

616

MINUTES OF THE MODEL CITIES STAFF MEETING

Monday, May 27, 1968

MAYOR	<i>[Signature]</i>
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Present: Paul Schulze, Ellis Casson, Hazel Hays, Eric Johnson, Dick McDevitt, Jerry Fuller, John Whitesides, Frank Frost, Ron Spence, Jerry Hanauska, Jeanette Carter, Macceo Pettis, Carlos Sposito, Dennis West, Jackie McClain, Faye Lyday, Chalmers Jones, Earl Singer

Faye Lyday was introduced as a new staff member, assisting Dick McDevitt in the Health, Legal and Social Services Component.

Paul suggested that since our staff was getting so large, we would experiment by having all the Planners make reports for the first part of the meeting and then letting the rest of the staff make comments later in the meeting. He also asked for a schedule from each planner for the coming week for compilation and distribution among the staff.

CEP Report: They are facing a May 31 deadline; have developed a prospectus. They are looking for a multi-service center. Paul remarked that Ellis Casson is serving as our CEP liaison. Tom Current mentioned the lack of communication between the CPB and the Working Committees on CEP which has created confusion.

PLANNERS REPORTS:

Housing and Physical Environment - Frank Frost, Ron Spence - There are two sub-committees, a long-range planning committee which is in the process of formulating statements of goals and developing position papers. Bob Belcher is the Chairman. 2) An Immediate Problems Committee which "hasn't yet found it's sense of direction. Alonzo Wood is Chairman.

Health, Legal and Social Services - Dick McDevitt - Dr. Kit Johnson from the County Health Department, will be available to us 50% of the time as a consultant on firming up data for the Health Committee. The Social Services Committee is interviewing the ADC Mothers' group. The multi-service center idea is being proposed. The Legal Committee has not yet been mobilized.

Education - Jerry Fuller - There are five education sub-committees, all of which need technical advisors to help in the planning. There is no Recreation Committee as yet.

MINUTES OF THE MODEL CITIES STAFF MEETING
May 27, 1968
Page 2

Citizens' Participation - John Whitesides - His representatives are having door-to-door interviews with residents. The Information Center will be open possibly this week with police community relations officers and Model Cities staff on hand. There was a question raised concerning the flyers. It was decided that the Planners will leave work of meetings on John's desk by 10:00 a.m. Thursday of each week to assist him in getting the flyers out. The flyers are now going to churches and businesses in the community. The schedule of Working Committee meetings should go to the Oregon Advance Times every Monday.

Employment-Economic Development - Tom Current, Jerry Hanauska - Five subcommittees have been appointed and each has a Chairman and a staff person; first meetings are Wednesday night. The sub-committees have a schedule which they hope to adhere to: Next two meetings -draft statements of basic position and have sub-committee adoptions of these statements. Then have a full committee adoption.

Paul remarked that he, Ellis and Eric are further refining Eric's role which possibly will include his helping to shape up the report we must file in July. It was also suggested that Eric might be the person on the staff to meet regularly with each planner and keep him informed of other aspects of the planning operation.

Ellis reported on the Emanuel Hospital Project. Last Friday night there was a meeting of the Review Committee and the Working Committee Chairman. On this coming Wednesday afternoon there will be a meeting with the personnel of PDC and Wednesday night the Administrator from Emanuel will meet with the Committee. On Friday night the Review Committee will meet to put together their proposal to the CPE.

Paul gave a review of communication network between the Working Committees and the Citizens' Planning Board and staff.

616

MINUTES OF MODEL CITIES STAFF MEETING ON MONDAY, JUNE 3, 1968

Present: Paul Schulze, Ellis Casson, Hazel Hays, Jackie McClain, Eric Johnson, Dick McDevitt, Faye Lyday, Bard Purcell, Joseph Perkins, John Whitesides, Mac Downing, Macceo Pettis, Jeannette Carter, Jerry Fuller, Jerry Hanauska, Lillie Johnson, Tom Current, Jerry Solomon, Ron Spence, Frank Frost, Carlo Sposito.

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Lillie Johnson and Joseph Perkins were introduced as our two new Planning Assistants in the Employment-Economic Development and Public Safety Components respectively.

Jerry Solomon, who is working with GRAG and NSC on the Census, was introduced.

