read on this, it seems that the Task Force did not do any investigating. There are many citizens that are concerned about this. Mrs. Gay felt that the Board should set up a Committee that is going to be sensitive to citizens and give citizens some answers that they have asked for.

Mr. Celsi stated that as a member of the Task Force they investigated every report that was brought to them. The original investigation had to do with personnel problems. They heard this and made their recommendations on that. If there is other information, they did not receive it.

Mr. Glenn moved that the Operation Step-Up Task Force Committee and Executive Board Reports be accepted. Seconded. Motion Carried. Ella Mae Gay Opposed.

(H) Fun Night Report by Opal Strong: Mrs. Strong thanked citizens for their participation in the Fun Night and she hoped that they can have something else just as good or better, next time.

Mr. Loving stated that the original concept did originate in the Citizens Participation Working Committee and it was thought of by the Chairman, Mr. Albert Green, who first initiated the idea. Consequently, Mrs. Strong was elected Chairman of the Fun Night and she did a beautiful job in coordinating the Fun Night. There was approximately 300 citizens who attended and Mrs. Strong and Gail Strong presented the floor show and program.

The eight (8) Neighborhood Organizations donated food and they appreciated their response. Mrs. Strong also thanked the merchants of the community for their donations.

Mr. Loving thanked Mrs. Robertson, the Citizens Participation Coordinator, for the wonderful job she did. She put her own money on the line in hopes that she would be reimbursed later.

Mr. Simpson stated that the people on the Citizens Planning Board who made this even happen were James Loving and Opal Strong.

Mr. Albert Green, Citizens Participation Working Committee Chairman, thanked everyone for attending the Fun Night and the Citizens Involvement Workshop. Both items stemmed from the Citizens Participation Working Committee. Mr. Green again thanked Mrs. Strong and Mrs. Robertson the merchants and the Citizens Participation Working Committee members who helped make the event a success.

Old Business:

Mrs. Gay brought up a concern about the Union Avenue Redevelopment Project. She stated that the Board wanted specific things done and made stipulations in that proposal. The Union Avenue Redevelopment Project is operating and did not follow the stipulations.

Mr. Watson asked if it would be satisfactory to ask Mr. Dennis Wilde to come to the Executive Board and then bring the information to the total Board.

Mrs. Gay replied yes.

Mr. Ford stated that Mrs. Childs and himself were designated as liaison persons to the Union Avenue Redevelopment Project. He stated that he had not been involved in the Union Avenue Project and he would like to know who is the liaison person.

Mr. Watson stated that this matter would be discussed at the next Executive Board meeting.

New Business:

Mr. Loving brought up the issue that was quoted in the paper in relation to the Deputy Director, Mr. Roberts. The paper quoted that Commissioner Schwab and City Council had elevated Mr. Roberts to the position of Deputy Director with an increase in pay to accomodate his position.

Mr. Loving stated that he found out today that the item in the paper was misprinted, misquoted and incorrect.

Mrs. Benson suggested that the paper print a retraction.

Mr. Glenn suggested that the Board have the new Chief of Police to come to a Board meeting as soon as possible.

Announcements:

Mr. Watson stated that Board Committees will soon be set up and he would like to meet individually with each Board member to decide where he or she would like to serve.

Mr. Watson announced that Executive Board meetings will be held every 2nd and 4th Tuesday, at 5:45 P.M. in the Model Cities Conference Room #226.

Mr. Newborne announced that on December 8, 1973, at 9:00 P.M. there will be a dance for the benefit of Community Care in the Cascade Gym. If any Citizens Planning Board members could donate an hour or so of time to supervise, it would be appreciated.

They are asking the youngsters to bring one (1) can of food and \$1.

On December 13, 1973, at the Sheraton Motor Inn, there will be a dinner honoring Mr. E. Shelton Hill, who is resigning as Executive Director of the Urban League.

Motion was made to adjourn at 9:00. Second.

Minutes Approved by:

Charles Ford



citizens  
planning  
board



# portland model cities

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

Executive Board Action  
December 11, 1972

The following Board members were present:

Marlene Bayless	Opal Strong
Dick Celsi	Kay Toran
Charles Ford	Harry Ward
James Loving	Gregg Watson

The following Board member was absent:

Burnett Austin

- (1) Mr. Ward moved that the working agreement that has been verbally accepted by Dennis Wilde, as Representative to the Union Avenue Redevelopment Project, which is in essence that all communications that he receives of importance, that a copy of it be made and sent to our Chairman, Mr. Watson; and to the best of his ability request that a copy of important mail going to Mr. Wilde be sent to our Chairman, Mr. Watson. Seconded. Motion Carried.
- (2) Mr. Ward moved that all monies that are held in abeyance for any reason, be forthwith cleared. Seconded. Motion Carried.

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 North Borthwick Ave.

December 19, 1972

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

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

Lawrence Alberti  
Bessie Bagley  
Jan Childs  
Charles Ford  
Ella Mae Gay  
Marcus Glenn

James Loving  
Bill Newborne  
Debby Norman  
Josiah Nunn  
LeRoy Patton  
Walter Ready

Robert Rogers  
Herb Simpson  
Harry Ward  
Martha Warren  
Gregg Watson

The following members were absent:

Burnett Austin  
Ben Bernhard  
Jack Deyampert  
John Gustafson

Chalmers Jones  
Clara Peoples  
Opal Strong

Proxies: were announced as follows:

John Gustafson to Harry Ward  
Clara Peoples to Ella Mae Gay

Agenda: It was moved and seconded for approval of Agenda. Motion Carried.

