

✓ Mr. Joseph J. Adams, Asst. Dean
U. of O. Medical School
3181 S. W. Sam Jackson Park Rd. 97201

✓ Mr. F. C. Bachman, Supervisor
Apprenticeship Information Center
1030 N. E. Couch St. 97232

✓ Mr. Thomas J. Baker, Executive Secretary
Multnomah County Labor Council AFL-CIO
223 Portland Labor Center 97201

✓ Dr. Melvin W. Barnes, Supt. of Schools
School District No. 1
631 N. E. Clackamas St. 97208

✓ Mr. John C. Beatty, Jr., Attorney
Dusenbery, Martin, Beatty, Parks & Templeton
1107 Standard Plaza
Portland, Oregon

✓ Mr. John J. Bolan, President
Portland Beautification Association
109 S. E. Alder Street 97214

Mr. Michael Brand, Chairman
Metropolitan Youth Commission
11639 S. W. Riverwood Road 97219

Mr. Rufus Butler, Director ✓
Albina Art Center
8 N. E. Killingsworth Ave. 97211

✓ The Rev. Dr. Royald Caldwell, President
Greater Portland Council of Churches
1126 S. W. Park Avenue 97205

✓ Mr. Garnett E. Cannon, President
Standard Insurance Co.
P. O. Box 711 97207

The Rev. Geo. E. Carter, Jr., Chairman ✓
Albina Citizens' War on Poverty Com.
59 N. E. Stanton St.

Mr. Al Charf ✓
Brooklyn Center
1223 S. E. Powell 97202

✓ Mrs. Arnold Cogan, President
League of Women Voters of Portland
308 Senator Building 97204

✓ Dr. A. J. Colasurdo, Chairman of the Board
Portland President's Council
833 S. W. 11th 97205

✓ Andrew J. Cook
2765 N. W. Nicolai

✓ The Rev. Edd W. Crawford
Executive Director
Friendly House, Inc.
2617 N. W. Savier St. 97210

✓ Rev. F. J. Crear
Albina Neighborhood Improvement Comm.
3726 N. Kerby St.

✓ Mr. Clifford Daniels, President
Citizens Improvement Association
73 N. E. Monroe St. 97212

✓ Dr. Amo DeBernardis
Portland Community College
12000 S. W. 49th Ave. 97219

✓ Mr. R. W. deWeese, Vice-President-Marketing
ESCO Corp.
2141 N. W. 25th Avenue 97210

✓ Mr. Franz Drinker, Manager
Lloyd Corp.
720 N. E. 12th Avenue 97232

✓ Mr. H. Curtis Finch, President
American Institute of Architects
The Portland Chapter, Inc.
920 S. W. 13th 97205

✓ Mr. Donald C. Frisbee, President
Pacific Power and Light Co.
920 S. W. 6th Avenue 97204

✓ Dr. John S. Griffith, President
Multnomah College
1022 S. W. Salmon St. 97205

X Mr. John S. Hanson, Manager
KPTV-TV
735 S. W. 20th Place
P. O. Box 3401 97208

X Mr. Edmund Hayes, President of Board
Library Assn. of Portland
914 U. S. Bank Building 97204

X Mr. Robert H. Hazen
Benj. Franklin Savings & Loan
517 S. W. Stark 97204

X Mr. Sam Herrick, Mgr. of Public Affairs
KATU-TV
2153 N. E. Sandy Blvd. 97208

X Mr. Francis F. Hill, President
Northwest Natural Gas Co.
735 S. W. Morrison St. 97205

X Mrs. Howard Hilson
Sellwood-Moreland Bee
8128 S. E. 13th Ave. 97202

X Mr. Harold S. Hirsch, President
Port of Portland
Box 3529

X Mrs. Ruth Hocks, Chairman
Multnomah County Welfare Commission
7811 S. W. 49th

X Mr. Don W. James, Principal
Roosevelt High School
6941 N. Central St. 97203

X Mr. Donald C. Jeffery
Federal Aids Coordinator
City Attorney's Office
306 City Hall 97204

✓ Mr. H. S. Johnson, Vice President
Portland General Electric Co.
621 S. W. Alder St. 97205

✓ Mr. Arthur Jones, Chairman ✓
East CAP
726 S. E. Morrison

✓ Dr. Robert Jones, President
S. E. Portland Chamber of Commerce
4512 S. E. Woodstock Blvd. 97206

✓ Mr. Ray M. Kell
Commonwealth Bldg.

✓ Mr. Ira C. Keller, Chairman
Portland Development Commission
1601 Standard Plaza 97204

✓ Mr. R. Evan Kennedy, President
City Club of Portland
370 Pittock Block 97205

✓ Dr. Harold A. Kleiner, Asst. Supt.
School District No. 1
4825 N. Haight 97217

✓ Mr. Henri LaBorde, Chairman
Committee on Homeless Men
2164 S. W. Edgewood Road 97201

✓ Mr. C. Howard Lane, President
KOIN
Mt. Hood Broadcasting Co.
140 S. W. Columbia St. 97201

✓ Mr. L. C. Lavachek, President
Portland Assn. of Bldg. Owners & Managers
Pacific Bldg.
520 S. W. Yamhill St. 97204

✓ Dr. Louis O. Machlan, Jr., President
Multnomah County Medical Society
4351 S. E. Hawthorne Blvd. 97215

✓ Mr. Melvin Mark, Jr.
Melvin Mark Properties
1120 Cascade Building 97204

✓ Dr. Thomas L. Meador
Bureau of Health
104 S. W. 5th Ave.