Ellis opened the meeting with a report on the status of the Contract with the NSC. We have a tentative commitment from San Francisco to go ahead and sign the Contract. The NSC has hired Ron Webb as Survey Director, and a partial staff which they are training. They have hired 30 neighborhood residents to work on the survey; 600 households will be covered. The questionnaire consists of two sections: 1) actual census questions and 2) attitudinal questions. Ellis will see that a copy of the questionnaire is shown to the staff.

PLANNERS REPORTS:

HEALTH-SOCIAL-LEGAL: Dick McDevitt reported on the visit to Salem he and Faye made on Wednesday morning. The State Welfare Department has an application in for 1115 funds and is looking into the possibility of applying for 1115 funds to be used in the Model Neighborhood.

PUBLIC SAFETY: Bard reported on his recent trip to the Police-Community Relations Institute at Michigan State University. He also reported that his Public Safety Working Committee had Don Bergstrom, City Traffic Engineer, speak to them. They have also lined up two judges and a member of the City Attorney's Office to speak to them in coming weeks.

PHYSICAL PLANNING & HOUSING: Frank Frost and Jerry Fuller reported on a talk with Nate Olson of Cascade College about the possibility of making Cascade available to our Working Committees for meetings during the Summer. We will have a final report on this yet this week. Frank reported that the long-range planning Working Committee is developing a position paper on goals and objectives. Frank reported on the Vest-Pocket Parks Project. This Project must be approved, land acquired, designs drawn up, and contracts signed before June 30. Frank mentioned that Lloyd Keefe from the City Planning Commission was speaking to his Immediate Problems Sub-Committee tonight; it was requested that Frank invite him to attend a staff meeting soon to make his presentation.

MINUTES OF MODEL CITIES STAFF MEETING ON MONDAY, JUNE 3, 1968
Page 2

EDUCATION: Jerry Fuller reported that his sub-committees are all working and have people writing proposals for their evaluation.

CITIZENS' PARTICIPATION: John Whitesides reported that the Information Center is about to be opened. Also, his staff is setting up information meetings with employees of Emanuel Hospital who are also Model Cities Neighborhood residents. He is looking into the possibility of utilizing the 225 Block Representatives of the ICA for Model Cities use. The Education and Health-Social-Legal Working Committees requested that John's staff make telephone contacts before their meetings.

EMPLOYMENT-ECONOMIC DEVELOPMENT: Jerry Hanauska reported on a meeting he had with the Small Business Administration last week. He is trying to get a technical person to work with each of his sub-committees and needs a technical person for his CEP committee. He reported that both Goodwill Industries and Handicraft, Inc. have verbally approached the Employment-Economic Development Committee concerning their coming into the Model Neighborhood to set up workshops.

There was a discussion of Tad Masaoka's role in relationship to the staff and the Working Committees. X ??

Paul made the following announcements and suggestions:

1. It is hoped that we will be able to have a Public Information Meeting sometime later this month. X
2. We will be moving into our expanded quarters this week.
3. It is hoped that each Planner will take a few hours sometime in the next 12 days to go out into the Model Neighborhood for conversations with residents.

There was a discussion as to whether the Working Committees should have a week's moratorium on meetings. As an alternative, a staff retreat was suggested. There was a question on Working Committee Meeting Minutes; each committee should decide what to do about mailing out minutes. Paul mentioned that if staff people have a request, please put it in writing giving all pertinent information.

MINUTES OF MODEL CITIES STAFF MEETING ON MONDAY, JUNE 10, 1968

615
MAYOR

EXEC
ASST

PRESENT: Paul Schulze, Ellis Casson, Tom Current, Jerry Hanauska, John Whitesides, Jerry Fuller, Dick McDevitt, Eric Johnson, Joseph Perkins, Frank Frost, Carlo Sposito, Vernon Summers, Vicki Nakashima, Arsenia Williams, Lillie Johnson, Jackie McClain, Chalmers Jones, Jerry Solomon, Mac Downing, Jeanette Carter.

Three new members of the staff were introduced: Vernon Summers, Housing Planning Assistant; Vicki Nakashima, Education Planning Assistant, Arsenia Williams, Secretary. The Planners reported their schedule for the week. The members of the staff who had been present at the Lewis & Clark Conference on Goals and Strategies reported their impressions of that meeting.

A few matters of office procedures were brought up. Each Planner is to work directly with the secretary assigned to him; the secretary will go to Jackie for assistance, if necessary. If work is given to a secretary in manuscript form, a rough draft should be typed for the Planner's approval before a final copy is made. Also, if something goes out that is a tentative proposal or a rough draft, it should be so marked. Everything should be signed by a Planner or Working Committee.

