



N/NE Community Development Initiative Oversight Committee Meeting – October 5, 2017

Billy Webb Elks Lodge ~ 6 N Tillamook St. ~ 6:00 p.m.

Members present: Jennifer Huang, Dorcie Johnson, Leesha Posey, Maurice Rahming, Chonitia Smith, Karen Ward, Haben Woldu

Members not present: Oscar Arana, Michael Davis, Vicki Guinn, Khanh Le, Irene Minnieweather, Shannon Olive, Karis Stoudamire-Phillips

Prosper Portland Staff Present: Tory Campbell, Kimberly Moreland, Lisa Abuaf, Amanda Park, Wayne Shammel, Yvonne Smoker

Summary of action Items:

- Tory Campbell began the meeting and provided context as to why a facilitator was needed and selected
 - Tory Campbell introduced Dr. Steven Holt as the N/NE CDI meetings facilitator
 - Dr. Steven Holt provided background into his experience as a facilitator
- Some members of the Oversight Committee (OC) expressed their concerns on the process for the selection of the facilitator, and that Dr. Holt's position as the Chair of the N/NE Housing Strategy will conflict with his role as a facilitator of the OC
- Others expressed concerned about utilizing TIF dollars for facilitator and not for an impact study
- It was agreed upon by the seven (7) members of the Committee that were present, that the Subcommittee Report Out items on the agenda be tabled for the next N/NE CDI OC
- Wayne Shammel, Assistant General Counsel at Prosper Portland, gave a brief overview of the terms of the Conflicts of Interest (COI), as well as what encompasses Public Records and Public Meetings
 - A major point that Wayne emphasized is that OC members are considered public servants and that messages sent from personal devices related to N/NE CDI business becomes a public record. OC members should avoid using personal email accounts or text messaging to conduct public business.
 - Further details are laid out in the PowerPoint shared at the meeting with the committee (which will be shared in a separate attachment, as well as posted to the Prosper Portland website)
- Dr. Holt facilitated a discussion into the elements of the N/NE CDI OC Charter
- Since the OC does not currently have a chair, the committee members requested a special session to convene to vote on a new chair, as there was not a quorum present at this meeting to vote on a new chair
- As the Charter does not have language regarding a Chair, the OC members suggested creating a Project Charter Subcommittee to do a deep dive into revising the charter to include a provision for two co-chairs, frequency of meetings, voting procedure and other clarifications
- Haben, Maurice and Karen volunteered to serve on the Project Charter Subcommittee, with open invitations to the rest of the committee to volunteer as well
- The committee agreed that before the other subcommittees can continue their work (with the exception of the CLG Subcommittee, whose schedule is already locked in) the Project Charter subcommittee will need to first help determine the provisions to be included in the committee's Charter, with input and questions from the larger group, via a shared Google Doc of the current charter
- The Project Charter Subcommittee is slated to meet before the next larger OC meeting, date TBD in November.

Meeting adjourned at 7:44pm.