



Wednesday, January 25, 2023

Meeting 6:30 – 8:30 PM | Online Zoom Meeting

Purpose: To coordinate advocacy for implantation of the Action Plan

Time	Topic Leader	Topic	Info	Discuss	Action
6:30	EPAP Co-Chairs Bobbi Y & Freida C	<p>Welcome</p> <ul style="list-style-type: none"> - Meeting Overview & Speaking Protocol • Recognition of Zoom Meeting Host • Participating Member Agreements • New Members Welcome • Code of Care - Meeting Roles Recognition • Recognition of Facilitator • Recognition of Timekeeper • Recognition of Note-taker - Next Meeting Reminder • Wednesday, February 22nd - Introduction • Name/Pronouns/Affiliations 	X X X X X X X X	X	
6:45	Gayle P Layla A Bobbi Y JR L JR L	<p>Sub/Committee Update</p> <ul style="list-style-type: none"> - Economic Development Subcommittee (5 min) - Culture & Language Subcommittee (5 min) - Grants Committee (5 min) - Operations Committee (5 min) - Structures Committee (5 min) 	X X X X		
7:10	Structures Committee	<p>EPAP Participation Agreement Updates- as our next step in updating our structure tonight we will look at the proposed changes to the PA Document and a plan for having members sign the new form,</p> <ul style="list-style-type: none"> • Action 1- to adopt the proposed changes to the Participation Agreement • Action 2- to adopt the proposed plan to have EPAP members sign the new PA Document for continued membership 	X	X	
7:30	Operations Committee	<p>EPAP Advocate Position Update- with recent updates with our Advocate position we will share next steps for our organization.</p>	X		
7:50	JR L	<p>Advocacy Opportunities 2023- discuss upcoming committee seats open and plans to continue civic engagement</p>	X		



8:05	Carol H Arlene K Gayle P Layla A	<p><u>Representative Updates</u></p> <ul style="list-style-type: none"> - East Portland Parks Coalition (5 min) - East Portland Land Use & Transportation Committee (5 min) - Portland Clean Energy Fund (5 mins) - Portland United Against Hate (5 min) 	X X X X		
8:25		<p><u>Announcements</u></p> <ul style="list-style-type: none"> - Open Floor (5 min) 	X		
8:30		<p>Meeting Adjourn</p>			

If you want to be on the agenda, Contact:

[JR Lilly: jr.lilly2@portlandoregon.gov](mailto:JR.Lilly2@portlandoregon.gov)

Code of Care

- Expect and accept discomfort
- Listen to understand, not to respond
- Be accountable for your words and behaviors
- Practice self-care
- Protect confidentiality of who shared what
- Expect non-closure



Upcoming EPAP Meetings

Join us for our meetings as we continue to work improving livability in East Portland. All meeting materials will be posted on our web calendar.

Grants Committee Meeting

Thurs, Jan 26 | 4:30-6:00 pm

Housing Subcommittee Meeting

Mon, Feb 13 | 6:00-8:00 pm

East Portland Land Use and Transportation Committee Meeting

Wed, Feb 15 | 6:30-8:30 pm

Operations Committee Meeting

Tues, Feb 21 | 5:00-7:00 pm

General Meeting

Wed, Feb 22 | 6:30-8:30 PM

Grants Committee Meeting

Thurs, Feb 23 | 4:30-6:00 pm

Structures Committee Meeting

Mon, Feb 27 | 5:00-6:00 pm

East Portland Parks Coalition Meeting (meeting on odd months)

Thurs, Mar 2 | 6:00-7:30 pm

Economic Development Subcommittee Meeting

Mon, Mar 6 | 5:00-6:00 pm

Culture & Language Subcommittee Meeting

On Temporary Pause until we hire our next Advocate

These gatherings are open to the public
Language Interpretation available upon request (we ask for one weeks' notice)

For more information and request, please contact:

JR Lilly, EPAP Advocate

jr.lilly2@portlandoregon.gov | (503) 823-8027



East Portland Action Plan Member Participation Agreement

The East Portland Action Plan (EPAP) is an ongoing group charged to provide leadership, guidance and advocacy to implement the East Portland Action Plan, a guide for improving the lives of residents in outer East Portland.

