

**HUMAN SERVICES COMMITTEE
MINUTES
November 4, 2014**

Present

Councilor Bruce Sorte, Chair
Councilor Penny York
Councilor Mike Beilstein

Staff

Nancy Brewer, City Manager *Pro Tem*
Mary Beth Altmann Hughes, Human Resources Director
Carrie Mullens, City Manager's Office

Visitors

Stewart Wershow, Community Involvement and Diversity Advisory Board Task Force Chair
Jasper Smith, Commission for Martin Luther King, Jr. Chair
Louise Marquering
Jeff Hess

SUMMARY OF DISCUSSION

	Agenda Item	Info Only	Held for Further Review	Recommendations
I.	Visitors' Propositions	Yes		
II.	Commission for Martin Luther King, Jr. (MLK) Charge		Yes	
III.	Community Involvement and Diversity Advisory Board (CIDAB) Task Force Recommendations		Yes	
IV.	Other Business	Yes		

Chair Sorte called the meeting to order at 2:03 pm.

CONTENT OF DISCUSSION

I. Visitors' Propositions

Louise Marquering said the CIDAB recommendations are confusing and it appears that many issues have been thrown together into one advisory board. The recommendations include CIDAB advising citizens, staff, and Council on diversity and land use issues.

Jeff Hess said the CIDAB recommendations are missing a paid position to represent the public. He noted that staff is offended if referred to as pro-development, yet 80% of the Community Development Department's budget derives from development fees. Staff understands that their salaries are paid by enabling development and it is unrealistic to expect them to be objective when placed in that position. It is a conflict of interest for staff to provide Council with expert testimony on whether a development should occur. The assumption is that Council understands and provides an objective assessment and decision; however Council does not understand the complexity of some codes.

As an example, Mr. Hess said code related to density rounding is very complex in how it was written and is being used. He opined that Council did not take him seriously when he presented his density argument two years ago. He said if he had been able to discuss the issue with someone who understood the code as opposed to learning it himself his neighborhood would have most likely appealed the proposed development immediately. The City needs to move away from expecting staff to be objective. Having someone accessible to the community that is paid by the community and represents the community would be more effective than establishing another board.

In response to Councilor York's inquiries, Mr. Hess said he is not sure how his suggestion relates to the MLK and CIDAB proposals. He suggested that a paid staff position could greatly reduce the scope of the CIDAB proposal.

Councilor Beilstein noted that the intention was for CIDAB to replace the Committee for Citizen Involvement (CCI). Under Oregon land use laws, CCI was required to facilitate citizen participation in the land use planning process. He opined that if the City had paid staff to assist citizens in understanding the Land Development Code (LDC) and learning to effectively bring forward proposals, the staff member would be employed in the Community Development Department. Establishing a board to assist citizens could provide the same outcome and staff members who understand the codes could be available to assist the board. The land use planning laws are based on planning for future growth. An active CCI or similar board could be a benefit to the City.

Mr. Hess said it would be a mistake to have a paid staff person accessible to the community be employed in the Community Development Department. He acknowledged that an active CCI would have been helpful when he was working through the density rounding issue.

Jasper Smith said the recommendations brought forward from MLK clarify the role of the Commission. The staff report includes a list of MLK accomplishments. He noted that the thorough review of the charge was a good exercise for the Commission.

Stewart Wershow reported that the Mayor directed the CIDAB Task Force to develop a charge for CIDAB. The Task Force recommended a vision statement in addition to a list of tasks (included in the meeting materials).

Councilor York noted that she and Ms. Altmann Hughes served on the Task Force and helped develop the recommendations.

Mr. Wershow added that Kent Daniels presented the Task Force with a list of items to be included in the charge. The Task Force reviewed Mr. Daniels' suggestions and determined that each item had been addressed.

II. Commission for Martin Luther King, Jr. Charge

Chair Sorte announced that Councilor York submitted recommended changes via email (Attachment 1a). He suggested the Committee review MLK recommendations by category.

