

Wednesday, February 23, 2022

6:00 pm Open | Meeting 6:30 pm - 8:30 pm | Zoom Online Meeting

Purpose: To coordinate advocacy for implantation of the Action Plan

Time	Topic Leader	Topic	Info	Discuss	Action
6:30	Mustafah Finney	<p><u>Welcome</u></p> <ul style="list-style-type: none"> - Meeting Overview & Speaking Protocol <ul style="list-style-type: none"> o Recognition of Zoom Meeting Host o Participating Member Agreements o New Members Welcome o Code of Care - Meeting Roles Recognition <ul style="list-style-type: none"> o Recognition of Facilitator o Recognition of Timekeeper o Recognition of Note-taker - Next Meeting Reminder <ul style="list-style-type: none"> o Wednesday, March 23rd - Introduction <ul style="list-style-type: none"> o Name/Pronouns/Affiliations 	X		
6:45	Gayle P Nick S Bobbi Y JR L	<p><u>Sub/Committee Updates</u></p> <ul style="list-style-type: none"> - Economic Development Subcommittee (5 min) - Housing Subcommittee (5 min) - Grants Committee (5 min) - Operations Committee (5 min) 	X		
7:05	Structures Committee	<p><u>EPAP Decision Making Conversation (30 min)</u>: discuss the consensus model and alternatives ways of group decision making. We will hear and discuss what our group thinks about how we should make group decisions moving forward. See next page.</p>	X		
7:35	JR L	<p><u>EPAP Structure Conversation (30 min)</u>: continuing discussing steps for updating our process. As we are looking at ways to update our organizations to best fit the needs of East Portland and our capacity, we need to review some details.</p>	X		
8:10	JR L	<p><u>Advocate's Update (5 min)</u> an update in the an EPAP Office, Co-Chair Search, and other business.</p>	X		
8:15	Gayle P Layla A	<p><u>Representatives Updates</u></p> <ul style="list-style-type: none"> - Portland Clean Energy Fund (5 min) - Portland United Against Hate (5 min) 	X		

8:20		<u>Announcements</u> - Open Floor (5 min)	X X		
8:30		<u>Meeting Adjourn</u>			

If you want to be on the agenda

Contact: Mustafa Finney: rosecitymustafah@gmail.com

Decision Making Examples:

1. **Full Consensus-** everyone (all EPAP PA Members) agree
2. **Consensus minus two-** everyone (all EPAP PA Members) with exception of two present agree
3. **Majority Vote-** with everyone (all EPAP PA Members) voting, the position with the most votes win. This could be defined more as to have at least 50% plus 1 person agree with the decision.
4. **Super Majority Vote-** with everyone (all EPAP PA Members) voting, the position with the high majority of votes wins. This could be defined more as to have at least 60% or 75% agree with the decision.

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, Feb 24 | 4:30-6:00 pm

East Portland Parks Coalition Meeting (*now meeting on odd months*)

Thurs, Mar 3 | 6:00-7:30 pm

Economic Development Subcommittee Meeting

Mon, Mar 7 | 5:00-6:30 pm

Housing Subcommittee Meeting

Mon, Mar 14 | 6:00-8:00 pm

Operations Committee Meeting

Tues, Mar 15 | 5:00-7:00 pm

Culture & Language Subcommittee Meeting (*now meeting on odd months*)

Tues, Mar 15 | 7:00-8:30 pm

East Portland Land Use and Transportation Committee Meeting

Wed, Mar 16 | 6:30-8:30 pm

General Meeting

Wed, Mar 23 | 6:30-8:30 PM

Grants Committee Meeting

Thurs, Mar 24 | 4:30-6:00 pm

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

EPAP General Meeting

January 26, 2022, 6:34pm
24 Participants

Welcome: Mustafah welcomed everyone. JR recognized as host. He explained the Zoom etiquette. Mustafah drew attention to participating membership agreements and said if anyone had attended two meetings they were eligible to fill out a participating agreement. He posted the Code of Care for the meeting and read the Code.

Facilitator: Mustafah
Timekeeper: JR
Success Tracker: JR
Note Taker: Frieda

Next meeting: February 23, 2022.

Mustafah had each person introduce themselves and their affiliation.

