

**citizens
planning
board
workshop**

B-22-24B

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

CDA-81

Inter-Office Memorandum

June 4, 1971

TO: To All Staff
FROM: Citizens Participation Department
SUBJECT: Citizens Planning Board Workshop Summary

Attached for your information is a copy of the minutes from the Citizens Planning Board Workshop which was held on April 17, 1971.

cc: Official files (2) ✓
Director/Jordan
CP Coord/Author/Green
6-4-71
bh

citizens
planning
board



portland model cities

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

CITIZENS PLANNING BOARD WORKSHOP

April 17, 1971

The Citizens Planning Board Workshop began at 9:30 a.m. at Cascade Student Union Building. Mr. Nunn asked Mrs. Juanita Brown to give the invocation.

Mr. Nunn, Toastmaster and Chairman of the Citizens Planning Board spoke. He said that our presence here today indicated several things. We as a group feel that we need additional information to carry on the tasks that have been assigned to us by our community in the Model Cities structure. I am happy to see members of the Board. We decided we needed more direction, we needed to know our job and how to improve what we were doing on our job. Most of us today have given up quite a bit to be present. Let's make it a meaningful day, listen and ask questions. The Mayor is a prime link in Model Cities. He will give the City Council's viewpoint, how this linkage should come about and what is the best way to solve our problems.

Presentation from Mayor Terry Schruck

I appreciate seeing such a fine turn out today. A little less than a year ago we met in the lounge. We had many problems facing us, we still have problems but I am encouraged to see the progress that has been made. I am thankful that we have Mr. Jordan as Director. We have increased to be a very capable staff. In trying to get some programs implemented at that time we were receiving pressure from Washington D. C. and HUD. We have made progress.

The purpose of this program is to improve the social, physical and economic condition in a designated area. The contract has been approved by the City Council and signed by myself, included is a Comprehensive Plan which must comply with Federal guidelines and City procedures.

One of the primary functions of the Citizens Planning Board, since you are elected by eight school districts, is to advise the City Council and Mayor of your district's problems. You initiate for review proposals to improve the Model Cities area. You receive input from Model Cities staff. They do research, then you make the proposal. If it's approved by your Board, it goes to the Director and staff, then to the Mayor. The Mayor submits it to City Council. If there are questions on the proposal I ask the Chairman or members of the Board to sit on the Council. The Planning Board is the judge of the effectiveness of these programs. If you don't think the programs are doing what you want them to do, it is your duty to redirect the program or try to do something else.

The Mayor has the authority to appoint the Director, however, he did not take this responsibility. I asked the Board to set up a subcommittee to select candidates for the Directors job. The committee made a recommendation of three. The Mayor then had the three people interviewed by the entire City Council, instead of making the decision himself. He wanted all of these peoples input.

The Chairman of the Citizens Planning Board is the chief spokesman and maintains communications with my office. I would like to emphasize how important it is to maintain communications with their respective Neighborhood Organizations.

The Chairman has access to my office. I created a specific person to make that relationship constant and more meaningful in coordinating the activities of the City Agency. I think in practicality that on all occasions the City Council has followed your input.

The staff at Model Cities are all city employees. They are governed by the regular procedure for other city employees. Their responsibility is to serve the Citizens Planning Board and Working Committees, to make a meaningful input of material, to do research for you, to develop reports into forms that can be used and submitted to HUD. The Director is the Administrative Head, responsible to the Mayor and to service the Citizens Planning Board. He must work closely with the Chairman of the Board. The Director is responsible for staff, for the organization, and function. He does have an obligation to seek capable staff and to seek preference for Model Neighborhood residents. He makes frequent reports together with the Chairman to the City Council. In Model Cities we use City Purchasing, legal services, normal city personnel people, so that Model Cities is not an orphan.

There has been misunderstandings, from time to time, as to the relationship of the Model Cities Coordinator (Ed Warmoth) to the Model Cities staff. Ed Warmoth does not supervise the staff of Model Cities. He is a direct assistant on my staff to provide better continued communications with the Chairman and the Director and to be able to bring together the resources of any City Agency when requested. It is his responsibility to keep me posted on the progress of programs. He does not supervise Mr. Jordan, he is a Coordinator. There must be the closest teamwork between City Hall, the Citizens Planning Board and staff. We have had that cooperation in most occasions. You have got the Second Action Year going. I think all of you, especially the older Board members, older in years of service, can be proud of the tremendous progress that has been made. We have many unmet problems but we are moving. I said about the Model Cities program, that if it could work any place in the country, it could work in Portland.

Mrs. Strong directed a question to the Mayor in regard to CDA Letter #11. She felt it had not been carried out in the Humboldt area in regard to improving the quality of life. The Mayor said Mr. Jordan and his staff are compiling statistics to see how many Model Cities employees we do have in the City, and then work from it. Mrs. Strong said in employment they are not picking as many people from Humboldt. They're taking people from every area but Humboldt. The Mayor said we do have a large amount of Model Cities people in business and private agencies. The statistics will be available to Citizens Planning Board members. So, if you have information, we would appreciate your input.

Mr. Nunn said that he has heard these comments before. He told Mrs. Strong that this should be brought before the Citizens Planning Board. The Citizens Planning Board would welcome this to look into, but we have to have specific cases. Mrs. Strong said she hears complaints every day from people. Mr. Nunn said to bring them to the Citizens Planning Board and we will investigate. If they are rumors, there is nothing we can do.

Mr. Simpson said there were times when no one applies for jobs. It is the responsibility of the community people to make applications. Mr. Jordan said that statistics would be available soon. As far as applications, the majority of our CDA staff are from the Model Cities Neighborhood.

Mr. Loving said he would like to get the Mayor's opinion. From the initial onset of Model Cities, the basic reasons for these programs were to improve the living conditions. Boise is a defunct area. Boise has been exploited; Boise is the last to receive anything. Why isn't more expertise put into the areas that most need them?

The Mayor said Boise has had HAP Neighborhood Improvement, 2 block park, a lot of homes rehabilitated, tree planting, and citizens participation even before Model Cities. He said he didn't know how active Boise neighborhood was now, but he was over there many times and they had a fine group of people there.

Mr. Loving asked the Mayor if Boise was to be eliminated in the near future, as far as residential property was concerned? Are we to be phased out in the next ten years?

The Mayor said he could not foresee that Boise is going to disappear.

Mr. Simpson said we are not a poverty program, as such. We need to take people out of poverty and work them up the social ladder. One of the stumbling blocks is whenever we get beyond \$2.00 an hour, we can't go any further. I would like to see us get the poor out of being poor.

The Mayor said this facility (Cascade Center) we're meeting in right now, you related this to me at City Hall, to see if we could develop an educational opportunity for people to help them move up the ladder. This program is very new. My hope is that this will be a center right here in the Model Neighborhood for people to learn. We can move Model Cities employees into other opportunities, City, County, State or private agencies. Working with high schools, we can do training right in the Model Cities office. Secretarial training can put people into good paying jobs. We have had success, but not enough.

Mike Henniger, CDA staff, asked the Mayor to explain the staff role in providing technical assistance, particularly, to the Citizens Planning Board and their Working Committees.

The Mayor said to compare the Citizens Planning Board to the City Council; we have to have technical input. Staff has to give meaningful input to the Planning Board and Working Committees. I would like the Working Committees and Board to rely heavily on the technical assistance from the CDA staff. The Board members just don't have the time to get all the details, and that is just what the staff is all about.

Mr. Ward said it was his opinion that it is not up to the Board to tell Model Cities who we don't like and do like on the Model Cities Staff. It is up to the Director.

The Mayor said that Mr. Jordan was very effective.

Mr. Nunn said we should make our problems in our communities aware to Mr. Jordan, like the concerns of Mrs. Strong.

