

**TUALATIN TOMORROW
VISION IMPLEMENTATION COMMITTEE**

MEETING #8

December 10, 2008
6:40 P.M. – 8:26 P.M.
Library Community Room

MEMBERS PRESENT: Frank Bubenik, June Bennett, Ed Casey, Candice Kelly, Connie Ledbetter, Larry McClure, Gary Rusnyk, Dave Volz, and Jay Wilcox

MEMBERS ABSENT: Monique Beikman, Beth Roach

PARTNERS: Mike Dahlstrom, Washington County
Cindy Haldorson, Legacy Health System
Kelly King, Tualatin Chamber of Commerce
Sherilyn Lombos, City of Tualatin
Diane Lynch, Wetlands Conservancy
Linda Moholt, Tualatin Chamber of Commerce
Scott Schlegel, Washington County Community Action
Paula Stewart, Loaves and Fishes
Cassandra Ulven, TVF&R
Sheri Wantland, Clean Water Services
Steve Wheeler, Clackamas County Administrator
Jill Zurschmeide, Tigard-Tualatin School Board

GUEST: Lori Knapp (Tualatin resident; employed at Kaiser Permanente Clinic)

STAFF: Carol Rutherford, Office Coordinator
Doug Rux, Community Development Director
Lisa Thorpe, Tualatin Tomorrow Champion

INTRODUCTIONS/AGENDA

Mr. Bubenik welcomed everyone and reviewed the agenda. He encouraged attendees to help themselves to refreshments. There are extra copies of the handouts, if needed.

ACCEPTANCE OF MINUTES FROM SEPTEMBER 10, 2008 VIC MEETING

Mrs. Zurschmeide clarified information regarding the number of students in the Tigard-Tualatin School District (page 6 of the September 10th minutes). There are over 12,000 students in the Tigard-Tualatin School District with 4,600 in the four Tualatin schools, and 1,900 at Tualatin High School.

MOTION by Kelly, SECOND by Wilcox, to approve the minutes of the September 10, 2008 meeting with the clarification noted above. MOTION CARRIED unanimously.

DISCUSSIONS

NEW BUSINESS:

Introduction of New Focus Area Leads (Beth Roach and Ed Casey)

Effective January 1, 2009, Beth Roach will take over the focus area lead position from Gary Rusynyk in Growth Housing and Town Center (GHT). She is out of town and unable to attend tonight's meeting. Gary will stay on as an alternate. Ed Casey will assume Neta George's position as focus area lead for Governance, Leadership and Community Engagement (GLC). Neta has recently accepted a position downtown and is no longer able to attend our meetings.

OLD BUSINESS:

2008/2009 Schedule and Work Plan – Any Updates

Meeting attendees were updated on this document. Changes include the TTC update provided to the City Council on December 8th, the ACE presentation that is now scheduled for the February 23rd Council meeting, completion of the brochure in October, and the opening of WES which is scheduled for the first week of February.

Brochure – Distribute Final Document

Ms. Kelly distributed copies of the final brochure and extended thanks to Sheri Wantland and her graphic designer (Kevin) at Clean Water Services. The brochure is historic in nature and should be applicable for use until at least Tualatin Tomorrow's five-year anniversary. 10,000 copies were printed and are currently available at City buildings, the Chamber of Commerce, and the Senior Center. Mrs. Rutherford has the inventory stored in her office area. Ms. Kelly also thanked Kevin for his work on the PRN report card.

Partner Survey (Review and Approve for Use)

Mr. Bubenik reviewed the questionnaire which incorporates recommended changes from the last VIC meeting as well as the VIC Steering Committee. It now contains easy-to-check boxes and is available on the web via Survey Monkey. He requested that the Partners review the form for content. The Partners will then be requested to complete a survey form for each of their assigned action items.

A Partner luncheon is scheduled for February 4, 2009 at which time we would like to have these forms completed to delineate what's done, not done or in the "Parking Lot." Many action items have already been completed. The information gathered through this exercise will then serve as a report card to provide feedback to the community at the Annual Event on April 30th. Ideally, Partners will complete these forms prior to the luncheon but if that is not possible, then the focus area leads will meet with their Partners that day to facilitate this exercise.

Comments from the Partners included:

- Shortening the last section (verbiage is hard to follow)

- For those organizations with many action items, have a means to complete the top section only once, assuming the contact information is the same.
- Have a space for comments by either adding a line below each question or possibly referencing the question number in the last section. However, this could defeat the initial goal to keep it to one page.
- Mr. Dahlstrom commented on Question #6. If a Partner is working with someone, it will be good to know who it is. This should either be documented or facilitate a question by the Focus Area Lead. While Mr. Bubenik reiterated the goal to have this document on one page, if completing the form via Survey Monkey this issue will not exist.
- It was suggested that Question 3A could be reworked to gain a line on #4.
- Should the words “Tualatin Tomorrow” be placed on the same line as the title of the form?

