

East Portland Neighborhood Office Advisory Committee

Agenda

Friday, May 12, 2017; 9:00 – 11:00 am
East Portland Neighborhood Office; 1017 NE 117th

9:00 Welcome, introductions, and overview of today's meeting

9:15 Updates

- Update on translation of key EPNO outreach document
- **Decision** – Adopt revised EPNO guiding document? (page 8) (Revisions based on March meeting input.)

9:35 Budget and Workplan for FY 2017-2018

- **Decision** – Review, amend, adopt proposed budget for FY 2017-2018 (page 13)
- Review Accomplishments of FY 2016-2017 (page14)
- **Decision** – Review, amend, adopt workplan for FY 2017-2018 (page17)

10:20 Decision – Review, amend, adopt proposed EPNO Advisory Committee Membership Process (page27)

10:45 Wrap up and Next meeting

- **Decision** – Review proposed schedule for next cycle of meetings
- **Decision** - Review March breakout groups? How did they work? Should we incorporate more of that when we can?
- **Decision** – Extend meeting to 2.5 hours?

10:55 Announcements

EPNO Advisory Committee Co-Created Community Meeting Agreements

- Respect all opinions and speaking styles.
- One person speaking at a time.
- Stay on task.
- Open space for all to speak up.
 - Turn name tag up.
- Actively listen.
- Challenge oppression...
 - Ouch/oops
- Have Fun

East Portland Neighborhood Office Advisory Committee

Consensus Process Steps

We are using the consensus process to build community agreement around the EPNO program. Consensus allows all voices to be heard and considered, including voices in the minority. An important task of the advisory committee is building common agreement around the direction of the EPNO program.

Proposals: - Because of the limited time we will have as a group, most proposals will need to be written and distributed to the group prior to the meeting. This will give everyone the opportunity to consider the proposals before the meeting. Discussion and suggestions at the meeting may modify the proposal.

Clarifying questions and gathering input – After presentation of the proposal, there will be an opportunity to ask questions about the proposal and suggest possible impacts. At times it may be useful to take a poll of the group for everyone to see if the group is leaning in one direction in a discussion. A poll is not a decision, but an opportunity for the entire group to indicate a preference in a short amount of time. Polling can be done in a number of ways, two examples are:

- The facilitator may ask the group to raise a green card if they support an idea or direction.
- We may set up a dot exercise where each member gets one or more dots to place by their preferred options on a large piece of paper.

Test for consensus – The colored cards will be used to indicate consensus. The facilitator will indicate when it is time to test consensus on a proposal. All committee members will hold up the card of their choice.

- Green – Committee members that support the proposal
- Yellow – Committee members that don't support the proposal, and either wish to have further discussion or choose to "stand aside" by stating their concern and allowing the decision to move forward
- Red – Committee members that oppose the proposal. They can explain their concerns and the group can suggest modifications that respond to the concern.

The proposal may be modified several times in trying to find the solution everyone can support.

Consensus agreement - The proposal is supported and moves forward when only green and yellow cards are held up. Yellow cards can state their concerns about the proposal. The proposal is blocked if any red cards are held up. Proposals may be further modified with more discussion and re-tested for consensus.

If no consensus – If the Committee cannot reach consensus, staff will work with those most strongly in favor and those most strongly opposed to develop an alternative proposal before the next meeting. If an alternative proposal is developed, it will be considered at the next meeting.



East Portland Neighborhood Office

The East Portland Neighborhood Office (EPNO) is part of the City of Portland's Office of Neighborhood Involvement. We serve about 25% of the City's population, spread across about 20% of the City's landmass.

EPNO exists to support community organizations, community members, and the thirteen neighborhood associations of East Portland as they strengthen their communities and work with local government and other organizations.

We look forward to working with you!

We provide support by

- **Connecting** - We connect community members to resources and organizations.
- **Project assistance** - We assist with outreach, project planning, grant writing, and more.
- **Skill-building opportunities** – Trainings, workshops, one-on-one support.
- **Information and Referral** - Who do you call about a pothole? Where can small businesses get assistance? Contact us and we'll help you get answers.
- **Foster collaboration** - We foster cross-organizational collaboration on projects and advocacy on public policy. Together we're stronger and get more done!

Examples of community-driven work we have supported

- Glenfair Neighborhood Community Health Fair
- Parkrose Community Cleanup and Reuse Event
- Summer playgrounds and youth hiring - community partnership with Portland Parks
- Pedestrian and Bike Safety Advocacy – community members working with Portland Bureau of Transportation to review and prioritize East Portland transportation projects
- East Portland Teen Action Committee – connecting youth and service providers
- Summer Events – Parklane Neighborhood Fair, The Slavic Festival, Lents Street Fair, East Portland Summer Concerts, and more

Contact Information

www.eastportland.org

1017 NE 117th Avenue, Portland, Oregon 97220

Drop-in Office hours 11am-5pm, Monday-Thursday

Available by appointment during evening and morning hours

Outreach staff

Eliza Lindsay, 503-823-4505, eliza.lindsay@portlandoregon.gov

Lupine DeSnyder, 503-823-4544, lupine.desnyder@portlandoregon.gov

We are committed to equal access to our services. We are happy to provide translation, interpretation, child care, materials in an alternative format, auxiliary aids, modified programming, or other accommodations in order to support your participation in our programming.



Resources available to organizations connected to EPNO

- Small grants for community-driven projects
- Event equipment - outdoor canopies, tables, chairs, cones, barricades
- Meeting space, easels, easel pads, markers
- Communication tools – newspaper, website, flyers
- Clean-up equipment - safety vests, litter pickers
- Public address systems (microphones and speakers)
- Headset equipment for interpretation, guided tours, and more
- Laptop, projector and screen, community computer with graphics software
- FAX, scanner, copy machine



IRCO's International Language Bank
10301 NE Glisan Street
Portland, OR 97220
Phone: 503-234-0068 Fax: 971-274-6684

Date: 6/13/2014

City of Portland - East Portland Neighborhood Office
 1017 NE 117th Ave

Invoice Number: 2014_9404
Project Manager: Rebecca
 Crockett

Portland, OR 97220
 Attention: Accounts Payable

Phone: 971-271-6481
Contract #:
Reference #:

Document Name	Word Count	Source Language	Target Language	Cost
desk-top formatting	0 0		0	\$100.00
Sum				\$100.00
EPNOServicesandResourcesv5	348	English		
			Hmong	\$93.96
			Somali	\$118.32
			Lao	\$111.36
			Karen	\$153.12
			Simplified Chinese	\$93.96
			Burmese	\$100.92
			Nepali	\$100.92
			Russian	\$83.52
			Arabic	\$93.96
			Mien	\$100.92
			Vietnamese	\$87.00
Sum				\$1,137.96

DTP Hours (\$50/hr):	\$0.00
Rush Charge/Volume Discount:	\$0.00
Subtotal:	\$1,237.96
10% Project Management Fee:	\$0.00
Grand Total:	\$1,237.96

Make checks payable to IRCO. Please include the invoice number on your check. Credit card option available. 18% interest charged on 30 days past due.

