



NEIGHBORS WEST-NORTHWEST

Coalition of Central Westside Neighborhoods

Arlington Heights · Goose Hollow · Forest Park · Hillside · Linnton · Northwest Industrial · Northwest Heights
Northwest District · Old Town-Chinatown · Pearl District · Portland Downtown · Sylvan-Highlands

Neighbors West-Northwest Review Board April 13, 2011 Meeting

Final Minutes

Attending

NWNW Board:

Jeff Boly, Vice-President, Arlington Heights
Les Blaize, Secretary, Forest Park
Bryan Burch, Sylvan-Highlands
Peter Stark, Hillside
Harold Hutchinson, Northwest Industrial
Scott Schaffer, Goose Hollow
Juliet Hyams, Northwest District
Liz Kelly-Campanele, Linnton

NWNW Staff:

Mark Sieber, Executive Director
Angela Southwick, Community Resources Program
Manager

Guests:

Stephanie Reynolds, ONI Crime Prevention
Manager
Jerry Powell, NWNW Rep to ONI BAC
Laura Wendell, Isobel's Clubhouse
Allan Classen, NW Examiner

Meeting called to order at 5:40 PM

Welcome & Introductions

Isobel's Clubhouse, Zimmerman Community Center

Wendell announced the new location of Zimmerman Community Center in the Ramona on NW 14th and Raleigh Street. They will be expanding their programs. May 1st is their soft opening. On May 14th, ZCC and the Pearl District Neighborhood Association are planning a block party titled "Welcome Ramona." Everyone is invited. The block party was funded through the neighborhood small grants program. Currently, the Ramona apartment building is approximately half occupied and is completely leased. The residents of the building are limited to 60% medium income.

Approval of March 2011 Minutes

Changes to make to the March minutes:

- Page 2: After the list of bullet points, correct "Shaffer" to "Schaffer"
- Page 2: Delete the first word of the very last line, "heard".
- Page 3, In the third set of bullets, delete the space between the bullet and the first word of the line that starts with "Neighborhoods" and "Removing"
- Page 3: Fourth line up from the bottom of the page, add the word "of" so the sentence reads, "...each neighborhood web manager more control **of** their own set up."
- Page 3: Correct the spelling of "Canvas" Dreams. There should be only one "s" at the end.

Motion 1: Blaize moved approve March 2011 minutes, with the changes mentioned. Stark seconded. Motion approved unanimously.

Crime Prevention Hub Proposal

Stephanie Reynolds, Crime Prevention Manager from the Office of Neighborhood Involvement (ONI), discussed the possible creation of a crime prevention hub. Currently, ONI Crime Prevention Officers are located in eight community offices location throughout the city, close to the communities they serve. Crime prevention staff may be moved into one office (a hub), depending on the community input received. The Crime Prevention program has been considering creating a hub for awhile. In the past, there was support to have this service out in the community, but they are asking the community to determine if support for a hub exists.

Locating staff in free offices sounds good, but causes some logistical issues. It is difficult to manage and to coordinate staff that management does not see regularly. A hub would also make it easier for staff to collaborate. The Crime Prevention Officers are requesting to serve in this new model. The hub location currently under consideration is inner southeast Portland. There is not a specific sight yet. Generally, the community does not drop in the office to see crime prevention staff – they call or email. With a hub, those people that wanted to drop in would travel to a new location.

Paying for the transition: Three years ago, an assistant manager position was created to help manage the program with the staff located all over the city. That position is currently open and has been for about a year. Instead of paying a new person, they are considering utilizing these funds to pay for the move and create a hub that would be less expensive and more efficient in the long run. Budget cuts were not as large as expected this year.

Reynolds presented four options and asked for input:

- *Option 1, The Current Model:* Locate staff in multiple offices throughout the city, utilize .2 FTE of shared administrative assistant. Hire 1.0 FTE Training and Events Supervisor (currently vacant).
- *Option 2: The Hub:* Locate staff in a single office space. This takes away the current .2 FTE administrative assistant position available only when co-locating with the Liquor License program. Does not hire a Training and Events Supervisor. Leaves program understaffed compared to current situation.
- *Option 3: The Hub with Administrative Support:* Locate staff in a single office and hires an administrative assistance – in an employee class with lower costs than the Training and Events Supervisor. This provides a person that would answer the phones and provide direct service like transferring a caller to an on-call crime prevention staff member if the typical person that serves that geographical area is unavailable.
- *Option 4: The Hub with Administrative Support & Training/Events Supervisor:* This would allow for the efficiencies of a shared location, but also have support for administrative projects and planning citywide events. Funds are not available to accommodate this option this year.