Minutes: It was moved and seconded for approval of Minutes. Motion Carried.  
(Correction made during meeting to P.29, last paragraph, figure should read \$13,718)

Executive Board Action; 12-07-72: It was moved and seconded for approval of Executive Board Action 12-07-72. Motion Carried.

Executive Board Action; 12-13-72: It was moved and seconded for approval of Executive Board Action 12-13-72 \*Motion Carried.

Mr. Ward questioned Item (c) and asked Mr. Watson why he opposed this Motion. Mr. Watson's opposition was clarified to Mr. Ward's satisfaction.

\*Vote on Motion.

Page 2  
CPB Minutes  
12/19/72

Correspondence: Letter to Commissioner Goldschmidt from LeRoy Patton regarding expediency of Appointees to Board.

Letter to Working Committee Chairmen from LeRoy Patton explaining that the Appointees have not been seated as yet and the election process cannot take place until this has been completed.

Mr. Loving asked if the Board had received a response to the letters drafted? Mr. Patton replied not yet.

The Chairman introduced Ms. Mildred Schwab, the new Commissioner to the City Council. Mr. Patton also welcomed Mrs. Bessie Bagley back to the Board after her leave of absence due to illness.

Reports: Resident Employment Training Program: Mr. Raubeson gave the background to this informational report.

Mrs. Gay, Chairman of the Personnel Hiring Committee said that the Committee had met 12-18-72, and had some concerns about the Resident Employment Training Program. Mrs. Gay referred to Page 27 of the Minutes headed 'Draft - Job Description' and under 'duties' the sentence starting ... "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;" .. should go under 'summary'.

Mrs. Gay said the Personnel Hiring Committee felt that this Administrator should implement CDA Letter #11 exactly.

Mrs. Gay also made a correction that the Committee wanted to 'controls' of the draft job description ... "The Personnel and Training Supervisor is directly responsible to the Director or Deputy Director." The Personnel Hiring Committee wanted the words "...or Deputy Director:" deleted.

Mrs. Gay said that the Committee expressed an opinion that the draft job description was too much for one person.

Mr. Raubeson said the job description was a National Civil Service job description.

Mrs. Warren commented that the Committee was aware that some of the job requirements written up do not fit the time or place for the people that we are working with.

After discussion, Mr. Patton suggested that the Personnel Hiring Committee or a representative, sit with the Committee who is still drafting the policies.

Mr. Glenn stated that he did not feel that sufficient citizens in-put was given to Civil Service.

Mr. Jordan clarified that prior to Mr. Glenn's election to the Board the Human Resources Task Force (Model Cities and Portland Metropolitan Steering Committee) was appointed to give in-put to Civil Service that there had been adequate Citizens Participation, but if the Board desired, it could bring this item back to the Board.

Mr. Loving spoke of the procedure that the Human Resources Task Force used to include and invite Citizens Participation.

Harry Ward felt someone from the Citizens Planning Board Task Force should be working along with Mr. Jordan.

Mr. Rogers said, after the Task Force had performed their task they had no other direction from the Citizens Planning Board.

Mr. Patton moved the Agenda.

Reports: Neighborhood Facility Task Force: Mr. Baugh reported on the progress that had been made so far.

Mr. Baugh said the Board would be receiving very soon the Fourth Action Year Plan from King/Vernon/Sabin requesting as their first priority acquisition of the property across the street from the Neighborhood Facility. He said this will answer the question that the City Council is requiring, as far as these citizens are concerned. It was not included in the application for the Neighborhood Facility because Neighborhood Facility funds only apply to the site that has been acquired. Mr. Baugh said they had to go back to King/Vernon/Sabin and ask for reconsideration of their boundaries to give them consideration for purchasing this property.

Mr. Baugh asked for two representatives from the Board to be appointed to the Neighborhood Facility Task Force.

Mr. Baugh gave the background to funding process which resulted in the necessity of additional money for matching funds. Mr. Baugh said he would continue to keep the Board informed of meetings and information.

Mr. Michael Lyons, CDA Physical Specialist, gave the technical aspects of the funding process.

Mr. Loving asked about the extension of boundary lines. He asked was not the planning area established for the total neighborhood by the Board? So how could they extend their Neighborhood Development Program (NDP) boundary lines without the sanction of the Board?

Mr. Baugh said he stated that the proposal is coming from the King/Vernon/Sabin in the Fourth Action Year NDP Plan requesting the Board to approve the change of the neighborhood boundaries.

Mr. Loving said he was under the impression that this was inclusive in the first phase of the Neighborhood Facility in order to get it going.

Mr. Baugh said in order to do something about this they had to request them to be in the Planning area.

Mr. Raubeson clarified.

Mr. Loving spoke of his concern of the change of the planning boundaries and said he thought if they were going to do this they should revise the whole planning area for the Model Neighborhood.