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Thank you for your business!

East Portland Neighborhood Office Guiding Document

East Portland's greatest asset is the diversity of communities that live, work, play, and come together in East Portland.

EPNO's mission is to support the community building and advocacy activities of diverse communities.

We* recognize that:

- Community building and advocacy look different in different communities.
- People will work with us in ways that are meaningful to them and when our programming is relevant to them.
- We should not privilege one model of community building, advocacy, or organizing. Instead we invite people to work with us in ways that are meaningful to them; let them define their own issues, set their own activities, and use organizing models and structures that work for their communities.

EPNO* is actively evolving and showing what collaborative, inclusive, and equitable support of community-driven efforts can look like.

Below are the considerations we use to prioritize our work.

Requirements

- The activity must be in East Portland, be by East Portlanders, or clearly benefit East Portland.
- The activity must originate in the community or clearly support the community's efforts.

Goals - Activities should meet at least one of the following goals:

- increase the number and diversity of people involved in their communities
- strengthen community capacity through, for example, skills building, fostering teamwork or partnerships, and other community building activities
- increase community impact on public decisions

** A note about the use of 'we' and 'our' in this document: 'We' most narrowly references EPNO staff. Most directly, this document guides the work of EPNO staff. Where relevant, 'we' also references the EPNO Advisory Committee. This document came out of the Advisory Committee's work and thus, also embodies and guides the work of the Advisory Committee. Finally, to some degree and again where relevant, the 'we' also encompasses other key teams supported by and supporting the work of EPNO Community Building and Advocacy Programs.*

EPNO Community Building and Advocacy Programs values

Activities we support should embody our program values.

- **Community Leadership** –Those most directly impacted should be in the lead: initiating and playing an active role in defining the project or advocacy effort.
- **Collaboration** – Working together creates solutions to community issues that are more effective, lasting, and inclusive.
- **Flexibility** – Take advantage of opportunities when they arise
- **Inclusion** –EPNO Community Building and Advocacy Programs should include and support diverse East Portland communities.
- **Equity** – EPNO should take active steps to engage with communities that historically have had least access to City and EPNO programming and resources.

Pragmatic considerations for supported activities

There are more important community-driven efforts than EPNO has resources to support. We use the following considerations to guide us in deciding which efforts - out of all the many that meet our program requirements, goals, and values - to support. These are not yes/no answers. Rather, a balancing of factors are involved.

Balance: Depth – Are we maintaining support for existing efforts while making space to support new efforts?

We recognize that a balance must be struck between supporting existing and supporting new efforts.

- To match the ebb and flow of community efforts we do our best to support a mix of new and existing efforts.
- The support needs of existing efforts may change over time. We strive to provide continuing support as needed and appropriate.
- To be responsive and inclusive, we strive to maintain space to support new and emerging community efforts.

Balance: Breadth - How does this fit into the other activities, projects, and groups we're supporting?

We strive to support a diversity of projects, activities, and community groups. When a new request for support comes in we look at the activities, efforts, and groups we are currently supporting and ask:

- Does the activity represent a different approach?
- Is it a different activity than currently supported?

- Does it represent a different advocacy issue?
- Is there leadership from groups underserved by us and other City Programs and Services?
- Is the activity a limited-term or ongoing activity?
- Is the activity or group a new-to-us activity or group?

Cultural Competency – Are we remaining open to and supportive of different ways of doing things?

- Are we remembering to be open to different ways of community building, organizing and advocacy?
- Are we remembering that planning, team, finances required, and more look different across cultures as well?
- Are we appropriately seeking support for understanding different ways of doing things and actively working to increase our understanding?
- Are we checking our beliefs, perceptions and assumptions about what ‘works’, who is an ‘expert’, and how things get done? That is, are we being respectful and acknowledging different ways of doing things?

Feasibility - Are there resources to support the activity?

- Does the group have access to the financing, skills, and equipment necessary? Can EPNO assist in connecting to missing resources?
- Does the team match the project?
- Cost/benefit – How does the potential community benefit compare to the cost in resources?
- Sustainability – Should and how will the activity continue?
- Planning – How well has the activity been planned? Are goals and expected outcomes clear? Can EPNO assist in scoping the project?

Organization size – Is direct support or a relationship/partnership most appropriate?

- We prioritize providing direct support to grass roots community groups with little access to resources.
- We actively build relationships and partnerships with any organization, no matter the size, in ways that will benefit East Portlanders.

Staffing - What role will EPNO staff play?

- Is the activity led by community? Is the content driven by the community?

- Is staff providing technical, logistical, or administrative support unavailable through volunteers?
- Do we currently have the staffing resources to offer?

Team-building - Does the activity build a community team or partnerships?

- Is there a team leading the project?
 - Does the project foster collaboration or build capacity within a team?
 - Is the activity led by the communities benefiting or impacted by the issues the activity addresses?
-

Accountability

This document is a living document. We should:

- Regularly review alignment between this document and EPNO's work. Adjustments, as necessary, should be made to both our work and this document.
- Regularly review and discuss our work and this document with the EPNO Advisory Committee.
- Make the document prominently available to all who work with EPNO.
- Where possible, provide support and training to community and EPNO staff around the core values, goals, and pragmatic considerations guiding EPNO's work.

Advocacy Update

Present at 12-29-2016 Advocacy Team Meeting:

Tom Lewis, Arlene Kimura, Tom Badrick, Ron Glanville, Jill Erickson, Jeremy O'Leary
Richard B, Eliza L, Kari K

Advocacy Approach

The team determined that this year EPNO volunteers, leaders and staff would do a soft push to funding towards equity gathering support, getting feedback and planting seeds with two messages – EPNO is drastically underfunded and EPNO's work is different than the other coalition offices. It was decided that next year, likely, we would do a hard push around funding toward equity.