PLANNER REPORTS

Education: Jerry Fuller reported on a meeting he had with two OSU Home Economists. They hope to get released time to work with the Technical Vocational group. He has met with Dr. Fuka from the Region VI Education Office, who will try to furnish Jerry with technical assistants for career development. Jerry is trying to obtain the names of parents of small children who are residing in the Model Neighborhood so that John Whiteside's team can contact them to become involved in the Education Working Committee. The Recreation Working Committee needs some special attention and will probably be meeting on separate nights from the Education Working Committee. At this point it was mentioned that we have to use other means besides Working Committee meetings to have resident involvement. We will plan to have informal meetings for residents to let them know what ideas are under consideration. It is also hoped that a insert can be prepared to be included in the billings of companies such as NW Natural Gas and PGE, etc.

Public Safety: Joseph Perkins reported that the City Engineer is experimenting with placing bumps in the street on N.E. 22nd between Killingsworth and Ainsworth to study the effect on traffic. The Public Safety Working Committee will have to explore means to finance the Booklet "The Model Cities Citizens' Guide to Public Safety" which has been authorized for printing by the CPB since the Model Cities budget has no money for this purpose.

Physical Environment: Frank is spending the bulk of his time working on the Vest-Pocket Parks. There was a discussion of the Citizens' Planning Board's decision to exclude the Seven of Diamonds Teen Center from this Project. It was suggested that the Board might reconsider this action and work should be continued on this project even if just for future planning.

MINUTES OF MODEL CITIES STAFF MEETING ON MONDAY, JUNE 10, 1968

Page 2

Health-Legal-Social Services: Dick McDevitt wondered how many Working Committees were interested in the Multi-Service Center idea and if some coordination shouldn't be done. It was decided that we were not yet at that stage. Dick has contacted a law firm about giving technical assistance to his legal sub-committee.

CEP: Chalmers Jones reported that the CEP Proposal was under regional review at the moment. Ellis was asked to make contact with John Gustafson and the other members of the Citizens' Planning Board CEP Committee to bring them up to date on the latest CEP happenings so that they can report to the Board.

Citizens' Participation: John Whitesides reported that the telephone is installed in the Information Center and the Center is to be painted this week. Bulletin Boards are now being designed. He also requested that he receive the attendance rosters from the Working Committee Meetings. He is re-evaluating the flyers this week.

Ellis reported that we will make rooms available at Cascade College for Working Committee Meetings during the Summer. He announced a meeting of Planners for 9:00 a.m., Tuesday, June 11 and training sessions for new staff members on Tuesday, June 11, 10:00 a.m. and Wednesday, June 12, 1:30 p.m.

Employment-Economic Development: Jerry Hanauska said that his sub-committees have made tentative proposals which are being reviewed this week. Concern was expressed over the need for more resident participation in the Employment-Economic Development Working Committee. They are hoping to make a survey of local businesses in the Model Neighborhood.

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ADMINISTRATIVE STAFF MEETING, TUESDAY, OCTOBER 1, 1968

- I. Discussion of All-Day Board meeting on September 28.
- II. Discussion of staff: (a) Harvey Rice and Lloyd Goodleigh on staff this week; (b) possibility of using Ed Smith; (c) public relations person; (d) staffing for next year.

ADMINISTRATIVE STAFF MEETING, THURSDAY, OCTOBER 10, 1968

- I. Discussion of the tentative flyer from the Information Center.
- II. Discussion of Vern Summers' position and staffing policy in general. Paul and Ben will discuss in more detail after Ben gathers a salary projection.
- III. Paul made the suggestion of asking planners to start thinking of federal people who will be available to offer assistance between now and the end of November.
- IV. Paul asked about membership list of Working Committee members and our mailing list for flyers.
- V. Discussion of general office neatness and use of office space.
- VI. Paul asked who was working on involving high school students. Vicki and Macceo are working on this.
- VII. Paul would like to see the staff structure chart. Also an audio-visual catalog.
- VIII. Paul will work on overall component next week.
- IX. Clerical staff is taking an improvement course; some staff will be taking an urban training course at PSC.
- X. Planners will be turning in the written work they have done so far on Friday. Perhaps this will be in shape for Board sub-committees on Tuesday. Board will meet at Cascade on Tuesday.