When the survey form is finalized, Lisa Thorpe will advise the VIC members so that the Partners can begin completing this information. Mr. Rux displayed the format on Survey Monkey. Mr. Bubenik explained the format which will include 3 questions per screen with down arrows to highlight the options for each answer. The ultimate outcome of the web-based information will be collecting all the data in a spreadsheet format. Survey Monkey (which is a local company) is a very inexpensive program (\$40.00) to gather this data and is a lot quicker than using the paper forms. Ms. Kelly suggested that as an incentive for the Partners to complete this assignment, anyone completing it prior to the Partner Luncheon on February 4th will be entered in a drawing for a prize.

Larry McClure suggested entering basic information, not the strategy, i.e. reference the action item in a format such as GHT 18.1. Mr. Rux concurred that Partners should record the number, not the verbiage, recording the strategy # first followed by the number associated with the action number (i.e.. GHT 20, GHT 20.1, 20.2. and 20.3)

Mr. Volz inquired about the security of the Survey Monkey site. Mr. Bubenik responded that there is a means to obtain the IPA address if something looks unusual. He is not worried about security since if the IP address doesn't seem right, then the item can be deleted. Other security measures can be purchased, but since we're trying to do this as inexpensively as possible, we did not initially opt for those items.

Ms. Wantland inquired if she has to complete all items at one time upon logging in. Mr. Bubenik stated that he will turn off that feature so that the Partners can complete the items as their time permits.

Ms. Lombos commented that the City used Survey Monkey for a recent customer satisfaction survey but found it to be a bit “clunky.” However, it is OK once the data is transferred to an Excel spreadsheet. Mr. Bubenik stated that the data from the Excel spreadsheet can be sorted into the six areas, sorted by Partner, and then disseminated to the Focus Area leads.

Partner Luncheon

This event is scheduled for February 4th from 11:30 a.m. – 1:30 p.m. at the Police Department Training Room. The primary purpose is to collect the survey forms (unless they were done via Survey Monkey at an earlier time) and to meet with the Focus Area leads one on one. The information gained from this process will serve as a starting point in preparation for the April 30th community event. Lisa will compile an invitation list. Please let her know if there are any changes to your contact information, or if there are other people who should participate.

Mr. Dahlstrom reinforced that inviting others in your organization to attend can serve as a good resource as well as an opportunity to introduce them to us. Ms. Kelly stated that this is also a chance to include supporting partners who might not have been active since we initially met them several years ago or Partners who do not currently have any action items. Focus Area leads can facilitate discussions at the table and assess if there is something that we can do to support their efforts, identify barriers, (i.e. wording that doesn't fit) and encouraging us to reflect on "parking lot" actions, or to ask people as a group if conditions have changed and is there something in the parking lot that could fit with what we 're doing now. Another desired outcome of this luncheon meeting is to get them to begin conversation. Mr. Bubenik stated that the synergy of this group is amazing and this is an opportunity for the Partners to see what each other is doing.

A brief discussion was held regarding the room configuration and the best use of time. There will be box lunches so that discussions can take place while everyone is eating. It was suggested having six large round tables.

Mr. Wilcox stated that he would like to have everyone together to share information rather than just the one-on-one dialog. (i.e. representatives of Legacy, Providence and Kaiser). Ms. Moholt used the example of the food bank to help identify someone to take over her former role. Ms. Lombos reiterated the need to identify the suggested outcome/goals. This should be done via communication in the invitation.

Ms. Ledbetter stated that one goal is to have all questionnaires completed by that afternoon. Mr. Wilcox stated that the focus area leads should get together and represent a united front. Ms. Lombos suggested compiling a list of questions to insure that everyone is going in the same direction. Ms. Wantland stated that there needs to be a very clear objective to get the Partners to attend. New people won't have a clue on what is going on. An agenda should be prepared ahead of time. It was agreed that more planning will be done by the Steering Committee at their January 14th meeting.

Mike Dahlstrom stated that a key objective is to honor these people for their time and resources in this program. He strongly advised having some type of facilitator training prior to the event.

The proposed schedule will be:

11:30 a.m. – 11:45 a.m. Introductions and a 15-minute presentation to honor the partners and clarify what's to occur.