Councilor York acknowledged the effort and dedication by MLK to review their charge and provide good recommendations. She said it was obvious the Commission took the direction from this Committee seriously.

Councilor Beilstein said it is clear that MLK works hard and has been very successful providing good programs on a limited budget. The Commission is tasked with specific work, which is not similar to many other advisory boards. He noted that collaborating with OSU to bring John Hunter to Corvallis brought a lot of activity into the community.

In response to Councilor Beilstein's inquiry, Mr. Smith confirmed that MLK anticipates collaborating with OSU and other organizations to offer more community-wide activities. The MLK budget provides funds for other important activities.

Chair Sorte clarified that the speaker for the 2015 MLK Celebration was not chosen based on price. He acknowledged Mr. Smith's efforts to broaden the role of MLK and encourage collaborations with other organizations.

Councilor York added that sunset review reports are typically created by staff and do not always include what the advisory board might want to present. She thanked Mr. Smith for including the list of accomplishments and said it was the approach Council requested.

MLK Proposed Charge

The Committee agreed that the charge proposed by MLK is appropriate.

MLK Proposed Goals

Councilors Beilstein and York agreed with the goals proposed by MLK.

Ms. Brewer said Corvallis Municipal Code (CMC) Chapter 1.16, Boards and Commissions, does not currently include goals and objectives for boards and commissions. On November 5, the Administrative Services Committee (ASC) will review renaming boards and commissions and the Council Policy related to advisory boards submitting annual reports to the three Council Standing Committees. It has been proposed that the annual report include information about the work the advisory board accomplished toward their goals and what goals will be worked on in the next year or two. It is preferable that CMC language does not

change frequently. She suggested the MLK charge include goals and objectives of a permanent nature and the advisory board have a list of work tasks that would be part of the annual report. She added that the language needed to be clear for all parties.

Councilor Beilstein said the advisory boards will report on goals; therefore, it is not appropriate to have generic goals identified in the CMC. The list of goals recommended by MLK is appropriate, but need to be incorporated as part of the charge. The annual report will include work toward specific projects.

Ms. Brewer said, if the long-term plan is to include the charge of advisory boards into CMC 1.16 along with goals and objectives, then work tasks related to goals and objectives would be reported on annually. Typically, goals do not change as frequently as objectives and tasks feed objectives. The MLK charge needs to be formatted in a similar fashion as other advisory boards to ensure consistency throughout CMC 1.16.

Councilor York opined that the charge is a purpose statement that would be included in the code and only changed when an advisory board thoroughly reviews their charge and presents recommendations for change. She agreed that items that might change in the near future should not be included in the code. The objectives are the advisory board's tasks. The annual report discussion will be related to what the advisory board has accomplished toward their objectives and what they want to accomplish in the future.

Ms. Brewer inquired about whether the Committee agreed that, if the goals presented by MLK are adopted, the annual report will include an accomplishment of the adopted goals. This would set a foundation for the annual report; how objectives were met and/or identify items not accomplished. She suggested that, as each advisory board is reviewed after implementing these changes, the advisory board should be directed to thoroughly review their charge to develop a clear and concise charge for future direction.

Councilor York noted that MLK did more than thoroughly review their charge as directed by this Committee. She said some of the recommendations will not be part of the annual report, such as the name of the advisory board.

Chair Sorte opined that the goals should be incorporated into the charge and the objectives should remain general. This provides a plan of work that is measurable, timed, and reportable on an annual basis. The objectives are important to provide a better understanding of the goals that tie into the charge. The CMC needs to be modified when goals change. This does not have to be done with objectives; however, the objectives would not frequently be deleted or added to. He suggested that the proposed charge could add the phrase "including to" at the end of the sentence, followed by the goals. He added that the reporting system is not effective if it does not allow a familiarity between the people doing the tasks and those

monitoring the tasks. MLK can offer advice about diversity, but they do not currently have the capacity to monitor diversity. The objectives would help them build up to a level where they could hold the Human Resources staff to task on diversity. Citizens' concerns about the City are routed to the City Manager and the City Manager has an allegiance to staff. He said he is receptive to Mr. Hess's testimony as it relates to the discussion about CIDAB.

