



## HUMAN SERVICES COMMITTEE

### Agenda

Tuesday, November 4, 2014  
2:00 pm

Madison Avenue Meeting Room  
500 SW Madison Avenue

- |                                    |  |
|------------------------------------|--|
| Discussion/ <b>Possible Action</b> | I. Commission for Martin Luther King, Jr. Charge (Attachment)                                  |
| Discussion/ <b>Possible Action</b> | II. Community Involvement and Diversity Advisory Board Task Force Recommendations (Attachment) |
| Information                        | III. Other Business  |

### **Next Scheduled Meeting**

Tuesday, November 18, 2014 at 2:00 pm  
Madison Avenue Meeting Room, 500 SW Madison Avenue

### **Agenda**

Arts and Culture Strategic Plan Update  
OSU/City Collaboration Project Recommendation 5-1:  
Community Relations Advisory Board

**MEMORANDUM**  
**November 4, 2014**

**TO:** Human Services Committee

**FROM:** Mary Beth Altmann Hughes, Human Resources Director and the Commission for Martin Luther King Jr.

**SUBJECT:** Commission for Martin Luther King Jr. Revised Charge

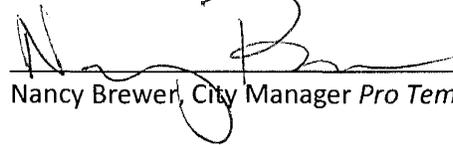
The Commission for Martin Luther King Jr. revised their charge based on a directive from HSC in June 2013 during their commission sunset review.

The Commission has several recommendations, including:

1. A new proposed charge:
  - a. This Commission exists to celebrate and promote the principles and legacy of Dr. Martin Luther King with the goal of helping Corvallis to become a more inclusive and just community.
2. Renaming the Commission to either:
  - a. The King Legacy Commission; or
  - b. Dr. Martin Luther King Jr. Legacy Commission.
3. Increase Commission from 8 members to 10 or 12 members and have one student representative from a college/university and one representative from 509J.
4. Move the Commission from Human Resources to the City Manager's Office.
5. Increase staff support for Commission (recommendation from Public Participation Task Force).

The complete report is attached for additional detail on the changes proposed by the Commission.

Review and Concur:

  
\_\_\_\_\_  
Nancy Brewer, City Manager *Pro Tem*

## **The City of Corvallis Dr. Martin Luther King Jr. Commission Recommendations**

### Accomplishments in the Past Year:

- Hosted a community discussion on the progress towards Dr. King's dream fifty years after the "I Have a Dream" speech.
- The high school essay contest had 28 submissions and four scholarship winners.
- The Martin Luther King Jr. holiday event with John Hunter and the World Peace Game documentary was a successful partnership with OSU and was attended by about 200 people.
- Partnered on events with OSU, NAACP, and the Lonnie B. Harris Black Cultural Center.
- Offered a screening of the documentary Harvest of Empire about immigration from Latin America.
- Reviewed the Corvallis Police Department's policy on unbiased law enforcement.
- Participated in Public Participation Task Force community forums.
- Hosted a presentation by Teryl Ross on diversity trends and issues in Corvallis.
- Completed kiosks for Martin Luther King Jr. Park.
- Installed posters in kiosks as a temporary display until a permanent display can be implemented.

### Proposed Charge:

This commission exists to celebrate and promote the principles and legacy of Dr. Martin Luther King with the goal of helping Corvallis to become a more inclusive and just community.

### Goals:

- Promote inclusion of diverse people and communities within Corvallis.
- Pursue nonviolent solutions to economic and social injustices in Corvallis.
- Be a strong advocate to build a strong and diverse community of Corvallis residents.

### Objectives:

- Coordinate with city and community groups.
- Develop Martin Luther King Jr. Park as a resource for promoting diversity.
- Convene, facilitate, and educate the community around issues of diversity, economic justice, social justice, and nonviolence.
- Use the MLK holiday as an opportunity for education and community-building.
- Work with individuals and community groups to facilitate and advocate for diverse perspectives with the city.
- Monitor and advise the city elected officials and city departmental management on impacts of policies and decisions on underrepresented communities especially as they relate to human resources and law enforcement.
- Help prepare city for the changing demographics of the future.

### Name of the Commission:

There has been some confusion over the name of the commission. We have been referred to as the Dr. Martin Luther King Jr. Commission or the Dr. Martin Luther King Jr. Commemorative Commission. Most commonly, we are known as the MLK Commission. The commission exists to honor and continue the work of Dr. Martin Luther King, Jr. The legacy of Dr. King owes a great debt to Coretta Scott King who worked alongside Dr. King and continued after his death. She also extended his legacy to include

justice for women and gay and lesbian communities. To honor both of their work and our continued work, we suggest The King Legacy Commission or Dr. Martin Luther King Jr. Legacy Commission as a name that is both simpler and more encompassing.