12:30 – 1:15 p.m. Group Discussions – Partners will have the option to change tables if they want to discuss action items assigned to them in more than one focus area.

It is recognized that Partners may not be able to cover everything assigned to them in multiple focus areas.

1:30 p.m. Closing – to consist of a “thank you” and brief update on the next steps in the integration of this information.

Mr. Dahlstrom stated that while such a schedule may be aggressive, following this time frame will allow us to accomplish something.

Meeting attendees further discussed this event and felt that in addition to the update on the action items and honoring the Partners, this will also serve as a networking tool to identify new partners and/or supporting partners while providing increased impetus to move forward. It will also serve as a great marketing/outreach tool to extend beyond the current Partners who are already doing a lot of work. Ms. Lombos suggested developing 3-5 basic questions to get the dialog going.

Mr. Bubenik suggested picking a date two weeks prior to the event to give the focus area leads the information to review. This will be a key topic at the January 14th Steering Committee meeting. Partners and VIC members were encouraged to email Frank or Candice with any questions as well as to provide names of additional individuals to be invited to the luncheon.

Yearly Event Planning

This committee has met three times. With the next VIC meeting not until March 2009, and the annual event on April 30, there are some important items to be discussed tonight. The event will be held in the education center at Meridian Park Hospital, using a room configuration similar to last year. The hospital will do the catering.

We would like to do a periodical for distribution to all residents of Tualatin. Ms. Kelly has received one price quote (\$1861) for 15,000 copies although she was not sure how many we need. Ms. Lombos stated that the City prints 13,000 copies of the City newsletter each month. The quote was for an 11 x 17 full color offset printing, double sided, 80# gloss paper folded into an 8 ½ x 11 inch document. There is an option to fold and deliver it to the post office which would add another \$680 excluding postage. This is a very expensive venture. The document could include an article about a particular focus area or Partner as well as promoting the annual event. It had also been suggested that there could be a coloring contest for children to color a picture, bring it with them to the annual event, and receive a prize.

Another option is to purchase an insert in the newsletter. Originally when preparing the budget, we talked about doing periodicals twice per year, but we opted to do the brochure instead of the first periodical. Mr. Rux stated that we could do a lower-end periodical like the one done in the early days of the Tualatin Tomorrow program. Newsprint is significantly less expensive. We could work with a group such as the Tualatin High School choir members for the delivery (similar to what was done during the initial phase of the Tualatin Tomorrow

program) providing them with some compensation for their program. This year the choir is going to Carnegie Hall so they will be doing fundraising to offset the cost of that trip.

Sheri Wantland felt it was important to have a document that gets attention and encourages the recipient to read it. Another option would be a large post card. Ms. Kelly stated that we have also discussed sending home flyers with school children, similar to what was done last year. However, this year we are considering English on the front and Spanish on the reverse side. These flyers could also be distributed to grocery stores and the library. Mike Dahlstrom stated that the oversized postcards could be used for distribution in a multitude of ways (i.e. homes, stores, schools) It could contain a short message as well as pictures of things we're involved in. We will continue to explore all options.

There were over 100 citizens at the 2008 event and 160 people including VIC members and Partners. We hope to increase that number in 2009. Mrs. Lombos suggested asking the attendees how they heard about the event. This information could be gathered at the time they complete the sign-in sheet. Ms. Bennett stated that they did raise this question verbally at the sign-in table this year and most people said through the flyers or the City newsletter and, occasionally, the lawn signs.

16 new lawn signs will be purchased this year, and the date will be changed on some of the existing signs. It was also suggested that we purchase some throw-away cameras and have attendees take photos while they're at the event.

Numbers will also be drawn for raffle prizes throughout the evening. These prizes will be displayed at the various focus area tables. We are soliciting donations for these prizes.

Youth Outreach Efforts

Ms. Ledbetter has talked with the Assistant Principal at Tualatin High School and solicited his assistance to recruit students to serve on the Steering Committee. She has talked with eight juniors and will meet them tomorrow morning. She has explained the requirement to attend a monthly meeting and will encourage them to select a focus area that ties in with their area of interest. They seem to be very motivated, and this project will meet their requirement for service learning hours. The goal is to have them attend the January Steering Committee meeting.

Focus Area Leads Report/Questions

Health, Safety and Social Services: Jay Wilcox has talked with Sara Lee from Kaiser Permanente to encourage their participation. He has also communicated with various individuals in the faith-based community. He would like to get everyone from the health industry together and will invite them to the Partner luncheon. Negotiations are moving forward to secure a new location for the Tualatin Food Pantry.