✓ Mr. Jack Meier, President
Meier & Frank Co.
621 S. W. Fifth Avenue 97204

Dr. Branford Millar, President
Portland State College
P. O. Box 751 97207

Mr. Paul F. Murphy, Realtor
Pacific Building
520 S. W. Yamhill St. 97204

Mr. Oscar Pederson, Director
Federal Housing Administration
520 S. W. Sixth Ave. 97204

Mr. Herman C. Plummer, Chairman ✓
Albina Neighborhood Improvement Center
3726 N. Kerby St.

Mr. Sam O. Plunkett, Executive Secretary
Apt. House Association
Oregon Pioneer Bldg.
Portland, Oregon 97204

Mr. Fred M. Rosenbaum, Chairman
Portland Housing Authority
220 N. E. 20th Avenue 97232

Mr. Norman Ross
East Side Commercial Club
835 S. E. Hawthorne Blvd. 97214

Mr. George Salmon, Chairman
State Apprenticeship Information Center
Advisory Committee
3645 S. E. 32nd 97202

Mr. Carl Sandoz
Community Council
718 West Burnside 97209

Very Rev. Francis J. Schaefers, President
Tri-County Community Council
1716 N. W. Davis 97209

Mrs. Jeanne Searls ✓
Buckman Community Action Comm.
1534 S. E. Taylor St. 97214

X
✓ Mr. Robert G. Simpson, Chairman
Portland Metropolitan Study Commission
13345 S. W. Iron Mountain Rd.

X
✓ Mr. Thomas Jay Sloan, Chairman
Human Relations Commission
Tektronix Industrial Park
Beaverton, Oregon

X
✓ Mr. A. V. Smith
Chairman of the Advisory Committee
State Planning & Development
421 S. W. Oak St. 97204

X
✓ Mr. James Sommers, Vice-Chairman
State Apprenticeship Information Center
Advisory Committee
Container Corp. of America
12005 N. Burgard St. 97203

X
✓ Mr. Don Stiffler, Director
Dept. of Employment
Youth Opportunity Center
25 N. E. 11th Ave. 97232

X
✓ Mr. David Taylor, Executive Secretary
Portland Home Builders Association
3140 N. E. Broadway

X
✓ Mr. J. E. Vanderpool, President
U. S. Jaycees
824 S. W. 5th Ave.

X
✓ Mr. Roy N. Vernstrom
E-R Commission
3838 N. E. Alameda Drive
Portland, Oregon 97212

X
✓ Mr. Thomas A. Vickers, President ✓
Nat'l Assn. for Advancement of Colored People
2752 N. Williams Ave. 97227

X
✓ Mr. James Wallace
Prof. of Education
Reed College
3203 S. E. Woodstock Blvd. 97202

✓ Mr. Robert C. Warren, President
Cascade Corp.
P. O. Box 20187 97220

✓ Mr. Tom Withycombe, Chairman ✓
Hub CAP
Pittock Block 97205

EXECUTIVE BOARD

✓ Mr. E. Shelton Hill ✓
Urban League of Portland
718 West Burnside 97209

✓ Dr. John R. Howard, President
Lewis and Clark College
0615 S. W. Palatine Hill Road
Portland, Oregon 97219

Mr. Leland Johnson
11510 S. W. Military Court

Mr. ^{Burd}Ludlow Kaeser
9442 S. W. Barbur Blvd. 97219

Mr. Herbert M. Schwab
11111 S. W. Collina Avenue 97219

Mr. John Whitesides, President ✓
Irvington Community Association
2933 N. E. 16th Avenue 97212

Mr. John Wilson, Director
Oregon AFL-CIO Community Service Activities
718 West Burnside 97212

Mr. Larry Wolfard
Division Commercial Manager
Pacific Northwest Bell
606 Lincoln Bldg. 97204

*Open - Minutes of Meetings
Executive Committee*

**PORTLAND CITIZENS COMMITTEE
Portland, Oregon**

MINUTES

EXECUTIVE COMMITTEE MEETING

**October 29, 1968
2:00 P.M.**

ATTENDANCE: Larry Wolfard, Chairman
Lewis Arnold, Jr.
C. M. Bishop, Jr.
Richard Brown
Hazel G. Hays
E. Shelton Hill
Leland Johnson
Jack L. Meier
Estes Snedecor, Jr.

