



East Portland Action Plan

(EPAP) Operations Committee Meets ONI Director May 24, 2018 NOTES (by Mustafah Finney)

Attendees: Arlene Kimura, Mustafah Finney, Frieda Christopher, Nick Sauvie, Kate Coenen, Katie Larsell, Suk Rhee, and Michelle Rodriguez.

Suk Rhee, Director of Office of Neighborhood Involvement (ONI), convened this meeting after receiving the following EPAP Operations Committee letter (See Below).



East Portland Action Plan

May 15th, 2018

Re: **EPAP urges Office of Neighborhood Involvement (ONI) Director Suk Rhee for help with hiring replacement for cameron whitten**

Dear Office of Neighborhood Involvement Director Suk Rhee:

East Portland Action Plan (EPAP) is in a state of emergency, and we need your help. Since cameron whitten's dismissal in March, much of EPAP's vital work has gone undone. We need your help to move forward on the hiring of a replacement for cameron whitten, ensuring that EPAP can continue our essential work of building community capacity that leads to action on the issues affecting East Portlanders.

After cameron whitten's dismissal, the EPAP Operations Committee Job Share Workgroup convened to assist ONI with the transition process. We outlined goals to have a temporary East Portland Action Plan Advocate Job Share hiring process beginning in early April and to begin the hiring process for that position as a Program Specialist in September. Our goal, supported by a timeline discussed with Víctor Salinas, Michelle Rodriguez, and Anita Lane, is to hire the Program Specialist by January 2019. We have not received the written response requested by April 3 to our proposals.

Addressing another related issue, we received the following request from Víctor Salinas on April 4th: “I am lore’s supervisor which means I oversee and review her work product however, it is EPAP Leadership that sets her work plan. I hope this clarifies any confusion. I would also like to take the opportunity to remind Mustafa and Arlene that I requested a proposal be provided to me by the Operations Committee, at the meeting, on what was to be removed from lore’s workplan...” The EPAP Operations Committee Job Share Workgroup drafted recommendations for a work plan, with lore wintergreen as the EPAP Advocate Program Coordinator. We have only heard that our work plan draft was to be considered “only recommendations,” with the “final word” coming from East Portland Neighborhood Office Director Salinas. We have not received communications on this “final word.”

EPAP needs to find a person to hire and train to replace cameron whitten. EPAP pursued a job share position with the goal of positioning someone to be prepared to understand the role of EPAP Advocate once lore retires. EPAP needs staff positioned as an Advocate, we preferred a job share, but that has not worked with the EPNO administration, so we proposed an option of 24-hours Advocate Program Coordinator and 24-hours Program Specialist.

Because of lore’s work as EPAP Advocate, community members have been able to work together in a coordinated effort on issues such as affordable housing, improved transit, new parks, economic development, and more, bringing increased infrastructure investment to East Portland neighborhoods too often neglected by City Hall. Losing our Advocate would affect our capacity to coordinate community members to delegate where government spending will benefit the community most, rather than having the City making uninformed decisions.

EPAP has been able to turn the tide of people’s perception of City government in East Portland, from negative to positive. EPAP has played a vital role in public relations with the many communities of East Portland, and the relationships we have built have fostered the public’s willingness to work pro-actively with the City and its bureaus, benefiting the City greatly. Continuing this work is essential.

EPAP is in crisis, and advocacy in East Portland is at risk of grinding to a halt. It is uncertain whether our next general meeting will even happen, if lore finds other employment and leaves the Job Share Advocate position. Losing EPAP would be yet another instance in which progress in East Portland is impeded and the voices of our most vulnerable communities are silenced.

We are going before the City Council on May 30th, to give the EPAP Annual Report and seek 2018 Grant funding. Director Rhee, would you please be our champion and take action to ensure that EPAP will be able to continue to serve the East Portland community? Please respond to this letter by Friday, May 18. Your help is urgently needed and greatly appreciated.

