

**TUALATIN TOMORROW
AD HOC IMPLEMENTATION COMMITTEE**

MEETING #3

September 19, 2007
6:30 P.M. – 8:30 P.M.
City Council Chambers

MEMBERS PRESENT: Monique Beikman, June Bennett, Frank Bubenik, Neta George, Candice Kelly, Connie Ledbetter, Larry McClure, Gary Rusnyk, Dave Volz, Jay Wilcox

PARTNERS: Buck Braden - Artist
Ryan Dinneen –Teen Program Specialist, City of Tualatin
Cindy Haldorson - Legacy Health Systems
Joe Lipscomb - Loaves and Fishes
Diane Lynch – The Wetlands Conservancy
Sue Marshall - Tualatin River Keepers
Scott Schlegel – Community Relations Spec. Community Action
Carla Thaler – Executive Director, Chamber of Commerce
Curt Thiessen - Kaiser Permanente
Steve Wheeler – Deputy County Administrator, Clackamas County
Jill Zurschmeide – Tigard Tualatin School Board Member

STAFF: Eric Underwood, Development Coordinator
Carol Rutherford, Office Coordinator

INTRODUCTIONS/AGENDA REVIEW

Mr. Bubenik welcomed everyone. Attendees introduced themselves. Mr. Bubenik reviewed the agenda. Ms. Beikman announced that the Tualatin Tomorrow program won an award from the International Association for Public Participation for our visioning process. We were selected for the “Project of the Year Award of Merit.” Six awards were presented in various categories. Three organizations from the United States were recipients as well as entries from Calgary, Alberta, Australia and New Zealand.

ACCEPTANCE OF MINUTES FROM AUGUST 15, 2007 MEETING

Copies of the minutes of the August 18th meeting were distributed as needed. It was recommended that the verbiage on page 3 be changed to “Special Committee” rather than “subcommittee.” MOTION by Candice Kelly, SECOND by Dave Volz to approve the minutes of the August 15, 2007, meeting with the change noted above. MOTION PASSED unanimously.

REVIEW OF MATRIX

Copies of the matrix were distributed to attendees, as needed. Mr. Bubenik reviewed the document and stated that it is a consolidation of items identified in the action plan, broken down into the six focus areas. Mr. Volz simplified the original document for our use. The organization responsible for the action item is noted along the right side of the form along

with the notation of “P” or “S” to denote whether this is a primary or secondary organization. The final page depicts the total counts for the action items assigned to each organization. The City of Tualatin, Chamber of Commerce, and the school district are the top three partners with items to be addressed. Attendees were requested to review the document at their convenience and let Frank or Candice know if there are any glaring mistakes. Mr. Bubenik also stated that some agencies might not yet be included on this matrix and, as we move through the process, some items may be transferred to a different partner. This document is not set in stone. He provided a quick review on who will be busiest in the next 30 years and who will play a supporting role.

Mr. Volz expressed concern over use of acronyms that might not be familiar to everyone. It was agreed that there should be a conversion guide/legend to identify them. Mr. Wheeler commented that there are gaps on the horizontal access that need to be filled in with a “0” to note that no one has been assigned to that particular action item. Meeting attendees were also encouraged to think of someone who may be able to fill in these gaps.

It was determined that some information was cut off on page 2 and that there are additional items assigned to the school district. Mr. Bubenik commented that we had transmittal difficulties with this spreadsheet, and it will be sent out as a pdf and Excel document for further review. Ms. Kelly will create a master contact list and then break it out by focus area.

NOVEMBER/DECEMBER MEETING SCHEDULE

Ms. Kelly facilitated a short discussion regarding the meeting schedule for November and December 2007 and inquired if the committee should consider moving or consolidating dates due to the holidays. Since this group is making good progress, it was agreed to reschedule the November meeting for Wednesday, November 28th. Carol Rutherford will reserve a meeting room for that date. At the present time we will retain the date and location for the December meeting which could serve as a wrap-up meeting or to discuss the kick off for 2008 activities.

IMPLEMENTATION DISCUSSION

Mr. Bubenik facilitated a discussion on the organization implementation and provided a recap of the structure identified last month, as shown on the chart and white board. He also noted a series of questions (shown in orange on the white board) to be answered at tonight’s meeting.

VIC/Steering Committees: Committee members discussed the structure and the amount of meetings that may require the attendance of the partners. The Hillsboro Vision Implementation Committee (VIC) meets twice per year. Their responsibility is to serve as a large executive board to review and approve the work done by the Steering Committee. At the “VIC” level, this committee does not get into the “nitty gritty” of how things are going; that is the responsibility of the Steering Committee. Initially the VIC will not have a lot to discuss. After a brief discussion it was agreed to hold a joint Steering Committee/VIC meeting on a monthly basis until the implementation phase is “kicked off.” The first hour of the meeting will focus on the Steering Committee and the second hour on the VIC. Eventually, these committees will meet separately and less frequently (i.e. quarterly for the VIC).

A discussion was held regarding additional members who would be appropriate to serve on the VIC. Additional representatives of the various social services/faith based/minority community would be desirable. It was agreed that the term “lead” should be dropped and that the term “partners” will be used. Maria Olmedo will be contacted to determine her willingness to serve as a representative of the minority community on the VIC. Also, a representative from the Youth Advisory Council should be included since they have more than two action items. Joe Lipscomb, representing the senior center and loaves and fishes offered to serve as a partner on the health fair.