Advocacy Plan

Advocacy Areas below are listed in order of lowest to highest priority

ONI Staff:

EPNO Staff will meet with ONI Staff with the message that EPNO Office is different than other Coalitions and that should be reflected in our contract, agreements, and in the way that ONI interacts with our office and EP community.

ONI BAC:

- EPNO will send two representatives, Jill E and Tom L. The Advocacy Team provided the following guidance:
- Current Update: There were no cuts to EPNO proposed, it was made clear that we support the Auditor's report, and there is an Add Package that we'll be discussing as one of the breakouts at the March Advisory Committee meeting.

General EPNO Public:

- This topic is on the agenda for the Advocacy Team Breakout Group at the March Advisory Committee meeting.

Elected Officials:

- Goals: Get feedback, get support, plant seeds
- Prioritize meeting with ONI new Commissioner, Chloe Eudaly.

2/28/17

EPNO Budget

	Budget 2016-17			Actual 2016-17		Budget 2017-18		
	Total	Staff	M & S	Staff	M & S	Total	Staff	M & S
Sources								
Office of Neighborhood Involvement	\$ 323,696	\$ 243,696	\$ 80,000	\$ 147,407	\$ 28,436	\$ 334,379	\$ 244,708	\$ 89,671
Small Grants donation								
Use								
Direct support and funding	\$ 135,380					\$ 142,171		
Small Grants		\$ 15,000	\$ 23,880	\$ 8,573	\$ -		\$ 15,000	\$ 24,671
NA Allotments		\$ 1,500	\$ 15,000	\$ 801	\$ 1,328		\$ 1,500	\$ 15,000
Comm Activity Fund		\$ 5,000	\$ 5,000	\$ 3,214	\$ 3,769		\$ 5,000	\$ 10,000
BPS Comm reuse, recycle, cleanup		\$ 13,000		\$ 4,050			\$ 7,000	
Community group support		\$ 33,000	\$ 10,000	\$ 23,581	\$ 10,558		\$ 40,000	\$ 10,000
Networking and Outreach (translation/childcare fund)		\$ 11,000	\$ 3,000	\$ 5,539	\$ -		\$ 11,000	\$ 3,000
Collaborative projects	\$ 49,000					\$ 47,524		
East Portland Action Plan		\$ 9,000		\$ 2,297			\$ 5,524	
Mobile playgrounds & summer hiring		\$ 2,000		\$ 800			\$ 2,000	
Housing and Houselessness		\$ 8,000		\$ 5,904			\$ 10,000	
Advisory Committee		\$ 30,000		\$ 6,282			\$ 30,000	
Community Hub	\$ 94,000					\$ 94,000		
Office and event equipment *		\$ 26,000	\$ 6,500	\$ 18,198	\$ 6,451		\$ 26,000	\$ 8,000
EPNA News		\$ 14,500	\$ 12,000	\$ 6,265	\$ 4,240		\$ 12,000	\$ 12,000
website / facebook		\$ 10,000	\$ 5,000	\$ 2,768	\$ 2,090		\$ 6,000	\$ 5,000
Database / calendar		\$ 3,000		\$ 2,351			\$ 4,000	
email announcements		\$ 2,000		\$ 2,157			\$ 4,000	
East Portland Neighbors		\$ 10,000		\$ 9,755			\$ 12,000	
Trainings (NA trainings/Capacity Building)		\$ 5,000		\$ 324			\$ 5,000	
Administration	\$ 51,300	\$ 51,300		\$ 44,548		\$ 47,000	\$ 45,000	\$ 2,000
Total	\$ 329,680	\$ 249,300	\$ 80,380	\$ 147,407	\$ 28,436	\$ 330,695	\$ 241,024	\$ 89,671
Projected balance	\$ (5,984)					\$ 3,684		

* EPNO shares office supplies and the copier with the East Portland Action Plan. These actual costs show total costs. East Portland Action Plan pays their portion of the total cost at the end of the year.

* EPNO is going to request that EPAP cover some staffing costs associated with cohesion and coordination work across EPNO/EPAP programs.

Annual Report for FY 2016-2017

FY 2016-2017 was a year of staff transitions, marked transformation in EPNO's general community building and civic engagement programs transformation, and many accomplishments.

Key accomplishments for 2016-2017 EPNO program priorities

Priority - Support community engagement around houselessness

- Collaborative project supporting work to address immediate impacts of houselessness.
- Funded seven projects by communities most impacted.

Priority – Support program infrastructure development

- Frontline staff maintained core programming during reduced presence and hours of exiting executive director while also staffing a many month search and hiring process for new Executive Director.
- Active, community-led advocacy for equitable funding for EPNO as well as showcasing EPNO's general community building and civic engagement programs as a model for inclusive and equitable community support.
- Exploration of "East Portland Sanctuary" as a collaborative project.
- Diversification of EPNO staff.

Priority – Expand inclusivity: Continue to increase EPNO's effectiveness in engaging with communities underrepresented in and underserved by EPNO and the City

- Worked with 14 new-to-us communities and groups.
- Major shifting of organizational culture and commitments embodied in the EPNO Advisory Committee's adoption of an updated EPNO guiding document.
- Continued to explore and implement equitable sharing of EPNO key resources.

Priority – Continue to support community activities through existing funding streams

- Maintained funding streams, despite additional administrative overhead placed on reduced staff FTE.
- EPNO Advisory Committee doubled money available through the Community Activities Fund.
- Second successful year of EPNO-BPS pilot project, approved by the EPNO Advisory Committee in May, 29, 2015 with an aim of increasing equity and inclusion in this funding stream by funding both neighborhood associations and other community groups. Nineteen projects (eight community groups, eleven neighborhood associations) funded for a total of \$15,500.

Highlights of ongoing program accomplishments by major program area

Community Hub

- EastPortland.org website system renovated from a complex, outdated model of multi-sites to streamlined single site with clear and consistent information.
- Annual Neighborhood Association new board member training with eighteen attendees from six neighborhood associations.

- Collaboratively organized Traffic Safety Action-shop between EPNO, SE Uplift and North Portland Neighborhood Services. Forty people attended to get hands on support to workshop their ideas for neighborhood traffic safety with experts from PBOT, Vision Zero, streetscape experts, and organizations that have successfully made their streets safer.
- EPNO announcement list increased this FY year to ~780 addresses and was used ~50 times.
- The newspaper went out four times this fiscal year, three times to ~7,600 addresses and once to all households in East Portland (~63,000).