Mrs. Debby Norman said that Model Cities was geared to change the minds of existing agencies. She said that she does not see this happening.

Diana David asked if there was going to be a Youth Services Program.

Mr. Jordan said we are now seeking an Operating Agency for that particular program.

Mr. Holloway suggested that this could possibly be put under the Community Care Program.

Mr. Nunn said the line of communications have not been kept open, particularly, the youth problems. We on the Planning Board level have set up a policy. We are not going to accept something we are thrown over night. We have to set up some guidelines. I don't know why your man on your level is not keeping us informed (directed to the Mayor).

Mr. Jordan said he did not think the Mayor was aware of the Youth Services Program.

Mr. Nunn said that his man is aware of it, and his man should keep me informed so I can keep the Citizens Planning Board informed. We will be condemned for not having a youth program, and summer is very near.

Mr. Loving asked if when an agency is not adhering to their contract, what can be done about this particular agency?

The Mayor said we do have an Evaluation Program, and their evaluation has to come to the City Council and the Citizens Planning Board. Our evaluation program should pick up these things, and give recommendations.

Mr. Celsi asked if revenue sharing came in, what part of the City would have priority.

The Mayor said the decision should be made on a priority basis. I think your social and employment problems are critical.

Mrs. Flowers asked Mr. Jordan if an Operating Agency is not found, what happens to the money?

Mr. Jordan said the Federal Government can recapture these funds.

Mr. Nunn thanked the Mayor for coming, and said that he had clarified the roles of the Citizens Planning Board, staff and City Hall.

The Mayor said with the effort of Model Cities, we are making this a better City for all of us.

Citizens Planning Board Relationship with City Hall - presented by Mr. Nunn

The role of the Citizens Planning Board is primarily an Advisory body to the City Council and it formulates policy for the Model Cities. The staff gives us technical assistance for the Model Cities area.

Mr. Ward said his interest was in the Model Cities Program and his next interest was the rights for people. We are elected for a purpose. Our allegiance is to the total Board, because if the Board flops, the areas flop. We should try to work for the whole community, not just for our little areas.

Relationship of Staff with the Citizens Planning Board - presented by Charles Jordan

The Board will get people involved, come up with a plan and then oversee the plan. The Mayor says there are 49 open job slots available. Staff is to advise you as how to best carry out the program. The people on my staff advise me so I can make recommendations to the Citizens Planning Board and then so the Citizens Planning Board can make recommendations to the City Council.

Policy and execution - You tell me what you want done then we are suppose to do it based on our experience. You do not tell me how you want it done because if you tell me how you want it done, then you don't need me.

We should be working together. This is why you have a CDA staff. This is the ultimate goal. We are not to be separate entities. From some of the questions asked today, I see that we really don't understand our roles. Our purpose for being here is not to see how well we can get along but how we can improve the quality of life of the 40,000 people living here. We are letting our personal differences keep us from working together. We are fighting too much with each other and no one is going to benefit. There is no way for staff to look good and the Board to look bad, or vice versa. We have to work together to bring about some change. It is important to realize that the staff has something at stake more than the Citizens Planning Board. If the Model Cities Program fails tomorrow, you can go on your different ways but when the staff leaves the agency and it is a loser, that goes on our resumes. We are to serve the people. You still make the decision that goes to the City Council, not staff. I hope we will be able to clear up our relationships today. We want to be a winner. If it's your wishes, it is my job to carry them on, whether we like it or not. It is important that we work together.

Mr. Nunn said to Mr. Jordan, in listening to your talk, outsiders would read friction between the Citizens Planning Board and staff. Is there friction?

Mr. Jordan said there was some, but he did not know at what level.

Debby Norman asked Mr. Jordan if he saw any changes in existing agencies.

Mr. Jordan said in order to work with agencies and make institutional changes, we have to work with old established agencies. We have to get them to respond more to peoples problems, and demonstrate that it can be done. Mr. Jordan said he did see change in City structure. We're talking about changing people who have been thinking the way they have for many years. We have to bring about change by working within the system.

Mr. Nunn said the lines of communication were running smoothly, and he had enjoyed working with Mr. Jordan.

Mr. Jordan said we do have a good relationship, if we agreed all the time, one of us would not be necessary.

The Relationship of the Citizens Planning Board and Working Committees - presented by Mrs. Marian Scott

Mrs. Scott said the Working Committees were a part of the Citizens Planning Board. The Working Committees must work with us. We have to listen to what the Working Committees say. I feel strongly that there will not always be agreement between the Working Committees and the Citizens Planning Board but this can be resolved if we communicate. As a part of the Citizens Planning Board structure, the Working

Committees are very important because the thoughts are generated through the Working Committees. The Chairman is now working out a schedule where reports from the Working Committees will be staggered out and given to the Citizens Planning Board.

Mrs. Flowers asked if the Citizens Planning Board has ever asked for reports from Working Committees.

Mrs. Scott said that the Citizens Planning Board has people assigned to each Working Committee who keep us informed; so we do get input.

Mr. Nunn stated that we have open ears to any Working Committee Chairman.

Mrs. Strong said there have been no reports of the number of people attending the Working Committee meetings, or do numbers matter?

Mrs. Scott said numbers do matter. Working numbers are important, and not just lifeless bodies.

Mrs. Strong asked if there was anything being done to get Citizens Participation?

Mrs. Scott asked Mrs. Strong to write down any suggestions she might have and submit them.

Mr. Ward said numbers don't necessarily mean anything. If we have five people really participating this is active participation.

Mrs. Scott said if the numbers are too few to have a meeting, the numbers would be important in having the meeting.

Mr. Simpson said there is not always agreement between Working Committees and the Citizens Planning Board. People should realize that, in the final analysis, the Citizens Planning Board has to make their own decision, and what the Working Committee recommends does not commit the Citizens Planning Board.

Mrs. Edna Robertson, CDA staff, said we do go out and ask people to be assigned to Working Committees from Neighborhood Organizations.

Mr. Boyer asked how important were the Working Committees. When Eliot Improvement Association did not accept the Kirby Ford zoning and the Citizens Planning Board went along with the Eliot Improvement Association's decision, it went down to City Hall and Kirby Ford got it. He asked if they were really taking our considerations and recommendations to heart.

Mrs. Scott said in regard to Kirby Ford that individual members of the community supported this.

Mr. Loving said he would like to recommend that the Board members assigned to committees be mandatory to give a three minute report on proposals that they have input from their participation on that committee.

Mrs. Scott asked Mr. Loving to put this in the suggestion box.

Mr. Loving asked for Mr. Jordan's comments on this.

Mr. Jordan said this would be important, and it was important for the Board members to attend their assigned meetings.

It was stated that a Planning Board member is able to attend any, and all Working Committees if he so chooses.

Evaluation of Projects - presented by LeRoy Patton

Mr. Patton said that Evaluation had just been funded. He said he was not sure that the Evaluation staff has all of their information together. They're looking at themselves constantly in terms of what they're doing. They are not completely organized. The goal for quality programs has to do with how you evaluate these programs. Most of the projects have been home-spun ideas. My concern is that you become intelligent as to what evaluation can do, and what it will do. The evaluation staff is to educate you on how problems are resolved. There are 26 projects that have been given some informal evaluations. If the Second Action Year is going to be meaningful, we are going to have to have evaluation. If you have concerns, evaluation needs to know about it.

Mr. Loving asked, if one of the projects is not functioning, what is the channel?

Mr. Patton said there is a Citizens Planning Board Evaluation Team. It presently has five members. Complaints should be registered with citizens on the Evaluation Team or CDA staff for documentation.

Mr. Yoon said projects are evaluated before contracting and after contracting.