MEMBERSHIP COMPOSITION

Participation is open to everyone committed to Action Plan advocacy, including government entities, community organizations and nonprofits. Membership is open to individuals. To become a member, one must have attended two general meetings and sign a Participation Agreement. EPAP orientation sessions are offered regularly (see EPAP Web Calendar for details). All newly signed members will start in good standing for the first six (6) months then be responsible for maintaining their good standing status. A member in good standing must have attended at least four (4) of the most recent twelve (12) General Meetings.

DECISION-MAKING

The EPAP will craft and recommend approaches and solutions that are workable for a wide range of needs and interests. General Meeting Decisions will be made by a vote of a Super Majority of at least 60% of attending Participation Agreement Members in good standing. In order to make decisions, there must be a quorum of at least twenty (20) Participating Agreement Members.

Committees can make public statements that are specific to their group. Committees or Workgroups may decide on their own decision-making model. Committees need to have a written decision-making model.

People either individually or organizationally positioned to have conflict of interest based on individual or organizational affiliation in decision making are expected to participate in the discussion and disclose the conflict of interest to the group, but to abstain during the vote. If another group participant perceives someone has an undisclosed conflict of interest, this should be raised prior to the vote. If the individual wants the abstention to be identified, this will be accommodated in the notes.

GUIDING PRINCIPLES

- Value the past and consider the future in making decisions that contribute to improved lives for residents and livability¹ in East Portland.
- Develop lasting community leadership and relationships and provide training as a means to laying the groundwork for successful implementation of the Action Plan.
- Develop avenues for partnering by creating opportunities to bridge the work being done amongst EPAP committees and representatives, communities, and neighborhoods, thus building upon common values with respectful collaboration.
- Openness of input and ideas and to respect and value differences of opinion, ideals, and time commitments with civility.
- Ensure opportunities to participate are equitably provided across the spectrum of all interest groups and geographic areas, which may include the provision of translation, interpretation, and childcare.
- Provide a hospitable and welcoming environment to all attendees.



- Prioritize the involvement of underrepresented communities and diversity, equity, and inclusion.²
- Work towards the furtherance of actions and strategies as specifically described in the Action Plan.
- Work to resolve conflicts or issues using a restorative justice reconciliation process.

1- Livability is measured by factors that provide quality of life, such as access to fresh water, food, housing, transport, health care, education and a safe and stable environment, among others.

2- Racial Equity statement to be included later in the Structures document and will be created after some training:

EPAP is committed to racial equity. We prioritize leadership and solutions from communities most affected by the issues we face in East Portland.

PARTICIPATION AGREEMENT (PA) MEMBERS

Attendance at two (2) EPAP general meetings is required before an attendee is offered an opportunity to sign a Member Participation Agreement, which will designate them as a PA member. PA members will make every effort to be present at meetings. As a courtesy, staff will be notified in advance if a PA member is unable to attend. If a PA member is unable to attend, he or she may provide written comments relevant to the agenda, and the comments will be forwarded during the EPAP general meeting.

Participant Agreement (PA) members will:

- Encourage broad and inclusive participation. Current PA members will consciously welcome and orient new people and ideas.
- Interact with community members and partners to develop and promote interest and participation in implementing the Action Plan.
- Share information with local organizations in which you are involved, and gather, synthesize, and convey information and perspective from those organizations.
- Review background materials and monthly reports, to understand the issues and gain familiarity with the array of actions and initiatives currently underway that may intersect with the work you are doing.
- Provide a sounding board to ensure that a variety of data and viewpoints have been considered in the formulation of recommendations.
- Advocate with agencies and service providers as determined by the group.
- Voice concerns directly, promptly, and constructively with respect and civility.
- Become familiar with EPAP guiding documents, such as the ‘East Portland Action Plan’, ‘Structure’, ‘Committees & Representatives’, ‘Principles for Improved Livability’ and ‘Involuntary Displacement Prevention Recommendations for East Portland’.

I, _____ agree to the terms of East Portland Action Plan Participating Membership stated herein.