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ADMINISTRATIVE STAFF MEETING - AUGUST 30, 1968

- I. Paul mentioned the letter he had written to the Principal of Jefferson High School and suggested that Hazel and Gerry Fuller might want to meet with the head of the Social Sciences Department at Jefferson to plan for youth participation in Model Cities.
- II. Discussion of contracts for the writers and possibility of leasing Room 202.
- III. It was decided that it would be well to have a graphic picture of the entire Model Cities Operation - Staff - Board - Committees. good
- IV. Report on Jerry Hanauska's visit to Seattle Model Cities.
- V. General staff meeting Tuesday morning; Ben will draw up an agenda. There will be a discussion of joint effort by the Citizens' Participation Team and Working Committee staffs to maintain citizens' participation.
- VI. Mac Downing is being loaned to Eric temporarily to assist him.
- VII. Discussion of the status of the CEP Contract.
- VIII. It was agreed that the regular schedule of Administrative Staff Meetings will be Tuesday and Thursday mornings.

CITIZENS' PLANNING BOARD (MINUTES)

June 18, 1968

Page 2

CEP Committee - Mr. Gustafson, Chairman of the Committee, distributed two charts, 1) illustrating the target area of PCEP and 2) an enrollee flow chart. He indicated there would be a more detailed report at the next Board meeting. It was moved, seconded, and passed that this report be received.

Evaluation Committee - Mr. Ward, Chairman, reported that the Emanuel Hospital proposal approved at the previous meeting, is now in the hands of the City Commissioners. He also recommended that the Board approve the Albina Neighborhood Improvement Project Extension with the following two stipulations:

1. That the Citizens' Planning Board be guaranteed a full and working partnership with the Portland Development Commission, and
2. That continued emphasis be placed on citizens' participation and involvement. It was moved, seconded and passed that this report be adopted.

No evaluation report was made on the Irvington Code Enforcement Project. It was announced that on Tuesday, June 25, at 7:30 p.m., the Committee will meet in the Model Cities office and has invited representatives from the Irvington Community Association to be present. The Evaluation Committee also requested the opportunity to meet with the Working Committee Chairmen at 6:30 p.m., Tuesday, June 25th.

WORKING COMMITTEE REPORTS

Health - No Report

Employment - No Report. Mr. Lakey, the new chairman, was introduced.

Citizens' Participation - No Report.

Public Safety - Mr. Law, Chairman, presented a petition to the Board which had been signed by citizens residing on N. E. 22nd Avenue between N. E. Killingsworth and N. E. Ainsworth, requesting a series of "bumps" in order to reduce use of N. E. 22nd Avenue as a dragstrip. Moved, seconded and passed that the Board approve the petition of the Vernon area.

NEW BUSINESS

A letter from Mr. Wolmut suggesting the use of Woodlawn School for the July 2 CPB Meeting was read. He suggested that the Board meet at 6:00 p.m., view a film on the special Woodlawn Program, and have a question-and-answer period before the regular meeting at 7:30 p.m. A catered box dinner will be arranged. After discussion, a motion was made that we not accept this invitation and have the regular meeting at 7:30 p.m. The motion was seconded and a standing vote was taken - 5 in favor of not accepting, 12 against the motion to decline, with 1 abstention. It was moved, seconded, and passed that the Education Committee be invited to attend the viewing of this film.

Model Cities

Phone 288-7051
288-6923

Room 210 • 5329 N.E. UNION AVENUE

Portland

OREGON 97204

August 23, 1968

616

MAYOR	ASST. TO
EXEC. ASST. TO	EXEC. ASST. TO
COMM. ASST.	ADM. SEC.

Mr. Lloyd T. Keefe
Planning Director
Portland City Planning Commission
414 City Hall
Portland, Oregon 97204

Dear Lloyd:

Re: Revocable Permit Request
by Albina Development Corp.

COPY

The success of the Albina Development Corporation will be a symbolic and realistic note of achievement that will mean very much to the residents of the Model Neighborhood. In an industry such as this residents of the community will have a large share of the management. It will also provide many new jobs close at hand. In the minds of residents these factors far outweigh the reasons for not granting this request, in my judgment.

Since the Model Cities Working Committees, Citizens' Planning Board and Staff are still engaged in the early-stage development of the long-range plans for this community, I am certain that the establishment of such a significant venture as the Albina Development Corporation can very well find its place in the overall scheme.

While other requests for zone changes ought to be given serious consideration because the Model Cities Plan has not yet been developed, the program with which this request deals is so significant that it ought to be acted upon positively, in my opinion.