Sub-Committee Reports:

Housing: Frieda reported that representatives from Commissioner Ryan's office presented on the proposed Safe Rest Village to be developed on the TriMet Menlo Park station at 122nd and E. Burnside. This would have about 60 pods. The committee was able to ask questions regarding the proposed village. They also had representatives for the proposed Micro Village to be developed at 125th and NE Halsey. This would have between 6-10 pods. They would both have restroom, shower, kitchen facilities and provide services to help homeless move to permanent housing. She said the committee also approved two advocacy letters to City Council. One was regarding the State of Housing report and the lack of construction of additional affordable housing and the need to prioritize affordable housing in East Portland. The second letter was regarding providing money to help develop a vision for East Portland and the potential for a new Urban Renewal District that would be community driven. She said their next meeting on February 14th would have a presentation from the Charter Commission. (See notes for details)

Grants Committee: Bobbie reported committee met to go through all the grant requests. More requests came in than funds available. She said there were a lot of great grant requests. Bobbie said they still have the Partnership grants and a round of community support grants. (See notes for details)

Culture & Language Committee: JR reported they met. He reported Layla stepped up to be the chair. We are going to adjust some and switch to meeting every other month on the odd months. Next meeting will be in March 14th (See notes for details)

EPAP 2022 Grants Recommendation: Bobbie said the recommendation was to fund 21 grant applications. They received a lot of new groups in the applications. The committee received 10 general grants applicants with a total of \$58,582 in request and 15 Civic Engagement applications with total of \$134,787 in requests. They are limited to \$110,000 available to give out. JR explained the process for the decision making. There were a few questions and comments on the grants and the program. Bobbie said they have offered them the opportunity to have their application pre-read. This is for small new organizations. JR proposed the membership approved the present 2022 Civic Engagement and General grants. There was consensus to approve the grants.

EPAP Strengths and Challenges Assessment: Community feedback and conversation – Mustafah asked for the group to provide input to open the floor for discussion and comments on the report from the consultants that was provided to all. Operations committee has started the conversation to address the things in the report and will be meeting monthly to continue the discussion. He stressed any decisions will be made by the full general EPAP. Mustafah presented 3 options to be discussed from the consultant's report. 1. Retire EPAP as an organization. This would take 12-18 months. 2 Partner with another EP advocacy org, and 3. Scale down operations. He opened it up for comments. David Hampton said one thing was a strong push for livability but not followed up. He encouraged them to merge with EPN. He would not end EPAP, but he also likes the ideas of down scaling until COVID was over. Bob Earnest said looking at 3 bullets his initial reaction was to retire EPAP, but now after thinking about it he feels we should scale it back and try to make it simpler and easy to follow. Seeing the results of the grants, it makes more sense to scale down rather than end. Gayle Palmer wanted to also point out the activity around the grants. She doesn't feel we need to scale back since there is so much going on. She feels we should merge with a group to bring in more new people. Our strength is in advocacy. She doesn't feel the pandemic does stop the work. Sean Cruz said his group has been grateful for the support from EPAP. He feels his group is where they are because of EPAP. Our work has real effect in the community. Schultz said he wasn't sure the idea of merging with another organization but likes the idea of scaling back. What if we empowered the advocate more and EPAP should be more a training group for advocacy. Jenni agreed with what Bob and Dave said about scaling back during the pandemic, then we could come back with more fruitful conversation. Empowering advocate to reach out to have more attendance. She would not like to see EPAP go away. Layla doesn't want EPAP to go away. We need a base to unify EP. Meeting less often for the general meeting might be an option to do. The sub-committees could still meet more often.

Decision Making Process: EPAP will craft and recommend approaches and solutions to a workable way to meet. Options: Full consensus; Consensus minus two, so 2 would have to object; fist to five consensus everyone vote on sale of 0 to 5.; or majority vote. Mustafah ask could you put your comments in chat or put in email on how you would want the decision making process to work. Bob thinks we need to simplify the structures document. JR said this has been a constant conversation. He doesn't know if it is frustration or if it causes people to turn away from EPAP. There a lot of questions around the process. Frieda asked the fist to 5 and how it was determined to move forward. JR explained it. Drew thinks the 0-5 would encourage conversation and know where people are. Mustafah asked for those part of organizations how do you make decisions and how does it work. David said his organizations has used Roberts Rules or consensus. Frieda suggested JR send an email to participating organization on how they make decisions. JR said we would like to hear what questions members may have. It was asked that members emailed JR their opinions.