Signature

East Portland Action Plan, 1017 NE 117th Ave., 97220

Date

Contact Information- Optional (for communication purposes only)	
Phone:	Circle one: Cell Home Work
E-mail:	

Proposed Updated PA Signed

Once approved:

- All current EPAP PA Members will have 6 months (until July 2023) to sign new form and submit to EPAP Advocate/Co-Chairs. They will be grandfathered into the updated system without having to attend an orientation.
- After this grace period, any community member wishing to become an EPAP PA Member will have to attend an orientation session and sign the new form. This includes current EPAP PA Members.
- Once PA Members sign the updated PA Form they will be added to an Attendance Roster to track General Meeting attendance to verify Good Standing.

Economic Development Subcommittee

January 9, 2023 | 4:30 PM

Presentation: KJ Mack, Community Engagement Specialist - Elevate Oregon, kj@elevateoregon.org

- Elevate Oregon will partner with Oregon Metro and City of Roses Disposal and Recycling to administer a new grant program, the Community Engagement Grant.
 - This grant provides funds to non-profits, schools, and local governments who implement programs, services and community improvements in a designated grant boundary area. It is part of a regional Community Enhancement Program and is funded by an enhancement fee collected on materials brought to the City of Roses Garbage and Recycling Facility. Funds can be awarded for projects that benefit underserved populations, improve neighborhood livability, and/or improve natural areas and the environment. This program also empowers local youth in the Elevate Oregon program by supporting their ability to self-determine how grant funds are invested back into their community.
 - Total grant funds available: \$100,000
 - Maximum grant award: \$25,000
 - Applications Open: January 1st, 2023
 - Application Deadline: February 27th, 2023
 - Funding Begins: July 1st, 2023
- 2023 City of Roses Community Enhancement Grants
 - Visit our website to access the online application form and grant application handbook. <https://www.elevateoregon.org/wp-content/uploads/2022/12/2023-Application-Handbook.pdf>
 - Do you or someone you know have ideas about how to enhance and serve your community?

Discussion of ideas for an Economic Development and Climate Impact Summit

- The group discussed the desire to host a Summit focused on East Portland and Economic Development. Planning for this event will continue but might be adjusted until we hire the next advocate.

Discussion of any updates or changes to the Strategic Priorities for 2023-2024

- The group agreed to continue moving forward with the same priorities agreed upon last year.



Culture & Language Subcommittee

January 10, 2023 | 6:30 PM

Attendees: Arlene K, JR L, Frieda C, Layla A, Galina N

Layla opened up the meeting and welcomed everyone.

Galina gave an update from her community. They have held 3 events for community members recently.

The committee discussed some of the identified priorities like the need for a large community space. The group discussed some community events and efforts going on in the area.

JR announced that he is leaving the EPAP Advocate Position. After some conversation the group decided to put this monthly meeting on pause until the next Advocate is hired.

Operations Committee

January 17, 2023 | 6:30 PM

MEETING NOTES

Attendees: JR Lilly, Bobbie Yambasu, Frieda Christopher, Nick Sauvie, Gayle Palmer, Linda Bauer,

The meeting began at 5:05 pm. Tonight's meeting was held in person and online via Zoom meeting.

1. Advocate Transition Plan- JR to share the details for the next two months.

Expectations from committees.

JR gave an update on what would happen with the transition as he leaves the City to assume the position with the County. The key is to hire a new advocate. He will be working at the County, but also help with the transition. He will work 8 hours a week to support the grants program and some administration things. He still has his P-card and access to programs etc. This will be for up to 2 months at this time. This will mainly impact the committees and what they will do. Culture and Language are going to pause their meetings. Housing and Ec Dev will be switching back to Zoom meetings. JR is planning to put together a training on Zoom and Mailchimp. Bobbie asked about how we would handle Zoom. JR said he would give the Zoom login.

2. Hiring Next Advocate- timeline, options with the City of Portland, and committee members volunteer roles

JR said the advocate position is classified as Commissioner representative. Because it is this type of position it could move more expediently. The position is housed in Grants management with supervisor Sheila Craig. Sheila will be the one approving the hiring. He said EPAP is assigned to Comm. Ryan. He has appointed Darian Jones as liaison. They have all expressed to fill this position quickly and they want to include EPAP in the hiring process.