ABSENT: Orren Brownson
Dr. John R. Howard
Ludlow Kaeser
William T. Lemman
Donald M. Russell
Herbert Schwab
John H. Wilson

Other

Ira C. Keller, Chairman, Portland Development Commission
John Phillips (representing Dr. John Howard, Committee Member)
R. Evan Kennedy, Edmundson, Kochendoerfer, Kennedy &
Daniel, Mann, Johnson & Mendenhall
James L. Kuebelbeck, " " "
John B. Kenward, Portland Development Commission
Orville Nilsen, Portland Development Commission
Jean Krauss, Portland Development Commission (Recorder)

I. Approval of Minutes of Meeting, August 9, 1968.

The meeting of the Executive Committee of the Portland Citizens' Committee was called to order at 2:10 P.M. by Chairman Larry Wolfard. Minutes of the Executive Committee meeting held August 9, 1968, were passed out by the Chairman and were approved as written.

II. Introduction of New Members.

The Chairman passed out a list of the full membership of the Executive Committee, including the newly appointed members. He introduced to the Committee all members and other persons present.

III. Workable Program.

Mr. Kenward said that the original need for a broad-based citizens' group was to satisfy the Federal Workable Program requirement of citizen participation. To obtain federal funds for many kinds of community activities, each city must satisfy the Workable Program requirements, and have its program recertified every year.

The seven components of a Workable Program are: Codes and Ordinances, Comprehensive

Community Plan, Neighborhood Analyses, Administrative Organization, Financing, Housing for Displaced Families and Citizen Participation.

Mr. Kenward read from the Workable Program for 1968-1969, not yet finally approved by the Department of Housing and Urban Development, 'At the request of the Mayor, the Portland Development Commission staff is providing staff assistance to the Portland Citizens' Committee necessary to develop and present factual information as a basis for discussion, prepare agenda and notices of meetings for members, prepare and type minutes of meetings and necessary reports to the Mayor, and all other supporting services required for Portland Citizens' Committee to function effectively as the citizen participation arm of the Workable Program. To assist the Development Commission in this undertaking, the Mayor has assigned his Executive Assistant, Mr. Howard Traver, who will also provide direct and continuing communication with the Mayor's Office in matters pertaining to the Workable Program.' He added that it has become more apparent that there needs to be a growing concern about where we are, where we are going, and what we might do to stay ahead of our problems, and to avoid problems confronting other communities. This Committee then becomes far more important than meeting federal requirements for funding programs.

The Workable Program is the responsibility of the City of Portland and is prepared by the City Planning Commission, Portland Development Commission and other City Bureaus. Following its recertification by Department of Housing and Urban Development, a copy will be sent to each Executive Committee member.

Mr. Wolfard stated that the Executive Committee, to begin with, had felt that if they were to "rubberstamp" to meet a requirement, they were not interested. If they were to contribute something meaningful, they would be interested. There was general agreement with this statement.

Mr. Wolfard mentioned briefly two other worthwhile citizens' groups recently formed -- the Menucha Group (now named Metropolitan Action Council) and the Urban Coalition. He further stated that the Portland Citizens Committee will not try to outdo other committees, nor do something they can do even better, but will try to coordinate with them. He mentioned, also, that the Executive Committee has the support of the Chamber of Commerce.

IV. Emanuel Hospital Urban Renewal Project.

Mr. Wolfard read a letter which had been received from Portland Development Commission requesting endorsement of the Portland Citizens' Committee as to appropriateness of location and timing of the Emanuel Hospital Project, which endorsement is required by Department of Housing and Urban Development prior to approval of Survey & Planning Application. Mr. Kenward described the proposed project.

Motion was duly adopted that the Executive Committee of the Portland Citizens' Committee, having reviewed the goals, objectives, timing and procedures of the Emanuel Hospital Urban Renewal Project (ORE. R-20) as presented in the Survey and Planning Application for said Project, and having noted that the proposed Project has been reviewed and approved by the Citizens' Planning Board of the Portland Model Cities Area, in which area the Emanuel Hospital Project is located, approve the appropriateness of the timing and location of the proposed Emanuel Hospital Urban Renewal Project.

V. Presentation by Mr. James L. Kuebelbeck of Edmundson, Kochendoerfer, Kennedy & Daniel, Mann, Johnson, & Mendenhall: A Proposal to Prepare a Study Program of the Goals, Structure and Function of the Portland Citizens Committee.

Mr. Kuebelbeck made an oral presentation, using charts. Copies of his written proposal had been passed out to the Committee Members and one of these is on file with the official Minutes.

Mr. Kuebelbeck's proposal is basically, to assist the Committee in:

1. Defining goals and setting up a structure for the Committee to best achieve these goals.
2. Designing a Community Effectiveness Study. (The emphasis would be here).
3. Precisely defining a short-range action program.

The proposal's approach is for:

1. The consultant to design the program.
2. The Committee, largely through Sub-committees, to implement the program.
 - a) It would analyze existing service organizations and public agencies.
3. The Committee to evaluate the program and recommend action programs.
 - a) The Committee would evaluate the workings of each existing service organization and public agency to determine conflicts or duplications of effort, cost efficiency, and performance level.
 - b) The Committee would rank the needs of the community and match each service organization and/or public agency to community needs.

Mr. Kuebelbeck said the consultant's work, that of designing the program, would cost between \$2,500 and \$10,000 depending on the split between the local staff and consultant. If hired carte blanche, the cost would be \$7,500 to \$10,000.

If his firm were retained, Mr. Kuebelbeck stated he would be in charge of the project and that an experienced man would be sent up from their Los Angeles office. The work would be done under the roof of Edmundson, Kochendoerfer and Kennedy of Portland, and under its payroll.