Mrs. Childs said at the last Physical Environment and Housing Working Committee meeting a motion was made to this effect. A complete revisal of the planning areas is being initiated.

There was discussion on the allocation of the \$13,718.00.

Mrs. Warren moved that the Board approve the \$13,718 for the Neighborhood Facility Project. Seconded.\*Motion Carried. Marcus Glenn opposed.

Mr. Rogers expressed his concern re: architects and construction and that all construction be according to the CDA Letter #11.

Mr. Baugh said he thought they had conformed very well to this and gave a report of the procedures they had gone through.

Mr. Rogers requested that once they have chosen their Architect that they make sure that the CDA Letter #11 construction part be in the specifications and explained why.

\*Vote on Motion.

Reports: District Planning Organizations - Mr. Herb Simpson gave an information report. The Task Force has divided the City up into eleven districts which will have their own District Planning Organizations. He said the experience that we have had at Model Cities has set the tone for the District Planning Organizations and gave examples.

Reports: Albina Youth Opportunity School; Information: The Director, Mr. Rance Spurill, gave the background history of the School.

Mr. Leech gave a report on the Educational component.

Debby Norman asked for their attendance policy and how they deal with truancy, academic ability of students and reading level of 12th graders etc. Mr. Leech gave examples.

Mr. Johnston gave a report on counselling and recruitment of students and Mr. Robert Turner gave examples of how the Albina Youth Opportunity School is meeting the needs of the community and media exposure. Mr. Dan Robinson reported on the attendance (which is up 30%) and teaching staff.

Several Board members spoke in favor of the Albina Youth Opportunity School from past experience and expressed that it was an asset to the community.

It was moved for adjournment at 9:50 p.m.



TO: CITIZENS PLANNING BOARD MEMBERS

FROM: Mr. Andrew Raubeson  
Acting Director

DATE: December 28, 1972

SUBJECT: Resident Employment and Training Plan

ACTION TO BE TAKEN: Second Reading and Approval

Background on City Demonstration Agency 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.

City Demonstration Agency #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.

City Demonstration Agency Letter #11 further specifies that components of city comprehensive demonstration programs operated by a city department shall incorporate 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 City Demonstration Agency to ensure that operating agencies develop specific programs to upgrade employees retained in para-professional job classifications.

12/28/72

City Demonstration Agency Letter #11 also specifies that Model Neighborhood residents be employed in construction crafts and trades in which construction projects are receiving HUD funds.

The Resident Employment and Training Plan will be funded for \$100,000 of HUD supplemental funds, and will include hiring a Personnel & Training Supervisor to develop, design and implement an employment and training program for hiring and upgrading MNA residents in HUD funded projects.

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 City Demonstration Agency 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 the City Demonstration Agency 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.

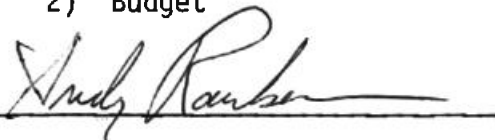
Staff Recommendations:

The City Demonstration Agency staff recommends approval of the Resident Employment & Training Project for \$100,000 of HUD supplemental funds in order to maximize employment of Model Neighborhood Area residents in HUD funded projects and to enlarge opportunities for work and training. City Demonstration Agency Staff further recommends immediate advertising and circulation of job announcements for the hiring of a Personnel & Training Supervisor for the Resident Employment & Training Project upon approval of the project by the Citizens Planning Board and the City Council.

Attachments:

- 1) Project Description-Resident Employment and Training Plan
- 2) Budget

AR



PROJECT INFORMATION

1. Project title Resident Employment & Training Plan
2. Project category Employment
3. Project status ☒ New ☐ Substantially revised  
☐ Continuing Date first funded \_\_\_\_\_
4. Project no. 20-02 Previous project no. \_\_\_\_\_
5. Contract term \_\_\_\_\_ to \_\_\_\_\_
6. Operating Agency (O/A) City Demonstration Agency  
Address 5329 NE Union  
Director Mr. Andrew Raubeson Telephone 288-8261  
Legal status ☒ City Dept. ☐ Other public agency  
☐ Private (nonprofit) ☐ Private (for profit)  
☐ Other \_\_\_\_\_

Authorized signature(s) Mr. Andrew Raubeson

7. Project office (if different from operating agency)  
Address (same)  
Director \_\_\_\_\_ Telephone \_\_\_\_\_

## 8. Funding recap

AY	Model Cities Supplemental	Categorical	Other	Total
1				
2				
3	\$100,000			\$100,000
4				
5				

9. Model Cities responsibilities  
Working Committee Employment  
Staff Planning Component Social Environment  
Staff Planner Mr. Walt Kuust  
Staff Evaluator Unassigned

B. PROJECT DEVELOPMENT

1. Statement of Concern. The 1970 national unemployment rate for Negroes was 8.2%. The 1970 census unemployment, for residents residing within the census tracts which are either within the Model Cities Area or overlap Model Cities boundaries, was 8.5% (includes all races in MNA). Income for families living within the MNA is as follows: families with incomes up to \$4,999 - 25.4%; \$5,000 to 9,999 - 34.5%; and \$10,000 and up - 40.5%. The 1970 census indicates that 46.2% of MNA residents have completed less than four (4) years of high school, 29.9% have completed high school, 13.4% have completed one (1) year of college, and 10.3% have completed four years or more of college.

