

# EAST 205 COMMUNITY LEADERSHIP COMMITTEE MEETING MINUTES

## Meeting Details:

**Date:** April 27, 2026

**Time:** 5 pm to 7 pm

**Location:** Prosper Portland

**Online:** Zoom

## Attendees (In-Person/Online):

Name	Role	Name	Role
Daniel Carrillo	CLC	Amy Nagy	Prosper Portland
Emily Hutsell	CLC		
Olena Borova	CLC		
Parker Fitzpatrick	CLC		
ShaToyia Bentley	CLC (Co-Chair)		
Tami Booth	CLC (Co-Chair)		

## Meeting Minutes:

Meeting commenced at 5:10pm

### 1. Welcome!

- Tami and ShaToyia welcomed sub-committee members into the space.
- Amy informed the group that her role was note taker for this session and could be available to the group for any clarifying questions or other information as requested.

### 2. Roll Call

- Present: Tammy Booth, Olena Borova, Shatoyia Bentley, Daniel Carrilo, and Parker Fitzpatrick
- Absent: Emily Hutsell

### 3. Bylaws

- Tami shared that the By-Laws can be edited as needed.
- Olena recommended reviewing the version that already includes edits, as it captures input from the CLC's proposed changes.
- Parker joined the meeting and experienced some difficulty logging in.
- The group is currently working from a Google Doc, though not all members have access.
- Tami offered to make updates in the redlined version and then transfer those changes into the Google Doc. She also reminded the group to continue working from the existing document rather than creating a new version.

- The group confirmed that meetings will occur at least monthly.
- Members acknowledged that participants process information differently and opened the floor to ensure all subcommittee members had an opportunity to contribute.
- The group noted that changes can be made to the By-Laws, provided they do not conflict with the governance charter.

#### VIII. Facilitator Role

- Tami clarified that Co-Chairs will lead meetings, while facilitators will be responsible for creating a welcoming and safe environment, supporting healthy discussion, and ensuring meeting norms are upheld.
- Olena and ShaToyia proposed revising the language to clarify that the City will contract with the facilitator, while Co-Chairs will approve the facilitator selection.
- Olena asked whether Co-Chairs had reviewed the facilitator scope of work and consultant pool. Tami shared that she and ShaToyia met with staff and reviewed the scope, which is relatively limited. The City has already hired three consultants, and Tami noted there are strong options within the existing consultant pool. She added that Co-Chairs will meet with City staff to discuss interview candidates and ensure facilitator criteria reflect CLC priorities. Based on her review, Tami expressed confidence that a suitable facilitator is available.
- Daniel asked about the final facilitator selection process. Tami shared her understanding that Co-Chairs could make the selection on behalf of the CLC, though that approach is not required.
- Parker stated his interpretation that the full Committee should approve the facilitator. Tami clarified that full Committee approval would only be required if explicitly stated in the By-Laws. Parker agreed and recommended that facilitator selection should be made by the full Committee.
- ShaToyia noted that this CLC is one meeting behind the other two CLCs and is working to stay aligned with the Council approval schedule. She emphasized that the CLC already spent significant time discussing facilitation at the prior meeting, and that Co-Chairs were tasked with selecting a facilitator. She recommended moving forward using the existing scope and consultant pool and asked the group to work collaboratively despite concerns about the process to date.
- Parker disagreed with the urgency framing, noting that the Charter states the CLC will meet monthly until the Action Plan is complete. He expressed concern that City staff have been overly directive and had not adequately prepared the CLC for this work.

- Daniel shared that he is feeling fatigue with the pace of the meetings and noted that members are eager to make progress. He expressed confidence that the Committee is capable of understanding and supporting the facilitator's role.
- Parker reiterated his concern, citing City Code 3.40 and stating that the Committee is required to complete these steps directly.
- Olena acknowledged Parker's concerns but emphasized the need to complete the Action Plan within 12 months, given that development plans, organizations, and community members are relying on the outcomes of this process. She expressed support for proceeding on the City's timeline, trust in Tami and ShaToyia as Co-Chairs, and the need for a facilitator to help guide potentially contentious discussions.

#### XI: By-Laws Amendments.

- Tami noted that the section could be more prescriptive while remaining focused on immediate needs and encouraged the group to shift attention to other By-Laws sections that still require review.
- Tami shared that she will send the revised By-Laws to City staff for legal review and to identify any potential conflicts or issues.
- Tami asked all CLC Subcommittee members to independently review the highlighted sections, noting that any proposed edits must remain consistent with the Governance Charter. Members without Google Doc access will send comments directly to Tami and ShaToyia. The group agreed to this approach.
- Olena asked how conflicts would be handled if identified during review. ShaToyia responded that she will flag any issues and work with the group to resolve them.
- The sub-committee agreed to add a new section outlining the Committee Role, similar to the existing sections on the City Role and Facilitator Role. This section will also include a definition of co-creation. Co-Chairs will draft the language and bring it back for member approval on Thursday.

#### III. Frequency of Meetings.

- Agreed on language

#### IV. Membership and Term:

- March 8<sup>th</sup> meeting, the group decided on three-year terms. No change

- C. Filling Vacancies. Current language allows for flexibility for the Committee. No change to language.
- D. Quorum. Entire IV Section is approved with no change language

#### V. General Operating Procedures

- Tami highlighted in orange to denote still in process
- Parker stated that absentee voting is against public meeting law in Oregon.
- Sub-Committee posed question of frequency a CLC member would need to declare a conflict of interest.
  - o Parker will provide language regarding declaration of Conflict of Interest vs. Perceived Conflict of interest and necessary steps after declaration.
  - o Changed the example in the section
  - o Updated section to be consensus minus two.

#### VI. Removal of members and Resignations

- A. City team is confirming if Bureau Director is the right entity to remove. Group posited it might be City Council.
- C. Process for Removal. Similar question as to Section A regarding who the right entity is to remove. Added language regarding Absences. Inserted two forms one oral and one for written notification.
- D. Resignation Process. Olena proposed clarity on timeline. Parker recommended that notification should go to city staff liaison and committee chairs (new language).

#### IX. Communications.

- Daniel proposed adding language to the By-Laws that clarifies how meetings will be documented and records maintained, including options such as written minutes, audio recording, or video/audio recording.
- ShaToyia suggested outlining documentation options in the By-Laws and allowing the CLC to vote on the preferred approach. Daniel expressed a preference for meetings to be video recorded and approved at the following meeting.
- ShaToyia recommended replacing the current language with language used by the 82nd Avenue CLC. The proposed language was inserted and highlighted in green for review:

*“Members agree that transparency is essential to all deliberations. In*

*communications with members of the public, particularly with the media or community-based organizations, members must clearly indicate whether they are expressing a personal opinion or the formal position of the Committee.”*

#### VII. Officers and Subcommittees.

- Proposed including new language “Staff will not unilaterally take on these duties.” Added other language around committee quorum

#### X. Public Meetings and Records.

- Sub-Committee is looking to include language from what staff presented in earlier meeting. Will include Daniel’s notes on meeting record keeping.
- Parker recommended having someone from City’s IT department be present. ShaToyia and Tami will check with PHB and Prosper staff about technology and process.
- Highlighted in orange as work in progress.

#### **4. Public Comment**

- Amy informed the sub-committee that there were no outside members joined for public comment and they could use the remaining five minutes to wrap up the discussion for this session.

#### **5. Closeout & Next Steps**

- Tami requested members think about language for XI Amendment of ByLaws and other call outs for final edits.
- Tami will download template and send it out for members to make comments.

Meeting Adjourned at 7pm