Councilor York stated preference for goals that are not too prescriptive, depending on how they are written. It is up to the related Council Standing Committee to decide whether items should be included in the code depending on the potential frequency of change. She referred to the first sentence in the MLK recommendations under Reporting Structure and clarified that the Commission works for Council, not Human Resources.

Chair Sorte said Council needs to determine whether an advisory board advises Council or staff. Councilor York clarified that Council Policy states that boards and commissions advise Council. The Public Participation Task Force (PPTF) affirmed that direction and provided a distinction between advisory boards and departmental groups.

Ms. Altmann Hughes said PPTF recommended advisory board annual reports via Council Standing Committees to establish the advisory role in a planned and organized fashion. That standardized process was agreed upon by Council.

Councilor York added that PPTF did not recommend changing policy related to boards and commissions advising Council. The recommendation to include "advisory board" in the naming process was to emphasize that the board is advisory to Council. There is an important relationship with staff, but advisory boards advise Council. Advisory board members are appointed by the Mayor and affirmed by Council.

Chair Sorte said in some situations, staff might appoint their own advisory boards. Ms. Brewer explained that those boards would be identified as "department advisory committees." For example, there will be a recommendation coming from ASC that the Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF) become a department advisory committee because CBUF advises staff on operational issues. Another recommendation will be for the Public Arts Selection Commission to be sunsetted and a task added to the Arts and Culture Commission to work on public art selection. As the annual reports are reviewed and discussed with Council Standing Committees, the type of board or commission will become clear. If it is clear that the board advises Council, it is likely that the charge will be amended to clearly state what they are advising Council about. Otherwise, the board becomes a department advisory committee. Ms. Brewer said there has never been any discussion about MLK becoming a department advisory committee and it is clear they advise Council. The question is where to obtain staff

support. The Human Resources (HR) Department has staffed MLK in the past, but there is no current capacity in HR to provide staff support.

MLK Proposed Objectives

Councilor York recommended adding two objectives:

- 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.

Councilor York noted that she recommended adding the first objective to both MLK and CIDAB to memorialize the collaboration between MLK and this Committee. She explained that the second objective is parallel to what CIDAB included in their objectives.

Councilor Beilstein opined that the second objective is implied, but he will support its inclusion. Councilor York clarified that the statement was intended for new board members.

Mr. Smith agreed that the second objective should be included since it paralleled CIDAB. He is not convinced the first objective is needed.

MLK Proposed Name

In response to Councilor Beilstein's inquiry, Councilor York said "commission" is reserved for groups with decision making authority; e.g., Planning Commission, Historic Resources Commission, Board of Appeals, and Budget Commission. Ms. Brewer explained that Board of Appeals is named following State guidelines. All other groups would be renamed to "advisory board." The draft CMC 1.16 language being presented to ASC identifies MLK as the Martin Luther King, Jr. Advisory Board. Ms. Brewer anticipates taking a revised draft CMC 1.16 to ASC following the outcome of this meeting.

In response to Councilor Beilstein's comments, Ms. Brewer explained that when this Committee reports to Council, a motion will be voted upon related to the changes recommended by this Committee. Since ASC will also be recommending changes to CMC 1.16, they will present motions related to their changes. A final ordinance will be voted upon under *Other Related Matters* following both reports and votes.

Councilor Beilstein stated preference to adding "commemorative" versus "legacy" in the name, although he would accept legacy. Councilor York said she did not have a preference. She suggested "King Legacy Advisory Board" because it was shorter and included the word "legacy," which had been included in the MLK recommendations.

Mr. Smith said the concern the Commission had with the use of "commemorative" was that it implied it was only for the MLK Celebration/Holiday.

The Committee agreed with the use of "King Legacy Advisory Board."

