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## **Williams & Russell Project Working Group Meeting Minutes** **Wednesday, April 21, 2021, 10:00 p.m. - 12:00 p.m.**

### **MEETING PURPOSE**

- Share Updates
- Breakout Session for Nominations and Communications/Engagement Subcommittee Work

### **MEETING DESIRED OUTCOMES**

- Working session outcomes: nominations process, communications scope and RFP related engagement

**Meeting Minutes:** On April 21, 2021 **Dr. Holt** opened the PWG public meeting via Zoom and the following is a brief outline of what was discussed.

#### **1. Co-Chair Report.**

**Bryson Davis** shared with the PWG that the Nominating Committee met and are looking to move forward nominations work in the next week based on the discussion the group was having via the work session today. The group discussed status of the RFP process and plans to share an update with the community regarding the RFP. Bryson shared the PWG received 3 responses to the RFP and indicated that they are very good. He indicated the RFP Subcommittee intends to meet next week to go through and score the applicants and then share the scoring with the PWG.

**Justice Rajee** shared that they are working on an April status update of the project as a whole which includes the RFP status. He is also working on updating the community about how to apply for Board positions of the nonprofit. The Communications Subcommittee is developing a separate email address for the nonprofit and moving forward with communication elements in regards to social media and community engagement.

#### **2. Breakout Work Sessions (Nominating and Communications).**

The meeting participants self-elected which breakout room to participate in for a 25-minute time period. Community members were assigned to a breakout group of their preference. Below is an outline of which group each person participated in:

- **Nominating.** Bryson Davis, Karis Stoudamire-Phillips (leads). PWG members and public attendees: Anthony Deloney, Dr. Holt, Ed Johnson, MinNefer Mernahkem, Amy Nagy, Brian Terrett.

- **Communications/Engagement.** Justice Rajee (lead). PWG members and public attendees: Lisa Abuaf, Michael Alexander, James Faison, Leslie Goodlow, Christine Velasquez.

**Work Session Breakout Reports.** Participants within the work sessions reported out on the work session discussion.

- **Nominating Report Out.** Karis summarized some of the details that were discussed in the breakout group. The group's discussion centered around the plan for nominating new members to the nonprofit Board and what that process will look like. Important dates that were shared are:
  - The committee met April 19, 2021 and will meet next Wednesday April 26, 2021 to finalize the draft of a proposed plan for the "requests for applications."
  - An announcement will be shared with the public on Monday, May 3, 2021.
  - The due date for applicants to express their interest will be Monday, May 24, 2021.
  - The group hopes to present applicants to the PWG in the first meeting held in June.

For someone to participate and present themselves as interested in Board membership, they will be asked to do the following: a) share a statement of interest and a resume b) for those without a resume share a list of community engagement activities. The Nominating Subcommittee will review applicants based on the two stated parameters and will make a decision who will move forward and be brought in front of the full PWG for final consideration. Dependent on the number of applicants, the group will make a determination of how many will move forward for consideration.

Some of the important skills for applicants to have would be: community connectivity, a financial background, past board and nonprofit experience. The goal is to have the present Board make the final decision and to have the PWG to help vet applicants. The Nomination Committee is strongly encouraging all PWG members to share the need for Board members with their networks to ensure a robust response to the application shared with the community.

There was a recommendation in the breakout group to share the application with the Soul District, Black PDX Facebook group, Portland Housing Bureau, Prosper Portland website, newsletter and social media channels, People PDX, neighborhood associations, NECN newsletter and everyone within the PWG associated organizations.

- **Communications/Engagement.** Justice summarized some of the details that were discussed in the breakout group. The plan is to create two events:
  - a) One session would be a presentation night where RFP respondents would join the community to be interviewed. Each RFP respondent would have a specific time slot to present and then hold a question and answer session.
  - b) A second session would be a PWG meeting with the 3 RFP respondents where they would have the opportunity to answer questions based on what was heard from the first community event.

Justice indicated that it would be highlighted to the respondents that there will be an emphasis on the team and the overall project will evolve from the specific team that is selected.

3. **Legacy Update.** Brian Terrett from Legacy Healthy shared that there was a meeting April 18, 2021 with Board President, Charles Wilhoite and Legacy CEO, Katherine Correia together with their company attorney and Vickie Guinn to discuss the creation of a memo that will be delivered to PWG Co-Chairs. The memo will outline the specific three-step process of handing over the land to the newly formed nonprofit. The hope is to create clarity of the land transfer process, to ensure that the nonprofit is established prior to handout and that there are all the necessary sign off's from Prosper Portland. Jay O'Brien, Legacy's attorney, will prepare the memo and present it to the Legacy Board at their next meeting on May 27, 2021.

Legacy has agreed it is their responsibility to do the platting work, and they are moving forward with this using the proposal from Edmund Tawiah, TCC Associates. In the proposal from TCC Associates, it's projected that the platting work will take about 3 to 4 months.