Direct Support and Funding

Funding

- Community Activities Fund – funded twenty seven community-led projects (total to be disbursed \$11,500) including: Parkrose High School Peacemakers “Mobilizing Youth Power and Voice to Respond to Racism”, New Birth Crew, “East Portland Hip Hop Gathering; and Tongan Community, “Tongan Day.”
- EPNO Small Grants – funded nine community-led projects (total disbursed \$25,000) including: Kachin American Community “Kachin Language and Culture Class”; Unity through Diversity Club, “Multicultural Night.”
- Neighborhood Associations – thirteen funded with projects ranging from printing and distributing neighborhood newsletter to hosting National Nights Out and street fairs across East Portland.
- Recycle, Reuse, Clean-up projects – nineteen recycle, reuse, clean-up projects (total disbursed \$15,500) ranging from a Russian-speaking youth sports organization cleaning up trash from a City park, members of the African Youth & Community Organization tidying up Powell Butte, a partnership between Division Midway Alliance NPI and Powellhurst-Gilbert Neighborhood Association to do a bulky waste collection, Rosewood Initiative volunteers removing graffiti and picking up trash, APANO/Jade District “Big Community Clean-up”, a large multi-neighborhood association reuse and bulky waste disposal event, to smaller litter pick up events in the Gateway District, and around Lents park. These events brought together diverse communities to help clean up their public spaces. EPNO staff provided technical support to volunteers learning to set up an event, recruit partners and volunteers, and interface with governmental agencies.

Direct Support

- Supported East Portland Neighbors in simplifying their membership process and opening their membership to more groups in East Portland. Also assisted with the transition to a new, more comprehensive bookkeeping service.
- Connected Historic Parkrose (Neighborhood Prosperity Initiative) and Columbia Slough Watershed Council, which led to a \$9,100 grant for Sloughtown Listening Sessions to present six listening sessions to build a shared vision for how homeless camps, habitat restoration, public safety, and public access can coexist along the Columbia Slough.
- East Portland Advocates for Youth Collaborative Project – EPNO supported three East Portland networking and resource sharing gatherings with the March gathering focused specifically on how the housing crisis impacts East Portland youth and responses to it.

- Hands-on support to grant applicants – assisted many first time grant applicants in successful application to Community Activities Fund; two recipients built on this to make successful application to the more complicated small grant program. Connection and referrals to many other granting organizations also made.
- EPNO staff provided technical advice and backend logistical support to the *East Portland Neighborhood News* newsletter all-volunteer committee. Their diligent efforts produced a full-color publication four times a year. The committee members edited and selected the stories, and did outreach resulting in a doubling of the published content provided by community organizations, in addition to neighborhood association contributors, over the past year thus increasing breadth and diversity of the community events and initiatives covered.

Administration

- Updated EPNO's Neighborhood Association record keeping mechanism moving from physical archives to digital archives.
- Implemented new direct funding request, planning and reporting mechanism for neighborhood association funding.
- Administrative support of two Community Activities Fund micro-grant cycles and one Small Grants cycle.
- Diversification of EPNO staff
- Administrative, logistical, and technical support provided to the *East Portland Neighborhood News* newsletter including: receiving articles, replying to contributors, indexing and cataloging all of the articles and submitted photos for the review of the committee, and backend production work with the designer and printer.
- Successful planning for Executive Director transition: succession planning and planning for minimal disruption of EPNO programs during periods of reduced staffing.
- EPNO staff provided administrative support to recycle, reuse, and clean-up projects: assisting, as needed and then consolidating this information and accurately reporting it to the funders – City of Portland Bureau of Planning and Sustainability and Metro.

East Portland Neighborhood Office Annual Plan; 2017-2018

The East Portland Neighborhood Office (EPNO) is part of the City of Portland's Office of Neighborhood Involvement. The EPNO service area is the portion of Portland that is east of I-205 north of Division, and east of 82nd Avenue south of Division. This area comprises about 25% of the City's population, spread across about 20% of the City's landmass.

Specific activities within this annual plan will be guided by the goals, values, and pragmatic considerations of the "EPNO Guiding Document" which is included at the end of this document.

Advisory Committee

The EPNO program is guided by the EPNO Advisory Committee. This Advisory Committee was convened in 2014 and has a current membership **of 31 (update after determine if new membership process is adopted at May mtg)** and participation from a variety of communities (see attached list). During the FY 2016-2017, the Advisory Committee met 3 times and moved forward on many of the program priorities identified for that year. See attached "Annual Report for FY 2016-2017" as well as the attached "East Portland Neighborhood Office: Three Year Report" released in April 2017. The three year report both describes the history of the transformation of EPNO programs (begun in about 2012) as well as outlines more recent accomplishments during the 3 year period, 2014-2017.

This annual plan and accompanying reports were presented to the Advisory Committee at its May 2017 meeting. The annual plan is a living document and elements will be reviewed at future Advisory Committee meetings.

Program Priorities for 2017-2018

The EPNO Advisory Committee has identified the following priorities for the program. Three of these priorities are continuations of priorities identified in the last annual work plan. Accomplishments have been reviewed and new sub-goals identified. Work has already started on these priorities. The new priority is an evolution of last year's Houselessness priority in order to better and more accurately reflect the work that EPNO supports.

Because of their complexity and importance, we expect these to be multi-year priorities.