Steering Committee: This committee will meet monthly and should also include a City staff person and either the City Manager or her designate to serve in the “partner” capacity. There is no need to include a member from the VIC. The committee should be kept small in order to make quick decisions. It was initially suggested that it may be beneficial to have the Council liaison participate. However, since the Council does not have any individual items separate from the City, the representative designated by the City Manager will suffice. One member from each focus group should be on the committee, bringing the total membership to 11.

Six Focus Area Sub-Committees: The primary emphasis of these groups will be to do the bulk of the work and report to the Steering Committee. They will be staffed by the designated focus area representatives and the partners they are working with at that time. If an action item is years away, there will be no need for the partner to attend. It was stressed that some coordination between the six focus groups should occur to insure that the partners don’t get burned out with too much responsibility in different focus areas. The representation doesn’t have to be you – feel free to delegate it to another individual in your organization. The individuals chartered with performing a particular action should be the people with the most applicable expertise. Coordination is the key. We should be cognizant of the timeline and “cherry pick” easy winners for the first year. Many action items are already being done by the various organizations. The focus area meetings will occur when action items are identified and coordinated with the Steering Committee. Each focus group will determine the frequency of their meetings.

Special Committees:

Partners Assistance (aka “swat team”): The primary focus of this committee is to provide assistance to a partner if they are falling behind on an action item. Logistically, they will assist in making contacts to facilitate the completion of the task. This is an ideal position for individuals who like crisis mode intervention and will only be utilized when a problem area is identified. However, the framework/checklist needs to be developed. A brief discussion was held regarding whether this committee should be created now or if it can be a function that the Steering Committee and VIC can address after we enter the formal implementation phase. We could utilize information from Hillsboro as a starting point. Ms. Beikman recommended that someone should be put in charge of this area to initially lay the groundwork and then, if necessary, make changes as things evolve. Perhaps someone from the focus group would be willing to initially take it on with assistance from the City staff.

Town Hall: This event will be held on an annual basis. Volunteers will be solicited to help plan and run the event.

Crawfish Festival: We can partner with the City to publicize and promote an awareness of the continued efforts of Tualatin Tomorrow. It can also be a tool for volunteer recruitment. A brief discussion was held regarding the need to do on-going outreach for publicity/marketing purposes as well as volunteer recruitment.

The questions shown in orange on the white board included:

- Staffing committees - how long a term?
- Leadership who selects the chair and co-chair?
- Who selects the representatives for the focus areas?
- Rotation of appointments
- Expectation of City staffer
- Budget

Meeting attendees discussed these topics. Outcomes included:

- The City Council will select the chairperson of the Steering Committee. The chair will select the co-chair and the six focus group representatives. (This is a similar model to what the City of Hillsboro has been doing for the past five years.)
- Terms of appointment will initially be staggered to insure continuity and balance out. The chairperson will serve a three-year term while the co-chair will initially be for a two-year period. All positions will have the ability to extend for a second term. Committee members should also determine who can be groomed to take over the position of chairperson.
- Partners should also identify others in their organization to serve as back up.
- The VIC should strive to be staffed with an odd number of members to insure that there are no "tie" votes.
- Within the social services area (i.e. faith-based; disabled; minority etc.) accept volunteers to serve on the VIC (per Jay Wilcox, this could come out of the focus group.)
- Expectation of City staffer – This is difficult to discuss since Doug Rux is not in attendance.
- Budget – Hillsboro allocates some funding to hire a part-time consultant to work with their City staff members. Tualatin begins their budget preparation in late fall. This committee should advise the City of what items we would like for consideration in the FY 08/09 budget.
- A group of people (i.e. 4-5) serving as "at large" members on the VIC would give more flexibility to filling various positions.
- Youth Activity Council - this group currently has about 20 members from which we can draw participants for the six focus group areas. Ryan Dinneen stressed that it is not necessary that the person be a member of the YAC; it could be someone with an interest in specific area.

PARTNER FEEDBACK

In response to a question regarding the timeline for the focus groups getting started, this should occur within first quarter of 2008. The focus groups should decide what they are going to address the first year and divide up the items in such a manner to not overwhelm the

partners. Mr. Volz stated that there are many things that we can accomplish in his area and doesn't see any reason to not move forward. The City Council's only responsibility is to approve the committee structure and designate an individual to serve as the chair of the Steering Committee. Ms. Beikman stressed that this is a citizen-based group so there is no problem in moving forward. Ms. Kelly will create an up-to-date contact list next week.

Ms. Zurschmeide, Tigard Tualatin School Board member, will review her lists and determine what they're already doing, prioritize other items, and then meet with the chairs of the six focus areas. It was suggested that we could incorporate breakout sessions in the November and December meetings to identify the action items to be pursued by the partners in the upcoming year.

PUBLIC COMMENTS

None

ANNOUNCEMENTS/OTHER ITEMS

Ms. Ledbetter reiterated her suggestion from the August 2007 meeting to insure that we create a notebook to document this project. Ideally it should include information that can be used for public relations purposes similar to what was created with the assistance of Zenn Associates during the visioning stage.

Mrs. Rutherford reminded everyone of the importance of keeping track of their volunteer hours outside of participation in this monthly meeting. The City's insurance carrier now requires the name of each volunteer, the number of hours worked, and the type of volunteer work performed (i.e. office work, committee participation etc.) At this point, the easiest way to convey this information is via email that can be used for documentation purposes.

The meeting adjourned at 8:12 p.m.

Summary notes compiled by: Carol Rutherford, City of Tualatin