Size of Commission:

Due to the scope of work and breadth of community to represent, we suggest the commission be increased from its current eight members to include either ten or twelve members. We also suggest that at least one representative be a college student representative and perhaps one representative from the 509J school district.

Reporting Structure:

We are currently under the Human Resources Department at the city. Part of our charge has been to be an affirmative action advisory committee for the city. Though there is personnel and human resource expertise on the commission, we have not been called upon to serve in this capacity. It might make more sense to have the Mayor or City Manager's office as the connection point with the city to better optimize the contributions of the commission.

**MEMORANDUM**  
**November 4, 2014**

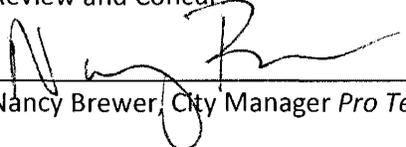
**TO:** Human Services Committee

**FROM:** Mary Beth Altmann Hughes, <sup>MBH</sup> Human Resources Director and the Community Involvement & Diversity Advisory Board (CIDAB) Task Force

**SUBJECT:** CIDAB Scope of Work

CIDAB's scope of work as envisioned by the Public Participation Task Force (PPTF) is extensive. The CIDAB Task Force has concerns that the amount of work being asked of CIDAB volunteers is too great. If the Council chooses to move forward with CIDAB as envisioned by PPTF, we feel that the success of CIDAB will largely depend on the leadership of the City Council to work with the Board to set a manageable work plan. This advisory board will require extensive volunteer hours outside of regularly scheduled CIDAB meetings. We feel an experienced chair with exceptional leadership skills will be necessary to build a solid foundation for the work being asked of this advisory board. In addition, as addressed in PPTF recommendations, CIDAB will also require a significant amount of staff time and resources to complete its work.

Review and Concur:

  
\_\_\_\_\_  
Nancy Brewer, City Manager *Pro Tem*

# **CIDAB Task Force**

## **PROPOSED**

### **Charge for Community Involvement and Diversity Advisory Board**

(Revised October 2, 2014)

CIDAB is charged with engaging Corvallis' diverse community to increase involvement and representation reflective of our community in all opportunities within the City.

This effort may include the following tasks, as prioritized by the City Council:

1. Make recommendations to the City Council for on-going implementation of public participation processes and strategies that are consistent with the Guiding Principles outlined in the Public Participation Task Force (PPTF) Final Report 2014—collaborative decision-making, diversity, openness and respect, inclusiveness, and accountability—and the implementation strategies in each area recommended in Section V.
2. In collaboration with the Martin Luther King, Jr., Advisory Board, develop and implement strategies to improve inclusion of diverse community members in public processes, and on City Boards and Commissions.
3. With City staff, develop orientation and training materials for City Council, Boards and Commissions, in effective ways for each body to encourage public participation.
4. Focus on community and neighborhood involvement in general government processes and planning, including but not limited to the following:
  - a. Evaluate public processes to ensure incorporation of effective strategies for diversity and inclusion;
  - b. Advise the City Council, Boards and Commissions, City staff, and City-sponsored task groups in effective outreach methods, meeting formats, and timing of public comment that encourages diverse and effective public involvement.
  - c. Improve ease of access to City government, and advise City Council and City staff on strategies to improve the accessibility of understandable information, including web materials.
  - d. With City staff, develop materials in a variety of formats and languages, which provide explanations of aspects of City government and decision-making processes, and describe opportunities to participate formally and informally.

- e. Foster and support neighborhood and community connections that allow neighborhood and community groups to 1) sustain themselves continuously, 2) connect neighbors to neighbors, and 3) partner with each other and the City in meeting the needs of their communities and those of the larger City community. Public Participation Task Force Final Report, Section VI "Neighborhoods" (2014), provides example strategies for this effort.
  - f. Develop training materials for Registered Neighborhood Groups and community members in effective public participation.
5. Ongoing responsibility for the review and improvement of the Board and Commission System and other public-participation practices.
6. Provide information to community members to facilitate their involvement in all phases of land use planning and decision-making in accordance with Statewide Land Use Goal 1 (Citizen Involvement). In collaboration with the Planning Commission and Historic Resources Commission, and potentially including representatives from each, a CIDAB Land Use sub-committee will focus on activities to implement Goal 1, including but not limited to the following:
  - a. Provide information to community members regarding opportunities to become involved in land use processes and decisions;
  - b. Develop and update educational materials and community training materials to promote greater understanding of land use issues, in formats and languages intended to ensure that technical information is available in an understandable form;
  - c. Evaluate programs and procedures used to promote community involvement in land use planning, including inclusionary strategies to increase diversity in participation; and
  - d. Advise City staff and the City Council on ways to improve community involvement in the processes by which land use decisions are made.

