

Williams & Russell Project Working Group Meeting Minutes Wednesday, May 5, 2021, 12:00-1:15 p.m.

Meeting started at 12:15

MEETING PURPOSE

- Update on RFP Evaluation
- Update on Communication Strategy / Community Event
- Update on Nonprofit Board Formation
- Update with Legacy

MEETING DESIRED OUTCOMES

- Schedule for RFP Evaluation and Selection
- Interview and Community Engagement during RFP Evaluation
- New Format for Nomination of New Nonprofit

Meeting Minutes: On May 5, 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 that the Williams & Russell CDC nonprofit officially exists, and Justice is working on getting a bank account established. The Nominating Subcommittee has a full plan in place and are prepared for the Board nominating announcement to send out to the community via Facebook groups and local networks. The CoChairs plan to send a copy of the announcement to all the PWG members to share with their networks.

The RFP Subcommittee is planning to meet next week to score the 3 proposals received in response to the RFP. He reminded all members of the RFP Subcommittee to get their scoring sheets turned in and ready for review. The plan is to then share an update at the next PWG meeting on May 19, 2021.

- **Justice Rajee** shared with the PWG that he has finalized the document outlining the process to submit applications for people interested in being on the nonprofit Board. He will send this document to all the PWG members for reference. As part of communications work, there's a specific contact email that's been created connected to williamsandrussellcdc.org that will go directly to the PWG to receive applications. The current Board members will review the responses that are turned in. He encouraged all PWG members to share the document with their networks.

Justice also shared that he has created a MailChimp account so that the nonprofit will be able to establish their own distribution lists. He also expressed the subcommittee is working to start getting the “save the date” information out to the community regarding the June 2, 2021 community interview exchange with the RFP respondents.

- 2. RFP Evaluation Process and Schedule.** **Leslie Goodlow** indicated that there is a meeting scheduled on Monday, May 10, 2021 for the RFP Subcommittee to score applicants. She asked for scores from other PWG members serving on the subcommittee so that she can compile them. She expressed concern that if the scores are not prepared ahead of time it could appear like the evaluation process was not a fair and objective. Because this is a public process, she encourages the group to be as objective as possible.

Bryson shared with the group that the next three PWG meetings will be very important meetings to the evaluation process. Those meeting times will provide a venue for interviewing RFP respondents, asking question of the RFP applicants, and also voting on the development team selection for the project. He encouraged all PWG members to make sure they attend the next 3 meetings. The next two meetings will be held in the evening at 5:30 pm on May 19 and June 2, 2021. The June 16, 2021 meeting will be held at 12:00 noon in the afternoon.

Dr. Holt asked if all 3 RFP proposing teams will be interviewed. Bryson indicated that will be determined by the scoring of the subcommittee. **Chabre Vickers** publicly thanked Leslie and the RFP subcommittee for her work in evaluating the RFP respondents. **Tony Hopson** said that he hadn't been aware of the need to turn in evaluation information, and he will work on getting his scores in.

- 3. Update on Nomination Process for Nonprofit.** Justice referenced the one-page document created for applicants to review to apply for the nonprofit Board. He will share the document with the PWG via email as well. Applicants must send a statement of interest, a resume and their community service work with their applications. The deadline for the applications to be turned in is May 24, 2021. The Nominating subcommittee will review applications and responses and bring their assessment of the applicants to the PWG for vote.

Dr. Holt asked who will vote on the applications. Bryson indicated that the PWG will serve as the Nominating committee, making selection recommendations to the nonprofit Board, and the current nonprofit Board members will make a final approval vote.

The email tied to williamsandrusselcdc.org is the newly established email for the nonprofit and will be where applications and materials will be sent.

- 4. Legacy Update. Brian Terrett** from Legacy Health shared that he had a chance to review the memo that will be shared with the Legacy Health's governing Board. The memo includes three conditions for land transfer and some financial information of the annual costs to maintain the land. He indicated that the memo does not need Board approval, but they're sharing the memo so that the Board is aware of the information.

Legacy Health has reached out to Edmund Tawiah, TCC Associates, the civil engineer that will handle the platting of the property. Brian also shared that Legacy is considering some additional work addressing issues on some other land owned by Legacy Health. The timeline for this work is 3 to 4 months.

Finally, he shared that Legacy Health has created a 4-minute video to give a status update of the project for their staff that included Tony Hopson, Charles Wilhoite and Karis Stoudamire-Phillips. The video will be uploaded to the Legacy [YouTube channel](#), and he will share this video with the PWG when editing is complete. This video was originally created for Legacy Health staff and educating them about the status of the project. Legacy Health has also decided to share this with the greater community as well.

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

**Next meetings May 19th (5:30pm) and June 2 (5:30 pm) and June 16 (12:00 noon).
The meeting ended at 12:42 pm.**

PWG - Meeting Attendance Record

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

Additional Attendees:

x	Vicki Guinn	Legacy Health	vguinn@lhs.org
x	Brian Terrett	Legacy Health	Bterrett@lhs.org
x	Lisa Abuaf	Prosper Portland	abuaf@prosperportland.us
x	MinNefer Mernahkem	Prosper Portland	mernahkemm@prosperportland.us
	Nancy Wilson	Prosper Portland	wilsonn@prosperportland.us
	Christine Velasquez	Prosper Portland	velasquezc@prosperportland.us
x	Sharon Smith	Prosper Portland	smiths@prosperportland.us
x	Amy Nagy	Prosper Portland	nagya@prosperpotland.us
x	Leslie Goodlow	City of Portland, Portland Housing Bureau	Leslie.Goodlow@portlandoregon.gov
	Khanh Tran	Mayor's Office	Khanh.Tran@portlandoregon.gov
	John Marshall	City of Portland, Portland Housing Bureau	John.Marshall@portlandoregon.gov

Action Item Log

1.	PWG REP subcommittee members submit scoring to Leslie
2.	Justice send "Save the date" information for the upcoming community meetings
3.	Justice to share the board application and form with the PWG and new email address for the nonprofit
4.	All PWG share the application/information for the nonprofit board to their networks. Applications due by March 24, 2021
5.	Brian Terrett share the Legacy video with the PWG