Mr. Smith questioned the use of advisory board versus commission. He said MLK has some decision making authority, specifically related to events. MLK members would prefer to keep "commission" in their name.

Chair Sorte explained that MLK advises Council. The Planning Commission makes decisions that are not referred to Council regarding land use policy. Every current board or commission makes decisions about event dates and other items, but they do not impact policy.

Councilor York acknowledged that some current commissions feel like they have been demoted by changing their name to advisory board. The renaming is an attempt to clarify roles and honor the ability to advise Council on policy. Several committees are also identified as boards. The concern with using that terminology is the expectation that a "board" is a governing body.

Chair Sorte said the definitions are not completely clear. He noted that the Budget Commission has no authority and is advisory only.

MLK Membership

Chair Sorte said MLK recommended 10 to 12 members and Councilor York suggested retaining eight with the option of increasing the size to 10 if students are included.

Councilor York said it can be cumbersome to get to a decision with a larger group and difficult to find citizens who want to serve. An option to address the amount of work needed would be to appoint a subcommittee that includes members of the community. It may be easier for some people to serve in a shorter-term capacity instead of ongoing meetings.

Ms. Brewer added that it can be valuable to have a student voice on committees. Including high school students will result in frequent membership turnover. College students are more likely to serve a couple of years.

Councilor Beilstein opined that including a representative from Corvallis School District 509J (509J) does not mean it must be a student. That representative could be a student, faculty member, or administrator. Although it is admirable to include students, it does not always work out.

Chair Sorte stated support for including students, especially if they are already involved in student government. He would support 10 members that include two students.

Mr. Smith stated a preference for one college student and any representative from 509J.

Councilor Beilstein noted that the annual essay contest would probably be more successful if a faculty member or administrator from 509J was the MLK representative.

The Committee agreed to recommend 10 members that includes one college student and one representative from 509J (student, faculty, or administrator).

MLK Proposed Goals - continued

Ms. Brewer requested clarification about including goals as part of the charge identified in CMC 1.16.

Chair Sorte said the CMC should include more detail than just the charge; however, including 12 goals is not appropriate. If the MLK goals can be generalized and incorporated together to provide a more comprehensive understanding of the advisory board, he would support including them.

Ms. Brewer suggested including the three goals, and not the objectives. Councilor York agreed.

In response to Councilor York's inquiry, Mr. Smith clarified that the MLK recommended goals and objectives are ongoing.

Chair Sorte requested this item return to the Committee for review with the changes made as discussed before making a recommendation to Council.

Ms. Brewer announced that ASC will be reviewing the ordinance that includes name changes and sunsets of some current committees. Those changes can be adopted now or staff can wait until this Committee completes a final review of these changes before forwarding to Council.

This item presented for information only.

III. Community Involvement & Diversity Advisory Board Task Force Recommendations

Mr. Wershow said the first draft of the CIDAB charge was general. He explained that he was frustrated by a charge that was not flexible when he chaired MLK and CCI. A charge that is not flexible does not allow members to complete some

desired tasks. The CIDAB Task Force wanted a more specific charge and drafted language based on public testimony.

Councilor York said it is important to remember that a task force was directed to draft a charge for CIDAB. CIDAB was not able to consider definitions, tasks, or flexibility for themselves. The Task Force needed to provide enough definition so the Mayor could appoint members. Once members are appointed to CIDAB, they should have the ability to review the charge to identify priorities. She opined that CIDAB is a way to provide broad outreach about land use and other issues, to include diverse populations and communities, and involve neighborhood associations (NAs).

Councilor York agreed that the charge should not be too prescriptive and used the MLK format to rearrange the CIDABTF recommended charge, goals, and objectives (Attachment 1b). She referred to the second bullet under objectives and noted that the work plan may include any or all of the objectives identified by the Task Force. She explained that this wording will help potential CIDAB members understand that the objectives do not need to be completed immediately.

Councilor Beilstein questioned whether the four goals identified by Councilor York include all of the recommendations from the CIDAB Task Force.