- **Support emergent collaborative projects (Staff can support 1-2 medium staff intensity projects (or the equivalent) per year.)**
 - Be responsive to collaborative projects that gain traction, address urgent community needs.
 - Focus on community engagement, build partnerships, and support leadership from impacted communities.
 - Respond to immediate needs or long term issues

Current Collaborative Projects:

- Houselessness project – Continues to be a high priority project (expected medium-high staff intensity)
 - Coordinate and collaborate with the two new ONI positions working on houselessness city wide.
 - Coordinate with East Portland stakeholders and those most directly affected on project support, including local solutions to the immediate impacts of houselessness.
- East Portland Advocates for Youth and Mobile Playgrounds/Summer Hiring – low staff intensity
- **Support program infrastructure development**
 - Staff transition begun in previous fiscal year continues – Continue to focus on maintaining core program continuity. Address staff overload by both dropping, temporarily or permanently, less critical functions and considering opportunities to shift duties and responsibilities to increase efficiency and appropriately distribute workload.
 - Advocacy: Increase advocacy for equitable funding for the general community building and civic engagement program while continuing to look for opportunities to tell our story/promote our program. Share program transformation successes upstream and laterally, as a model for others.
 - Branding – Rename the EPNO Office which houses EPNO general community building and civic engagement programs and EPAP Action Plan Work to ensure clear understanding of the work coming out of the EPNO Office. Rename EPNO general community building and civic engagement programs to distinguish them from the Office that houses these programs.
 - Increase EPNO Office Capacity to coordinate and work cohesively across EPNO Programs and EPAP Action Plan Work.
- **Equity and Inclusion:** Continue to analyze our program through an equity lens, making adjustments as appropriate. Continue to take active steps to engage with communities underrepresented in and underserved by EPNO and the City.
 - Increase diversity of Advisory Committee membership.
 - Continue the evaluation and shifting of institutional culture, values, and commitments within EPNO programs and the Advisory Committee.
 - Evaluate the last several years of programming resource shifts through a lens of equity and inclusion. Collect demographic data to assist in this evaluation.
- **Continue to support community activities through existing direct funding streams**
 - Look for ways to continue to simplify both the front end application process for applicants and the back end administrative processes for the review teams and staff while maintaining or increasing equity, transparency, and accountability.

Ongoing Program

Outreach and Communication (Community Hub): EPNO maintains four main communication tools for providing information to the community and for promoting activities.

- Publish a quarterly newsletter in collaboration with East Portland Neighbors. This newsletter will include articles submitted by community groups and neighborhood associations, and will list upcoming meetings. Bureaus may also submit information about their programs. The quarterly newsletter is mailed to a list of at least 7,600 with plans for at least one East Portland wide mailing to ~63,000 households.
- Maintain the website, eastportland.org, to provide information to the broader community. The website has a calendar of events by and of interest to East Portland community groups. It also has a news page that promotes community activities.
- Maintain a FaceBook page to promote activities and opportunities to get involved and make connections between community groups.
- Maintain an email announcement list to send out notices to community members about events and opportunities to get involved. The list currently has about 780 addresses and is used about 50 times a year.

Direct Support and Funding to community-led activities: EPNO provides limited organizational and project support including leadership development, and project planning and implementation to East Portland community groups in their community building and civic engagement activities.

- We expect there will be over 200 events among the community groups we support during the year. EPNO will provide support to these activities as needed and as there is capacity. Activities include:
 - Capacity Building Workshops and Trainings
 - Group Meetings
 - Livability Gatherings/Events such as Recycling, reuse, cleanup events
 - Community Building Gatherings and Events:
 - Fairs
 - Festivals
 - Intercultural Events
 - Cultural Preservation Events/Gatherings/Workshops
- Collaborative Community Projects – We expect to support 1-2 medium staff intensity (or the equivalent) collaborative community projects which especially well meet the program goals, values, and pragmatic considerations of the EPNO Guiding Document and have multi-organizational and/or intercultural elements.

- Neighborhood associations and their activities receive funding support through the Allotments
- Community groups and their activities receive funding support through the Community Activities Fund
- Grants through the Citywide Small Grants Program will be available for all groups to support activities that benefit East Portland
- Funds for recycle/reuse/cleanup events are available to all community groups. Funds provided by Bureau of Planning and Sustainability. Administration of funds and technical support provided by EPNO staff.

Advocacy Support (Direct Support and Funding): EPNO provides limited advocacy support to community-led efforts around public policy and funding. We expect advocacy in the following areas:

- Housing and Houselessness.
- Efforts to expand and diversify funding for the EPNO program.
- Many small focused efforts.

Training and skill building (Community Hub)

- EPNO will hold one annual neighborhood association board orientation.
- Tips and information on best practices about organizing meetings, community outreach, risk, corporate organization, how to advocate, group dynamics/process, and used to supplement discussions with active community members.

Maintain an Accessible Office (Community Hub)

- Maintain a community meeting room that is available for community groups to use.
- Maintain and check-out equipment for community meetings and events.
- Our regular public office open hours are 11 am to 5 pm, Monday through Thursday, totaling 24 hours a week.

Document Management (Community Hub)

- Collect and archive neighborhood association documents: EPNO will receive documents submitted in either electronic or paper form and store them electronically.

Administration

- Develop an Annual Plan and budget.
- Manage program & staff

INSERT most recently approved guiding document

DRAFT

East Portland Neighborhood Office Annual Plan; 2016-2017

The East Portland Neighborhood Office (EPNO) is part of the City of Portland's Office of Neighborhood Involvement. The EPNO service area is the portion of Portland that is east of I-205 north of Division, and east of 82nd Avenue south of Division. This area comprises about 25% of the City's population, spread across about 20% of the City's landmass. Specific activities within this Annual Plan will be guided by our general program goals and values which are listed at the end of the Plan.

Advisory Committee

The EPNO program is guided by the EPNO Advisory Committee. This Advisory Committee was convened in 2014 and has a current membership of 31 and participation from a variety of communities (see attached list). Over the last year and a half, the Advisory Committee has met 7 times and discussed and reached consensus on many parts of the EPNO program described in this Annual Plan. This Annual Plan was presented to the Advisory Committee at its June 2016 meeting and elements will be reviewed at future meetings.

Program Priorities for 2016-2017

The EPNO Advisory Committee has identified the following priorities for our program. Work has already started on these priorities. Because of their complexity and importance we expect these to be multi-year priorities.

- **Support community engagement around houselessness**
 - Engage impacted communities, ranging from those with secure housing, to those with insecure housing, and communities living outside or in vehicles
 - Include both localized action and advocacy for policy changes
 - Respond to immediate needs or long term issues
 - Support coordination between stakeholders
 - support community action teams working on specific sites or locations
- **Support program infrastructure development**
 - Search for and respond to opportunities to expand and diversify funding sources for the program
 - Key staff transitions planned - During this transition focus on maintaining core program continuity and consider opportunities for improving efficiencies by shifting duties and responsibilities
 - Continue to look for opportunities to tell our story/promote our program, for collaborative projects and, to establish new partnerships and new community connections.