Sincerely yours,

Paul J. Schulze, Director
Model Cities Program

PJS:sp

cc: Howard Traver
E. J. Baskett
L. Niedermeyer

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616

MODEL CITIES ADMINISTRATIVE STAFF MEETING, MONDAY, AUGUST 12, 1968

I. Notice of Two Committee Meetings this week:

**Goals Committee meets at 7:30 p.m., Friday,
August 16, N. Branch YMCA**

**Multi-Service Working Committee meets at 7:30 p.m.,
Friday, August 16, N. Branch YMCA**

**II. Paul is meeting on Tuesday with Carl Sandoz to discuss
keeping Dick McDevitt and Ed Smith on staff.**

**III. Hazel reported that her staff is overloaded with work.
She feels she needs help as soon as possible. She is
looking for assistance on writing a Skills Bank Proposal.
The possibility of a loaned staff person to assist Hazel
was brought up and will be given further thought. Hazel
is meeting with Rozell Gilmore on Wednesday to discuss
OEO technical assistance and will then report back to Paul.
In connection with the Skills Bank, Ted has made arrangements
for Hazel (and one other staff person) to meet with an
employment specialist with the Urban League in San Francisco
on Friday, August 16.**

IV. Eric will meet with the Planners Tuesday morning.

PJE:sp

MAYOR	
EXEC. ASST. I	
EXEC. ASST. II	
COMM. ASST.	
ADM. SEC.	

BI-MONTHLY PLANNING PROGRESS REPORT
JULY, 1968 - AUGUST, 1968
Report No. 3

I. MAJOR DEVELOPMENTS

A. General

The Citizens' Planning Board, in cooperation with the staff, has decided to submit a draft of our complete plan September 30, 1968. The Board will simultaneously submit the plan to the City Council for its review and to HUD for its review and comments. It is hoped that this early submission will enable Portland to develop really adequate, satisfactory submission in December.

B. Project Status

Individual Working Committees have been working to establish goals and approaches to the various problems identified in this area to date. On the 16th of August, a special committee on goals will meet under the auspices of the Citizens' Planning Board to further consider and develop these merging goal statements. It is hoped that this committee will make a substantial contribution to the development of broad 1- and 5-year goals and the establishment of criteria for developing priorities. The initial work of this committee will include the first-draft plan which will be submitted September 30th.

1. Project Planning

As you can see by the enclosed weekly proposal progress chart, Citizens' Working Committees are working on a large number of concrete proposals while developing goal and problem analysis statements.

2. Other Related Projects Coordination

At the present time, the Model Cities Information Center is functioning in the Model Cities area. This is an operational first-step toward the development of a multi-service complex in the Model Cities area. Agencies and services having representatives at the Information Center include:

MODEL CITIES PROGRAM
5329 N. E. Union Avenue
Portland, Oregon 97211

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MODEL CITIES STAFF MEETING, AUGUST 12, 1968

I. Director's Report

- A. We can move toward the hiring of more staff - staff writers and one or two new staff planners.
- B. Copies of CDA Letter No. 4 are being produced for distribution.
- C. Report on Multi-Service Center Task Force meeting last Wednesday.
- D. Director will plan on attending each Working Committee meeting this week.
- E. Ben Talley will join the staff Monday, August 19.

II. Eric Johnson's Report

Reminded staff of planners' meeting on Tuesday morning at which time deadlines and guidelines will be discussed.

III. Planners' Reports

Citizens' Participation - Hazel introduced Fran Haman on loan to Model Cities from the Urban Studies Center. Hazel reported on a meeting with the residents of the Woodlawn area - they are ready to form a neighborhood organization. She hopes her staff will be able to assist in the forming of a neighborhood association in the central Albina area. The CP Working Committee has several proposals going and are especially interested in working on a skills bank. The question was raised as to whether or not this would coincide with Operation Step-Up which the Employment-Economic Development Working Committee is working on.

Physical Environment - Frank reported that he also met with the Woodlawn group. He has about a dozen architects who have volunteered their services. He will arrange to have them work with specific neighborhoods to develop plans as to how these neighborhoods should change.

Public Safety - Joe reported that the Proposal for the Pre-Juvenile Home has been completed and, if passed by the CPB, can be financed through the Street Crimes Bill. It was brought out that Working Committees should not worry too much about financing of proposals at this time--just bring the proposals out of the committees and we will worry about the financing later.

Health-Legal-Social - Dick reported that the Working Committee will be meeting every Monday evening. A consultant from HEW will be here this week on Comprehensive Health Care.