According to the City Demonstration Agency Letter Number 11 (HUD Transmittal Notice MC 3160.1), a 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..." The basic concern, then, is to provide employment and training to Model Neighborhood Residents within all projects receiving Department of Housing and Urban Development funding, which includes the CDA, operating agencies, and the community in general.

2. Purpose and objectives. The purpose of the Resident Employment and Training Plan is to maximize employment, training, and career opportunities for the residents of Portland MNA in all phases of the Comprehensive City Demonstration Program (CCDP) and to enlarge

employment and training opportunities for MNA residents with public and private employers. Long range objectives include maintaining a goal of 40% employment of MNA residents within all phases of the Comprehensive City Demonstration Program and providing training and career advancement for MNA residents employed in HUD funded programs; increase by 2% the number of MNA residents presently employed in Model Cities funded projects. The purpose of RETP is to reduce the overall unemployment of Model Neighborhood Area Residents proportionally and increase the overall educational attainment of residents. Income for MNA residents will also proportionally increase as a result of increased employment opportunities.

3. Strategy. To attain this objective, it is apparent the CDA must commit resources for implementing HUD policy. The City Demonstration Agency will hire an administrator to monitor the employment and training of Model Neighborhood residents by operating agencies and the CDA. The administrator will develop, design, and implement a Resident Employment and Training Plan. All services necessary for successful implementation of the plan will be subcontracted to existing agencies. The administrator will assess operating agency hiring practices, training programs, and will monitor the employment of MNA residents within projects. When hiring and training of MNA residents have been identified as insufficient for O/A, CDA, and the community, the Personnel & Training Supervisor will make arrangements with existing service agencies to provide services.

The project conforms to Model Cities overall priorities and strategy by focusing on employment and by using supplemental funds to provide training for Model Neighborhood Area residents employed in operating agencies and to supplement existing manpower servicing agencies.

4. Beneficiaries. The project will directly benefit at least 50 MNA residents who will obtain employment. 200 residents will be interviewed and 60 residents will receive training.

C. PROJECT DESCRIPTION

1. Content. The five major activities and sets of tasks to be performed in the Resident Employment and Training Project are outlined below:

Activity 1. Establish administrative machinery within the CDA to implement, enforce and monitor resident employment preference programs

Step 1-1. The CDA will hire a Personnel and Training Supervisor. The duties of the Personnel and Training Supervisor include the monitoring of resident employment and training for operating agencies and the overall supervision of the program. In addition, the Personnel and Training Supervisor will be responsible for all personnel matters within the CDA.

Activity 2. Contact operating agencies to assess the employment and training of MNA residents.

Step 2-1. Develop forms necessary to assess the employment and training of MNA residents.

Step 2-2. Submit to O/A forms to be completed and returned to the CDA for assessment.

Activity 3. Identify service needs for the CDA, O/A, and community.

Step 3-1. Identify employment needs.

Step 3-2. Identify training needs

Step 3-3. Identify number of people to be trained.

Activity 4. Negotiate and arrange with provider agencies for services.

Step 4-1. Identify services available.

Step 4-2. Subcontract services to agencies.

Activity 5. Monitor the employment and training of MNA residents in projects receiving HUD funds.

Step 5-1. Formulate overall policies for training and employment of MNA residents in HUD funded projects.

Step 5-2. Monitor implementation of policies.

Step 5-3. Assess employment and training programs in various projects.

Step 5-4. Continued on-going planning and development of programs designed to foster Model Neighborhood resident employment.

2. Operation. All services necessary for successful implementation of this program will be subcontracted to existing community agencies. Specific services rendered will be identified through program development. During the first year of operation, two staff members will be required: 1 program supervisor, and a secretary. Staff will be selected by competitive examination and interview with

preference given to MNA residents. Staff will be allowed time off without penalty up to 6 hours per week for formal educational development.

3. Timetable. Timetable is Attachment 2

4. Funding. Estimated total budget \$100,000  
Model Cities share \$100,000

The Resident Employment and Training Plan is being funded 100% by Model Cities supplemental funds. No categorical funds are being used to fund this project. Funds will be used to staff and implement the project, to provide technical assistance, and to provide training for MNA residents.

5. Administration. The CDA will employ a Personnel and Training Supervisor to plan, develop and implement Resident Employment and Training goals, objectives, and policies. The Model Cities Employment Working Committee and the Citizens Planning Board will approve all subcontracted services between \$500-2500. Subcontracted services in excess of \$2,500 will need approval of the City Council.

- |                                |     |
|--------------------------------|-----|
| 6. <u>Resident Employment.</u> | MNA |
| Professional                   | 1   |
| Clerical                       | 1   |
| Total                          | 2   |

All levels of the project are open to MNA residents. Notice of job openings will be circulated in the MNA, with the assistance of CDA Citizens Participation Department, for one week prior to city-wide circulation. Preference in hiring will be given to MNA residents.

7. Citizens Participation. The Model Cities Employment Working Committee has been instrumental in working for and planning this project. The Working Committee will participate in future project development through planning and review processes. All subcontracted services between \$500-2,500 will need the approval of the working committee and



the CPB. The operation of the project will be subject to the approval of the CPB Evaluation Committee.

