



Wednesday, February 22, 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, March 22nd - Introduction • Name/Pronouns/Affiliations 	X X X X X X X X	X	
6:45	Nick S Bobbi Y JR L JR L	<p>Sub/Committee Update</p> <ul style="list-style-type: none"> - Housing Subcommittee (5 min) - Grants Committee (5 min) - Operations Committee (5 min) - Structures Committee (5 min) 	X X X X		
7:10	Grants Committee	<p>2023 Grants Recommendation Approval-ACTION: VOTE (25 min)- after reviewing all submitted applications the Grants Committee is requesting for approval of this years EPAP Grants Recommendations:</p> <ul style="list-style-type: none"> • Action 1: Approve Partnership Grant Recommendation • Action 2: Approve General Grants Recommendation • Action 3: Approve Civic Engagement Grants Recommendation 	X	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	Advocacy Opportunities 2023- discuss upcoming committee seats open and plans to continue civic engagement	X		
8:05	Carol H Arlene K Gayle P Layla A	<u>Representative Updates</u> - 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		<u>Announcements</u> - Open Floor (5 min)	X		
8:30		Meeting Adjourn			

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, 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

Housing Subcommittee Meeting

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

East Portland Land Use and Transportation Committee Meeting

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

Operations Committee Meeting

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

General Meeting

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

Grants Committee Meeting

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

Structures Committee Meeting

Mon, Mar 27 | 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



Partnership Grant Recommendation

	Organization	Project	Award
1	ROSE CDC		\$20,000.00
			\$20,000.00

Civic Engagement Grant Recommendations

	Organization	Project	Award
1	Jim Pepper Native Arts Council	11th annual Jim Pepper Native Arts Festival	\$10,000.00
2	Portland Workforce Alliance	Summer Career Academy	\$5,000.00
3	Women-Sew Global Foundation	Stitching Lives Together-Sewing Collectives	\$7,700.00
4	Division Midway Alliance	Festival of Nations 2023: Promoting BIPOC Small Business	\$5,000.00
5	Torus	Free English Classes for Ukrainian and Afghan Immigrants and Refugees	\$5,000.00
6	SOAR Immigration Legal Services, a program of Ecumenical Ministries of Oregon	New Americans Initiative – East Portland	\$2,000.00
7	Columbia Slough Watershed Council	CSWC Bilingual Paddle Program	\$4,000.00
			\$38,700.00

General Grant Recommendations

	Organization	Project	Request
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1	2023 East Portland Eat & Greet Series	Cultivate Initiatives	\$3,500.00
2	EECRC Newcomers' Orientation	Ethiopian and Eritrean Cultural Resource Center (EECRC)	\$10,000.00
3	Slavic Festival	Slavic Community Center of NW	\$9,826.75
			\$17,326.75



EPAP General Meeting Virtual Meeting

January 25, 2023 6:33pm

Participants JR Lilly, Frieda Christopher, Bobbi Yambasu, Carol Hasenburg, Nick Sauvie, Joanne, Rees, Ali Ibrahim, Bob Earnest, Michael Cummings, Layla Assem, Linda Robinson, Gayle Palmer, Annette Stanhope, Dr. LaVerne Lewis, Sean Cruz, Ann McMullen, Khan Tung, Jennifer Hardnett, Robert Schultz, David Hampsted, Kim Watson, Jean Fang, Jim Hinton, Abas Hassan, and Catherine Mushel.

Welcome: Bobbie welcomed everyone. JR will also act as host. He explained the Zoom etiquette. Bobbie posted the Code of Care for the meeting and read the Code.

Facilitator: Bobbie

Timekeeper: JR

Note Taker: Frieda Christopher

Next meeting: February 22, 2023. This meeting will be via Zoom.

Bobbie had each person introduce themselves and their affiliation.

Sub-Committee Reports:

Economic Development: Gayle reported they heard information about new grant opportunity funded by Waste Program at Metro which is focused on East Portland (EP). It is managed by Elevate Oregon. They are giving 4 grants up to \$25,000. They are open to non-profits and community organizations. They will not have a meeting in February, but will meet on March 6th. (See notes for details)

Grants Committee: Schultz reported they have and are scoring the General Grants and will be scoring the Cultural Language grants in February. (See Notes for Details)

Cultural and Language Committee: Layla said they met in January. Without an advocate they are suspending meetings until one is hired. They will meet informally. No notes were taken.