Questions & Comments:

Sieber: Three crime prevention offices serve NWNW neighborhoods. One serves Linnton with an office in North Portland. The two that serve the remaining NWNW neighborhoods are located near the river.

Would crime preventions staff still be able to attend neighborhood meetings?

Reynolds: Yes.

What happens to the extra money saved in option 2?

Reynolds: Currently, crime prevention shares an administrative assistant with the liquor license program. If there was a hub, crime prevention would lose this service.

- Option 2 is \$50,000 less expensive than the current structure.
- Option 3 is \$10,000 less expensive than the current structure.
- Option 4 has both positions, but the funds are not available to support this structure right now.

How long would Crime Prevention be located as a hub?

Reynolds: The intention would be to keep the new organization model with the new administrative position, though funding from year-to-year can fluctuate. ONI would likely sign a five- or ten-year lease.

Why would you locate the hub in inner SE Portland?

Reynolds: They would want a central location, outside of Downtown, close to freeways with free parking for staff and any office visitors, access to public transportation and where there is plenty of able space for lease. They would look for approximately 3000 square feet – perhaps retail space or visible office space.

Stark sits on the board of the Central Eastside Industrial Area and he offered to make an announcement about the search for space.

Is there a way for people to attend more night meetings?

Reynolds: Staff can choose to flex or comp their time when attending evening meetings. If Reynolds requires staff to work an evening when staff does not want to, ONI would be required to pay overtime. There is a minimum amount of money available for overtime. Staff is careful with comp time, because they could cash this out each year. A full cash out could devastate the program funding available. A hub could provide the flexibility to start some shifts in the afternoons to accommodate evening meetings. They are considering a system where some staff may have geographical expertise; others, topical expertise.

How does the union feel about the hub option?

Reynolds indicated that the union could have a positive view of the change because it would give her more control over the workspace. Free office space provides little control over work environment.

What is the difference between Crime Prevention services and the Neighborhood Response Team Officers?

Reynolds: Crime prevention works on community organizing. The Neighborhood Response Team does law enforcement. This overlaps with community education. Crime prevention would not, in general, help with animal control or traffic safety because other agencies address these issues. Crime Prevention does refer people to the correct agency.

Reynolds asks: Is this worth doing? How do you feel about it on its face? Is there any dissenting opinions?

Responses:

- Likes that a person will answer the phone and a person can back up Frank Silva if he is away.
- Having someone to answer the phones would be more useful than having an office. People are not likely to walk into an office.
- The board generally preferred Option 3. No dissenting opinions expressed.

IRS Governance: Whistle Blower Policy

Sieber handed out a proposed, medium-length whistleblower policy below for the board's review and potential adoption. The policy was developed by Cynthia Cumfer, an attorney who specializes in non-profit law and wrote the Oregon Nonprofit Corporation Handbook. The IRS requires new governance policies when non-profit budgets exceed \$250,000. If the governance policies are not created, the organizations 990s have a high chance of going in the audit pile.

Sieber is working to develop additional policies required by the IRS. They will be presented to the board within the next two months including a document retention policy, a compensation policy and a new conflict of interest policy. Though NWNW does currently have an adopted conflict of interest policy in place, coalitions have been discussing the possibility of developing a stronger policy.

When neighborhoods use the NWNW non-profit number, do they need to comply with this policy?

Sieber: It is illegal for NWNW to pass along its non-profit benefits to other organizations. Neighborhoods without a non-profit status are sponsored projects of the coalition. Though NWNW does not have authority over the political life of neighborhoods, the NWNW board does have the authority to freeze the funds of a sponsored project if they are operating outside the neighborhood's and coalition's mission. Neighborhood grants and funds are actually awarded to Neighbors West-Northwest in these cases. About half of NWNW member neighborhoods are sponsored projects. Neighborhoods with an IRS non-profit status do not make enough money each year to require the adoption of these policies. The new policies are internal management policies and do not apply to the media. These policies grant rights, but do not set up enforcement mechanisms.

Is there a reason why you cannot adopt a policy that would apply to all the coalitions?

Sieber: The coalition offices have been working together to develop policies to take to their boards. The version presented here will be also be presented to the other non-profit neighborhood coalition boards. Each coalition is independent, so each organization could adopt something separately.

There is some concern regarding how well are terms defined in the document, like good faith, harmful, etc.

Sieber restated that Cumfer is an attorney that works with non-profits. With an adopted policy in place, the appropriate check boxes could be completed on the 990s. A new policy could be adopted in the future.