8. Coordination. This project will seek to achieve maximum coordination with existing community based agencies primarily providing employment services and training opportunities. The program supervisor will attempt to ensure coordination with the following agencies: Concentrated Employment Program, Portland Community College, WIN, New Careers, Operation Step-Up, Portland Opportunities Industrialization Center, Apprenticeship Information Council, Project Outreach, Albina Contractors Association, Employment Service, Portland State University, Civil Service, and with other local manpower and training agencies. The supervisor's main efforts will be to demonstrate the effectiveness of project strategy through maximum utilization and coordination with existing manpower and training agencies.
9. Evaluation and Monitoring. The City Demonstration Agency Evaluation Department will evaluate the project for impact and program effectiveness. Output measures will include but not be limited to the following:
  - a. number of jobs created by Model Cities funding
  - b. number of MNA residents employed in projects
  - c. number of male and female residents employed
  - d. types of supportive services rendered
  - e. types of and number of MNA residents receiving training
  - f. number of MNA residents upgraded in employment positions
  - g. number of MNA residents employed in professional and non-professional jobs.

Project management will be revised on the basis of evaluation results, and these revisions will be reviewed with the CDA planning and evaluating staff.

10. Continued Planning. The evaluation process will be one planning mechanism. Other planning processes will involve discussion with and input from training and manpower agencies and input through committee structures. Planning will be an on-going process through project development, implementation, and monitoring.

D. PROJECT SUMMARY

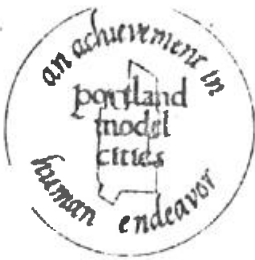
The Resident Employment and Training Plan will maximize employment and training opportunities for MNA residents in projects being funded with HUD money.

E. ATTACHMENTS

- 1 - Staff descriptions
- 2 - Timetable

F. BUDGET. Budget forms follow Attachment 2 to this proposal.

1. Previous Application. No previous application of this proposal has been made.
2. Maintenance of Effort. For the first year of operation, this project is funded by \$100,000 supplemental funds. Continuation of funding for ensuing years will be negotiated by CDA with other employment programs to continue program.

**BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY**DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

TYPE OF ENTITY — IS THE ENTITY A (CHECK APPLICABLE BOX OR BOXES BELOW)

☒ CITY DEPARTMENT☐ PUBLIC AGENCY☐ NEIGHBORHOOD-BASES☐ PRIVATE (NONPROFIT)☐ PRIVATE (FOR PROFIT)☐ OTHER (SPECIFY)

PREVIOUS APPLICATION — HAS THIS ACTIVITY, IN SUBSTANTIALLY ITS PRESENT FORM, EVER BEEN THE SUBJECT OF A PREVIOUS APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE?

☐ YES☒ NO

IF YES, ATTACH AN EXPLANATORY STATEMENT.

MAINTENANCE OF EFFORT — ANY ACTIVITY WHICH IS AN EXTENSION TO THE MODEL NEIGHBORHOOD OR AN UPGRADING OF EXISTING SERVICES MUST BE ACCOMPANIED BY AN EXPLANATORY STATEMENT WHICH SHOWS THAT THE EXTENSION OR UPGRADING BEING FUNDED BY THIS BUDGET IS AN ADDITION TO AND NOT A SUBSTITUTION OF LOCAL EFFORT.

The funds are necessary for staffing and execution of project

METHOD OF ALLOCATION — IF COST IS TO BE SHARED BY OTHERS ADD AN EXPLANATORY STATEMENT WHICH IDENTIFIES THE SHARING ENTITY (OR ENTITIES) AND THE METHOD OF ALLOCATION.

This project will be funded by 100% CDA Supplemental funds. Total project cost is \$100,000.

REMARKS—

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

CATEGORY CODE	CATEGORY TITLE	ESTIMATED COST	MCA SHARE (IF SHARED WITH OTHERS)
10	SALARIES (INCLUDING FRINGE BENEFITS)	12,132	12,132
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	81,938	81,938
30	TRAVEL, LOCAL	550	550
35	TRAVEL, OUT OF TOWN	1,145	1,145
40	CONSUMABLE SUPPLIES	230	230
50	SPACE(INCLUDING RENOVATION)	1,219	1,219
55	UTILITIES(INCLUDING TELEPHONE)	195	195
60	FURNITURE & EQUIPMENT(RENTAL)		
65	FURNITURE & EQUIPMENT(PURCHASE)	1,941	1,941
70	INSURANCE	50	50
71	MAINTENANCE & EQUIPMENT	75	75
79	MISC. EXPENSES	525	525
TOTALS		100,000	100,000

**SUBMISSION —**\_\_\_\_\_  
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL\_\_\_\_\_  
DATE**APPROVAL —**\_\_\_\_\_  
SIGNATURE AND TITLE OF CDA OFFICIAL\_\_\_\_\_  
DATE





## BUDGET JUSTIFICATION

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

CATEGORY #20 Contracted Services (Including Auditing)

DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Consultant Services	5,000
Training for CDA staff: referral to education and training institutions	12,000
Training design and data collection for CDA staff	3,000
Training for staff of agencies operating HUD funded projects - training design - data collection - implementation	50,000
Technical assistance - subcontracted services to existing training and manpower agencies	11,938
Total	81,938

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

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

CATEGORY #30 Travel, Local DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
5,000 miles @ 11¢ mile	550
Total	550

\* 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 JUSTIFICATION

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

CATEGORY #35 Travel, out-of-town

DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Round trip airline tickets to Washington, D. C., Chicago and Seattle	620
\$35 per diem cost for 15 days for one person	525
Total	1,145

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.