Mr. Roland Franz, Evaluation Department, said that when the Working Committee is considering a proposal, it should be sent to Evaluation so Evaluation can give recommendations. When it is approved by the Citizens Planning Board, and so forth, and goes to contract negotiation stage, the contract goes to evaluation to see if it meets the specifications. When the project goes into operation, there are monthly reports that are evaluated by evaluation.

Mr. Patton said the Citizens Planning Board and Evaluation are working together.

Mr. Hampton asked where does that leave Working Committees?

Mr. Loving said he could answer that, Evaluation should be on Working Committees.

(There was a chart placed in the front of the room, copy attached, Page 12)

Mr. Gustafson said in regards to the chart Evaluation had on the board, that the chart was not designed to show a working relationship. You need a different model to show decision making, which is not shown.

Mike Henniger, CDA staff, explained that the chart shows that the Evaluation Committee of the Citizens Planning Board is primary input of Evaluation staff. Evaluation staff is responsible to the Director. Once he approves any of Evaluations recommendations, they are formalized, evaluation then does not have to answer any questions. The Director takes them to the Citizens Planning Board to make them policies.

Mike further explained that in the 1st Action Year Program, Evaluation distributed a questionnaire. Anyone who wanted to make an evaluation of the program could do so on the questionnaire. We didn't have time to go to individual committees. The time was three weeks from the time we started with nothing, to the time we submitted a 180 page document.

Adjournment for lunch

Mr. Gustafson said that the chart was not a decision making chart, and he was concerned that it is not possible to draw one. If there is not one already in existence, it is one of the things we're going to have to decide; who makes recommendations; who makes decisions; we're going to run into problems if we don't. Quality and quantitative judgment has to be used as to whether a project is good or not good. I don't think projects can be evaluated by putting numbers as to their goodness. Unless there is a system of making quantitative judgments, there will not be right answers.

Mr. Yoon, CDA staff, said we're just talking about evaluation. We're not talking about policy or anything. We're responsible for giving our evaluations to the Director, also, to the Evaluation Committee. These are our guidelines.

Mr. Gustafson said we need to have steps from step 1 input; who starts the project - to step 10 recommendation procedures; who makes all the decisions.

Mr. Yoon said the ultimate responsibility for decision making is the Citizens Planning Board. We're an objective agency standing outside. We're also looking at the CDA the same way.

Mike Henniger said there was an outline and the Board received this outline. Evaluation monitors Operating Agencies and projects. The monthly reports Operating Agencies send us each month are received by Evaluation, and material in them is noted. The Operating Agency is sent money. The CDA reports quarterly. We, in addition, have the Citizens Planning Board Evaluation Committee to give citizens input. It is their job to provide meaningful citizen input. Input from planning staff is also received. Evaluation has one day to sit with the appropriate Coordinator. For the First Action Year, we had monthly reports, documents from planning staff, and our own files. All this was used to arrive at an evaluation. We provided recommendations and benefits. During the Second Action Year, they'll be sent to the Citizens Planning Board Evaluation Committee, to the Director, and then they will become policies. After it is a policy, evaluation is no longer concerned with answering questions in regards to these policies. This maintains our objectivity.

Mr. Gustafson said one of the things recognized as being a problem was we felt the agencies involved supplying information did not give enough information. We found later, other people had individual evaluations that we would have been glad to get in on. Are you saying the Evaluation Committee will have to sign-off (the Chairman) on a piece of paper, before it goes to the Director of the CDA, or is it a flexible kind of input?

Mike Henniger said this is the type of question the Citizens Planning Board Evaluation Committee will have to deal with.

Mr. Gustafson added, and all of the Citizens Planning Board.

Mr. Loving asked if there would be something in Evaluation to get these agencies back in line?

Mr. Patton said that is what they're trying to work out now. To date, they have worked right off the top of their heads.

Mr. Jordan said if you have any concern about any particular project, you let Evaluation know. We will go out and evaluate and hold up the funding if necessary.

Mr. Gustafson said the elected members of the Board should consider themselves ombudsmen.

Mr. Loving said he did place himself in this situation and someone told me to go to hell.

Mr. Nunn said, if an Operating Agency told you that we would like to know who it was.

Mr. Loving said it was Dr. Hughley.

Mr. Holloway said he didn't think we should let members of the Board go to Operating Agencies, it should be left to the CDA.

Mrs. Lathan said she felt there was room for both. A member of the Citizens Planning Board should be able to go to the Operating Agency as a citizen, and incidentally as a Board member.

Mr. Avery, HUD representative, spoke on the Working Committee. He said that Working Committees should be acutely aware of programs and their roles, and evaluation of them.

Mr. Yoon said we do maintain a dialogue with the Working Committee as another form of input.

Mike Henniger said all Working Committees will be informed of Evaluation policies. We have Transaction Secretaries also.

Mrs. Stribbling said that some people do not like all their words put down by Transaction Secretaries. We knew nothing about Transaction Secretaries, until one day she was at our meeting taking word for word minutes.

Mr. Jordan said we will have Evaluation staff come to the next meeting and introduce themselves to the Citizens Planning Board.

Mrs. Lathan said that a copy of evaluations should go to each Chairman and be read, even though it is staff material.

Mr. Holloway said we should know the whole truth about everything.

Mr. Nunn said the discussion could be carried on later on the Agenda.

Mr. Nunn said that just because a recommendation is made the Citizens Planning Board might not endorse it for the following reasons:

1. Budgetary items may be one reason for the Board rejecting a proposal
2. Time lines which the Board has to consider

3. Citizens Planning Board - how are they interrelated. Are proposals going to bring about changes necessary, so when looking back later we can say we did a service
4. Working Committees should define community concern
5. Technical assistance from staff, then come to the Board, all necessary for acceptance or rejection at the Board level

Mr. Nunn said as Chairman, he would like to see programs only funded that make changes. If all we're going to do is enhance programs that have been around, this is not good. We need to bring about changes, new ideas, bring about programs that are going to change peoples lives, not just enhance programs that have been around.

Mr. Jordan said when the Citizens Planning Board gets recommendations, they have to think about the whole Comprehensive Plan.

Mrs. Barbara Friday said making sure people who are assigned to your committee do attend, is important. This should be taken care of through the Chairman of the Board.

Mr. Nunn stated that to conduct an orderly meeting there were some guidelines that should be touched upon.

The Chair will recognize a speaker and will try to recognize all speakers. The Chair should not let one or two people dominate an issue. I try to respect the position you hold as a representative of your community. I may not agree with what you say but I will fight for your right to say it. Mutual respect on the Board is important and also respect for the community participants. We should recognize the female element on our Board. When we swear, we are not giving them that respect.

As Chairman, I try to respect your right to work with your community. Sometimes I see members fighting on the Board. We should respect each others feelings. Mutual respect on the Board is important. When we speak, we should speak to the issue at hand.

Mr. Loving said when each individual gets up, no other Board member should be able to speak.

Debby Norman said two or three members get a chance to monopolize a conversation. Each one should be able to say what they want before a particular issue is closed, even if the Chairman has to write down names so everyone can give his point of view.

Mr. Holloway said we should encourage people before they come to the Board with problems to go to their Neighborhood Organization first. It would be wrong for the Board to recognize this, because we're getting out of citizens participation.