Respectfully,



Frieda Christopher



Kate Coenen



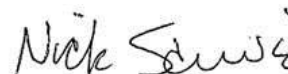
Mustafah Finney



Arlene Kimura



Katie Larsell



Nick Sauvie

The purpose of this meeting was to address a couple things:

1. To get clarity around EPAP's move to the position of the Commissioner of Public Safety; and
2. To address the interim EPAP Advocate position hiring and EPAP's recommendations for this position.

EPAP members initiated concerns with current supervision and current process barriers. Mustafah shared specific testimony from EPAP members and concerns around the dismantling of EPAP's current "Structures" document process. Arlene shared EPAP's concerns with conforming to a traditional City Advisory Committee process and losing our ability to govern ourselves through our more inclusive EPAP "Structures" document. Suk reassured EPAP attendees that there was no intention of dismantling EPAP. Suk shared that some things would have to change in order to ensure the continued success of EPAP and promised that it would be an open conversation with transparent communication around the guidelines the city is legally bound by and what they have wiggle room on. The end conversation would look like an agreement between EPAP and the position of the Commissioner of Public Safety.

Suk shared that she is willing to start and champion the process of hiring an interim position as well. Concerns were expressed around Víctor's motivation of hiring and current authoritarian position taken when regarding EPAP hiring. Suk reassured us that Víctor will work with EPAP on a smaller scale and will participate with EPAP hiring committee to receive and consider EPAP recommendations. Suk shared that in the end it's Víctor's decision, but he will work with EPAP in a collaborative way and seriously consider our recommendations for an interim position hire. Suk says the hiring process can start immediately after meeting with Víctor.

In the longer-term, will seek consensus on whether to be housed with the position of Commissioner of Public Safety at the June EPAP general meeting.

We then transitioned into conversation around the budget numbers. Suk brought some scenarios for current and future personal expenses. We went

over the numbers and proposed scenarios that included current and future scenario options. (See Below)

EPAP Personnel Cost Study (Current Budget Load)

	Salary	Benefits	Total Cost
Current scenario:			
Job Share (Current Budget Load)			
Program Coordinator .5 FTE (current employee)	45,396.00	19,092.00	64,488.00
Program Coordinator .5 FTE	39,794.00	13,670.00	53,464.00
			117,952.00

EPAP requested scenario:

Program Coordinator .6 FTE (current employee)	54,475.20	22,749.10	77,224.30
Program Specialist .6FTE (mid-range)	43,206.00	20,679.21	63,885.21
			141,109.51

Previous scenario:

One staff person

Program Coordinator 1 FTE (current employee)	90,792.00	38,160.30	128,952.30
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EPAP Personnel Cost Study (New Staff)

	Salary	Benefits	Total Cost
Current scenario (new staff):			
Job Share			
Program Coordinator .5 FTE (mid-range)	39,717.50	18,164.46	57,881.96
Program Coordinator .5 FTE (mid-range)	39,717.50	18,164.46	57,881.96
			115,763.91

EPAP requested scenario (new staff):

Program Coordinator .6 FTE (mid-range)	47,661.00	21,797.35	69,458.35
Program Specialist .6FTE (mid-range)	43,206.00	20,679.21	63,885.21
			133,343.56

Previous scenario:

One staff person

Program Coordinator 1 FTE (mid-range)	79,435.00	36,328.91	115,763.91
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Rent (based on lease negotiation with water)

2/7 of \$800 a month (TENTATIVE as of Jan 1, 2019)	228.57 *12 months		2,742.86
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Hiring Timeline Below

1. Co-chairs talk with Víctor about plan to move forward with hiring.
2. EPAP and Víctor need to reach out to hiring committee to see if they will convene and want Lore to provide facilitation as needed.
3. Víctor and EPAP hiring committee vet list of interested parties.
Request parties submit resume.
4. EPAP co-chairs report interest of submitted interested parties.
5. Co-chairs ask Lore if willing to stay on to train. (*Follow-up: With no layoff or support package, Lore committed to leaving at her convenience*).
6. Víctor hiring with support of Michelle Rodriguez of ONI.
7. ONI dedicated to going with EPAP requested scenario #2 for permanent hiring during fall bump.
8. EPAP will make proposal during June general meeting for the transition to the position of Commissioner of Public Safety.