- **Expand inclusivity: Continue to increase EPNO’s effectiveness in engaging with communities underrepresented in and underserved by EPNO and the City**
 - Continue to analyze our program through an equity lens, making adjustments as appropriate.
 - Continue to look for opportunities to connect with and support communities that are underserved by our program.
 - Assess and adjust EPNO staff and advisory committee processes for equity, inclusion, and cultural competency.
- **Continue to support community activities through existing direct funding streams**

Ongoing Program

Outreach and Communication (Community Hub): EPNO maintains four main communication tools for providing information to the community and for promoting neighborhood association and community group activities.

- Publish a quarterly newsletter in collaboration with East Portland Neighbors. This newsletter will include articles submitted by community groups and neighborhood associations, and will list upcoming meetings. Bureaus may also submit information about their programs. The newsletter is mailed to a list of at least 7,500.
- Maintain the website, eastportland.org, to provide information to the broader community. The website will have a calendar of events that includes neighborhood association and other community group activities. It also has a news page that promotes community activities. This year our main focus is to simplify the website to make it more manageable and sustainable.
- Maintain a FaceBook page to promote activities and opportunities to get involved and make connections between community groups.
- Maintain an email announcement list to send out notices to community members about events and opportunities to get involved. The list currently has about 360 addresses and is used about 80 times a year.

Organizational Support (Direct Support and Funding): EPNO provides limited organizational and project support including leadership development, and project planning and implementation to neighborhood associations and community groups.

- We expect there will be over 200 events among the community groups we support during the year. EPNO will provide support to these activities as needed and as there is capacity. Activities include:
 - Neighborhood association, community group and committee meetings
 - Community recycling/reuse/cleanup events
 - Community fairs and festivals
- Neighborhood associations and their activities receive funding support through the Allotments
- Community groups and their activities receive funding support through the Community Activities Fund
- Grants through the Citywide Small Grants Program will be available for all groups to support activities that benefit East Portland

Advocacy Support (Direct Support and Funding): EPNO provides limited advocacy support for neighborhood associations and community groups around public policy and funding.

We expect advocacy in the following areas:

- Housing and Houselessness.
- Efforts to expand and diversify funding for the EPNO program.
- Many small focused efforts.

Training and skill building (Community Hub)

- At least one neighborhood association board orientation will be held.
- Tips and information on best practices about organizing meetings, community outreach, risk, corporate organization, how to advocate, group dynamics/process, will be maintained on the website, and used to supplement discussions with active community members.

Maintain an Accessible Office (Community Hub)

- Maintain a community meeting room that is available for community groups to use.
- Maintain and check-out equipment for community meetings and events.
- Our regular public office open hours are 11 am to 5 pm, Monday through Thursday, totaling 24 hours a week.

Document Management (Community Hub)

- Collect and archive neighborhood association documents: EPNO will receive documents submitted in either electronic or paper form and store them electronically.

Administration

- Develop an Annual Plan and budget.
- Manage program & staff

East Portland Neighborhood Office Goals and Values

Goals

EPNO's mission is to support community organizations, community members, and the thirteen neighborhood associations of East Portland as they strengthen their communities and work with local government and other organizations. Our community building and civic engagement goals are:

- increase the number and diversity of people involved in their communities
- strengthen community capacity through, for example, skills building, fostering teamwork or partnerships, and other community building activities
- increase community impact on public decisions

Program requirements

EPNO is a geographically-defined community-building and civic engagement program. The following are requirements for program activities.

- The activity must be in East Portland, be by East Portlanders, or clearly benefit East Portland.
- The activity must meet one or more of our program goals
- The activity must originate in the community or clearly support the community's efforts.
- The activity has a core working team.

General program values

- community-driven – projects and activities are initiated by community members
- responsive to community – community defines what they want to work on and how to organize
- flexible – take advantage of opportunities when they arise
- collaborative – focus on cross-communication, breaking down silos
- inclusive – open our program to engage communities currently underserved by EPNO and the City.

Considerations for supported activities

To remain flexible, responsive, inclusive, collaborative, and community-driven; staff use the following considerations to guide their work. This is about balancing the many factors that are involved in community activities.

Feasibility - Are there resources to support the activity?

- Does the group have access to the financing, skills, and equipment necessary? Can EPNO assist in connecting to missing resources?
- Does the size of the team match the scope of the project?
- Cost/benefit – How does the potential community benefit compare to the cost in resources?
- Sustainability – Should and how will the activity continue?
- Planning – How well has the activity been planned? Are goals and expected outcomes clear? Can EPNO assist in scoping the project?

Staffing - What role will EPNO staff play?

- Is the activity led by community? Is the content driven by the community?
- Is staff providing technical, logistical, or administrative support unavailable through volunteers?
- Do we currently have the staffing resources to offer?

Team-building - Does the activity build a community team or partnerships?

- Does the project foster collaboration or build capacity within a team?
- Is the activity led by the communities benefiting or impacted by the issues the activity addresses?

Balance - How does this fit into the other activities, projects, and groups we're supporting?

We strive to support a diversity of projects, activities, and groups. Balancing support for existing groups and activities with new groups and activities will increase our effectiveness at engaging a variety of people.

- Does the activity represent a different approach?
- Is it a different activity than currently supported?
- Does it represent a different advocacy issue?
- Is there leadership from groups underserved by us?
- Is the activity a limited-term or ongoing activity?
- Is the activity or group a new-to-us activity or group?

DRAFT EPNO Advisory Committee Membership Process

The East Portland Neighborhood Office Advisory Committee is charged with providing recommendations and advice on the EPNO Community Building and Advocacy Programs and budget.

EPNO Advisory Committee membership

The EPNO Advisory Committee shall include a diversity of community connections, perspectives, skills, and experiences. This diversity helps insure the best possible decisions are made for EPNO Community Building and Advocacy Programs and EPNO's support of East Portland communities.

The members of the EPNO Advisory Committee operate as a team. Like building a team- when adding new members – considerations of filling experience or knowledge gaps, augmenting voices, complementing existing perspectives and such are used. Any perspectives, experiences, community connections, skills could be valuable; it depends on current composition.

The EPNO Advisory Committee is not representative. That is, members are not there to represent particular organizations. At the same time, they bring their experience and perspectives from participating in other groups, organizations, and community efforts to the table. Importantly, decisions are not deferred to outside consultation; rather they are made during the meeting by consensus of the individuals participating.

Size and composition of the Advisory Committee

- 15-25 community members
- EPNO staff are also members of the Advisory Committee.

It is less important to have 25 community members, then to have 15 active community members bringing diverse perspectives, experience, skills, and community wisdom to the table.