## BUDGET JUSTIFICATION

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

CATEGORY #40 Consumable Supplies DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Desk top supplies, reproduction paper, files, indexes, center drawer supplies, pens and pencils and other miscellaneous supplies	230
Total	230

\* 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 JUSTIFICATION

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

CATEGORY #50 Space (Including Renovation)

DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

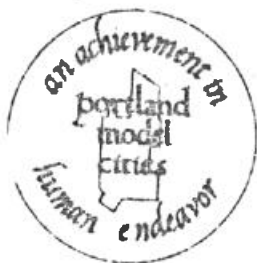
ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment and Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Two (2) persons @ 150 square feet = 300 square feet x \$2.50 per square foot	750
Janitorial service	469
Total	1,219

\* 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: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

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

CATEGORY #55 Utilities DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

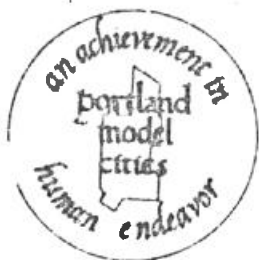
ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**		AMOUNT OR VALUE OF ITEM
Telephone:	Installation cost	30
	Flat rate charge: 19.75 per mo. x 7 mos.	138
	Flat rate Extension:	
	1 extension @ 1.75 per month x 7 months	12
	Installation of extension	15
Total		195

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY 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 JUSTIFICATION

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

CATEGORY #65 Furniture & Equipment (Purchase) DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
1 Executive desk @ 227	227
1 Executive desk chair, swivel @ 150	150
1 Secretary desk with extension	285
1 Secretary swivel chair	73
2 Guest chairs @ 68 ea.	136
1 Executive typewriter	425
1 Calculator	425
1 Bookcase, 3 shelves @ 50	50
1 Four Drawer Filing Cabinet	50
1 Typewriter stand	40
2 Desk Lamps @ \$35 ea.	70
2 Waste Receptacles @ \$5 ea.	10
Total	1,941

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 160 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

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

CATEGORY #70 Insurance

DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Insurance coverage for two employees @ \$50 per year	50
Total	50

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY 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 JUSTIFICATION

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

CATEGORY #71 Maintenance of Equipment DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

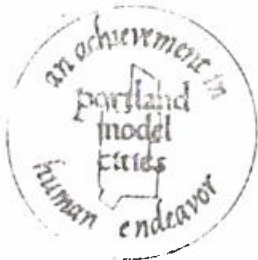
ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Maintenance of Equipment @ 75 per year	75
Total	75

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

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

CATEGORY #79 Miscellaneous Expenses DATE Dec. 28, 1972

OPERATING AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Resident Employment & Training (CDA)

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Books and publication	175
Reproduction cost	350
Total	525

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY 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.



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. 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.

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

D R A F T

Job Description

Salary Range  
\$392-494 monthly

Stenographer Clerk

I. SUMMARY

This is routine and repetitive clerical work, requiring the frequent taking and transcribing of dictation.

Work is essentially routine involving responsibility for the accurate performance, according to well established procedures, of clerical tasks which can be learned by training on the job, and which require limited judgment in their execution. Work involving more varied tasks is given closer supervision than that which is repetitive in nature. Detailed instructions are given at the beginning of the work and on subsequent new assignments; however, as employee becomes familiar with the particular procedures, employee may work with independence of action on the more routine aspects of the work. Advice is given employee on unusual work problems, and work is usually reviewed or checked upon completion. Employee may make arithmetic or similar checks upon the work of other employees for accuracy, but does not exercise direct supervision except over extra employees during rush periods. Work requires a competent stenographer and may involve the operation of various simple office appliances.

II. CONTROLS

The Steno Clerk is directly responsible to the Coordinator. The Agency Office Manager will maintain close coordination in order to distribute Agency work flow.

III. DUTIES

Examples of Work

Receives dictation, usually at a normal speaking rate, and transcribes it, types articles, reports, forms, tabulations, bulletins, and manuals from dictation, copy, and from rough draft, and proof-reads for accuracy.

Types or fills in leases, financial statements or reports, vouchers, audits, requisitions, or payrolls from clearly indicated sources, making a simple arithmetical check for accuracy.

Performs routine clerical or record keeping work; assists in gathering material and in preparing reports according to prescribed methods.

### III. DUTIES (Continued)

Answers simple written and oral inquiries from the public for routine information by making searches, inquiring of superiors, or furnishing information personally from knowledge acquired on the job.

Receives telephone calls and routes them to the proper employee in the office.