Advocate's Update: JR said we still need to fill the EPAP co-chair position and Mustafah's term ends in June. Still looking for a permanent chair for Land Use and Transportation. As to office space, they are putting together a proposal on what it would like to move in with EPCO in the Nick Fish building. We have to wait until EPCO finalize lease with Nick Fish Building. We can use the water bureau building at least till the end of the fiscal year.

Representative Reports:

Land use & Transportation: Arlene is under the weather and not here.

East Portland Parks Coalition: JR reported they are meeting every other month. This month Parks & Rec came and shared information about Summer Free for All, which is different programs offered free in the summer at the parks. COVID caused limited amount of activity and they are hoping to have more robust activities this summer. With the levy passing, they are looking at changing what they charge organizations for some of the activities in the summer such as Movie in the Park. Cautiously optimistic of events happening this summer.

Portland Clean Energy Fund: Gayle reported reminder next mini grants will be due on April 1st. The mini grants are limited to \$5,000. It is an easy process. Spring round of larger grants will be commencing next month. There will be many workshops for the applicants.

Portland United Against Hate: Layla reported they had a community forum on issues like equity, inclusion, etc. Education Committee working on getting youth to work on issues. She said remember to report any hate incidents.

Announcements: Frieda provided an update that all David Douglas Schools were open. Two elementary schools had been moved to Distance Learning due to staff shortages that made it unsafe in having the students in person. She stress that no matter which school district to be patient and understanding. The school moving to distance learning temporarily was due to staff shortages and often these decisions had to be made with little notice. The districts are trying to do the best they can under the circumstances.

Meeting adjourned at 8:17 pm

Economic Development Subcommittee

February 7, 2022 | 5:30 to 7:00

Theme for 2022: New Action, New Partners

Presentation by Rana U about Portland Youth Builder's mission is to support young people who are committed to changing their lives to become self-sufficient, contributing members of the workforce and community. For many young people, the path to success in life is neither straight nor clear. Portland YouthBuilders offers hope and a second chance at success for young people whose experiences with poverty, violence, drugs, hunger, and loss have interrupted their route to success.

Presentation by Adam Kohl, Outgrowing Hunger on PCEF project activities and efforts to develop business outlets for the groups growing produce on land managed by Outgrowing Hunger

Economic Development review and approval of 2022 goals

- Our goals, next steps, Gayle
- EPAP evaluation of past progress: JR
- Collaboration with East Portland Resilience Coalition and other organizations
- How to measure progress on goals

Economic Development 2022 Goals (proposed)

1) **Action:** Develop new relationships with community organizations to foster job development through projects. Encourage organizations to advocate for, develop pilot projects, and model job training programs to benefit EPAP geographic area. (EC.4.3,EC.4.4)

2) **Action:** Advocate for the Equitable Infill and Redevelopment Program (EIRP). The EIRP gives homeowners the knowledge, contacts and strategies for redevelopment of their own property. Develop a proactive response to the Residential Infill project to benefit low income homeowners and businesses. (EC.3.1,EC.3.2,HD.6.3,CM.1.4)

3) **Action:** Maintain a liaison connection with Portland Clean Energy Fund Committee to monitor and promote the ability to provide workforce development funding opportunities for organizations and small businesses.(HD.2.4,SN.1.5,EC.4.2)

4) **Action:** Advocate for a Quadrant Plan equivalent plan for East Portland in the form of an Anti-Racism Equity Plan for East Portland.

(Entire action plan supports this.)

Adopted February 7, 2022



East Portland Action Plan

Housing Subcommittee Report

February 14, 2022

2020 – 2022 Committee Strategic Priorities:

We envision East Portland becoming a community of neighborhoods with the assets, infrastructure, cultural amenities and housing that East Portland residents need, hope for and desire to thrive.