Operations Committee: JR reported that Operations met and it is an open meeting. We discussed that JR will be leaving as our advocate. Also had conversation about hiring timeline and process. The committee discussed the process for General Meeting given no advocate, so it was determined to switch totally to virtual meetings. (See notes for details).

Structures Committee: Bobbi reported they are still meeting and working on the structures document and will be bringing forth the new Participating Agreement tonight.

EPAP Participation Agreement: Bobbi said there were 20 PA members in attendance. Bobbi said draft language had been sent to everyone with agenda. Some of the parts have already been passed including attending in good standing. There are two actions: Accepting PA agreement and voting to have all members signing the new PA. JR listed some of the new sections and some language that did not change.

The plan is once the participation agreement is approved will have until July of this year to sign the new agreement without orientation. There will be document on website and you can sign, scan and send in or it can be dropped off at the door. If you can't do either you can send an email to JR and chairs that you are signing the PA and want to be a member. JR will email the PA out to all members. Both items passed.

Accept the new PA agreement: 17 yes 0 opposed

Accept the ways to sign and 6 months grace period: 18 yes 0 no

EPAP Advocate Position: JR provided a PowerPoint on the Advocate Position Update. JR has taken a role with Multnomah County and has reduced his hours to 8 hours a week. Co-Chairs and Operations are working with Commissioner Ryan's office and OMF Grants Management Division. With the 8hr per week it will keep his P-card available. He will be doing this for 2 months. Temporary measure is to go to virtual committee and general meetings. Culture & Language will put meetings on pause. Meetings will have to be hosted by Community Members (facilitation note taking and reporting). Any communications you should email JR and copy chairs. JR will meet with Co-Chairs and will be supporting grants process. He will do Grants management for current grantees and some transition support. There is no timeline for hire yet. EPAP member will be asked to participate in process. City is going to explore a limited duration position but no decision on that yet. JR is working on support from other City resources. JR will be working with County Chair and will be working on County budget committee and hope this will bring more EPAP connections. It was asked if there would be hiring committee and the answer was yes.

Advocacy Opportunities: JR provided a PowerPoint on advocacy opportunities. It listed some opportunities. There is the Salary Commission though Bob said they were looking for people with the right skill set. PCEF is looking Benefits Fund Committee. Government Transition Advisory Committee applications were closed. The Independent District Commission has already been selected. Arlene Kimura was selected from EP to be on the committee. It is to be decided by Sept 1, 2023. Members can participated with our legislative agenda advocacy that will be done with City, County Metro and State. JR explained how input could be made on City Budget. First budgeting listening session is on April 10th. Gayle requested we have a meeting with Comm. Ryan as soon as possible and not wait for new advocate.

Representative Reports:

East Portland Parks Coalition: Carol reported invited representatives from Summer Free for All. They talked about plans for this summer. She said thousand attended East Portland Arts Festival. Hazelwood Neighborhood Association(NA) are applying for concert in the Parks and so did Wilkes NA. Parks want to up amount events from 40 to 60. They want to make sure there is coverage of events in EP. Alisha Hammack will speak in May for the Mobile program. They are switching to have more in housing developments rather than in parks in the program. Carol said there is a potential for a strike so may need more volunteer in the Horticulture unit. Next meeting in March and looking at doing something on tree canopy. It was asked about Sunday Parkways and she said they will be continuing them. (See notes for details)

Land use & Transportation: They had no meeting.

Portland Clean Energy Fund: Gayle reported she will put a list of Public meetings in the chat. She said PCEF commission has 3 open positions. Prior to series of open meetings she will participate on strategic requirements for resiliency. She said the new plan for PCEF will be voted on in July and new funding will be available in late spring of 2024.



Portland United Against Hate: Layla said they are having a Black Liberation in teaching and will be virtual. You have to be approved to attend. It will be held on Jan 28th at 10am-3pm.

Announcements: Frieda announced she will not be running for David Douglas School Board in May, so there would be an open position for those that are interested. Layla just wanted to acknowledge JR's work and that we appreciate all his work with EPAP.

Meeting adjourned at 8:20 pm



East Portland Action Plan

Housing/Economic Development Subcommittee Report

February 13, 2023

2022 – 2024 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 13, 2023

Attendees: Frieda Christopher, Nick Sauvie, JR Lilly, Linda See, Char Penn, Joanne Rees, Bob Earnest, Megan Beyers, Andy Miller, Laurie Palmer, and Linda Bauer.