VI. Discussion of Committees.

There was general discussion on the merits of whether to hire a consultant.

Mr. Wolfard stated that Mr. Keller had previously expressed his opinion to him that a consultant was not necessary at this time. His alternative would be to organize some sub-committees prior to organizing priorities to some extent.

Committees suggested were: Financial, parks and recreation, employment, city services, health, waterfront, public utilities, traffic and housing.

There was general agreement that before a decision is made as to hiring a consultant, the members of the Committee should have more time to think about it; also, that they should have a better understanding of the purpose and goals of the Committee.

VII. Adjournment.

The meeting was adjourned at 3:45 P.M.

PORTLAND CITIZENS COMMITTEE
Portland, Oregon

MINUTES

EXECUTIVE COMMITTEE MEETING
November 12, 1968
3:00 P.M.

ATTENDANCE:

Larry Wolfard, Chairman
Morton Bishop Jr.
Dr. John R. Howard
Wm. T. Lemman
Jack L. Meier
Estes Snedecor Jr.
John H. Wilson

ABSENT:

Lewis Arnold, Jr.
Richard Brown
Orren Brownson
Mrs. Hazel Hays
E. Shelton Hill
Leland Johnson
Donald M. Russell
Herbert Schwab

Ex Officio:

Honorable Terry D. Schrunk
Edw. H. Look

Other

John B. Kenward, Portland Development Commission
Orville Nilsen " " "
Lloyd Keefe, City Planning Commission

APPROVAL OF MINUTES

The meeting of the Executive Committee of the Portland Citizens' Committee was called to order at 3:15 P.M. by Chairman Larry Wolfard. Minutes of the meeting held October 29th were distributed by the Chairman and were approved following motion by Mr. Snedecor, seconded by Mr. Bishop.

COMMITTEE GOALS & OBJECTIVES

Workable Program: Following his opening remarks concerning the importance of determining goals and objectives for the Committee so that its work can be organized for the future, the Chairman distributed copies of the City's Workable Program; also a list of private and public organizations throughout the city was distributed to those who had not previously received it. (As noted, the list is of committees, agencies, and commissions concerned with promoting a better way of life for all citizens in the metropolitan area from an operating or planning standpoint - others in the categories of health and welfare may be added at a later date.)

Attention was particularly called to the section on "Citizen Participation" beginning on page 30 of the Workable Program, and each member was requested to read the document carefully. (Copy will be mailed with these Minutes to those members who were not present at the meeting.) Mr. Kenward advised that the City of Portland had received word from the DHUD Regional Office that the Workable Program had been approved and that an announcement could be expected from Washington through some member of the Oregon Delegation within a short time. Final approval of the Emanuel Hospital Project, the extension of the Albina project and various private developments insured through special FHA programs are expected to follow.

City Goals: At the request of the Chairman, Mayor Schrunk then outlined some of the City's goals which the Committee might wish to support:

1. Solid waste disposal
2. Separation of storm and sanitary sewers
3. Extension of sanitary sewer system
4. Development of the riverfront area south of Hawthorne Bridge to make it complimentary to the South Auditorium Urban Renewal area
5. Development of the riverfront area north of the Hawthorne Bridge including demolition of the Journal Bldg. and alleviation of the railway bottleneck at the Steel Bridge
6. Development of a Civic Center which lost by such a small margin at the last election
7. Park, recreational and open space program throughout the city
8. Mass transit

Comprehensive Development Planning: At the Chairman's invitation, Mr. Keefe then proceeded to explain comprehensive development planning. He referred to two maps, one proposed as a guide for the growth and change in the city, and the other as a guide for the repair and modernization of the city. He pointed out the lack of space within the city limits available for new growth - some in the southwest and some along the fringes of Mt. Scott offer the only potential for quality development. In connection with modernization he advised there is a 20-year program for renewing those parts which need it most (Model Cities program is a part of this area); a 10-year program of inspection and enforcement to bring structures up to housing code; and, third, to plan for and take advantage of the available opportunities such as the riverfront development, Skyline Blvd., etc. He then mentioned a series of studies on which reports have been made or are in preparation.

Mr. Keefe explained there are various tools for carrying out comprehensive planning - urban renewal, capital budgeting and improvement programming, consolidating and working towards goals on capital improvements made by City Departments while at the same time building into the process the needs of others. Mayor Schrunk mentioned the subcommittee which he has named - Dave Dockham, Lloyd Keefe and Jim Sitterberg working with an Advisory Committee of City technicians in the development of the Capital Improvement Program. The capital improvement needs of each of the City Bureaus are studied by the Administrative Review Committee which, in turn, advises the Council on a coordinated capital improvement program consisting not only of proposed improvements but also possible sources of financing. It is estimated, he said, that there are some 400 opportunities for federal aid.

Mr. Kenward asked if it would not be of assistance to the planning function, if the Comprehensive Development Plan were officially adopted by the City Council as a guide to community development. Mr. Keefe concurred and advised the plan had been approved and adopted by the Planning Commission but has not yet been submitted to the City Council.