WHISTLEBLOWER POLICY

This corporation seeks to conduct all of its activities in a responsible, legal and ethical manner. All officers, directors, employees and volunteers of this corporation must practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws and regulations. The purpose of this Whistleblower Policy is to provide a mechanism to report irresponsible, illegal or unethical behavior.

Whistleblower Complaints

If an officer, director, employee or volunteer should discover information leading him or her to believe that a serious wrongdoing or illegal or unethical behavior has occurred in this corporation, he or she shall report this information to the President of the Board. If the President of the Board is not available or is implicated in the wrongdoing, he or she shall report the information to another Board officer.

The President or Board officer shall conduct an investigation. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an investigation. Appropriate corrective action will be taken if warranted by the investigation.

No Retaliation

1. The corporation's policy is to protect from retaliation and discrimination any person who in good faith:

(a) refused to participate in any federal, state or local offense; reported to law enforcement or other officials any information that the person believed to be evidence relating to the commission or possible commission of any federal, state or local offense; or initiated, testified or aided in proceedings related to the above.

(b) initiated or aided in civil proceedings;

(c) refused to engage in a violation of a governmental administrative regulation; reported any information related to a violation of governmental administrative regulations; commenced, testified at, aided or participated in a governmental adjudicatory proceeding;

(d) refused to engage in or attempted to stop fraud against, gross waste of or abuse of authority by the government; or

(e) reported other information about wrongdoing, illegal or unethical behavior pursuant to this Policy.

An officer, director, employee, or volunteer of this corporation shall not, with intent to retaliate or discriminate, take any action harmful to any person described above, including interference with the lawful employment or livelihood of any person.

2. In the event that an officer, director, employee, or volunteer intends, for any reason, to take any action harmful to any person who has acted as described above, the officer, director, employee, or volunteer must obtain the approval for such action from the board of directors prior to taking action. Such approvals must be obtained even if the officer, director, employee, or volunteer believes that the person who provided information to the law enforcement officer or other official provided untruthful information.

Motion 2: Blaize moved to adopt the whistleblower policy presented. Burch second. Motion approved unanimously.

May 12 Fundraiser

Southwick passed out a flyer that shares information about the upcoming NWNW fundraiser on Thursday, May 12th, a preview performance of *Reasons to be Pretty*. Reception begins at 7:00 p.m. with seating at 7:45 p.m. at CoHo Theater, 2257 NW Raleigh St. Tickets are available for \$20 each or \$15 for seniors, students and educators. Ticket sales will be handled by CoHo ticketing service via telephone or online. Details are included on the flyer. Southwick agreed to send the flyer out digitally.

Sieber described the play. On average, NWNW sold 30 of the 100 possible seats. This year we chose to do a lower price, to accommodate others who couldn't afford the more expensive tickets. Bird coordinated another fundraiser earlier this year. This is not a "family friendly" play.

ONI Budget & NWNW Budget Update

Sieber presented an update of the Office of Neighborhood Involvement (ONI) Budget has been vetted by the Budget Advisory Committee (BAC). From the suggested BAC add packages, Commissioner Amanda Fritz presented the items she thought would be the politically feasible:

- Restore the Neighborhood Small Grants Program
- Restore the graffiti program
- Fund Resolutions Northwest as ongoing dollars instead of one-time dollars

If you support the increases Commissioner Fritz is asking for, email your support. The items above were not identified as the NWNW board's first choice, but are items that provide a great benefit to neighborhoods.

ONI is putting on a 5-year planning process, asking us to consider: If we could have funds to do our jobs better, what would that be (staffing, small grants, etc)? How much would that cost? Each coalition and other ONI programs will present their dream budget and compared. Could efficiencies be created?

When does NWNW receive its income?

Sieber: NWNW receives funds from ONI quarterly, but the more funds are received the first quarter because of initial costs that do not reoccur later in the year.

ONI Budget: Jerry Powell, NWNW rep on the ONI BAC: ONI has been operating short for years. Considering what to spend money on is a luxury. If you don't do it, someone will do it for you. Three different mayors have proposed three different systems for the direction of ONI. The grant program gets money out in a real and tangible way. Education and communication will show up as major priorities. Jerry wants to hear the board's input on how to prioritize funds as that process moves forward.

Board commented about how volunteers spend a lot of personal time that benefits the community and it is cheap. Money spent through ONI is money well spent. Powell indicated that the benefit from neighborhood volunteers is not lost on Commissioner Fritz, though it is not always recognized by others. Some city programs are amalgams that are sometimes legacies left over from another time. Using volunteers — eliciting civic action — is in its infancy in Portland, though it is more active than any other city.