Keeps time records according to methods set up by superior.

May operate office appliances as part of regular duties.

### IV. NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES (At time of Appointment)

Working knowledge of business English, spelling, punctuation, and commercial arithmetic.

Some knowledge of office practices and procedures

Skill in the operation and care of a typewriter

Ability to take and transcribe oral dictation accurately

Ability to learn repetitive and routine tasks readily

Ability to understand and follow simple oral and written instructions

Ability to maintain harmonious working relationships with other employees and the general public

Must have high school education or equivalent

Required to type 40 words per minute from straight copy and transcribe dictation taken at 80 words per minute.

### V. EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex. Residents of 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 N. E. Union Avenue, Room 210  
Portland, Oregon 97211

# TIME TABLE

DATE Dec. 28, 1972

ACTIVITY	1973	Month#1 JAN	#2 FEB	#3 MAR	etc. APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1972 JAN	FEB	MAR	APR	MAY	JUNE
Activity 1																			
Step 1-1																			
Activity 2																			
Step 2-1																			
Step 2-2																			
Activity 3																			
Step 3-1																			
Step 3-2																			
Step 3-3																			
Activity 4																			
Step 4-1																			
Step 4-2																			
Activity 5																			
Step 5-1																			
Step 5-2																			
Step 5-3																			
Step 5-4																			

## HEALTH COORDINATING AND PLANNING PROJECT - MODEL CITIES

## PROPOSAL FOR STAFFING CHANGE

S. PECK - Health Planner

CPB at its Nov. 7, 1972 meeting, approved expenditure of \$15,000 so that staff and consequently, the planning and coordinating of health care in our area could be strengthened.

At the time of presentation, the \$15,000 was allocated as follows:

\$1,000 addition to the Health Planner's salary to bring it more in line with comparable CDA coordinator positions and beginning Health Planner staff salaries within CHPA, the contracting agency.

\$13,500 for a Health Planning Associate; a professional staff position within the project. \$500 toward upgrading the New Careers Health Planning Trainee position, into which Model Cities and CHPA each contribute 12.5%, at this point.

At this time, I am resubmitting the request for \$15,000 with an alternate staffing proposal. This proposal calls for a reorganization of staff assigned to the Model Cities Health project. It calls for the continuation of the Health Planner position and the addition to the project of two Health Planner Assistants. These positions would be comparable to the current assistant positions, within the other CDA program components and would consequently provide the Health program with the equivalent training and on-the-job experience offered within CDA. It should provide a real staff development experience and offer a career lattice in the Health program that would serve our community. It will provide the kinds of training and experience that could also be carried into Health programs in other communities. In substance then, it should provide effective job mobility and skills that would enable persons in these positions a real opportunity in Health Careers. In fact, there are now two Model Cities residents who are candidates for this program. Both have worked within the Health Coordinating and Planning Project as "New Careers" trainees. Both, from the standpoint of the project, are interested and committed, and have already established their ability to work within and develop their skills within this project.

The approved \$15,000 allocation made by CPB on Nov. 7, related to the staffing needs of the Health program, felt by the previous Health Planner. Then, the request for a Health Planning Associate had been made primarily on the basis of the continuation of the two New Career training positions and the need for more intensive on-the-job training and supervision of these positions. Additionally, it was felt that health planning and technical assistance could not be successfully implemented, without the presence of this facilitator.

When the present Health Planner arrived on the scene, he was immediately confronted with the fact that there were problems with the New Careers program and the two individuals in this program, who were assigned to the Health Planning and Coordinating project. Subsequent discussions with all of the people who were involved and concerned about this training program led to the ultimate conclusion that the New Careers program was not the optimum way for the two individuals in the program to learn and function. As the

CEP staff viewed their New Careers programs and objectives, they decided in fact to terminate both of the trainees from the program. This Health Planner, knowing the views of the CEP staff and evaluating the job contribution and performance of the two trainees, as well as the needs and objectives of the Health program, turned to alternate ways of staffing this project.

This led to the development of the Health Planning Assistant positions as requested above. It is my feeling that this alternative could meet the objectives of the Health planning and coordinating Model Cities project and would make an equally substantial commitment to the employment and career development of Model Neighborhood residents, as the CEP-New Careers positions could provide. It is, so to speak, simply another potentially effective way of "cutting the bread."

As proposed, the Health Planner Assistant job descriptions and salary range would be the same as the other CDA comparative positions. The present Health Planner would so organize his time and commitment to provide on the job supervision. He would also undertake training responsibilities in collaboration with other CHPA staff and colleagues in community Health programs, who share his interest in and commitment to such a staffing program. The proposed job description and training program, submitted with this request, reflects this collaborative effort and commitment. The total amount requested from CPB remains the same as that made on Nov. 7. The changes in allocation represent (1) changes in salary allocations to conform to the above; (2) the provision of program funds to staff training so that the two assistants can take relevant college courses; and (3) out of town travel that would be both educative and productive in terms of its potential impact upon our Health program.

HEALTH PLANNER ASSISTANT

SALARY RANGE

\$284.00-\$321.60 bi-weekly

Summary

The Health Planner Assistant works under the direction of the Health Planner. The Health Planner Assistant is responsible for assisting the Health Planner in carrying out the planning functions of the Health aspects of the Model Cities Area. The Health Planner Assistant is required to work with the Health Planner in the Model Cities working committees and other committees related to health.