4. **Public Comments:** The facilitator invited public comments and there were no public comments.

**Next meetings May 5<sup>th</sup> (5:30pm) and May 19<sup>th</sup>. The meeting ended at 1:01pm.**

## PWG - Meeting Attendance Record

x	Name	Representing	Email
x	<b>Bryson Davis, Co-Chair</b>	Soul District Business Association (SBDA)	<a href="mailto:bdavis@sussmanshank.com">bdavis@sussmanshank.com</a>
x	<b>Michael Alexander</b>	Black United Fund & Portland Opportunities Industrialization Center (POIC)	<a href="mailto:mcalexhog@aol.com">mcalexhog@aol.com</a>
	<b>Joy Alise Davis</b>	Portland African-American Leadership Forum (PAALF)	<a href="mailto:joyalise@imagineblack.org">joyalise@imagineblack.org</a>
x	<b>Anthony Deloney</b>	Self Enhancement Inc (SEI)	<a href="mailto:anthonyd@selfenhancement.org">anthonyd@selfenhancement.org</a>
x	<b>James Faison</b>	Professional Business Development Group (PBDG)	<a href="mailto:info@faisonconstruction.com">info@faisonconstruction.com</a>
	<b>Stephen Green</b>	Black Investment Consortium for Economic Progress (BICEP)	<a href="mailto:greenerpasturesnw@gmail.com">greenerpasturesnw@gmail.com</a>
	<b>Tony Hopson</b>	Self Enhancement Inc (SEI)	<a href="mailto:tonyh@selfenhancement.org">tonyh@selfenhancement.org</a>
x	<b>Justice Rajee, CoChair</b>	Portland Opportunities Industrialization Center (POIC)	<a href="mailto:jrajee@portlandoic.org">jrajee@portlandoic.org</a>
	<b>Walter Robinson</b>	Portland African-American Leadership Forum (PAALF) & Urban League	<a href="mailto:wlrii45@gmail.com">wlrii45@gmail.com</a>
	<b>Jillian Saurage</b>	North/Northeast Housing Strategy Committee	<a href="mailto:jily99@gmail.com">jily99@gmail.com</a>
x	<b>Karis Stoudamire-Phillips</b>	North/Northeast Community Development Initiative Oversight Committee	<a href="mailto:karis.stoudamirephillips@modahealth.com">karis.stoudamirephillips@modahealth.com</a>
	<b>Chabre Vickers</b>	Wells Fargo	<a href="mailto:Chabre.L.vickers@wellsfargo.com">Chabre.L.vickers@wellsfargo.com</a>
	<b>Charles Wilhoite</b>	Legacy Health, Board of Directors	<a href="mailto:cawilhoite@willamette.com">cawilhoite@willamette.com</a>

### Additional Attendees:

x	<b>Vicki Guinn</b>	Legacy Health	<a href="mailto:vguinn@lhs.org">vguinn@lhs.org</a>
x	<b>Brian Terrett</b>	Legacy Health	<a href="mailto:Bterrett@lhs.org">Bterrett@lhs.org</a>
x	<b>Lisa Abuaf</b>	Prosper Portland	<a href="mailto:abuaf@prosperportland.us">abuaf@prosperportland.us</a>
x	<b>MinNefer Mernahkem</b>	Prosper Portland	<a href="mailto:mernahkem@prosperportland.us">mernahkem@prosperportland.us</a>
	<b>Nancy Wilson</b>	Prosper Portland	<a href="mailto:wilsonn@prosperportland.us">wilsonn@prosperportland.us</a>
x	<b>Christine Velasquez</b>	Prosper Portland	<a href="mailto:velasquezc@prosperportland.us">velasquezc@prosperportland.us</a>
x	<b>Sharon Smith</b>	Prosper Portland	<a href="mailto:smiths@prosperportland.us">smiths@prosperportland.us</a>
x	<b>Amy Nagy</b>	Prosper Portland	<a href="mailto:nagya@prosperportland.us">nagya@prosperportland.us</a>
x	<b>Leslie Goodlow</b>	City of Portland, Portland Housing Bureau	<a href="mailto:Leslie.Goodlow@portlandoregon.gov">Leslie.Goodlow@portlandoregon.gov</a>
	<b>Khanh Tran</b>	Mayor's Office	<a href="mailto:Khanh.Tran@portlandoregon.gov">Khanh.Tran@portlandoregon.gov</a>
	<b>John Marshall</b>	City of Portland, Portland Housing Bureau	<a href="mailto:John.Marshall@portlandoregon.gov">John.Marshall@portlandoregon.gov</a>

### Action Item Log

1.	Prepare project status update communications
2.	Create separate email address for nonprofit
3.	RFP evaluation and engagement event planning (community interviews, PWG interviews)
4.	Nonprofit board application process and announcement
5.	Legacy memo to PWG CoChairs
6.	Legacy contracting with TCC Associates