Term of service on the Advisory Committee

- Two years with approximately 8 meetings.
- People are welcome to continue for longer than two years; as long as it is useful and fun for them. This is informal and there is no re-up of a term.
- The term of service simply allows people to have a clear end of tenure, so that they can comfortably and easily leave.

Seat forfeiture due to non-participation

- If an Advisory Committee member does not attend two meetings in a row and there is no communication, they are no longer a member of the Advisory Committee. EPNO staff will communicate this to the individual member and the Advisory Committee.
- If an Advisory Committee member is unable to attend four meetings in a row, their seat becomes open. This is in *no* way a reflection of the absent member's value; it's simply a reflection that the Advisory Committee meets infrequently; covers a lot of ground at each meeting; and is a limited size group.

Recruitment process

- Open recruitment – as long as there are open seats, new members may join at any time.
- To start the process – the current Advisory Committee will actively recruit in summer 2017 in preparation for the fall 2017 meeting. *Pending approval of this document by the Advisory Committee.*
- Interested community members will submit answers to a few simple questions, to be reviewed by current Advisory Committee members who are interested in doing so.

Requirements for serving on EPNO Advisory Committee

- Commitment to a thriving East Portland
- Commitment to the goals and values in the EPNO guiding document
- Commitment to working as a team and consensus decision-making
- Ability to attend most AC meetings

Orientation

Prior to attending an advisory committee meeting, new members should have an orientation. An EPNO staff will be present for the orientation and, wherever possible, also a community member currently on the Advisory Committee.

DRAFT outline of recruitment announcement, and selection process

Will fine tune once is ready to go live, but this is the idea of what the announcement and process will look like.

Draft outline of recruitment announcement

Splashy description of EPNO AC goals, purpose, and work. Description of commitment required. Explanation of the goals and values of EPNO programming (from guiding document). Followed by:

Please send short answers to the following questions to X by DATE. You can send your answers directly in email. We don't need a fancy formatted reply.

There are no wrong answers! The EPNO Advisory Committee is looking for a broad range of community connections, perspectives, and experiences.

- 1** What is your experience with, interest in, or connection to East Portland?
- 2** Why are you interested in serving on the EPNO Advisory Committee?
- 3** What groups, organizations or communities are you connected to?
- 4** Are there particular skills you'd like to put to use on the EPNO Advisory Committee? Or skills you'd like to develop while on the EPNO Advisory Committee?

Requirements for serving on EPNO Advisory Committee

- Commitment to a thriving East Portland
- Commitment to the goals and values in the EPNO guiding document
- Commitment to working as a team and consensus decision-making
- Ability to attend most Advisory Committee meetings
- Must live or work in East Portland (EPNO) geographical boundary, your work must directly impact East Portlanders.

Note – No prior experience required. No particular skills or etc. required.

CONTACT information/where to send answers

Recruitment and Selection Process

- Both targeted and broad recruitment. Everyone help with recruitment!
- Discussion and selection of applicants done by a team composed of interested current Advisory Committee members. (This done via email.)

If the membership process is accepted, what happens next?

- Contact current inactive Advisory Committee members, thank them for their time with the Advisory Committee and discuss with them about opening their seat for a new member.
- Recruit.
- Orientations.
- Advisory Committee meeting with welcoming of new members.

Lindsay, Eliza

From: Lindsay, Eliza
Sent: Friday, March 10, 2017 11:45 AM
To: Parkrose Neighbors; Arlene Kimura; gobleyoung@msn.com; Cristina Palacios; Hongsa Chanthavong; ejillshepard@hotmail.com; mingus@historicparkrose.com; Natalia Sanchez; nataliasanchezmarquez@msn.com; 'natalyasobolevskaya@yahoo.com'; ronglanville@gmail.com; Lewis, Tom (Rockwood Water PUD)
Cc: Bixby, Richard; Koch, Kari; Ashton, David; Lindsay, Eliza
Subject: Thank you and high level notes from last Friday's Advisory Committee meeting

Hi everyone who attended last Friday's Advisory Committee meeting,

Thank you for your participation and expertise. A lot of ground and good decisions were made.

We had hoped to have time to ask how breaking out into smaller groups to work on something specific went for you? Should we do that more often? Feel free to email me and give feedback.

Below are high level summaries of both our advisory committee meeting and the optional meeting with ONI management directly following the advisory committee meeting. Let me know if you see something amiss.

Note, In the interest of time and effort conservation, my goal was not to produce extensive notes, but rather, to simply document key decisions and actions.

Thank you again and hope you're enjoying this sunny Friday.

All the best,
eliza

Synopsis -EPNO Advisory Committee Meeting

March, 3, 2017, 9am-11am, East Portland Neighborhood Office, 1017 NE 117th

In Attendance: Annette Stanhope, Arlene Kimura, Carrie Goble, Cristina Palacios, Hongsa Chanthavong, Jill Erickson, Mingus Mapps, Natalia Sanchez, Natalya Sobolevskaya, Ron Glanville, Tom Lewis, David Ashton, Kari Koch, Eliza Lindsay, Richard Bixby

Decision – Run Community Activities Fund twice a year with \$5000 in each round? – **Yes**

Decision – Sign on to the Portland United Against Hate: Joint Statement? – **Yes**

Decision – Adopt proposed EPNO Guiding document? **Yes**

Action – Incorporate proposed amendments to EPNO guiding document (from Arlene K, Jill E, Cristina P) for review in May.

Action – At the May Meeting present a draft proposal for advisory committee membership (what are we looking for in membership, how do people join, leave, etc.) based on the conversation of Eliza L and Hongsa C. It will include Arlene K and Cristina P's input.

Decision - Below are the four messages the Advisory Committee decided those attending the same day 11:00-11:45am meeting with ONI management on EPNO director FTE and EPNO budget should bring:

1. Decisions on staffing changes should be made at EPNO with consultation of Advisory Committee
2. If small amount of funding is added to increase staffing, EPNO and Advisory Committee get to decide how it is used
3. We want ONI's support for making a big ask to address the funding equity issue for EPNO
4. Don't want to take existing ONI money to increase the director's FTE

I think it is worth noting that there was significant difference of opinion about lots of the different elements of this complicated topic, e.g., whether it was strategic to accept a small amount of money or not. While facilitating it felt to me (eliza) that the group agreed to disagree on a topic we truly weren't done considering. That is, we reached a superficial consensus but that there are underlying issues we may want to think more deeply on, especially as we move forward in advocating for our program.