Parks, Recreation and Natural Areas: Connie Ledbetter has not talked to Paul Hennon since the failure of the recreation bond to determine if there is a back-up plan, particularly to purchase land to move forward with some projects. She is in the process of securing a contact at Metro to solicit their involvement in various action items.

Arts, Culture, Education, Youth and Family Activities: Larry McClure reported that this focus area is creating an inventory of community meeting places. This project ties in with an action item regarding gathering places in Tualatin and will include an inventory of available locations and the rental costs.

Traffic, Transportation and Connectivity: Dave Volz and Linda Moholt did a presentation to the City Council on December 8th and the Council was very receptive. The two key issues presented focused on TriMet and the transportation services needed to areas throughout Tualatin when people exit WES as well as the continuing issues with the I-5 Connector. The committee for the bypass is still refining their options, and we hopefully will know something by Spring 2009. Linda conveyed that it is not an option to do nothing and that we need to make WES more usable, as there is currently no connectivity from the station to many workplaces in Tualatin.

Governance, Leadership and Community Engagement: Gary reported that the City is the lead partner for all the action items in this area. He and Beth met with Doug Rux a few months ago to obtain an update.

Growth, Housing and Town Center: As Neta George was not in attendance and Ed Casey is just taking over this year, no further update was provided.

Partner Report/Questions

Cassandra Ulven reported that the upgrade to the existing TFV&R facilities is under way and will include a community room. Their local option levy passed so they will be able to maintain their staffing levels and invest in technology and equipment needs.

Diane Lynch reported that the Wetlands Conservancy will be doing plantings and invasive weed removal in the wetlands area behind Hagen's on Saturday morning from 9-noon. As a follow up to her Ocean presentation at the October VIC Steering Committee meeting, they have selected six sites which are being reviewed by the legislature. However, as there is a need for appropriations, this could be problematic.

Paula Stewart reported that the Senior Center is very busy. They partnered with the Chamber to stuff the last newsletter and also participated in an artist event. Thanksgiving dinner was served to 135 people. Volunteers with 4-wheel drive vehicles are needed to assist with meal deliveries in the event of bad weather.

Linda Moholt announced that with the projected severe weather this weekend, plans are under way to open shelters for the homeless. This will include the Methodist Church which will open at 7 p.m. on the weekend and provide a hot meal. Rolling Hills will provide a shelter on week nights beginning at 9 p.m. A shuttle service to/from Fred Meyer's will transport the homeless to Rolling Hills.

Ms. Moholt invited everyone to the Holiday auction/luncheon at the Country Club on Thursday, December 18th.

ACTIONS:

Any Needed Actions on Any of the Above Items

MOTION by Kelly, SECOND by Zurschmeide to accept the Partner Survey form with the changes discussed and typographical errors corrected. MOTION CARRIED Unanimously.

Lisa will advise the Focus Area leads when the Partner Survey is updated and ready for distribution to the Partners.

Ms. Kelly inquired if a motion was needed to receive permission to proceed with the creation of a periodical or post card (with guidance from the Steering Committee) for distribution to residents of Tualatin prior to the annual event. It was agreed that no motion is needed and that work should continue to move forward with this document.

Meeting attendees were encouraged to email Frank, Candice, and Lisa with contact information for anyone to be invited to the Partner luncheon.

Thank You's for the Year

Ms. Kelly conveyed her appreciation to Neta George and Gary Rusynyk for the great job they did throughout the creation of the Tualatin Tomorrow Visioning Program and most recently as Focus Area leads. She also thanked the Partners, other Focus Area leads, and staff for their assistance over the past year. Mr. Bubenik conveyed his thanks to Candice for all her efforts as co-chair of this committee.

PUBLIC COMMENTS

Linda Moholt stated that she has had conversations with Katherine West at the Family Resource Center and there is an incredible need to adopt local families this holiday season. The school district is taking the lead in organizing that effort, and she encouraged anyone who wants to help to call the schools directly.

Scott Schlegel mentioned that other options for giving include the Salvation Army (help4theholidays.org) or igivewhereilive.net which supports non-profit organizations in Washington County. There are also links to other non-profit agencies for volunteer opportunities. The Salvation Army has a system in place to insure that one family isn't adopted twice.

Jill announced that Bridgeport Elementary School is one of 17 to be honored by the State for its "Champion Schools for Achievement" award. This is particularly significant since Bridgeport is considered a lower-income school.

ANNOUNCEMENTS/OTHER ITEMS

None

The meeting was adjourned at 8:26 p.m.

Summary notes compiled by: Carol Rutherford, City of Tualatin