Various matters were then discussed as follows:

1. Lacking adoption by the City Council of the Comprehensive Development Plan, the only tools the Planning Commission has are subdivision control and zoning, persuasion, and promotion.
2. Two programs of housing inspection - code enforcement under urban renewal which includes assistance to the owners in upgrading their properties; and, local housing inspection where the owners are notified of the deficiencies and expected to bring their properties up to standards.
3. Matter of cooperation in riverfront development involving state, county, city, and private interests. Mr. Keefe suggested possibility of national competition for a development plan.
4. Question of interrelated and integrated planning as between city and county. Mayor Schrunk referred to establishment of Metropolitan Planning Commission for this purpose and its retirement in favor of CRAG which functions in connection with regional planning of public construction involving federal funds. Dr. Howard suggested there might be necessity for clear federal legislation requiring regional cooperation in all phases of planning. Mr. Snedecor's opinion was that CRAG is the regional planning body and that by natural attrition will become a coordinating body which will be able to bring about coordination between City of Portland's comprehensive development plan and the development of adjoining counties. He felt such cooperation coming from the ground up was better than to have it forced upon the community from the top.

Priorities. Mayor Schrunk, in reply to Mr. Meier's question as to area of responsibility assigned to the Committee, again referred to the Workable Program saying it would be totally unrealistic for it to be ignored. He then said the primary function of the Committee is to see that the City of Portland is moving forward but that the Committee would at the same time have to be realistic and work with neighbors on mass transit or other things that cross boundaries.

Mr. Wilson said he recognized the need for long range planning but stated priorities should be established immediately so that the Committee could get started on, for example, mass transit or river development.

Dr. Howard suggested a breakdown of the components of the city into 15 to 20 manageable headings, assignment of responsibility for each major area to each member of the Committee; completion of each subcommittee from the membership of the full Mayor's Committee; beginning of a clearing house procedure working from the overlap list which has been prepared; resulting in reports which would enrich the collective vision and clarify priorities; finally work would be started on specific things with possibility of suggestions for legislation to be recommended to the Congress.

Mr. Wolfard referred to the proposal received from Mr. Kuebelbeck (DMJM) to prepare a study program of the goals, structure and function of the Portland Citizens Committee. Consensus was that such a study is premature at this time but could be considered at a later date.

Conclusion: The Chairman advised within the next two weeks a list of areas of study would be prepared and submitted to each member who would then be requested to indicate his area of interest. Mayor Schrunk agreed with Mr. Wilson's suggestion that a letter could be written to the Chairman of each Subcommittee formed charging him with the responsibility of reporting on all local activities within the scope assigned.

ADJOURNMENT The meeting was adjourned at 4:30 P.M.

Portland Model Cities Labor Policy

The City intends to insure that job and training opportunities for Model Neighborhood residents will exist as a result of the Model Cities Program. The Citizen's Planning Board has created a Hiring and Personnel Practices Committee which acts as the hiring and screening body for the program. This committee reviews and makes recommendations for all individuals to be hired by the CDA. The CDA advertises and publishes all job vacancies within the Model Neighborhood. Qualified applicants for positions are then submitted to the Hiring and Personnel Practices Committee, which reviews the applicants to insure that Model Neighborhood residents are given proper consideration. This method of hiring CDA staff gives the citizens input into the hiring process and insures that Model Neighborhood residents have a voice in this process.

While no general policy has yet arisen for the various projects and activities, in nearly every case at least one member of the Citizens Planning Board's Hiring and Personnel Practices Committee has or will sit on whatever body is responsible for hiring individuals in that project or activity.

The intent of the Hiring and Personnel Practices Committee is to insure that Model Neighborhood residents are given preference for employment. In many of the projects or activities that have recently been approved by the CPB, certain employment requirements have been written in specifying that

a given percent of Model Neighborhood residents be employed. All Model Cities projects state clearly that preference shall be given to Model Neighborhood residents for employment. The CPB has been more specific than that. In the Legal Services project the CPB stated that two-thirds of all positions except attorneys will be held by Blacks, but that there must be an active recruitment of Black attorneys and that staff training and upgrading of Model Neighborhood residents will be emphasized and required. While the Portland Model Cities Program has few projects in operation and therefore little experience in Model Neighborhood employment, a table reflecting the current status of resident employment is shown.

Model Neighborhood Residents Employed

<u>Project</u>	<u>No. MN Residents</u>	<u>No. Non-Residents</u>
Program Administration	17	8
Educational Aides	20	0
Health Design	0	1
Mental Retardation	0	2
Aging Design	2	0
Pre-NDP		
Portland Development Commission	14	10
City Planning Commission	<u>1</u>	<u>5</u>
TOTAL (July 1, 1970)	54	26

Equally important is the training and upgrading of Model Neighborhood residents. The CDA and the Hiring and Personnel Practices Committee have established a procedure whereby members of the CDA staff are given

preference for new and/or better positions within the CDA. Any member of the CDA staff may apply for a better job and be considered by the Hiring and Personnel Practices Committee without having to go through the same procedures as an outside applicant. Within the past six months three CDA staff members have moved up to better paying and more responsible positions. It is hoped that a similar procedure can be established for all projects and activities.