Guests: Commission Rubio, Molly Rogers and Jessica Conners (PHB) Caleb Coder (Cultivate Initiative)

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

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

City Bureau Changes - Commission Carmen Rubio

Commissioner Rubio said she is thrilled to work with Portland Housing Bureau (PHB) and housing advocates. She is now handling Prosper Portland (PP), Portland Housing Bureau, Bureau of Developmental Services (BDS) and Bureau of Planning and Sustainability (BPS), which are one of the core clusters to align for the City's transition. This cluster is Community and Economic Development. They are looking how the Bureaus can work together and build on what is already going on. The City is developing a 90 day plan. One focus is to improve permitting services to make it faster, less expensive and to help facilitate the building of housing units. She has asked BDS to look at what housing is stuck in the permit pipeline to move them along. The highest urgency is around housing and looking to leverage all tools we have to increase and speed up the development of housing.

Since the state of emergency there has been more than 2500 units opened. Also there has been thoughtful work to advance equity. We want to hold community in the center. Joanne asked what was her commitment to help tenants with rental assistance and first and last month rent. Commission Rubio said they are actively meeting with residents and advocates. She said conceptually she cares about all you described and ensuring everything is being done to help renters. Molly said PHB has been working with County and State on additional resources to help renters with assistance. We still are seeing need with rental arrears. Andy asked if there was there an update on new PHB director and are there new revenue sources for affordable housing. Before Director Callahan left PHB was doing a strategic plan and they were thinking about how they are changing. They are finalizing the strategic plan and working at the same time working on the Director search. PHB is collaborating with other public entities and stakeholders on how they might obtain more funds. With many of the URA's sunseting and the TIF returning to the general fund, Molly said they have requested that some of the TIF funds that go back to general fund be allocated to the PP and PHB. Joanne asked the Commissioner to keep an eye on the mass encampments proposed.

PHB Update – Molly Rogers & Jessica Conners, PHB

Molly started with saying we have had some leadership shifts and we are working on rebuilding the team. Molly provided a PowerPoint on housing. Jessie started with the need for affordable housing with 25,000+ units needed in Portland and the most need to be <30% AMI. Most areas of Portland are unaffordable to rent or buy for underserved communities. Single parents and African Americans are especially impacted. She said all Portland bond funds have been allocated. City bond funded 1,859 units with over 4,000 housed with the bond funds. Also, the Metro bond funds

are on track to exceed goals. There are 1,587 in the pipeline which will housing 4000+ individuals. Portland has helped fund 2623 units between 2015-2022. PHB has a 90 day work plan which include identifying 400 publicly owned sites for land banking for housing; understanding the impact of policies and regulations that impact building of housing; partnering with County; and they want to keep engaging state and regional parts to align housing development. In the current budget, they put in request for ARPA funds which is to be used for 82nd Ave anti-displacement, housing, workforce development and land acquisition. They are working with Cully TIF district planning, an inclusionary housing recalibration study, a housing needs analysis, and Housing Bond 2.0 Planning. In addition they are reviewing MULTE renewals (tax exemption program) to assist renters to stay in their units. Current they are working on filling the Policy and Planning position. They need to fill this position then fill the East Portland policy position. They are trying to determine if hiring a director should wait until after the city government transition. Andy said they are seeing 2 different stressors. You can't look at increase housing production without looking at affordability, which will require additional funding. There is a need to have additional affordability, not just build addition units. Frieda asked about the notice to schools, similar to the notice the neighborhood associations receive when multi-family units are being built in a school district with funding from the City. With COVID, it seems to have fallen through the cracks. Also she would like to see the City advocate with the state that all developers who receive public funding for multi-family projects have to notify the school district of the project.

Safe Rest Village Update – Caleb Coder – Cultivate Initiative

Caleb reported the Menlo Park Safe Rest Village (SRV) has opened and has 49 pods and it is fill up. He said what has gone well is sense of community with staff and neighbors. There has been some difficult challenges with facilities and they are working through the kinks. The weather is a challenge. It has also taken awhile for the homeless to adjust to living in the SRV. The residents are getting ID's and working on permanent housing with housing specialists. There is limited housing units which is the next steps for the residents of the SRV.