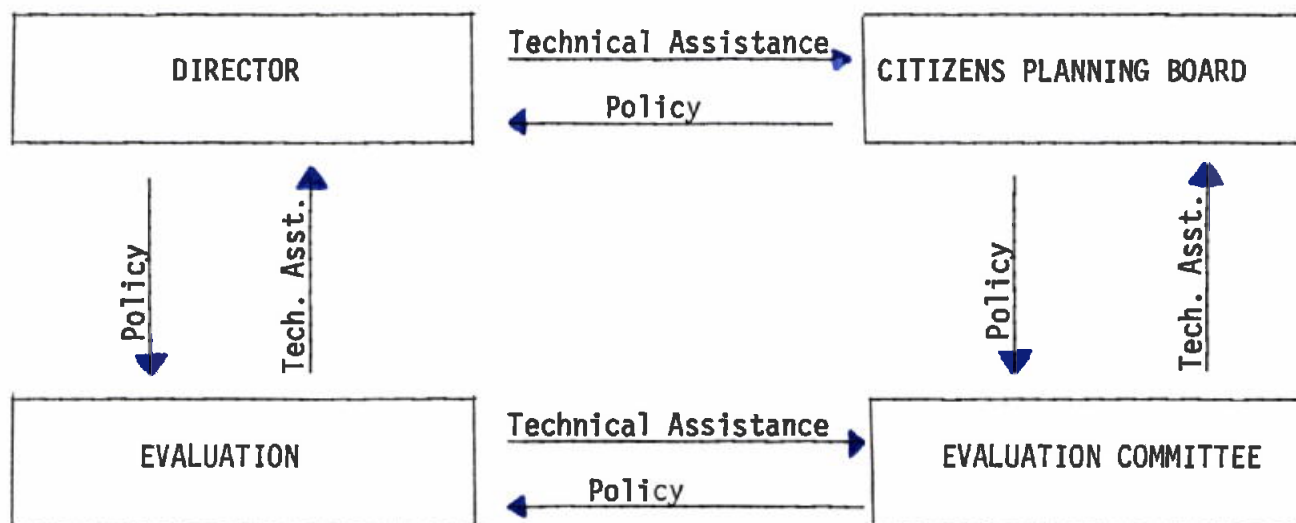
Mr. Boyer stated that his pet peeve was still the responsibility of Board members. The people who really need the information that is being presented today are not here. We need these professional people on the Board to help us out and the professional people are mostly the appointed members. If we can't make these Board meetings, or Neighborhood Organization meetings, we should hand in our resignations.

Mrs. Brown said that she did not like this thing about elected and appointed Board members. I don't want to be pointed out as an appointed members. Let's not make distinctions as to appointed and elected Board members.

It was decided that the Workshop should be adjourned because it was getting late and they had lost quite a few of the participants. The Workshop will be continued at a later date to cover the remaining items left on the agenda.

Meeting adjourned at approximately 3:30 P.M.

EVALUATION PROCESS



PORTLAND MODEL CITIES PROGRAM

- Purpose to improve social, physical and economic conditions in area
- Operation of overall program based on contract between City and HUD
- Contract to be approved by City Council and signed by Mayor
- Must include Comprehensive Plan and be responsive to area citizens
- Must comply with federal guidelines and follow City procedures

PURPOSE OF THE CITIZENS PLANNING BOARD

- To focus views of area citizens and advise Mayor and City Council
- To initiate and review proposals to improve Model Cities area
- To participate in continued planning and evaluation
- To make recommendations to the Mayor concerning position of Director
- Chairman to preside at meetings and be chief spokesman for CPB action
- CPB is responsible for committee structure and operating rules
- CPB members to maintain communications with area residents
- Technical assistance and resources provided through Model Cities staff

RELATIONSHIP OF CITIZENS PLANNING BOARD TO CITY HALL

- Council has designated CPB as citizens participation body for program
- CPB to make decisions concerning projects, plans, priorities and policy
- CPB to make recommendations to City Council for official approval
- Projects must be approved by CPB before Council will approve
- Chairman, as spokesman for CPB, to maintain contact with Mayor

RELATIONSHIP OF MODEL CITIES STAFF TO CITY HALL

- Model Cities Agency created by City Council to work with CPB
- Staff is to implement plans and policies approved by CPB and Council
- Model Cities Agency is a bureau of city government
- Model Cities Director is administrative head, responsible to the Mayor
- Model Cities Director coordinates with CPB Chairman
- Director plans, organizes and supervises the work of staff
- Director makes recommendations for employment to Mayor for approval
- Director makes administrative reports to Mayor and City Council
- City systems used for personnel, purchasing, financial and legal services

RELATIONSHIP OF MODEL CITIES COORDINATOR TO MODEL CITIES STAFF

- Assistant to Mayor with working title of Model Cities Coordinator
- Responsible to aid in implementing approved projects and policies
- Serves in liaison capacity with Model Cities Director and staff
- Coordinates action on requests from CPB Chairman
- Communicates with City offices regarding program information
- Maintains contact with other governmental agencies for resources

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Presentation from Mayor Terry Schruck

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The Chairman has access to my office. I created a specific person to make that relationship constant and more meaningful in coordinating the activities of the City Agency. I think in practicality that on all occasions the City Council has followed your input.

The staff at Model Cities are all city employees. They are governed by the regular procedure for other city employees. Their responsibility is to serve the Citizens Planning Board and Working Committees, to make a meaningful input of material, to do research for you, to develop reports into forms that can be used and submitted to HUD. The Director is the Administrative Head, responsible to the Mayor and to service the Citizens Planning Board. He must work closely with the Chairman of the Board. The Director is responsible for staff, for the organization, and function. He does have an obligation to seek capable staff and to seek preference for Model Neighborhood residents. He makes frequent reports together with the Chairman to the City Council. In Model Cities we use City Purchasing, legal services, normal city personnel people, so that Model Cities is not an orphan.

There has been misunderstandings, from time to time, as to the relationship of the Model Cities Coordinator (Ed Warmoth) to the Model Cities staff. Ed Warmoth does not supervise the staff of Model Cities. He is a direct assistant on my staff to provide better continued communications with the Chairman and the Director and to be able to bring together the resources of any City Agency when requested. It is his responsibility to keep me posted on the progress of programs. He does not supervise Mr. Jordan, he is a Coordinator. There must be the closest teamwork between City Hall, the Citizens Planning Board and staff. We have had that cooperation in most occasions. You have got the Second Action Year going. I think all of you, especially the older Board members, older in years of service, can be proud of the tremendous progress that has been made. We have many unmet problems but we are moving. I said about the Model Cities program, that if it could work any place in the country, it could work in Portland.

Mrs. Strong directed a question to the Mayor in regard to CDA Letter #11. She felt it had not been carried out in the Humboldt area in regard to improving the quality of life. The Mayor said Mr. Jordan and his staff are compiling statistics to see how many Model Cities employees we do have in the City, and then work from it. Mrs. Strong said in employment they are not picking as many people from Humboldt. They're taking people from every area but Humboldt. The Mayor said we do have a large amount of Model Cities people in business and private agencies. The statistics will be available to Citizens Planning Board members. So, if you have information, we would appreciate your input.

Mr. Nunn said that he has heard these comments before. He told Mrs. Strong that this should be brought before the Citizens Planning Board. The Citizens Planning Board would welcome this to look into, but we have to have specific cases. Mrs. Strong said she hears complaints every day from people. Mr. Nunn said to bring them to the Citizens Planning Board and we will investigate. If they are rumors, there is nothing we can do.

Mr. Simpson said there were times when no one applies for jobs. It is the responsibility of the community people to make applications. Mr. Jordan said that statistics would be available soon. As far as applications, the majority of our CDA staff are from the Model Cities Neighborhood.

Mr. Loving said he would like to get the Mayor's opinion. From the initial onset of Model Cities, the basic reasons for these programs were to improve the living conditions. Boise is a defunct area. Boise has been exploited; Boise is the last to receive anything. Why isn't more expertise put into the areas that most need them?

The Mayor said Boise has had HAP Neighborhood Improvement, 2 block park, a lot of homes rehabilitated, tree planting, and citizens participation even before Model Cities. He said he didn't know how active Boise neighborhood was now, but he was over there many times and they had a fine group of people there.