We will:

- Support home ownership for low-income families and families-of-color in East Portland. This includes not only supporting the purchase of a home, but also working to protect vulnerable homeowners from displacement and predatory real estate practices, and working to ensure that low-income homeowners are able to benefit from growth and development in East Portland. (EPAP Goals SN.2.1 and SN.2.2)
- Support creation of needed rental housing for low-income families and families-of-color. This includes working to create new homes across the housing spectrum, acquisition and rehabilitation of existing affordable homes, and creation of a local preference policy to stabilize vulnerable East Portland families and ensure that they can remain in our community. (EPAP Goals SN.1, SN.2, SN.6, EQ.1, and EQ.2)
- End City development policies that are driving displacement, including fully implementing the anti-displacement policies of the Comprehensive Plan and demanding meaningful changes to Portland's use of urban renewal. (EPAP Goals SN.1, SN.2, SN.6, EQ.1, and EQ.2)

Housing Subcommittee Meeting

February 14, 2022

Attendees: Frieda Christopher, JR Lilly, Jamila Dozier, Nick Sauvie, Marih Alyn-Claire, Gloria Cruz, Carol Hasenberg, Kathryn Hartinger, Becca Uherbelau, Anthony Castaneda, Caleb Tel Coder, and Linda Bauer

Guests: Andrew Speer, Charter Commissioner and Sofia Alvarez-Castro, Charter Commission Engagement and Communications Coordinator

The meeting began at 6:04 pm. Tonight's meeting was held online via Zoom meeting.

Nick welcomed everyone to the meeting and asked everyone to introduce themselves.

1. Introductions
2. **Charter Review Process** - Andrew Speer, Charter Commissioner and Sofia Alvarez-Castro, Charter Commission Engagement and Communications Coordinator
Andrew gave a PowerPoint presentation explaining what the charter review process its, timeline, and what the commission does (See attached). Anthony took over and explained the current form of city government and how it works. He explained the two alternative forms of government – Mayor-Council and Council-Manager. He also provided an overview of our current city council elections. Alternative constituencies 1. Single member, multi-member, or Mixed 2. Hybrid - both district and at-large. They are also researching the alternative voting methods: pick one, star voting and choice voting. Becca shared areas of agreement and what's next. 1. Agreed to shift from all at-large and increase number on council. 2. Shift from Commission form to form where councilors do not directly manage bureaus. 3. Shift to only one election and shift to alternative voting method. Frieda asked for more clarity on how the districts would work. She also asked for clarity on form of government. Marih and Carol asked additional questions. It was opened up to discussion and comments. There were comments on what to vote on and keeping it simple, redistricting and how the representation is, and importance of EP getting representation and importance of how the boundaries are drawn. Frieda suggested not trying to do too much because it might be confusing. They should consider just the change in form of government and change to number, etc. of councilors. They could always move to change voting structure at a later time.
1. **Portland and Metro Bond Summary** – Nick Sauvie: Nick provided information on how the PHB bond and Metro Bond have been spent. He broke it down in multiple way and how much was spent in East Portland. Nick responded to questions (See attached). Carol asked if there were any consideration of infrastructure to support the affordable housing. Nick said there are a couple of concerning issues on the selection of locations. One is the opportunity mapping to show where services are and also heat islands in the city. These are two negative things for EP and impact us getting affordable housing.
2. **PHB Update** – Jamila Dozier: Jamila gave an update (See attached). She announced the new bond projects and said they will focus on permanent supportive housing. She provided the types of units. They are Francis-Clare Place, 61 units in Buckman area

and it will have the supportive services and is supported by Section 8 vouchers; Alder 9 with 159 units in the Buckman neighborhood and 42 will be family size units; Barbur Apartments located in SW Hillsdale neighborhood with 149 units with affordable 60% to 30% with 59% will serve families including 3 and 4 bedroom apartments; and the Alcena (Metro bond), in located in Boise Eliot neighborhood and has 75 units and N/NE Preference Policy will apply. She also shared about the ARPA funds proposal for next year's budget. It is specific to 82nd Avenue as part of Anti-Displacement Program and has to do with all the infrastructure work that will be done on 82nd. It is to address the increase in land, home and rent prices. Most of the residents in this area are extremely cost burden so at risk of homelessness. It was asked if there was any discussion of displacement work in outer EP. She said no. Nick said he was disappointed in choice of developers - Related NW on Alder 9 is not local. Nick said we need to make sure we have permanent affordability.

3. Announcements: Jamila said they have opened an RFQ to add to their extended network. They need organizations that serve Native American, Asian, and Native Pacific Islanders. JR said Cultivate Initiative is having an Eat & Greet on March 22nd. They also will be the organization managing the Safe Rest Village at 122nd and Burnside. Frieda announced David Douglas School Board approved going after a construction bond in May.