## MEMORANDUM

October 29, 2014

TO: Human Services Committee  
FROM: Nancy Brewer, Finance Director   
SUBJECT: **Staffing for the Martin Luther King, Jr. Advisory Board and the Community Involvement and Diversity Advisory Board**

### I. Issue

To identify staffing needs to support the Martin Luther King, Jr. Advisory Board and the Community Involvement and Diversity Advisory Board.

### II. Background

The HSC agenda includes discussion items for the charge to establish the Community Involvement and Diversity Advisory Board (CIDAB) and the Martin Luther King, Jr. Commission (MLK) (on November 5 ASC will take up the issue to re-name the MLK Commission the MLK Advisory Board following Council's clarification of the Commission and Advisory Board terms). At an earlier HSC meeting, Committee members stated they would expect to have information at this meeting about staff support needs for these two actions.

### III. Discussion

Based on the expanded scope for MLK as it is proposed, and the draft charge for CIDAB as it is proposed, staff needs would be for at least 1.5 FTE.

- At least half an FTE would need to be a Planner who knows/understands Oregon and Corvallis land use rules and can work with neighborhood groups/members to provide advice on how to be engaged, decision criteria, provide training, etc. (CIDAB charge #6).
- One FTE would focus work with neighborhood groups on non-land-use issues (e.g., organization, participation).
- Both individuals would provide staff support to the CIDAB and/or MLK.
- Both individuals would work to improve the diversity of community members who participate in public processes, and in participating on City advisory boards or commissions.

I would include these positions in the Community Development Department in the Housing and Neighborhood Services (HNS) Division. I believe there would be good linkages between the other functions of this work group and the added services, to wit:

- Neighborhood livability issues are often the coalescing factors for establishing more formal neighborhood groups, so the link between livability code compliance and the CIDAB/MLK work may be beneficial.
- People who weigh in on land-use issues in their neighborhoods and seek assistance for their involvement may find that they have other common issues to work together on.
- The connection within the Community Development Department would mean that land use proposals could easily be communicated from Planning to HNS staff to share with neighborhoods so that community members are advised early about opportunities for input, but without that being a function Planning takes on.
- Neighborhoods are the places where the community first sees diversity and this structure should encourage methods for diverse community members to get more involved.

An alternative would be to staff a .5 FTE in the City Manager's Office to support the MLK Commission, but this would separate the emphasis on diversity and could lead to some confusion about which office to work with to address a particular concern.

There are also some significant challenges for staffing these two groups:

1. There are no financial resources available to fund an additional 1.5 FTE. To add this work will require a reduction elsewhere in the General Fund budget on an on-going basis. In addition to the direct costs, there would also be increased administrative and overhead costs for the HNS Manager and support staff that would need to be factored in. The City Council will need to provide direction on what current services would be reduced or eliminated.
2. If the City Council changes either of the charges from what is drafted, staff requirements may also change. For example, the expanded MLK charge does not speak to changes in the annual MLK celebration, but there has been discussion among community members about expanding the number of celebrations to be inclusive of other social justice advocates and concerns. If this work plan expands, more staff support and direct financial support may also be requested.
3. As noted by the CIDAB Charge Task Force, the scope of work for this advisory board is significant. The City Council would need to develop priorities for staff to address. Based on the priorities, 1.5 FTE may not be enough.

#### **IV. Requested Action**

This is provided for information. If the Committee recommends moving forward with the expanded charge for MLK and the new charge for CIDAB, City Council will need to address the resource issue. In addition, if the Committee forwards a recommendation to the City Council on the CIDAB charge, staff would request City Council direction on whether the current Committee for Citizen Involvement (CCI) should be sunset.

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**Mullens, Carrie**

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**From:** york.penny58@gmail.com  
**Sent:** Saturday, November 01, 2014 1:51 PM  
**To:** Ward 1; Ward 7; Ward 5  
**Cc:** Brewer, Nancy; Mullens, Carrie; Holzworth, Carla; Stewart Wershow; SMITH Jasper; Richard Hervey; Trish Daniels; Altmann Hughes, Mary Beth; Gibb, Ken; Mike Beilstein; Bruce Sorte  
**Subject:** Bruce and Mike,  
**Attachments:** CIDAB comments.docx; MLK comments.docx

I'm attaching notes for the HSC meeting Tuesday on the recommendations from both MLK and CIDAB TF. I'm suggesting some changes in both recommendations so I thought it would be helpful for you (and those on my cc list) to have that language in written form. Specifically I'm suggesting two additional bullet points to the "objectives" section of the MLK recommendations. Also I'm recommending a reworking of the CIDAB TF recommendations, using the format in the MLK document. This includes separating the initial charge statement, inserting goals (reworked from an earlier draft of their recommendations), moving the remainder of their recommendations into an "objectives" section, and adding two additional bullet points. The only new content consists of the additional bullet points - no language is deleted.