Ms. Altmann Hughes said a few members of the Task Force believed that the goals should be more general and flexible. The remaining information is very specific and impressive, but may be too lengthy to be included in Municipal Code. She opined that the language drafted by Councilor York encompasses the detailed objectives recommended by the Task Force.

Councilor York clarified that the objectives in her draft starting with the second bullet are the same as the Task Force recommendations. She suggested that this Committee bring these recommendations back with the MLK recommendations so Task Force members will have an opportunity to review the minutes and weigh in on recommended changes.

Ms. Altmann Hughes clarified that the Task Force did not dislike the original draft. They created more specific tasks since the charge was broadly written. As long as the list of tasks recommended by the Task Force become objectives, the Task Force should be agreeable to the changes.

Mr. Wershow said the Task Force wanted to ensure that land use was covered in the charge and approved the land use language drafted by two former Planning Commissioners who served on the Task Force.

Chair Sorte summarized that this Committee prefers Councilor York's proposal and her suggestion that this item come back next time so Task Force members have a

chance to review what the Committee is considering and have an opportunity to make comments.

Chair Sorte said the proposed charge does not include a metric that allows him to understand the issue and resolution. He inquired whether forming this board will result in fewer amendments related to testimony, if fewer people will testify to Council, and/or if it will limit modifying decisions made by the Planning Commission? The primary complaint about CCI is that there was no way to measure outcomes. He expressed hope that at some point Council will understand whether or not it was successful establishing CIDAB. He is skeptical that CIDAB will be useful in relation to land use decisions. He opined that anyone wanting to oppose a land use decision should hire a professional prior to filing any action. The public cannot be expected to understand a 1,000 page LDC without seeking advice from a professional.

Mr. Wershow said what he recalls from Senate Bill 100 (SB100) is that it included public participation in the development of land use comprehensive plans and master plans. He does not recall that SB100 included quasi-judicial issues. Citizens have been upset about specific land use decisions, not a specific plan. He noted that there was a lot of public participation when the Corvallis Comprehensive Plan was written.

Chair Sorte said the reason this issue is being discussed is due to comments from the public about providing more input and being part of the decision. He noted that he visited with former State Senator Macpherson, author of SB100, about the fact that the equity side of the bill that was important to the public had been left out of final language. Mr. Macpherson explained that after talking to several legislators, he realized the bill would not be approved if the equity side remained in the language. Mr. Macpherson understood that it would primarily be planners who would decide how to implement SB100.

Mr. Wershow said during PPTF discussions, Councilor Hervey expressed an interest in a broader and flexible charge that would include working with neighborhood associations (NA) and allow staff to approve NA requests to complete specific tasks. He added that it was difficult for CCI to advise citizens on land use issues since City staff cannot take a position on any land use item that might come forward before the Planning Commission or Council. Citizens would volunteer for CCI thinking they would be working with NAs only to later learn it was not part of the CCI charge. He agreed that citizens who have land use issues should hire a land use professional because City staff cannot act in that capacity.

Ms. Altmann Hughes clarified that the Mayor's direction to the CIDAB Task Force did not include creating measurements.

Mr. Smith agreed that much of the detail drafted by the Task Force could be considered objectives. In keeping with a similar format as the MLK

recommendations, the charge and goals as suggested by Councilor York is a good approach. He suggested moving the first bulleted item down so that it is the third item. This will remove any concern that land use issues will take precedence and more general goals will be identified first.

Mr. Wershow confirmed that the Task Force agreed that the language related to land use planning should not be at the top of the list.

Chair Sorte agreed and said it is consistent with his belief that CIDAB's land use role will not be a large part of their work.

Councilor Beilstein said he anticipates CIDAB will play a major role in the revision of the 2020 Vision Statement and other planning documents.

Mr. Wershow responded that the last time the City rewrote the Vision Statement it was set as a Council goal and included public outreach with the community.