The City has also established a policy for training and upgrading CDA employees. Employees are allowed to and encouraged to take college courses which will add to their educational accomplishments and improve their on-the-job performance. Funds are provided to cover the expenses of these courses. Time off from work is allowed up to eight hours per week for classes. Five CDA employees did take at least one class each first quarter.

The City recognizes that while significant steps have been taken to insure that Model Neighborhood resident job and training opportunities will exist, improvements are needed and more formal vehicles need to be created. Projects 3.21 and 3.22 - Employment Relations Commission and Operation Step-Up which have been combined - address themselves to this need. It is intended that this project will provide the formal vehicle to insure continual and widespread hiring and upgrading of Model Neighborhood residents. This project will provide a full-time staff that can and will work on these problems. It will also establish more formal rules and procedures for hiring and personnel practices on all projects and

activities. The project has been approved by the Citizens Planning Board and is currently being reviewed at City Hall. It will be forwarded to HUD for approval upon passage by the City Council. Copies of the project are attached.

Another area that is being looked into by the City is resident employment and training in the construction trades. The Employment Working Committee is currently reviewing an affirmative action program that would provide employment for approximately 100 Model Neighborhood residents in federally aided construction projects in the Model Neighborhood.

This project is in the early draft stage and probably will not be formalized for some months. It may require funding that will not be available until the Second Action Year. While the need for such a program is recognized, construction and demolition as a result of the Model Cities Program will be minimal this year, so there is ample time to plan a sound program. Attached is an early draft of this project to show the direction the City may be moving. Certainly, any final project will be forwarded to HUD for approval.

May 11, 1971

CITIZENS REIMBURSEMENT CRITERIA

In order to afford all Model Neighborhood residents an opportunity to participate in sanctioned* Model Cities meetings, a Citizens Reimbursement fund has been provided where financial problems are a barrier to participation.

Persons who desire to be reimbursed for eligible expenses must fill out a Citizens Reimbursement Request Form and have it signed by the Chairman or Secretary of whatever meeting that they attend. Expenses must not exceed the following established rates, and the total combined cost must not exceed six (\$6.00) dollars.

TRAVEL EXPENSE:

Taxi Cab service	(round trip)	\$3.00
	(one way)	1.50
Bus Fare (Tri-Met)	(round trip)	.70
	(one way)	.35

When transportation is provided by Model Cities vehicles, no reimbursement will be paid. A receipt should be obtained from taxi drivers. It is recommended that Rose City Cab Company be utilized for Taxi Service.

BABYSITTING:

Private Home - <u>one child (\$1.00)</u>	More than one child <u>(\$1.25 per hour)</u>
<u>Babysitting Agency/Nursery</u>	<u>\$1.25 per hour</u>

Reimbursement requests for babysitting will be accepted for children under the age of twelve (12) years. One half-hour (1/2) travel time may be included in the total babysitting time allowed.

JOB TIME LOSS:

Reimbursement of job time loss will be paid only when a residents presence is required at a particular meeting or activity. In order to claim this expense, the persons requesting reimbursement must furnish a Statement from Employer certifying that the absence was on a regularly scheduled work day, hourly rate of pay, and that the employee will suffer loss of pay due to his required absence.

The Model Cities Agency reserves the right to reject any request for reimbursement for cause. Cause to include not producing proof of reimbursement requested.

Reimbursement requests must go through the proper channels to be processed and residents should be aware that the processing will take approximately three (3) weeks.

* Sanctioned meetings:

Working Committee Meetings
Neighborhood Organization Meetings
Citizens Planning Board Meetings
Sub-committee meetings of any of the above
Any Official Model Cities Activity

ASSIGNED PLANNING STAFF PROCEDURES FOR:

CITIZENS REIMBURSEMENT REQUEST FORMS

1. Take citizens reimbursement request forms to meetings (Chairman and Secretary may also have access to forms for residents)
2. Citizens complete form and submits form and receipts to the Chairman or Secretary for his/her signature.
3. Chairman will then give citizens reimbursement form to assigned staff attending the meeting.
4. Assigned Planning staff checks form to see if it is properly completed and all receipts attached before submitting the form to the Citizens Participation Department.
5. Assigned Planning staff submits forms to Citizens Participation on Thursday of each week, all citizens reimbursement request forms collected during that same week.
6. Citizens Participation processes to Administration for preparation of requisitions and City Hall mails checks to residents.

NOTE: It is important that Assigned Planning staff be certain of all facts underlined in the Citizens Reimbursement Criteria for accuracy of information regarding citizens reimbursement request forms.