Frieda said last time we were involved in the process they had members reviewing applications and being part of interviews. Bobbie asked about job description. JR said they haven't done it yet. He said we can do as we did last time or they could create a limited duration position and it can be appointed. This would allow time to do the hiring. The 3rd option is we could use the commissioner rep position to hire someone right away. Bobbie would prefer not to hire a permanent person that way. Gayle asked if JR knew how the city was handling new hires with the change in structure. She also does not like the quick process for the permanent hire. Nick said we should have an open process with posting the position. It was discussed to have the interim position then a posting for permanent hire. Bobbie asked if we could have a say in selecting the interim position. JR said we would have input. JR said we can give our recommendation. Bobbie said she thought we should look at more than one candidate. Gayle would like the interim to do all the job not just part.

Nick would prefer just to do the hiring process with the interim it would be like training twice. Bobbie is concerned about the length of the process because of the last time. Just going through the hiring process was discussed. Frieda since it appears the committee wants to just do the permanent hire we should put a deadline on job description of next Wednesday. JR will send out to all Operations with them having edits in by Wednesday. Gayle wanted to have shortest posting. Nick suggested to set up meeting with Sheila so we can get information correct and figure out the shortest timeline. JR said we need to be clear with commissioner's office. Gayle said we need to make sure we do extra to advertise January General meeting. JR will send out job description as soon as possible. It was decided we need to do an update in the process in the general meeting and would be nice to meet with Sheila before then. JR will make meeting request. Gayle, Nick and Frieda volunteered to review resumes.

3. General Meetings- to continue meeting in person or to move online until we hire the next Advocate. January's meeting will be online.

General meeting will be via Zoom. One piece of business is the participating membership agreement. It was asked that JR send out a reminder and stressed we needed at least 20 members there. We want to include an update on the Mayor's homeless plan. JR was following up with that item. It was agreed to just go with Zoom meetings until a new advocate is hired.

Meeting was adjourned at 6:00pm



East Portland Action Plan

Member Participation Agreement

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The EPAP is an extension/outgrowth of the East Portland Action Plan Committee which met from December 2007 to July 2008. The EPAP engages the community to advocate for resources to further the values, strategies, and items specifically described in the Action Plan. Together we strategically work to improve livability and prevent displacement in the East Portland Community Office (EPCO) coalition area. The East Portland Action Plan website may be found at: www.eastportlandactionplan.org.

MEMBERSHIP COMPOSITION

Involvement in the EPAP is open to everyone committed to Action Plan advocacy. An EPAP orientation session is offered after each general monthly EPAP meeting.

PARTICIPATION AGREEMENTS

Participants should make every effort to be present at EPAP general meetings. As a courtesy, staff should be notified in advance if a member is unable to attend. If a member is unable to attend, he or she may provide written comments relevant to the agenda, and they will be forwarded to the EPAP.

DECISION-MAKING

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EPAP Committees, Subcommittees, and Workgroups will engage in open and constructive dialogue among all attendees, seek input from other stakeholder groups, and ensure that diverging opinions are openly aired, discussed, and documented. People either individually or organizationally positioned to have conflict of interest based on individual or organizational affiliation in decision making are expected to participate in the discussion and disclose the conflict of interest to the group, but to abstain when consensus is being sought. If another group participant perceives someone has an undisclosed conflict of interest, this should be raised prior to seeking consensus. If the individual wants the abstention to be identified, this will be accommodated in the notes.

Should consensus not be established on a proposal brought to a meeting, the proposer is welcome to circulate the proposal for individual signatures and the people demonstrating strong opinions are encouraged to meet separately to negotiate a solution and to request time on the next meeting agenda to bring another proposal for consideration.

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East Portland Action Plan

Structure

CHARGE

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COMPOSITION

Involvement in the EPAP is open to everyone committed to Action Plan advocacy. An EPAP orientation session is offered after each general monthly EPAP meeting.