Board comments that people need to feel like they will make a difference to want to get involved. The city often gives the appearance of participation, and continues with its original plan. Develop genuine participation.

Sieber stated that an ONI staff member has been working on a project to develop standards for public participation. Some bureaus are more responsive than others. Also, every quarter, NWNW files a Quarterly Performance Indicators report that records the time and activities of neighborhood volunteers. ONI can

attribute a dollar value to this information. NWNW staff completes some information from our observations and requests other information directly from neighborhood volunteers. Southwick has worked with the City and other coalition offices to help make this reporting process more efficient.

Next month, the NWNW will be reviewing a proposed budget in executive session. NWNW will receive a 3.1% cost of living increase from ONI. The finance committee has reviewed the information and has provided some direction to Sieber.

2008-2009 Annual Report

Southwick passes around a few copies of the 2008-2009 NWNW Annual Report for the board to review. This is also posted online at www.nwnw.org/who-we-are.

Graffiti Removal Mini-Grants

Southwick handed out a flyer with the general information and a few applications about the Graffiti Removal Mini-Grant program. NWNW is now accepting applications to purchase consumables for graffiti abatement projects that then utilizes volunteers and tools from the Community Volunteer Corps at Central City Concern. Tools can also be borrowed from the Pearl District Neighborhood Association. The application and additional information is available online at www.nwnw.org/resource/grantprogram.

NWNW is accepting applications for \$150 to spread the dollars into as many communities as possible. There is \$728 remaining to award. Consumables can include items like Soy Clean, paint, permanent pen remover, scrubbing pads, etc. Southwick is available to help with the application process. NWDA volunteers and some neighbors in Goose Hollow have express some interest in graffiti abatement. Funds will be awarded on a first-come, first serve bases and will be divided between the number of qualifying applications received. Board suggested graffiti abatement education may be useful.

Communications Funds

Southwick presented options for the remaining \$1500 expected to be remaining after neighborhood associations utilize their communication funds.

- *Option 1:* NWNW has received some requests to borrow a screen and a projector for presentations at meetings, though we do not have them to loan at this time. These items could be added to the other tools to available for volunteers to check out and available for volunteer trainings. Materials available for check out are online at www.nwnw.org/resources/volunteer-tools/equipment-checkout.
- *Option 2:* In install a permanent community display in the planting strip outside the NWNW office where flyers could be posted about upcoming coalition, neighborhood and CoHo events.

Discussion about the permanent display:

- How useful will a display in NWDA be for the other neighborhoods?
- Is there another location where the sign could be placed with more foot traffic that draws more people from all over the coalition area?
- Permitting is less expensive for a larger sign because is it based on the amount of display space, not the total size of the sign.
- Would it need to be weather proof?

Projector & Screen

- This would be useful for meetings
- Could speakers be part of the package?
- Seems to be more easily usable by many different neighborhoods.

- Could the projector resolution be increased so it can be used for more purposes? Could it also be useful for outdoor movies?

If all the funds are not used on proposed items, Sieber can work with the bookkeepers to reallocate funds to coalition-wide communication expenses like the newsletter or the e-newsletter.

Motion 3: Blaize moved to look at possible audio visual packages that can be used inside and outside. Staff will bring options to the finance committee to approve. Stark seconds. Motion approved unanimously.

Solarize Program Extended

The Solarize program has been extended to May 15th. Neighbors within the NWNW boundaries can still sign up for a site visit at www.solarizenorth-nw.org. So far, 130 people have signed up for site evaluations and 12 systems installed.

Neighborhood Reports

Forest Park, Blaize: Neighborhood clean-up coming up.

Goose Hollow, Schaffer: Recently learned that there is a greater instance of crime in a pocket of the neighborhood. People that are creating graffiti are not always looking for recognition, but are using it as symbol to designate an area as a place to purchase drugs. There is a section of the neighborhood that is cut off by Hwy 26 with a dark, dirty tunnel. There is a small group in the neighborhood that would like to improve this area. Tracy Prince's book launch is coming up – history of Goose Hollow – at Powell's and there will be a event at the Goose Hollow Inn. Board meeting made the NW Examiner.

Hillside, Stark: Discussed the water rate increases at last meeting. He encourages other neighborhoods to invite the presentation to their meetings. NWNW may want to take a position.

NINA, Hutchinson: No update at this time.

Arlington, Boly: Not only will the water rates increase, the water quality will degrade with the current Water Bureau plan to comply with the LT2 ruling by the EPA.

Meeting Adjourned at 7:18 pm

Next Meeting: May 11, 2011