Education - Multi-Service Center - Jerry Fuller mentioned his meeting with the staff of the Governor's Task Force last Monday. It was suggested that the Model Cities Working Committee on Multi-Service Centers should be implemented immediately. Jerry also reported on several proposals being considered by the Education Working Committee.

Housing - Vern reported that a proposal on non-profit housing corporation will be presented to the immediate problems subcommittee tonight.

Employment-Economic Development - Two proposals being readied for the GPB--one on the Transportation Center and one on Operation Step-Up.

Concentrated Employment Program - Del Smith from CEP was introduced. He will be attending our Model Cities Staff meetings along with the Executive Director, Mr. Gilcrease, when possible. CEP is having to look for another building since the one originally selected appears to not be available.

Health Survey - Interviewing is half done. Coding is just beginning.

615

MODEL CITIES PROGRAM
5329 N. E. Union Avenue
Portland, Oregon 97211

MODEL CITIES STAFF MEETING, AUGUST 5, 1968

I. Report on Regional Meeting

Paul Schulse and Eric Johnson reported on the CMA Directors' Meetings held in San Francisco on July 30-31. There were three main items of interest:

1. An Information System will be set up in six model cities to serve as a model for information systems to substantiate planning process.
2. An Evaluation System will be set up in ten model cities to serve as a model for all model cities. (Word has come through that Portland was not chosen.)
3. CMA Letter No. 4 (copies of which will be made available) was discussed. This letter states that HUD will call for:
 - a. five-year forecast
 - b. program approaches
 - c. strategies
 - d. projects and programs that go into the one-year action program

A Cities Demonstration Program is eligible for federal assistance if:

- a. the program is of sufficient magnitude
- b. the program will contribute to a well-balanced city
- c. some projects and action can be undertaken very soon.

HUD expects Model Cities Programs to be revenue-producing agencies. CMA Directors have agreed to try to organize themselves to get the federal government to be more responsive to the needs of the cities; if a Model Cities Program comes up with one plan which involves different agencies, we should need to write only one plan rather than write applications to the different agencies involved.

Our present target date to have a comprehensive plan to the city council is September 30. This will be a draft which will be reviewed by HUD and which can be polished up by December. If the draft looks promising, we will be able to have money to continue planning into the new year.

II. Report on Special Projects

Lillie Johnson - Reported on the meetings being held with the Northwest Regional Education Lab.

Joe Perkins - Reported on the intra-staff newsletter and the Cleanup Campaign.

Carlo Sposito - Reported on Work Flow Charts. It was decided that Mr. Baskett, Ben Talley, Paul Schulze, Eric Johnson and Dennis West should have a complete set and any planner that wishes a complete set may request one.

Vernon Summers - Reported on the non-profit housing corporation project.

III. Discussion of Staff Training

There was a discussion of the Training Sessions being offered by the Northwest Regional Educational Lab. Reaction was very favorable to the value of the sessions; however, the question was raised if staff had the time for extensive training at this point in the program. Lillie will continue discussions with the Lab and then arrange a meeting with Paul and Lab staff sometime next week.

IV. Report on Survey Data

Jerry Solomon reported that the first survey was coming along fine; on the Health Survey, the field work has started and some coding is being done.

V. Planners' Reports

Public Safety - Ward reported on a project with Portland Community College in developing training in law enforcement careers.

Health-Social-Legal - Ed reported on the legal sub-committee which is just getting organized. Dick reported on his visits to the Duluth and Minneapolis Model Cities Programs.

Housing and Physical Environment - Frank reported on the last meeting of the long-range planning sub-committee at which a number of residents expressed their disapproval of a plan which was being submitted. He also reported that the committee is recommending that neighborhood associations be formed in the Model Neighborhood.

Citizens' Goals Committee - Mr. Baskett reported that he is going to appoint a Citizens' Goals Committee. Frank Frost is the staff coordinator for this project and all staff should encourage their Working Committees to give input to this committee.

Employment-Economic Development - Jerry Hanauska reported that a Proposal on the Community Development Corporation will be presented to the Citizens' Planning Board at its next meeting. He also reported on the meeting with CEP last Thursday.

Citizens' Participation - Hazel introduced Marian Scott as a temporary addition to the staff. She reported that the Citizens' Participation Working Committee has been restructured and that a consultant is coming in to meet with the committee, look over proposals and help develop goals.

Eric reminded the staff to use the newsletter for intra-staff communication. Paul reminded the staff to begin to furnish Ben Talley with copies of materials.