MEETINGS

All meetings, including general, Committee, and Subcommittee, are open to the public and will be announced in advance on the EPAP website calendar <http://eastportlandactionplan.org/calendar>. All meetings are subject to David Douglas School District status concerning weather-related building closures.

A general meeting will be held on the 4th Wednesday of every month, starting at 6:30 PM. Should the meeting be canceled, the Operations Committee will determine whether to schedule another meeting, as well as alert the EPAP membership of such cancellations and rescheduling.

The purpose of the general meeting is to coordinate activities, monitor Action Plan progress, organize future advocacy opportunities, and consider new issues.

Committee and Subcommittee chairs are responsible for the scheduling of their respective Committee and Subcommittee meetings and for keeping the EPAP Advocate informed of any schedule changes in a timely fashion.

DECISION-MAKING

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LEADERSHIP

The EPAP will elect two PA members to act as general EPAP Co-Chairs. Each Co-Chair will be elected for a two-year term. The two Co-Chair's terms shall be staggered and will begin on July 1 of alternating years. Co-Chairs may be re-elected.

It shall be the responsibility of the Co-Chairs to announce the time and place of an election for Co-Chair no less than 30-days before the election is to be held. Nominations may be submitted to the Co-Chairs or made from the floor at the time of the election. If there is a single nomination for Co-Chair, a call for consensus shall be initiated. In case of two or more nominations for Co-Chair, a written secret ballot shall be used to determine the election of the Co-Chair, with the nominee receiving the majority of attending PA member ballot designations being elected as officer. Only attending PA members may submit a ballot.

A vacancy in a Co-Chair position can occur by the resignation of a Co-Chair or by a determination by consensus of the full EPAP membership that the position has become vacant. In the event of a vacancy an election shall be called, no less than 30-days before the election, for an new Co-Chair to till the remainder of the unserved term.

The EPAP Co-Chairs are expected to facilitate and regularly attend EPAP meetings and to be informed about EPAP activities. As facilitators, the EPAP Co-Chairs will preside over meetings, except when an alternate facilitator is designated. It is up to the discretion of the general EPAP Co-Chairs, with the support of the staff Advocate, to draft and adjust the agenda for the monthly general meeting.

The EPAP Co-Chairs will work to establish a healthy and sustainable culture by keeping energy devoted to **Relationships, Process, and Results** in balance – understanding that each of the three contribute to the health of the other two.

The EPAP general meeting will authorize establishment of Representatives, Committees, and Subcommittees, striving for co-chair leadership that reflects the aforementioned healthy and sustainable culture. EPAP Co-Chairs are expected to assign representation at Operations Committee meetings as convened. The EPAP may consider further attendance requirements for leadership positions.

STRUCTURE

A Committee, Subcommittee, and Representative structure serves the operational functionality of the EPAP and implementation of the Action Plan.

Committees and Subcommittees

The purpose of a Committee is to provide operational service to the EPAP; the purpose of a Subcommittee is to carry out specific strategies and action items of the Action Plan, by providing an issue-related forum for organizing advocacy. Committees and Subcommittees will:

- Be established by consensus at the general EPAP;
- Hold meetings open to the public and announced in advance on the EPAP web site calendar (<http://eastportlandactionplan.org/calendar>), held at mobility-device accessible locations within East Portland, and will offer EPAP-funded childcare and interpretation as needed;
- Have open participation, with at least one active person who is a PA signing member of the EPAP responsible to verbally report at the monthly general EPAP meeting;
- Operate using a consensus model;
- Strive for sustainability by establishing a culture that is equally invested in **Relationships, Process, and Results**;
- Are encouraged to embrace a Co-Chair model that consciously brings together individuals with the sustainable strengths mentioned above;
- Submit written monthly reports to the EPAP Advocate one week prior to the monthly meeting. Reports will include the following:
 - ✓ Identification of the EPAP item being addressed by the Committee or Subcommittee
 - ✓ Articulation of the Committee or Subcommittee goal
 - ✓ Identification of Committee or Subcommittee attendees
 - ✓ Statement of relevant issues addressed and decisions made
 - ✓ Request for input or action from the EPAP; and
- Assign a PA signing member of the EPAP to represent the Committee or Subcommittee on the EPAP Operations Committee and at annual reports to the government partners.