Mr. Loving asked the Mayor if Boise was to be eliminated in the near future, as far as residential property was concerned? Are we to be phased out in the next ten years?

The Mayor said he could not foresee that Boise is going to disappear.

Mr. Simpson said we are not a poverty program, as such. We need to take people out of poverty and work them up the social ladder. One of the stumbling blocks is whenever we get beyond \$2.00 an hour, we can't go any further. I would like to see us get the poor out of being poor.

The Mayor said this facility (Cascade Center) we're meeting in right now, you related this to me at City Hall, to see if we could develop an educational opportunity for people to help them move up the ladder. This program is very new. My hope is that this will be a center right here in the Model Neighborhood for people to learn. We can move Model Cities employees into other opportunities, City, County, State or private agencies. Working with high schools, we can do training right in the Model Cities office. Secretarial training can put people into good paying jobs. We have had success, but not enough.

Mike Henniger, CDA staff, asked the Mayor to explain the staff role in providing technical assistance, particularly, to the Citizens Planning Board and their Working Committees.

The Mayor said to compare the Citizens Planning Board to the City Council; we have to have technical input. Staff has to give meaningful input to the Planning Board and Working Committees. I would like the Working Committees and Board to rely heavily on the technical assistance from the CDA staff. The Board members just don't have the time to get all the details, and that is just what the staff is all about.

Mr. Ward said it was his opinion that it is not up to the Board to tell Model Cities who we don't like and do like on the Model Cities Staff. It is up to the Director.

The Mayor said that Mr. Jordan was very effective.

Mr. Nunn said we should make our problems in our communities aware to Mr. Jordan, like the concerns of Mrs. Strong.

Mrs. Debby Norman said that Model Cities was geared to change the minds of existing agencies. She said that she does not see this happening.

Diana David asked if there was going to be a Youth Services Program.

Mr. Jordan said we are now seeking an Operating Agency for that particular program.

Mr. Holloway suggested that this could possibly be put under the Community Care Program.

Mr. Nunn said the line of communications have not been kept open, particularly, the youth problems. We on the Planning Board level have set up a policy. We are not going to accept something we are thrown over night. We have to set up some guidelines. I don't know why your man on your level is not keeping us informed (directed to the Mayor).

Mr. Jordan said he did not think the Mayor was aware of the Youth Services Program.

Mr. Nunn said that his man is aware of it, and his man should keep me informed so I can keep the Citizens Planning Board informed. We will be condemned for not having a youth program, and summer is very near.

Mr. Loving asked if when an agency is not adhering to their contract, what can be done about this particular agency?

The Mayor said we do have an Evaluation Program, and their evaluation has to come to the City Council and the Citizens Planning Board. Our evaluation program should pick up these things, and give recommendations.

Mr. Celsi asked if revenue sharing came in, what part of the City would have priority.

The Mayor said the decision should be made on a priority basis. I think your social and employment problems are critical.

Mrs. Flowers asked Mr. Jordan if an Operating Agency is not found, what happens to the money?

Mr. Jordan said the Federal Government can recapture these funds.

Mr. Nunn thanked the Mayor for coming, and said that he had clarified the roles of the Citizens Planning Board, staff and City Hall.

The Mayor said with the effort of Model Cities, we are making this a better City for all of us.

Citizens Planning Board Relationship with City Hall - presented by Mr. Nunn

The role of the Citizens Planning Board is primarily an Advisory body to the City Council and it formulates policy for the Model Cities. The staff gives us technical assistance for the Model Cities area.

Mr. Ward said his interest was in the Model Cities Program and his next interest was the rights for people. We are elected for a purpose. Our allegiance is to the total Board, because if the Board flops, the areas flop. We should try to work for the whole community, not just for our little areas.

Relationship of Staff with the Citizens Planning Board - presented by Charles Jordan

The Board will get people involved, come up with a plan and then oversee the plan. The Mayor says there are 49 open job slots available. Staff is to advise you as how to best carry out the program. The people on my staff advise me so I can make recommendations to the Citizens Planning Board and then so the Citizens Planning Board can make recommendations to the City Council.

Policy and execution - You tell me what you want done then we are suppose to do it based on our experience. You do not tell me how you want it done because if you tell me how you want it done, then you don't need me.

We should be working together. This is why you have a CDA staff. This is the ultimate goal. We are not to be separate entities. From some of the questions asked today, I see that we really don't understand our roles. Our purpose for being here is not to see how well we can get along but how we can improve the quality of life of the 40,000 people living here. We are letting our personal differences keep us from working together. We are fighting too much with each other and no one is going to benefit. There is no way for staff to look good and the Board to look bad, or vice versa. We have to work together to bring about some change. It is important to realize that the staff has something at stake more than the Citizens Planning Board. If the Model Cities Program fails tomorrow, you can go on your different ways but when the staff leaves the agency and it is a loser, that goes on our resumes. We are to serve the people. You still make the decision that goes to the City Council, not staff. I hope we will be able to clear up our relationships today. We want to be a winner. If it's your wishes, it is my job to carry them on, whether we like it or not. It is important that we work together.

Mr. Nunn said to Mr. Jordan, in listening to your talk, outsiders would read friction between the Citizens Planning Board and staff. Is there friction?

Mr. Jordan said there was some, but he did not know at what level.

Debby Norman asked Mr. Jordan if he saw any changes in existing agencies.

Mr. Jordan said in order to work with agencies and make institutional changes, we have to work with old established agencies. We have to get them to respond more to peoples problems, and demonstrate that it can be done. Mr. Jordan said he did see change in City structure. We're talking about changing people who have been thinking the way they have for many years. We have to bring about change by working within the system.

Mr. Nunn said the lines of communication were running smoothly, and he had enjoyed working with Mr. Jordan.

Mr. Jordan said we do have a good relationship, if we agreed all the time, one of us would not be necessary.

The Relationship of the Citizens Planning Board and Working Committees - presented by Mrs. Marian Scott

Mrs. Scott said the Working Committees were a part of the Citizens Planning Board. The Working Committees must work with us. We have to listen to what the Working Committees say. I feel strongly that there will not always be agreement between the Working Committees and the Citizens Planning Board but this can be resolved if we communicate. As a part of the Citizens Planning Board structure, the Working

Committees are very important because the thoughts are generated through the Working Committees. The Chairman is now working out a schedule where reports from the Working Committees will be staggered out and given to the Citizens Planning Board.

Mrs. Flowers asked if the Citizens Planning Board has ever asked for reports from Working Committees.

Mrs. Scott said that the Citizens Planning Board has people assigned to each Working Committee who keep us informed; so we do get input.

Mr. Nunn stated that we have open ears to any Working Committee Chairman.

Mrs. Strong said there have been no reports of the number of people attending the Working Committee meetings, or do numbers matter?

Mrs. Scott said numbers do matter. Working numbers are important, and not just lifeless bodies.

Mrs. Strong asked if there was anything being done to get Citizens Participation?

Mrs. Scott asked Mrs. Strong to write down any suggestions she might have and submit them.

Mr. Ward said numbers don't necessarily mean anything. If we have five people really participating this is active participation.

Mrs. Scott said if the numbers are too few to have a meeting, the numbers would be important in having the meeting.

Mr. Simpson said there is not always agreement between Working Committees and the Citizens Planning Board. People should realize that, in the final analysis, the Citizens Planning Board has to make their own decision, and what the Working Committee recommends does not commit the Citizens Planning Board.

Mrs. Edna Robertson, CDA staff, said we do go out and ask people to be assigned to Working Committees from Neighborhood Organizations.