Bob went to opening and was impressed. He said it doesn't look institutional at all and he feels it was a good job. Andy said he was a sceptic of the SRV concept, but he also has been impressed. He asked where the SRV sits with change in bureau assignments. Caleb said it was built with ARPA funds through the City. Cultivate Initiative services for running the SRV is funded by the Joint Office with contract. Joanne said she is hoping they will be sharing the issues with the Reedway SRV. She also asked if Caleb knew how many were local and how many came from other areas. He said they are going to do a 90 day review with the City and Joint office to share what they have learned to help other SRV's. The referring piece is complex and a continued conversation, since at this time they don't decide who is referred. It goes through Street Response Unit. Laurie said she sits on gun violence and she is impressed you have been able to maintain SRV and she sees fewer tents on Burnside. Caleb said they have been active and they feel their' presence helps. The members were very complementary of Cultivates work with the SRV.

Other business – Frieda asked that if members had ideas on future meetings to let Nick or her know.

Announcements (5 minutes)

Char announced Coffee with a Cop on March 16th at New Hope Church on 106th & Henderson at 11am. Lents Livability sponsored.

Meeting was adjourned at 7:30 pm

Next EPAP Housing Meeting:

Monday, March 13, 2023 at 6:00 pm

NEXT MEETING WILL BE VIA ZOOM

For translation services at our meetings, contact JR Lilly at 503-823-8027 or

jr.lilly2@portlandoregon.gov

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

Operations Committee

February 21, 2023 | 5:00 PM

MEETING NOTES

Attendees: JR Lilly, Bobbie Yambasu, Frieda Christopher, Nick Sauvie, Gayle Palmer, Linda Bauer, and Johnny Bradford.

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

Structures Document- Bobbie said they are working on the Leadership section and want to have a conversation around the balance of the document to get feedback. One thing changed in the Leadership incorporated the language around voting to align with other voting section and have taken out the language about subcommittee. EPAP Committee is just EPAP and subcommittees are now just called committees. These were the changes in the Leadership section.

There was discussion around whether there should be other items the co-chairs could authorize. There were examples stated. One example was excess funds because of JR would be part time now and whether could JR just approve. Frieda suggested since it was a reallocation of the budget it should go back to Operations and if time sensitive the co-chairs could approve with subsequently taken to operations. If the co-chairs had to make a decision the limit would be no more than \$5000 without Operations approving.

Gayle asked if there would be a section on Responsibilities of committee chairs and co-chairs. Bobbie said yes they would be including one. Bobbi asked when there was an issue regarding relationships between members who should be responsible for mediating. Frieda suggested it be the advocate and co-chairs and an appeal process to Operations. It was suggested to include a complaint-type process in the document since this has been a gray area.

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

There was a discussion on JR not being able to get the most recent job description and posting for the City. Frieda said she will draft email to Sheila and Darian Jones to get the job description posting that was used 2018 when JR was hired. We will ask our members at the General Meeting to email Comm. Ryan's office to push to move the hiring process along. It has been difficult for us to get the needed information from the City.

JR said there were rumors about moving EPAP back to Civic Life but he said that isn't happening. It will stay with Comm. Ryan's office. Frieda asked about the space in Nick Fish building. JR said he had not been contacted since it was announced he was leaving the position. Frieda asked that JR introduce Bobbie and her to the contact so they could keep abreast of what was happening with the Nick Fish location.

General Meetings – County Commissioner position: Frieda said she receive a request from one of the County candidates if he could come to an EPAP General meeting to

address the group. It was agreed to have all candidates at our March general meeting in a similar format we had at our October 2022 meeting. Bobbi will contact the candidates for March 22nd meeting. Bobbi asked about a sign up list. Frieda said she was only copied on one that was sent in, but she was willing to print and handle them. JR will forward all the PA agreements to Frieda to create an attendance sheet. Frieda asked is JR was going to set up the training sessions on handling Zoom meetings, updating website and sending out reminder emails. He said he would send out a doodlepoll so it could be done before March 5th.

Meeting was adjourned at 6:10pm



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:	



East Portland Action Plan

CHARGE

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 livability the lives of residents in outer East Portland.

*advocacy -- education and promotion of an issue

GUIDING PRINCIPLES

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- 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 process³.

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.

3- outline where the process can be found later in the structures document

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 12 General Meetings.

MEETINGS

All meetings, including General and Committee, are open to the public and will be announced in advance on the EPAP website calendar <http://eastportlandactionplan.org/calendar>. In person General 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 chairs are responsible for the scheduling of their respective Committee meetings and for keeping the EPAP Advocate informed of any schedule changes in a timely fashion.

DECISION-MAKING

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 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.

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'.

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.