Meeting was adjourned at 8:00 pm

Next EPAP Housing Meeting:

Monday, March 14, 2022 at 6:00 pm

Meetings will be held with Zoom until further notice.

For translation services at our meetings, contact JR Lilly at 503-823-8027 or
jr.lilly2@portlandoregon.g

The Goal of the Housing Subcommittee is to find common ground in supporting a range of housing types in East Portland as a means to strengthening livable communities, encouraging healthy, complete, and stable neighborhoods, and promoting family wage jobs. A range of housing types is meant to include rental housing and home ownership as well as housing for people at various income levels.

The purpose of the EPAP Housing Subcommittee is to agree upon productive strategies for housing and to prioritize action items involving housing for East Portland. These strategies and action items might include (but not be limited to): encouraging housing for people in a range of income levels---including affordable housing for low-income people, promoting high quality housing development and construction standards, and encouraging property rehabilitation as well as new construction. The EPAP Housing Subcommittee will work with a lens of preventing displacement, protecting tenants' rights, promoting enhanced housing inspection enforcement, supporting local schools, encouraging job creation and economic development, and strengthening neighborhoods.

The EPAP Housing Subcommittee will strive to promote, for all East Portland residents, quality housing by design which in turn promotes stronger educational systems; an increase in living wages jobs, greater economic opportunity, stronger educational systems, enhanced transportation, and healthy neighborhoods throughout East Portland.

Displacement Prevention Recommendations for East Portland (August 2015)

- **Community Benefits Agreements (CBA)**

This is a contract with a governmental agency, real estate developer, or other jurisdiction to provide specific benefits to the local community or neighborhood in exchange certain provisions from that community or neighborhood. On public projects, CBAs can be negotiated with the initiating government agency and can be included in a Request for Proposals (RFP) with contractors. With private developers, benefits can be negotiated in a contract established with community groups who then accept (or don't oppose) project adjustments. CBAs have funded workforce training, local hiring, childcare access, affordable housing units, re-location stipends, reinforced access to family-wage jobs, and other public benefits.

- **Rent Stabilization**

Just as Oregon has property tax increase protection, Rent Stabilization protects tenants in residential multi-family properties from excessive rent increases by mandating reasonable gradual rent increases, while at the same time ensuring the landlords receives a fair return on their investment.

- **Just Cause Eviction (JCE), Code Enforcement, and Renter Education**

Just cause eviction controls are laws that protect renters by ensuring that landlords can only evict with proper cause, such as a tenant's failure to pay rent or destruction of property. While JCE provides such protections for renters, landlords retain full right to evict a tenant for breach of rental contract. Code Enforcement compels landlords to improve unsafe building conditions. Code Enforcement can ensure that multi-family dwellings are owned and managed responsibly. When housing code violations are found and not corrected, the government can impose significant penalties upon landlords. Rights and responsibilities education for renters must be included as an active

component of JCE and Code Enforcement, to ensure the systems are reasonably monitored and enacted.

- ***Anti-Displacement Impact Analysis***

Impact Analysis is a tool that requires multi-family and commercial developments to provide a pre-build assessment of the effect such development will have on displacement in the area (usually a one-mile radius).

- ***Housing Acquisition Rehabilitation to Ensure Affordability*** This applies public housing dollars to purchase existing multi-family developments in poor condition and to rehabilitate the facility for use as affordable housing to be managed by a public entity or non-profit that serves low-income populations.

- ***No Net Loss/Affordable Housing Preservation Ordinance***

No Net Loss is when a City has to maintain a fixed amount of affordable housing through preservation, new construction, or other replacement of lost units. The Affordable Housing Preservation Ordinance is the establishment of a policy to ensure that the amount of housing affordable to low- and moderate-income persons does not decrease over time.

- ***Broadening Homeownership and Cooperative Ownership***

This establishes programs to increase opportunities for low-income households to have the opportunity to purchase a home. It means that some of the barriers to homeowners are removed so that homeownership becomes easier for groups of people who are often unable to purchase homes for themselves. Cooperative Ownership of multi-family developments occurs when a group of people form a collective business corporation to share ownership of a building. Co-op members work together to reach mutual goals based on democratic control and decision-making. Co-op members may or may not be residents of the shared ownership building.