Mr. Boyer asked how important were the Working Committees. When Eliot Improvement Association did not accept the Kirby Ford zoning and the Citizens Planning Board went along with the Eliot Improvement Association's decision, it went down to City Hall and Kirby Ford got it. He asked if they were really taking our considerations and recommendations to heart.

Mrs. Scott said in regard to Kirby Ford that individual members of the community supported this.

Mr. Loving said he would like to recommend that the Board members assigned to committees be mandatory to give a three minute report on proposals that they have input from their participation on that committee.

Mrs. Scott asked Mr. Loving to put this in the suggestion box.

Mr. Loving asked for Mr. Jordan's comments on this.

Mr. Jordan said this would be important, and it was important for the Board members to attend their assigned meetings.

It was stated that a Planning Board member is able to attend any, and all Working Committees if he so chooses.

Evaluation of Projects - presented by LeRoy Patton

Mr. Patton said that Evaluation had just been funded. He said he was not sure that the Evaluation staff has all of their information together. They're looking at themselves constantly in terms of what they're doing. They are not completely organized. The goal for quality programs has to do with how you evaluate these programs. Most of the projects have been home-spun ideas. My concern is that you become intelligent as to what evaluation can do, and what it will do. The evaluation staff is to educate you on how problems are resolved. There are 26 projects that have been given some informal evaluations. If the Second Action Year is going to be meaningful, we are going to have to have evaluation. If you have concerns, evaluation needs to know about it.

Mr. Loving asked, if one of the projects is not functioning, what is the channel?

Mr. Patton said there is a Citizens Planning Board Evaluation Team. It presently has five members. Complaints should be registered with citizens on the Evaluation Team or CDA staff for documentation.

Mr. Yoon said projects are evaluated before contracting and after contracting.

Mr. Roland Franz, Evaluation Department, said that when the Working Committee is considering a proposal, it should be sent to Evaluation so Evaluation can give recommendations. When it is approved by the Citizens Planning Board, and so forth, and goes to contract negotiation stage, the contract goes to evaluation to see if it meets the specifications. When the project goes into operation, there are monthly reports that are evaluated by evaluation.

Mr. Patton said the Citizens Planning Board and Evaluation are working together.

Mr. Hampton asked where does that leave Working Committees?

Mr. Loving said he could answer that, Evaluation should be on Working Committees.

(There was a chart placed in the front of the room, copy attached, Page 12)

Mr. Gustafson said in regards to the chart Evaluation had on the board, that the chart was not designed to show a working relationship. You need a different model to show decision making, which is not shown.

Mike Henniger, CDA staff, explained that the chart shows that the Evaluation Committee of the Citizens Planning Board is primary input of Evaluation staff. Evaluation staff is responsible to the Director. Once he approves any of Evaluations recommendations, they are formalized, evaluation then does not have to answer any questions. The Director takes them to the Citizens Planning Board to make them policies.

Mike further explained that in the 1st Action Year Program, Evaluation distributed a questionnaire. Anyone who wanted to make an evaluation of the program could do so on the questionnaire. We didn't have time to go to individual committees. The time was three weeks from the time we started with nothing, to the time we submitted a 180 page document.

Adjournment for lunch

Mr. Gustafson said that the chart was not a decision making chart, and he was concerned that it is not possible to draw one. If there is not one already in existence, it is one of the things we're going to have to decide; who makes recommendations; who makes decisions; we're going to run into problems if we don't. Quality and quantitative judgment has to be used as to whether a project is good or not good. I don't think projects can be evaluated by putting numbers as to their goodness. Unless there is a system of making quantitative judgments, there will not be right answers.

Mr. Yoon, CDA staff, said we're just talking about evaluation. We're not talking about policy or anything. We're responsible for giving our evaluations to the Director, also, to the Evaluation Committee. These are our guidelines.

Mr. Gustafson said we need to have steps from step 1 input; who starts the project - to step 10 recommendation procedures; who makes all the decisions.

Mr. Yoon said the ultimate responsibility for decision making is the Citizens Planning Board. We're an objective agency standing outside. We're also looking at the CDA the same way.

Mike Henniger said there was an outline and the Board received this outline. Evaluation monitors Operating Agencies and projects. The monthly reports Operating Agencies send us each month are received by Evaluation, and material in them is noted. The Operating Agency is sent money. The CDA reports quarterly. We, in addition, have the Citizens Planning Board Evaluation Committee to give citizens input. It is their job to provide meaningful citizen input. Input from planning staff is also received. Evaluation has one day to sit with the appropriate Coordinator. For the First Action Year, we had monthly reports, documents from planning staff, and our own files. All this was used to arrive at an evaluation. We provided recommendations and benefits. During the Second Action Year, they'll be sent to the Citizens Planning Board Evaluation Committee, to the Director, and then they will become policies. After it is a policy, evaluation is no longer concerned with answering questions in regards to these policies. This maintains our objectivity.

Mr. Gustafson said one of the things recognized as being a problem was we felt the agencies involved supplying information did not give enough information. We found later, other people had individual evaluations that we would have been glad to get in on. Are you saying the Evaluation Committee will have to sign-off (the Chairman) on a piece of paper, before it goes to the Director of the CDA, or is it a flexible kind of input?

Mike Henniger said this is the type of question the Citizens Planning Board Evaluation Committee will have to deal with.

Mr. Gustafson added, and all of the Citizens Planning Board.

Mr. Loving asked if there would be something in Evaluation to get these agencies back in line?

Mr. Patton said that is what they're trying to work out now. To date, they have worked right off the top of their heads.

Mr. Jordan said if you have any concern about any particular project, you let Evaluation know. We will go out and evaluate and hold up the funding if necessary.

Mr. Gustafson said the elected members of the Board should consider themselves ombudsmen.

Mr. Loving said he did place himself in this situation and someone told me to go to hell.

Mr. Nunn said, if an Operating Agency told you that we would like to know who it was.

Mr. Loving said it was Dr. Hughley.

Mr. Holloway said he didn't think we should let members of the Board go to Operating Agencies, it should be left to the CDA.

Mrs. Lathan said she felt there was room for both. A member of the Citizens Planning Board should be able to go to the Operating Agency as a citizen, and incidentally as a Board member.

Mr. Avery, HUD representative, spoke on the Working Committee. He said that Working Committees should be acutely aware of programs and their roles, and evaluation of them.

Mr. Yoon said we do maintain a dialogue with the Working Committee as another form of input.

Mike Henniger said all Working Committees will be informed of Evaluation policies. We have Transaction Secretaries also.

Mrs. Stribbling said that some people do not like all their words put down by Transaction Secretaries. We knew nothing about Transaction Secretaries, until one day she was at our meeting taking word for word minutes.

Mr. Jordan said we will have Evaluation staff come to the next meeting and introduce themselves to the Citizens Planning Board.

Mrs. Lathan said that a copy of evaluations should go to each Chairman and be read, even though it is staff material.

Mr. Holloway said we should know the whole truth about everything.

Mr. Nunn said the discussion could be carried on later on the Agenda.

Mr. Nunn said that just because a recommendation is made the Citizens Planning Board might not endorse it for the following reasons:

1. Budgetary items may be one reason for the Board rejecting a proposal
2. Time lines which the Board has to consider

3. Citizens Planning Board - how are they interrelated. Are proposals going to bring about changes necessary, so when looking back later we can say we did a service
4. Working Committees should define community concern
5. Technical assistance from staff, then come to the Board, all necessary for acceptance or rejection at the Board level

Mr. Nunn said as Chairman, he would like to see programs only funded that make changes. If all we're going to do is enhance programs that have been around, this is not good. We need to bring about changes, new ideas, bring about programs that are going to change peoples lives, not just enhance programs that have been around.