Executive Board Meeting

6/11/74
5:45-9:00pm

Attendance:

Mr.G.Watson	Mr.A.Jamison	Ms.R.Clinton (Summer'74)
Mr.J.Loving	Mr.R.Franz	Ms.C.M.Peoples (Community Care)
Mr.D.Celsi	Ms.A.Sharp	Ms.B.Delmon (Albina Art Center)
Mr.H.Ward	Ms.P.Ollison	Mr.P.Wolmouth (LEAA)
Mr.B.Austin	Ms.D.Davis	Spectators:
Ms.O.Strong	Mr.P.Eggert	Mr.J.Southwell
Ms.M.Bayless	Ms.E.Robertson	Mr.Marquez
Ms.K.Toran	Ms.G.Meyers (sec.)	Mr.Peoples and two staff persons

Mr. C. Ford

I. Albina Health Care

- move from Union Avenue to Dr.Reynolds' previous location on Vancouver Avenue.
(a savings of \$125.00 overhead acc.to Mr.Loving)

II. Police minority recruiting

- Mr.Wolmouth for Mr.Bob Davis

III. Community Care (\$63,000.00)

Job description concerning an Administrative Assistance

- Ms.Peoples said that she could not find anyone who would take the position for less than \$1400.00 per month, and she based her findings on six (6) candidates she recently interviewd. She offered said candidates \$800.00 - \$1000.00 per month.
- Mr.Watson asked her who had stipulated that the salary offer would be between \$800 - \$1000 per month and that the CPB had only asked her to review the Task Force's findings?
- Ms.Peoples retorted with,"I don't know".
- Mr.Watson asked for conflicts concerning the six (6) recommendations, if any.
- Ms.Peoples had nebulous conflicts with them all.
- Mr.Watson asked for specific ones for each.
- Ms.Peoples said would require more staff
 - always an emergency (#2)
 - will need more staff in order to have vacations (#3)
 - no more money or suitable location nearby (#4)
 - that people need jobs on a full-time basis; could be of assistance if knowledgeable about the task, i.e., how to clean fish (#5)
- The new CC Board of Directors will be convening on June 27,1974.
- Ms.Peoples asked why CC needs more licenses than other similar organizations?
(A response to Mr.Celsi's idea of like organizations coordinating together)
- Mr.Loving wanted to know how many others are in a similar situation of no money to tie them over after June 15, until July 1.

July 19, 1971

RULES COMMITTEE MEETING

Minutes

The meeting was called to order at 6:20 P.M., Monday July 19, 1971 by the Chairman Fred Flowers. The Rules and Operating Procedures of the Model Cities Citizens Planning Board's Working Committees were discussed:

A. Section V Paragraph B

- Vb. Any person working directly for a project or program of the Model Cities Agency shall refrain from voting when his Agency's interest is before the committee.

Mr. Simpson moved that Section V Paragraph B be deleted. Mr. Patton seconded. Motion passed.

B. Section VI Paragraph C

- Each Working Committee shall elect a Chairman, Assistant Chairman and a Secretary for a term of six months.

Paragraph should read: Each Working Committee shall elect a Chairman, Assistant Chairman and a Secretary for a term of 12 months.

Motion by Mrs. Scott. In keeping with 12 month terms, the election of Working Committee Officers is to be held in November. Seconded by Mr. Patton. Motion passed.

Statement of the motion is to be inserted under Section VI Paragraph C.

Mr. Patton felt a item to be considered at a later date would be Procedures for Working Committee to approve / accept Projects. He recommended that the Rules Committee work once more to define how Working Committees should approve projects. Staff reminded the committee that there was already a Project Documentation formate that is being used. The Committee should review the Project Documentation and summarize in narrative for a definition of the Project Documentation to be attached to the Rules and Operating Procedures.

Mr. Patton moved that the Rules Committee meet one time to develop a procedure as to the structure for Working Committees to accept/ approve Projects and Programs. Mrs. Scott seconded. Motion passed.

Staff was instructed to mail to Rules Committee the Project Documentation.

The next meeting is scheduled for August 2, 1971, 6:00 P.M. at the Neighborhood Development Office #2 - 3605 N.E. 15th Avenue.

Motion to adjourn.

Motion passed.

Rules Committee Meeting Minutes
Page 2

Members present were:

Fred Flowers
Herb Simpson
Leroy Patton
Barbara Friday

Other Citizens Planning Board members present were:

Joe Nunn
Marian Scott

CDA Staff
Brenda Green

MINUTES OF THE EMANUEL LIAISON COMMITTEE
April 20, 1972

The regular monthly meeting of the Emanuel Hospital - Model Cities Liaison Committee was held at Emanuel Hospital on Thursday, April 20, 1972, at noon. Present from the Model Cities Programs were Mr. Jack Dyampert, Mrs. Betty Griffin, Mr. Andy Raubeson, Mr. Robert Rogers, Mr. Harry Warder, Mrs. Beatrice Gilmore and Mrs. Clara Peoples. Present from Emanuel were Mr. Oscar Gustafson, Mr. Paul Hanson, Rev. James Oslund, Miss Constance Fisher, Mr. Roger Larson, Mr. James Forkner, Mr. Walter Behn, Rev. William Adix and Mr. Robert Layne. Also present was Mr. John Wesley of the Comprehensive Health Planning Association. Mr. Rogers presided.

Mr. Behn presented a report of his and Mr. Rogers' meeting with the Portland Community Relations Division of the Portland Police Department concerning a cooperative effort for the hospital emergency room. It was determined at that meeting that the Division could not provide on-site personnel in the emergency room but would pursue alternate plans. Group discussion followed. Mr. Warder suggested that investigation of possible funding from the L.E.A.A. program be started.