If a Committee or Subcommittee neglects to provide written and/or verbal reports for two (2) successive general meetings, the Committee or Subcommittee Chair(s) will be contacted and the lack of participation will be discussed. They will be encouraged to consider the viability of the Committee or Subcommittee and given notification that failure to meet the requirement for a third (3rd) successive general meeting will warrant the dissolution of the Committee or Subcommittee and an announcement will be made at the general EPAP meeting.

Representatives

The purpose of a Representative is to have an EPAP advocate who serves as a liaison on Action Plan area-specific issues when needed and appropriate, or until there is enough EPAP capacity to establish a Subcommittee. A Representative is often a liaison to a committee, group, organization, or commission and is afforded priority time to report at the general EPAP meeting in that capacity.

The Representative can be an authorized spokesperson for the EPAP on the designated issue for which they are appointed; but if the Representative is determined while representing the EPAP to have not spoken in alignment with the Action Plan and 'Principles for Improved Livability', the Representative is responsible to provide an acknowledgment and correct the misrepresentation.

An EPAP Representative will:

- Be a PA member who regularly attends the EPAP general meeting and will be established as an area-specific Representative by consensus of the general EPAP;
- Utilize the 'East Portland Action Plan', 'Principles for Improved Livability', 'Structure', and "Involuntary Displacement Prevention Recommendations for East Portland" documents along with the EPAP Advocate and Co-Chairs for reference and guidance;
- Report on significant activities and position statements on behalf of the EPAP at the general EPAP meetings;
- Bring forward issue relevant information and requests for EPAP support; and
- Adjust their representation as is necessary, based upon input from the general EPAP.

Representation with membership organizations:

- Requires a high level of commitment to consistent attendance at the area-specific issue-related organizational meetings and reporting to the general EPAP;
- Requires an 'opt out' mechanism for campaign or advocacy involvement that stipulates which members are supporting the stance. As a consensus decision making organization, the EPAP will not sustain involvement with membership organizations without this articulated option; and
- Campaigns and public statements on behalf of the membership organization should be brought before the EPAP if there is any possibility that the campaign or statement is not in alignment with the Action Plan or 'Principles' documents, or if there is ambiguity that needs to be addressed by consensus at the general EPAP.

Operations Committee

The purpose of the Operations Committee is to:

- Develop, seek general EPAP approval, and advocate for EPAP strategy;
- Function as an EPAP decision making body in time-sensitive situations, not including decisions related to governmental elections;
- Meet at least four (4) times a year to reinforce purpose integration; and
- Represent the EPAP to elected officials.

The Operations Committee has the following stipulated composition:

- Both General EPAP Co-Chairs;
- A PA representative from each Committee and Subcommittee that reports back to the committee they are representing about decisions made by the Operations Committee;
- Not to exceed 6 additional at large EPAP PA positions as determined by participating members of EPAP and
- The EPAP staff Advocate.

Structures Committee

The EPAP Structures Committee will make structural proposals to the full EPAP in an effort to support the operational functions of the group. Membership will be composed of interested PA members.

As the EPAP grows, we recognize that there may be a need to design enhanced operational structures.

Communications Committee

The EPAP Communications Committee will provide communication support that includes materials and web page development, and translation or interpretation to the EPAP.

Staff

The EPAP will be staffed by Advocates through the City of Portland Commissioner Position #4. The EPAP Advocates will:

- Convene monthly general EPAP meetings and serve as process keepers to manage efforts for the good of the group as a whole;
- Work with all EPAP Co-Chairs to develop and distribute monthly EPAP meeting agendas, Committee and Subcommittee reports, and background materials during or in advance of meetings;
- When fully staffed, develop notes from the full EPAP meetings and distribute them within three weeks of the meeting. These notes will faithfully represent areas of general agreement within the group, note areas in which there are diverging viewpoints, and outline commitments to timelines for supported actions;
- Function as the City Grants and Municipal Partnership manager;
- Provide bureaucratic/administrative functions with the City of Portland; and
- Develop documents for review and comment.

Updated 4-24-2019