Controls

This position falls under the supervision of the Health Planner, who has the responsibility for ensuring that the assistant is functioning in necessary areas. Evaluation of work performance is a mutual process involving the Health Planner and Planner Assistant.

Duties

- 1) Provide technical assistance to all requesting agencies in regard to any Health Program
- 2) Attend meetings of working committees and other related agencies to develop coordination of programs and projects
- 3) Ability to develop and maintain effective and pleasant working relationship with the employees and the public
- 4) Assist working committees and organizations by gathering material and information needed, and attendance when assigned to committees.
- 5) Participate in a training and staff development program relating to Health.

Qualifications

The Health Planner Assistant must be able to communicate effectively and work with people and organizations. Must have a high school education or equivalent. The Health Planner Assistant must be a Model Neighborhood Area resident, or be familiar with the Model Neighborhood Area.





## CONTRACT CHANGE REQUEST

— FOR CDA USE ONLY —

IDENT NO. 11-02

CONTRACT NO. \_\_\_\_\_

CHANGE NO. #1 3rd AY

CHANGE TYPE

BUDGETARY ☐

PROGRAMMATIC ☐

AGENCY CHPA

ADDRESS \_\_\_\_\_

PREPARED BY WJO DATE 12/21/72

### Model Cities Share

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE $\pm$	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	11,054	12,766	23,820
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	116	734	850
30	TRAVEL, LOCAL	1,000	---	1,000
35	TRAVEL, OUT OF TOWN	1,100	900	2,000
40	CONSUMABLE SUPPLIES		600	600
50	SPACE (INCLUDING RENOVATION)			
55	UTILITIES (INCLUDING TELEPHONE)			
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)			
70	INSURANCE			
71	MAINTENANCE & EQUIPMENT			
79	MISC. EXPENSES			
<b>TOTALS</b>		13,270	15,000	28,270

JUSTIFICATION:



12/21/72  
WJO

PROJECT TITLE CHPA

NO. 11-02

CATEGORY CODE	CATEGORY TITLE	MC Share	CHPA Share	Total		
10	SALARIES (INCLUDING FRINGE BENEFITS)	23,820	11,054	34,874		
20	CONTRACTED SERVICES (INCLUDING AUDITING)	850		850		
30	TRAVEL, LOCAL	1,000		1,000		
35	TRAVEL, OUT OF TOWN	2,000		2,000		
40	CONSUMABLE SUPPLIES	600		600		
50	SPACE (INCLUDES RENOVATION)					
55	UTILITIES (INCLUDING TELEPHONE)					
60	FURNITURE & EQUIPMENT (RENT)					
65	FURNITURE & EQUIPMENT (PURCHASE)					
70	INSURANCE					
71	MAINTENANCE & EQUIPMENT					
79	MISC. EXPENSES					
TOTALS		28,270	11,054	39,324		



BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY  
(PAGE 2)

12/21/72  
WJO

BUDGET—

CHPA

11-02

CATEGORY CODE	CATEGORY TITLE	ESTIMATED COST	MCA SHARE (IF SHARED WITH OTHERS)
10	SALARIES (INCLUDING FRINGE BENEFITS)	34,874	23,820
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	850	850
30	TRAVEL, LOCAL	1,000	1,000
35	TRAVEL, OUT OF TOWN	2,000	2,000
40	CONSUMABLE SUPPLIES	600	600
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		39,324	28,270

SUBMISSION—

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

DATE

APPROVAL—

SIGNATURE AND TITLE OF COA OFFICIAL

DATE



## PERSONNEL

DATE 12/21/72 WJO

OPERATING AGENCY	CHPA	11-02
------------------	------	-------

**ADDRESS**

**TITLE OF ACTIVITY** Health Planning

[illegible]



## BUDGET JUSTIFICATION

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

CATEGORY #20 - Contracted Services DATE 12/21/72

OPERATING AGENCY CHPA 11-02

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Health Planning

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Special services and consultations \$25/hr x 10 hours	250
Staff training 2 staff - 2 courses per quarter - 3 quarters @ \$50 a course (2x2x3x\$50)	600
Total	850

\* 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: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

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

CATEGORY 30 Travel - Local DATE 12/21/72  
35 Travel - Out of town

OPERATING AGENCY CHPA

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Health Planning

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
30 Travel Local 10,000 miles @ .10 mile	1,000
35 Travel - Out of town Consumers Conference - Detroit, Feb. 1973 2 people - 5 days @ \$34 per diem \$340 airfare - 2 people @ \$280 560  5 unnamed out of state trips @ \$220 ea.	900  1,100
Total	2,000

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FOOT, INCLUDING UTILITIES AND JANITORIAL SERVICES.



## BUDGET JUSTIFICATION

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

CATEGORY #40 Supplies DATE 12/21/72

OPERATING AGENCY CHPA 11-02

ADDRESS \_\_\_\_\_

TITLE OF ACTIVITY Health Planning

DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
General office supplies \$50 a month x 12 mos.	600
Total	600

\* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

\*\* DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADEQUATELY 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.