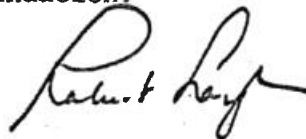
Mrs. Gilmore introduced John Wesley of the Metropolitan CHPA. Mr. Wesley spoke of the certificate of need acquisition process Emanuel was presently involved in. Group discussion presented the point that the certificate of need was approved by the Metropolitan Board in August, 1972, and given community approval by the Citizens' Planning Board.

Mr. Hanson stated that it might be of some benefit if the Citizens' Planning Board could re-confirm their earlier decision.

Mr. Larson commented that each day's delay is costing the hospital approximately \$5,000.

Mrs. Griffin reported to the committee on the program and recruiting efforts of Operation Step-Up.

Mr. Larson reported on the progress of the Sickle Cell Testing Contract request and the work of the Portland Sickle Cell Foundation.



Robert Layne
Acting Secretary

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MODEL CITIES

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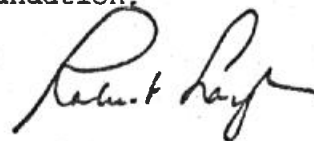
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MODEL CITIES

SU

DATE: March 1, 1972
TO: CPB Evaluation Committee
FROM: CDA Evaluation Staff
SUBJECT: Outline of February 29 meeting

- I. Write-off of Cascade Center (CC)
 - A. A re-evaluation of the formula initiated by the CDA Director
 - B. With a new formula, Cascade Center can provide for more services than it is doing.
 - C. Each Working Committee (WC) be asked to give three (3) priority projects which CC could initiate, which would improve services to the community.
 - D. That a survey be sent to the staff through the WC, and returned to the CDA, and to the CC Advisory Board by a specified date.
 - E. The CC Advisory Board and President will make final recommendations to the City Council.
 - F. Lay out objectives for CC like:
 1. Special financial assistances
 2. Attend WC meetings to find out what MNR's desire.
 3. Additional involvement of MNR in teaching at CC.
 4. Have some one else ask questions about CC that Mr. Wm. Newborne can address himself to and act as a catalyst in its implementation.
 5. More involvement in Health Services.
 - G. Drafting of the new letter will be approved prior to signing by co-chairmen Mr. Le Roy Patton and Mr. John Gustafson.
- II. Youth Affairs Council and Youth Recreation Center Project
 - A. Youth Affairs Council (Operating Agency)
 1. Officers (15 members)
 - a. Chairman of the Board - Mr. Gerald Deloney
 - b. Secretary - Ms. Delores Bowman
 - c. Treasurer - Ms. Irma Hepburn
 2. Problems
 - a. Lack of knowledge as to the power structure as pertains to the Model Cities Program
 - b. Lack of knowledge and commitment of all committee members
 - c. Lack of quorum at meetings
 - d. Minimal administration of the Youth Recreation Center Project
 - e. Lack of communication with the CDA Planning Staff
 3. Meeting with the CPB Evaluation Committee
 - a. date - March 8 at 4:00 p.m.
 - b. agenda
 1. inform them of the violation within the Youth Recreation Center project.

2. inform them of their administrative duties
3. inform them that there will be consistent monitoring of the operating agency and their project by the CDA Evaluation Staff and the CPB Evaluation Committee

B. Youth Recreation Center Project

1. Personnel
 - a. Mr. Leon Johnson, Director
 - b. Mr. James Tims, Counselor
 - c. Ms. Betty Hardy, Counselor
2. Problems
 - a. Director is also a teacher at Albina Youth Opportunity School (AYOS) from 8 a.m. to 4 p.m. after which he is suppose to be at the Center from 3 p.m. to 10 p.m., but quite frequently is not.
 - b. Lack of power of attorney - since the Director is not always available, implementation of activities is difficult.
Interagency personnel problems
 1. chain - of - command
 2. personal relationships
 3. lack of a sense of direction as to goals and objectives
 4. lack of knowledge of the contract and the project description
 - c. Irregular hours of operating the center
3. Comment of the CPB Evaluation Committee to the Center Director:

Your services to the Youth Recreation Center and your services to AYOS are impossible for you to adequately serve either program. For example, the YRC has been funded since August, 1971, but our evaluation has not been within expectations.

4. Decided to deal through the Operating Agency, who has actual responsibility of YRC

III. CDA Letter X

- A. Revealed an illegal conflict of interest on the CPB in that its members cannot be receiving a salary supplied by the CDA through an operating agency project.
- B. Members in conflict
 1. Mr. Jack Deyambert
 2. Ms. Ella Mae Gay
 3. Rev. Edgar Jackson
 4. Ms. Clara Mae Peoples
 5. Mr. Greg Watson

- C. To be on the agenda at the next CPB Executive Board meeting due to the fact
 - 1. Of Evaluation Committee implications of review of the , fifty dollar (\$50.00) stipend for CPB.
 - 2. National agencies looking at the Portland Model Cities as an example of a successful program.

IV. The next meeting -

- A. Date: Wednesday, March 8, 1972
- B. Time: 4:00 p.m.
- C. Place: CDA conference room
- D. Agenda: Youth Affairs Council

Respectfully,

ARS AS