- ***Inclusionary Zoning***

This requires developers to make a percentage of housing units in a new residential development available to low- and moderate-income households. In return developers receive non-monetary compensation in the form of density bonuses, zoning variances, expedited permits, or similar provisions that reduce construction costs or promote the developers' goals. This can be done in developments with many single-family units or in multi-family developments.

- ***Owner-Occupied Homeownership Retention for People with Low -Income***

As house values rise taxes rise and people living on limited and fixed incomes are not able to afford the taxes. While benefiting at the point of sale, people cannot afford to stay in their often long term residences and cannot find another home in the area that does not present the same condition



Grants Committee

Partners Grant & Community Support Fund Timeline
Update the Partnership Grant information

Partnership Grant- \$20,000

Support Session:

- Fri, Mar 25 at 10 AM
- Wed, Mar 3rd at 2:00 PM
- Tues, Mar 8th at 10 AM update

Deadline:

- **Friday, March 11 by 11:59 PM**

General Meeting:

- Wed, March 23

City Council: Checking in with Grants Management Team

Community Support Fund- Round Two- \$10,000 + \$1,300

Support Session: need to update (send presentation to committee for feedback)

- Wed, Feb 16th at 4:00 PM
- Mon, Feb 28th at 10 AM
- Fri, Mar 11th at 10 AM

Deadline:

- **Friday, March 18 move to April 15**

Projects between 5/1/22-4/30/23

Other Notes:

First Grants Committee meeting of next year to discuss timeframe of grants (11 or 12 months)

Make sure to share grant opportunities at other subcommittees meetings (add to agenda)

Use reporting on past grantees to council and our group

Add in our timeline a Chace for us to Report Review

Recruitment for Grants Committee & Scoring Committee

Grants Committee Members- once a month meeting

Scoring Committee for:

- Community Support Fund Round One
- Community Support Fund Round Two
- Civic Engagement Grant
- General Grant
- Partners Grant

Scoring Committee Stipend Sign Up & Meal Reimbursement

JR reminded everyone that we will be reaching out about meal reimbursement doe scoring meetings.

Next month Feb

Scoring Meeting for Partnership and CSF



East Portland Action Plan

Member Participation Agreement

The East Portland Action Plan (EPAP) is an ongoing committee charged with providing advocacy, and leadership in implementation of the *East Portland Action Plan, a guide for improving livability in outer East Portland*, as adopted by the Portland City Council in February 2009 and the Multnomah County Commission in July 2010.

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

The EPAP will craft and recommend approaches and solutions that are workable for a wide range of needs and interests, based upon the 'Guiding Principles' identified above. The EPAP operates using a consensus model. Committees and Subcommittees can make public statements that are specific to their group. Proposals seeking approval from the general EPAP will be decided by Participating Agreement (PA) signing members. Committee, Subcommittee, or Workgroup consensus participation requires attendance at two (2) meetings and a commitment to future regular attendance.

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.



GUIDING PRINCIPLES

The EPAP is dedicated to:

- Value the past and consider the future in making decisions that contribute to improved livability in East Portland.
- Build lasting community leadership and relationships 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.
- 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.

PARTICIPATION AGREEMENT (PA) MEMBERS

Attendance at two (2) EPAP general meetings is required before an attendee is offered an opportunity to sign a *Participant 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



East Portland Action Plan

Structure

CHARGE

The East Portland Action Plan (EPAP) is an ongoing group charged to provide leadership and guidance to implement the *East Portland Action Plan, a guide for improving livability in outer East Portland*, as adopted by the Portland City Council in February 2009 and the Multnomah County Commission in July 2010.

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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

The EPAP will craft and recommend approaches and solutions that are workable for a wide range of needs and interests, based upon the 'Guiding Principles' identified above. The EPAP operates using a consensus model. Committees and Subcommittees can make public statements that are specific to their group. Proposals seeking approval from the general EPAP will be decided by Participating Agreement (PA) signing members. Committee, Subcommittee, or Workgroup consensus participation requires attendance at two (2) meetings and a commitment to future regular attendance.

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.

PARTICIPATION AGREEMENT (PA) MEMBERS

Attendance at two (2) meetings is required before an attendee is offered an opportunity to sign a *Participant 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, so as to understand the issues and to 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".

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.

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