Mr. Jordan said when the Citizens Planning Board gets recommendations, they have to think about the whole Comprehensive Plan.

Mrs. Barbara Friday said making sure people who are assigned to your committee do attend, is important. This should be taken care of through the Chairman of the Board.

Mr. Nunn stated that to conduct an orderly meeting there were some guidelines that should be touched upon.

The Chair will recognize a speaker and will try to recognize all speakers. The Chair should not let one or two people dominate an issue. I try to respect the position you hold as a representative of your community. I may not agree with what you say but I will fight for your right to say it. Mutual respect on the Board is important and also respect for the community participants. We should recognize the female element on our Board. When we swear, we are not giving them that respect.

As Chairman, I try to respect your right to work with your community. Sometimes I see members fighting on the Board. We should respect each others feelings. Mutual respect on the Board is important. When we speak, we should speak to the issue at hand.

Mr. Loving said when each individual gets up, no other Board member should be able to speak.

Debby Norman said two or three members get a chance to monopolize a conversation. Each one should be able to say what they want before a particular issue is closed, even if the Chairman has to write down names so everyone can give his point of view.

Mr. Holloway said we should encourage people before they come to the Board with problems to go to their Neighborhood Organization first. It would be wrong for the Board to recognize this, because we're getting out of citizens participation.

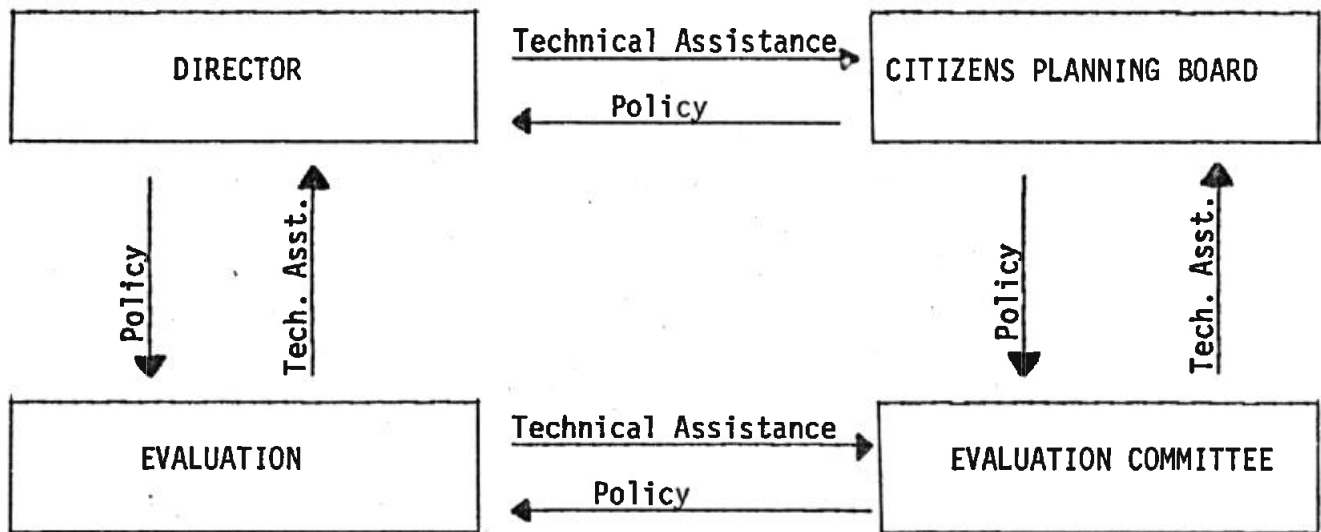
Mr. Boyer stated that his pet peeve was still the responsibility of Board members. The people who really need the information that is being presented today are not here. We need these professional people on the Board to help us out and the professional people are mostly the appointed members. If we can't make these Board meetings, or Neighborhood Organization meetings, we should hand in our resignations.

Mrs. Brown said that she did not like this thing about elected and appointed Board members. I don't want to be pointed out as an appointed members. Let's not make distinctions as to appointed and elected Board members.

It was decided that the Workshop should be adjourned because it was getting late and they had lost quite a few of the participants. The Workshop will be continued at a later date to cover the remaining items left on the agenda.

Meeting adjourned at approximately 3:30 P.M.

EVALUATION PROCESS



PORTLAND MODEL CITIES PROGRAM

- Purpose to improve social, physical and economic conditions in area
- Operation of overall program based on contract between City and HUD
- Contract to be approved by City Council and signed by Mayor
- Must include Comprehensive Plan and be responsive to area citizens
- Must comply with federal guidelines and follow City procedures

PURPOSE OF THE CITIZENS PLANNING BOARD

- To focus views of area citizens and advise Mayor and City Council
- To initiate and review proposals to improve Model Cities area
- To participate in continued planning and evaluation
- To make recommendations to the Mayor concerning position of Director
- Chairman to preside at meetings and be chief spokesman for CPB action
- CPB is responsible for committee structure and operating rules
- CPB members to maintain communications with area residents
- Technical assistance and resources provided through Model Cities staff

RELATIONSHIP OF CITIZENS PLANNING BOARD TO CITY HALL

- Council has designated CPB as citizens participation body for program
- CPB to make decisions concerning projects, plans, priorities and policy
- CPB to make recommendations to City Council for official approval
- Projects must be approved by CPB before Council will approve
- Chairman, as spokesman for CPB, to maintain contact with Mayor

RELATIONSHIP OF MODEL CITIES STAFF TO CITY HALL

- Model Cities Agency created by City Council to work with CPB
- Staff is to implement plans and policies approved by CPB and Council
- Model Cities Agency is a bureau of city government
- Model Cities Director is administrative head, responsible to the Mayor
- Model Cities Director coordinates with CPB Chairman
- Director plans, organizes and supervises the work of staff
- Director makes recommendations for employment to Mayor for approval
- Director makes administrative reports to Mayor and City Council
- City systems used for personnel, purchasing, financial and legal services

RELATIONSHIP OF MODEL CITIES COORDINATOR TO MODEL CITIES STAFF

- Assistant to Mayor with working title of Model Cities Coordinator
- Responsible to aid in implementing approved projects and policies
- Serves in liaison capacity with Model Cities Director and staff
- Coordinates action on requests from CPB Chairman
- Communicates with City offices regarding program information
- Maintains contact with other governmental agencies for resources

portland model cities

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

SPEAKERS BUREAU PROCEDURE
CITIZENS PARTICIPATION DEPARTMENT

FILL IN or CHECK OFF

Name of person requesting speaker _____

Name of Group Represented: _____

Date and time set for speaker: _____

Phone number for further information if needed: _____

Place speaker requested _____

Directions to place if needed _____

Background of group(interests, professional, men, women or mixed etc.)