Ms. Brewer added that CCI did not exist when the 2020 Vision Statement was drafted. She agreed that the last draft was initiated by a Council goal and follow-up work session to decide process. It was largely a community effort and included citizen task forces. Asking a newly established CIDAB to immediately begin updating the Vision Statement may be a significant challenge and would not allow them to work on anything else. The CIDAB role could be to offer advice on how to incorporate more diverse parts of the population. Less than one percent of Corvallis' population consistently engages in City issues. The role of CIDAB will be to involve citizens who do not frequently engage in issues.

Ms. Altmann Hughes said Ms. Brewer's comments are supported by the proposed CIDAB objectives that speak to focusing on community involvement in general government processes and procedures.

Chair Sorte said the last time the Vision Statement was updated, the Mayor and Council appointed one task force who met with the Community Development Director. The task force decided everything and reported back to Council. The work was minimal. Each Councilor held a meeting in their respective Wards to discuss and obtain feedback about the proposed updates. Staff documented the Ward discussions that were facilitated by the Councilor. Involving Councilors in the process helped keep the process on task. When Council deliberated, the one suggestion offered during public testimony was immediately incorporated into the Vision Statement and within 30 minutes the Vision Statement was approved. It would have been helpful to have a board similar to CIDAB to encourage people to become involved.

Mr. Wershow said CIDAB will be working with NAs; however NAs are not incorporated throughout Corvallis, and specifically not in under-represented communities. CIDAB and MLK could help reach some of those under-represented

communities. He said he viewed diversity and citizen involvement as two different issues and had hoped there would be two separate groups addressing these issues.

Ms. Altmann Hughes said the Task Force did not want to use the term "registered neighborhood groups" (RNG) because not all groups are neighborhoods, sometimes a community group is formed and it is unclear who to contact if the group is not registered.

Councilor York said it was helpful to hear that information. She used RNG based on the information recommended by PPTF. Her preference is to not change the language at this time with the expectation that Council may receive comments and/or suggestions for change.

Chair Sorte said staff's concern is the essence of the issue. The broad membership of NAs and community groups is loose-knit without a deep commitment by the majority. It is the responsibility of CIDAB to know how to find those groups or contact the appropriate Councilor for additional information.

Councilor York said the PPTF subcommittee related to neighborhood groups worked hard on researching what brings people together and keeps them working together. The PPTF envisioned RNGs as people working together to assist one another, not only about a specific development or land use issue. She said this is why she does not support the staffing component to come from the Community Development Department. She would prefer staffing be provided by the Public Information Officer (PIO) and opined that the PIO should be someone who is steeped in the conversation in Corvallis, not just writing press releases.

Ms. Brewer said CIDAB membership has not been addressed. The Task Force was not asked to identify the number of members or whether members should represent specific areas.

Councilor York suggested bringing back the membership information from PPTF. Mr. Wershow recommended seven members.

Chair Sorte said he has never experienced a PIO that was effective in receiving concerns and feeding those concerns throughout an organization. PIOs are promoters and create press releases. He believes there is a conflict between PIOs and what the City is asking of CIDAB. He does not believe they fit together and opined that additional discussion needs to occur about CIDAB support. He added that PIOs obtain their information from the departments and become an advocate for the departments.

Mr. Wershow said he tried to educate members of his NA about working with staff and he often brings information from staff to the NA. NA members can help City staff by notifying neighbors of projects and/or concerns that may impact the

neighborhood. This is a good example of how to utilize NAs to alleviate the burden on staff and keep citizens informed.

Ms. Altmann Hughes requested clarification about Councilor York's proposed 1/2 PIO FTE devoted to CIDAB support. The current PIO job description does not have capacity for CIDAB support.

Ms. Brewer said a PIO serves in an informational role for the City. For example, in working to improve the City's Web site to make information more accessible, the PIO provides input on how to make the Web site look and work better and how to effectively use social media. The content comes from staff or it could come from CIDAB members who identify what they want available on the Web site. She recommended CIDAB staffing come from the Neighborhood and Housing Services (NHS) work group because there are a lot of issues addressed by NHS that, through informal communications, resolve some of the goals that CIDAB is trying to achieve. Citizens who are unhappy about neighborhood issue contact code enforcement and tenants with landlord issues talk to rental housing. NHS does not include planning; therefore, discussions about a development would not be a conflict of interest. Ms. Brewer noted that the City does not have available staffing at the current time. It will become part of a budget discussion.