My other comments about staffing, funding, etc. are my notes for discussion at the meeting. I thought it would be helpful for representatives from both bodies to have this in advance.

See you Tuesday!

Sent from Windows Mail

MLK comments – Penny York

**Charge:** as proposed

**Goals:** as proposed

**Objectives:** add the following to the proposed

- **Develop, prioritize and implement a manageable work plan to achieve these goals in consultation with the Human Services Committee of the City Council.**
- **Collaborate with the Community Inclusion and Diversity Advisory Board as they develop and implement strategies to improve inclusion of diverse community members in public processes, and on City Boards and Commissions.**

**Name:**

I prefer the King Legacy Advisory Board, just because it's a little shorter than the other. I really like adding the word 'legacy'.

**Membership:**

I'd prefer to keep it at 8, with the clear authority to create necessary subcommittees with additional community members to work on specific tasks. Reps from OSU (LB?), and 509J would be good. If that occurs I'd accept increasing the overall voting membership by that additional number.

**HR or City Manager** HR is within the CM's office. I could see a few options here: the HR Director, the new Public Information Officer, or the staff person from Housing and Neighborhood Services who supports CIDAB. This staff person would need to do some support work if the AB proposes any policy recommendations to Council. Otherwise it seems like needed staff support would be the attendance of the designated staff member, and a note taker. The equitable provision of this basic set of staff support services was a strong recommendation of PPTF.

CIDAB comments – Penny York

### **Charge**

I suggest that the format of the MLK recommendations be used. The Charge below is the first sentence of the CIDAB TF proposal. The Goals section is a revision of the original draft charge as presented by Stewart at the first TF meeting. The Objectives section includes one bullet point about the process of prioritizing actions through a work plan developed in consultation with HSC. The remainder of that section would be the “Charge for Community Involvement and Diversity Advisory Board” as revised Oct 2, 2014 – I’m not suggesting omitting any of the TF recommendation, just moving it into “Objectives”.

#### **Charge:**

*CIDAB is charged with engaging Corvallis’ diverse community to increase involvement and representation reflective of our community in all opportunities within the city.*

#### **Goals:**

- *Facilitate the involvement of residents in all phases of land use planning and decision making in accordance with Statewide Land Use Goal #1.*
- *Promote strong public participation with the full inclusion of diverse people and communities in Corvallis.*
- *Propose methods for access to information for residents, members of appointed bodies, and neighborhood groups.*
- *Facilitate implementation of Registered Neighborhood Groups.*

#### **Objectives:**

- *Develop, prioritize and implement a manageable work plan to achieve these goals in consultation with the Human Services Committee of the City Council. This work plan may include any or all of the objectives below, and others as developed by the members of CIDAB.*
- *Make recommendations to the City Council, etc..... (as proposed by the CIDAB Task Force).*

### **Staffing**

As mentioned in the report by the City Manager PT, staffing needs would increase to meet the needs of this new advisory board. I agree that staff support is needed from someone who is familiar with land use rules. This also needs to be someone who has very strong interpersonal skills, and who is able to encourage but not lead the self-organizing work that CIDAB will be conducting. The work with neighborhood associations in particular needs to support grassroots efforts for neighbors to connect with neighbors, rather than doing any direct organizing. My preference would be that this body be supported by a ½ FTE in the Public Information Office and ½ FTE in Housing and Neighborhood Services. The PIO position would be strengthened by the regular work with residents who are focused on outreach. Personally, my philosophy for the PIO is to have someone who is bridging communication, rather than just dispensing information. I think that the suggestion for 1 FTE to work with neighborhood

groups (beyond the ½ FTE for land use) is too much and would encourage a top-down, rather than a grassroots approach to neighborhood associations.

There is certainly a lot of work to be done, both by the advisory board and by staff. But this work needs to be prioritized by CIDAB (in consultation with HSC and staff) for effective use of resources. The three areas of responsibility where foundational work needs to be done first are reinstating some of the responsibilities of the old CCI, drafting recommendations to begin the RNG organizing, and scoping the information and training needs. When seen from this perspective, the work can be seen as manageable.

### ***Funding***

I believe the current Council allocated start up funds for this effort. I'm interested in staff recommendations about how these could be allocated. Some funds need to be set aside for a pilot neighborhood project grant program. For staffing I recommend 1 FTE, split between PIO and HNS. That would need to be additional funding that could come through the goal setting and budget process. Or perhaps it could happen internally through reassignments. Since the PIO position is already funded, ½ of those costs may be available. Perhaps the other ½ could come from the reassignment of staff from the Collaboration project.