Synopsis –Optional meeting with ONI management regarding EPNO director FTE and EPNO budget

March 3, 2017, 11am-noon, East Portland Neighborhood Office, 1017 NE 117th

In Attendance: Arlene Kimura, Jill Erickson, Ron Glanville, Tom Lewis, Brian Hoop, Paul Leistner, David Ashton, Eliza Lindsay, Kari Koch, Richard Bixby

The folks who stayed to discuss these budgetary matters with Brian H and Paul L both tried to carry forward the key themes from the advisory committee discussion and also had to discuss new items the full advisory committee had not had a chance to discuss.

Key points shared with Brian H and Paul L included:

- We don't want to make promises to the new Director regarding money we don't have, right now the position will be hired as a 3/4s time position.
- We want to commit to making a big ask for funding EPNO equitably and want ONI's support on this. This big ask money could certainly support all kinds of staffing FTE changes.
- If ONI decides to put in some money to EPNO's budget from your small pot of misc/flex/discretionary funding - The advisory committee would have a role in how this money is allocated.
- We only want to pursue bridge money (one time money) if there is a commitment to do the work to get ongoing funding.

East Portland Neighborhood Office Advisory Committee

name	affiliation	email
Alesia Reese	Woodland Park Neighborhood Association; East Portland Parks Coalition; East Portland Neighbors; Portland Intl Airport-Citizens Advisory Comm	alesiajmr@yahoo.com
Annette Stanhope	Parkrose Neighborhood Association; Prescott Family Community Association	parkroseneighbors@gmail.com
Arlene Kimura	Hazelwood Neighborhood Association; Mobile Playgrounds/Summer Hiring; The Rovers; East Portland Land Use and Transportation Committee; East Portland Action Plan; East Portland Parks Coalition; East Portland Neighborhood Assn. Chairs Group; IRCO Works LLC; Friends of Gateway Green; PDC Eco-District Group; Portland Pedestrian Advisory Committee; Portland Streetcar Advisory Committee; <u>Citywide Transportation Committee</u>	arlene.kimura@gmail.com
Brenda McSweeney	Children's Mental Health System Advisory Council; Commission on Children Families and Community; Glenfair Neighborhood Association; Parks & Recreation Budget Advisory Committee; East Portland Neighbors	brendam170@aol.com
Bridget Bayer	EPAP Economic Development Committee; Parkrose School Bond Committee; Parkrose Neighborhood Association; Parkrose Business Association; Venture Portland; City Club of Portland	bridgetbayer@me.com
Carrie Goble	Wilkes Community Group	gobleyoung@msn.com
Cristina Palacios	Community Alliance of Tenants; Healthy Homes Coalition; Bureau of Dev Services Budget Advisory Comm	cristina@oregoncat.org
David Perry	Zenger Farm; Lents International Farmers Market	david@zengerfarm.org
Emily Bertram	Parkrose Middle School; SUN Community Schools Network; Immigrant and Refugee Community Organization	emilyB@irco.org
Galina Nekrasova	East Portland Action Plan; Slavic Culture Festival	galinanek@frontier.com
Hongsa Chanthavong	Lao American Foundation; Lao Business Association; IRCO - Asian Family Center; East Portland Action Plan; Buddhatham-Aram, Inc.	HongsaC@irco.org
Jenny Glass	The Rosewood Initiative; EPAP Economic Development Subcommittee	jenny@rosewoodinitiative.org
Jeremy O'Leary	City Repair; East Portland Action Plan;	jeremy@cityrepair.org

	Resilience NW; PREPOregon.org	
Jill Erickson	Wilkes Community Group; Portland Chptr, Nat. Assoc of Active & Retired Fed. Workers; Steering Committee for the NAYA Canoe; Santee Sioux Tribe of Nebraska; Chugach Native's Association of Alaska	ejillshepard@hotmail.com
Kathi Holmes	Wilkes Community Group; Resurrection Lutheran Church	kathimholmes@gmail.com
Lori Boisen	Division Midway Alliance; EPAP Economic Development Subcommittee: The Rovers	divisionmidwayalliance@gmail.com
Mary Nelson	Russell Neighborhood Association; Villa Garden Club; Project Linus; Northwest Quilters Guild; St. Theresa's Women's Guild; St. Vincent de Paul, St. Theresa chapter; Genealogical Forum of Oregon	quiltnelson@gmail.com
Mingus Mapps	Historic Parkrose NPI; Public Involvement Advisory Council	Mingus@HistoricParkrose.com
Natalia Sanchez	Mobile Playgrounds/Summer Hiring	natalias@ywcapdx.org
Natalya Sobolevskaya	Mobile Playgrounds/Summer Hiring; Movie in the Park in Russian; Community Energy Project; Russian-Speaking Community Leaders Group	natalyasobolevskaya@yahoo.com
Polo Catalani	22 Mutual Assistance Associations; IRCO Board of Directors; Asian Family Center, Advocacy Council; Africa House Resource Council; Asian Pacific American Network of Oregon; Colored Pencils Art and Culture Council; Catholic Charities of Oregon; Lutheran Community Services NW; Oregon Public Broadcasting, Advisory Board; Oregon Bar Association; American Immigration Lawyers Association	Ronault.Catalani@portlandoregon.gov
Rick Paul	Pleasant Valley Community Baptist Church; Portland Recycling Team; Pleasant Valley Neighborhood Association; The Friends of Fair; Fair Board of Multnomah County; Oregon Fairs Association; Association of Oregon Recyclers; Recycling Advocates	paulpony@frontier.com
Ron Glanville	Russell Neighborhood Association; Parkrose Community UCC; Parkrose Farmers Market; Parkrose Community Orchard; East Portland Neighbors; EPNAN Editorial Committee	ronglanville@gmail.com
Tom Badrick	East Portland Action Plan;	badrickt@gmail.com

	East Portland Neighbors; East Portland Parks Coalition; Friends of Hazelwood Hydropark; Friends of Hope Monument; Friends of Trees Neighborhood Coordinator; Gateway Green; Gateway One; Halsey-Weidler Group; Parkrose Heights Association of Neighbors; The Rovers; Urban Forestry Tree Steward	
Tom Lewis	Centennial Community Association: Rockwood Public Utility District	GAMODATO@aol.com