Amount of time allotted speaker _____

Name of speaker assigned _____

Date speaker assigned and notified by Action Tab with copy in C/P

Total attendance of group and appropriate comments made by speaker after presentation _____

Copy of this form sent to speaker prior to presentation with copy in C/P Department. _____

Literature taken for handouts by Title: _____

Name of staff filling out form _____

cc: Mr. Jordan
Mrs. Green
Systems
Author/Mack
Files ✓

G U E S T L I S T

<u>CITIZENS PLANNING BOARD MEMBERS</u>	Confirmed Yes	Confirmed No	Maybe
1. <u>Lawrence Alberti</u>			
2. <u>Ben Bernhard</u>			
3. <u>Robert Boyer</u>			
4. <u>Juanita Brown</u>			
5. <u>Fred Flowers</u>			
6. <u>Barbara Friday</u>			
7. <u>Bertha Grant</u>			
8. <u>John Gustafson</u>			
9. <u>Ray Holloway</u>			
10. <u>Edgar Jackson</u>			
11. <u>John Jackson</u>			
12. <u>Chalmers Jones</u>			
13. <u>Lee Kell</u>			
14. <u>James Loving</u>			
15. <u>Bill Newborne</u>			
16. <u>Debby Norman</u>			
17. <u>Josiah Nunn</u>			
18. <u>LeRoy Patton</u>			
19. <u>Clara Mae Peoples</u>			
20. <u>Walter Ready</u>			
21. <u>Robert Rogers</u>			
22. <u>Marian Scott</u>			
23. <u>Herb Simpson</u>			
24. <u>Opal Strong</u>			
25. <u>Christopher Thomas</u>			
26. <u>Harry Ward</u>			
27. <u>Richard Wintermute</u>			

GUEST LIST
PAGE 2

	Confirmed Yes	Confirmed No	Maybe
<u>WORKING COMMITTEE CHAIRMEN</u>			
1. <u>R. L. Anderson</u>			
2. <u>Ted Baugh</u>			
3. <u>Dick Celsi</u>			
4. <u>George Christian</u>			
5. <u>A. J. Dvorak</u>			
6. <u>Regina Flowers</u>			
7. <u>Jean Lynch</u>			
8. <u>Betty Walker</u>			
9. <u>Shirley Teal</u>			
<u>WORKING COMMITTEE VICE CHAIRMEN</u>			
1. <u>Don Morris</u> (L & J)			
2. <u>Hazel G. Hays</u> (Housing)			
3. <u>Rev. Samuel Johnson</u> (Soc. Serv)			
4. <u>Ella Mae Gay (Sec.)</u> (Employ)			
5. <u>Sam Whitney</u> (Econ Dev.)			
6. <u>Clarence Jensen</u> (C.P.)			
7. <u>Marghree Moss</u> (Health)			
8. <u>Bill Welch</u> (Educ)			
9. <u>None</u> (Rec & Cul)			
<u>NEIGHBORHOOD ORGANIZATION CHAIRMEN</u>			
1. <u>Lawrence Alberti</u> (CPB)			
2. <u>Ted Baugh</u> (WC)			
3. <u>Andrew Fink</u>			
4. <u>Charles Ford</u>			
5. <u>Marcus Glenn</u>			
6. <u>Dorothy Hardy</u>			
7. <u>Oliver Brown</u>			
8. <u>Bobbie Nunn</u>			
9. <u>Azzaree Lathan</u>			

			Confirmed Yes	Confirmed No	Maybe
<u>NEIGHBORHOOD ORGANIZATION VICE CHAIRMEN</u>					
1.	<u>Rozelle Yee</u>	<u>(Eliot)</u>			
2.	<u>Ray Coffman</u>	<u>(Sabin)</u>			
3.	<u>(See Below)</u>	<u>(Irvington)</u>			
4.	<u>James C. Crolley</u>	<u>(Boise)</u>			
5.	<u>Rev. C. F. Richardson</u>	<u>(King)</u>			
6.	<u>Gregg Watson</u>	<u>(Humboldt)</u>			
7.	<u>LeRoy Patton</u>	<u>(Vernon)</u>			
8.	<u>Clarence Jensen</u>	<u>(Woodlawn)</u>			

Irvington: Howard Stewart

Jim Brooks

Al Bannon

William Morse

GUEST LIST
CPB WORKSHOP

<u>STAFF</u>	Yes	No	<u>OTHERS</u>	Yes	No
1. Charles Jordan	_____	_____	1. Robert Dixon	_____	_____
2. Brenda J. Green	_____	_____	2. Allen Avery	_____	_____
3. C. Watts Yancey	_____	_____	3. Mayor Schrunk	_____	_____
4. Ken Hampton	_____	_____	4. Ed Warmoth	_____	_____
5. E. C. Ogbuobiri	_____	_____			
6. Diana Davis	_____	_____			
7. Paul Forsander	_____	_____			
8. Beatrice Gilmore	_____	_____			
9. Bill Grimberg	_____	_____			
10. Michael Henniger	_____	_____			
11. Terry Kent	_____	_____			
12. Harvey Lockett	_____	_____			
13. Faye LyDay	_____	_____			
14. William Mack	_____	_____			
15. Pat Ollison	_____	_____			
16. Andrea Ricks	_____	_____			
17. Edna Robertson	_____	_____			
18. Otto Rutherford	_____	_____			
19. Lillie Walker	_____	_____			
20. Rolan Franz	_____	_____			
21. David French	_____	_____			
22. Darnell Lowery	_____	_____			
23. Walt Kuust	_____	_____			
24. Lynn Whitmore	_____	_____			

22 CPB
8 W.C.
8 N.O.'s

2 days
consecutive

DRAFT
- either latter part
August
- mid-September

CITIZEN INVOLVEMENT WORKSHOP

38 - 45

1.0 PURPOSE

The workshop is designed to familiarize the citizen with the processes which effect change, particularly with his role as a change agent so that the citizen may later develop strategies of effective change based on a broad perspective of the decision-making process.

2.0 OBJECTIVES

Perhaps
former City
Commissioner

Use specific
examples from
CPB

- 2.1 Familiarize the citizen with the methods of obtaining access to information both formal and informal.
- 2.2 Familiarize the citizen with the alternative forums of political and social activity currently existing within the state and community which may serve as vehicles of change.
- 2.3 Familiarize the citizen with the necessity, dimensions and methods of problem perception and analysis.
- 2.4 Familiarize the citizen with the process of organization effectiveness emphasizing the following aspects:
 - 2.4.1 Mode of organization
 - 2.4.2 Organizational composition
 - 2.4.3 Organizational purpose
 - 2.4.4 Organizational strategy
- 2.5 Provide the citizen with a description of proposed local governmental changes and existing structures, particularly the following aspects:
 - 2.5.1 City-county consolidation
 - 2.5.2 District Planning Organization
 - 2.5.3 Committees and advisory boards in particular financial planning and budget decision-making bodies.

15 Min. Presentation

Get copy of
Memo to "C.S."

3.0 PROCEDURE

- 3.1 Present a general overview of the workshop objectives, emphasizing the role of citizen as a change agent and developing a broad perspective of the decision-making process.
- 3.2 Convey the various modes of access to information through a panel discussion involving three members experienced in the formal and informal aspects of the decision-making process and current power structure.
- 3.3 Present the various alternative forums available to the citizen in the format of a brief speech to be followed by an open forum discussion.
- 3.4 Present the concept of problem perception by dividing the workshop into three groups of ten members to discuss and analyze problem perception under the guidance of a group leader experienced in the procedures of identifying, perceiving and evaluating problems.
- 3.5 A keynote speaker will present a conceptual framework of organization effectiveness, emphasizing the mode of organization, organizational composition, purpose and strategy, followed by an open forum which will enable the audience to respond to the concept presented.
- 3.6 An objective, informative description of various governmental structures and proposed changes will be presented by speakers familiar with organizations and their function.
- 3.7 The workshop will be concluded with a brief presentation summarizing the various attempts to familiarize the citizen with the decision-making process as well as sketching the mode of enacting the overall concept of decision-making in concrete strategies.
- 3.8 An alternative format may be incorporated into the above structure by preceeding the formal presentation with a simulated experience of community problem solving which would allow the citizen to utilize his decision-making experience and analyze his effectiveness. The formal presentation would then provide a concentrated attempt at familiarizing the citizen with those areas of effecting change in which he lacks knowledge. A second simulated experience would follow, enabling each citizen to utilize the information

presented as well as providing a means of evaluating the effectiveness of the workshop itself.

4.0 ANTICIPATED OUTCOME

Familiarize the citizen with the functioning of the decision-making process and the methods which will enable him to become an active and effective participant in the structure capable of enacting change.