In response to Councilor Beilstein's inquiry about PIO staffing, Ms. Brewer said, as the PIO job description is written, a half-time PIO and half-time CIDAB coordinator would not be adequate. The PIO job description is essentially several FTE rolled into one. The City previously recruited for this position and found candidates who either had government experience or social media-related experience, but not both. A half-time PIO position would require the City to reduce the scope of the job and responsibilities recommended by PPTF.

Ms. Altmann Hughes noted that the PIO position was included in this year's budget. It has not been filled due to the City Manager resignation and lack of a candidate well versed in both government and social media. She inquired whether the proposed .5 FTE for CIDAB support was in addition to the 1.0 PIO FTE or half of the 1.0 FTE dedicated for PIO.

Councilor York said she did not have a preference as to whether the .5 PIO FTE was in addition to or part of the original 1.0 PIO FTE. Her point was that the staff support should not come from Community Development. She explained that she does not want the CIDAB staff support to be the additional HNS position identified on the organizational chart that was proposed to the Administrative Services Committee in relation to property management.

Ms. Brewer clarified that the HNS position referred to in the organizational chart is not additional staff; it is repurposing an existing position. Councilor York said she does not want the HNS person staffing CIDAB. She wants someone who is a resource person and helpful without being directive. Council needs to be very

careful about how and where the CIDAB staff support is located. This will determine how effective RNGs will be.

Ms. Altmann Hughes said 1.0 FTE as CIDAB envisioned is reasonable. Where that support comes from will be a Council decision. MLK staffing is separate. She explained that complaints about City staff come through her office and she has an active role investigating complaints about people she works with on a daily basis. Essentially she is advocating for the person who filed a complaint. This is a common role for Human Resources staff, but she has also seen that role included in PIO job descriptions for other organizations. She clarified that 1.0 FTE for CIDAB support would be in addition to the 1.0 PIO FTE.

Chair Sorte reiterated that there are no metrics included in the proposed CIDAB charge, goals, or objectives. He opined that the CIDAB proposal does not include a lot of work.

Councilor Beilstein suggested that this Committee recommend the charge and goals as presented by Councilor York, and include 1.0 FTE staff support.

Chair Sorte agreed that the recommendation be written as Councilor Beilstein suggested and be brought back for final review.

Ms. Brewer said this item and the MLK item can be added to the November 18 or December 2 agendas. She noted that Councilor York requested adding another item on November 18 related to setting agendas.

Chair Sorte reported that he spoke to the City Attorney, reviewed the Sturgis Standard Code of Parliamentary Procedure and related Council Policy, and opined that the Committee Chair determines the agendas in collaboration with staff. The question is whether this relates to all Council boards and commissions.

Councilor York said she wanted to make a recommendation with specific direction since it will always be difficult for the City Manager to guess how to ensure work is moving ahead and know when to consult.

Chair Sorte said he wants the agenda setting discussion to include a review of current policies and procedures.

Ms. Brewer announced that she will decide after the Administrative Services Committee meeting on November 5 about the date(s) to bring back MLK, CIDAB, and include a discussion about agenda setting. She noted that this Committee should also consider whether creating CIDAB sunsets CCI. A motion will be required to sunset CCI.

Chair Sorte requested that audience members email questions about the proposed MLK and CIDAB charges to Committee members.

This item presented for information only.

IV. Other Business

The next Human Services Committee meeting is scheduled for 2:00 pm on Tuesday, November 18 in the Madison Avenue Meeting Room.

The meeting adjourned at 4:04 pm.

Respectfully submitted,

Bruce Sorte, Chair

Mullens, Carrie

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.