

# **ANNOTATED MINUTES**

Tuesday, December 16, 2003 - 9:00 AM to 2:00 PM  
Midland Branch Library, Large Meeting Room  
805 SE 122nd Avenue, Portland

## **ELECTED OFFICIALS RETREAT**

*Chair Diane Linn convened the meeting at 9:10 a.m., with Auditor Suzanne Flynn, District Attorney Mike Schrunk, Sheriff Bernie Giusto, Vice-Chair Maria Rojo de Steffey and Commissioners Serena Cruz and Lonnie Roberts present, and Commissioner Lisa Naito excused.*

The Multnomah County Auditor, Board of Commissioners, District Attorney and Sheriff and selected staff will participate in a facilitated retreat to review the County's vision and values and identify and coordinate Board priorities.

***ELECTED OFFICIALS, WITH FACILITATOR KAY SOHL, DISCUSSED ISSUES INCLUDING: WHAT THE COUNTY WANTS TO ACHIEVE IN RESPECT TO ITS VISION; THE STRATEGIC SIGNIFICANCE OF THE COUNTY'S LONG TERM BENCHMARKS; AND BENEFITS OF ELECTED TEAMWORK AND SHARED AGENDAS.***

*The meeting was recessed at 10:07 a.m. and reconvened at 10:15 a.m.*

*The meeting was recessed at 11:25 a.m. and reconvened at 11:41 a.m.*

***ELECTED OFFICIALS AND ELECTED OFFICIALS' STAFF, WITH FACILITATOR KAY SOHL, DISCUSSED ISSUES INCLUDING: STAFF STRATEGIES; WEEKLY BOARD STAFF MEETINGS; AGENDA REVIEW TEAM; DEPARTMENTAL DISCUSSIONS WITH BOARD STAFF ON EMERGING ISSUES AND CHALLENGES; REVISION OF AGENDA PLACEMENT REQUEST/STAFF REPORT; AND ELECTED OFFICIALS' COMMUNICATION AND MEETING PREFERENCES.***

*The meeting was recessed at 12:51 p.m. and reconvened at 1:00 p.m.*

***FACILITATOR KAY SOHL RECAPPED ELECTED OFFICIALS CONSENSUS ACTION ITEMS INCLUDING: REVISE VISION AND STRATEGIC FOCUS STATEMENT; REMOVE BARRIERS TO THE ART OF POLITICS PROCESS; IMPLEMENT CHANGES TO BOARD STAFF MEETING; IMPLEMENT AGREEMENTS OF ELECTED TO ELECTED COMMUNICATION; AND SHARE ASSESSMENT OF "IMPROVED WORKING RELATIONSHIP".***

*There being no further business, the meeting was adjourned at 1:19 p.m.*

---

Thursday, December 18, 2003 - 9:30 AM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **REGULAR MEETING**

*Chair Diane Linn convened the meeting at 9:31 a.m., with Vice-Chair Maria Rojo de Steffey and Commissioners Lisa Naito, Serena Cruz and Lonnie Roberts present.*

### **CONSENT CALENDAR**

***UPON MOTION OF COMMISSIONER ROBERTS, SECONDED BY COMMISSIONER CRUZ, THE CONSENT CALENDAR (ITEMS C-1 THROUGH C-18) WAS UNANIMOUSLY APPROVED.***

### **DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES**

- C-1 Approval of Auto Wrecker License Renewal for Harold Milne of LOOP-HI WAY TOWING, 28609 SE Orient Drive, Gresham
- C-2 Approval of Auto Wrecker License Renewal for Frank Miller of FRANK MILLER TRUCK WRECKING, 15015 NW Miller Road, Portland

### **DEPARTMENT OF COUNTY HUMAN SERVICES**

- C-3 ORDER Authorizing Designees of the Mental Health Program Director to Direct a Peace Officer to Take an Allegedly Mentally Ill Person into Custody

***ORDER 03-166.***

**SHERIFF'S OFFICE**

- C-4 Off Premises Sales AND Limited On Premises Sales Liquor License Renewals for BIG BEAR'S CROWN POINT MARKET, 31815 E Columbia River Highway, Troutdale
- C-5 Full On Premises Sales Liquor License Renewal for BOTTOMS UP TAVERN, 16900 NW St Helens Road, Portland
- C-6 Off Premises Sales Liquor License Renewal for CORBETT COUNTRY MARKET, 36801 E. Historic Columbia River Highway, Corbett
- C-7 Off Premises Sales Liquor License Renewal for CRACKER BARREL GROCERY, 15005 NW Sauvie Island Road, Portland
- C-8 Off Premises Sales Liquor License Renewal for FRED'S MARINA, 12800 NW Marina Way, Portland
- C-9 Limited On-Premises Sales Liquor License Renewal for HISTORIC SPRINGDALE PUB AND EATERY, 32302 E. Crown Point Highway, Corbett
- C-10 Full On Premises Sales Liquor License Renewal for MULTNOMAH FALLS LODGE, S/S Scenic Highway and Columbia Gorge, Bridal Veil
- C-11 Off Premises Sales Liquor License Renewal for ORIENT COUNTRY STORE, 29822 SE Orient Drive, Gresham
- C-12 Off Premises Sales Liquor License Renewal for PLAINVIEW GROCERY, 11800 NW Cornelius Pass Road, Portland
- C-13 Full On Premises Sales Liquor License Renewal for PLEASANT HOME SALOON, 31637 SE Dodge Park Boulevard, Gresham
- C-14 Off Premises Sales Liquor License Renewal for ROCKY POINTE MARINA, 23586 NW St Helens Highway, Portland

- C-15 Off Premises Sales Liquor License Renewal for TENLY'S JACKPOT FOODMART, 28210 SE Orient Drive, Gresham
- C-16 Full On Premises Sales Liquor License Renewal for TIPPY CANOE BAR AND GRILL, 28242 E. Historic Columbia River Highway, Troutdale
- C-17 Off Premises Sales Liquor License Renewal for WEECE'S MARKET, 7310 SE Pleasant Home Road, Gresham
- C-18 Limited On Premises Sales Liquor License Renewal for WILDWOOD GOLF COURSE, 21881 NW St. Helens Road, Portland

**REGULAR AGENDA**  
**PUBLIC COMMENT**

Opportunity for Public Comment on non-agenda matters. Testimony is limited to three minutes per person. Fill out a speaker form available in the Boardroom and turn it into the Board Clerk.

***NO ONE WISHED TO COMMENT.***

**DEPARTMENT OF HEALTH**

- R-1 Second Reading and Possible Adoption of a Proposed ORDINANCE Amending Multnomah County Code Chapter 21, Health, Relating to Food Service, Pool and Spa and Tourist and Traveler License Fees and Declaring an Emergency

***ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER NAITO MOVED AND COMMISSIONER CRUZ SECONDED, APPROVAL OF SECOND READING AND ADOPTION. NO ONE WISHED TO TESTIFY. ORDINANCE 1023 UNANIMOUSLY ADOPTED.***

- R-2 RESOLUTION Establishing Fees and Charges for Chapter 21, Health, of the Multnomah County Code, and Repealing Resolution No. 02-118

***COMMISSIONER NAITO MOVED AND COMMISSIONER CRUZ SECONDED, APPROVAL OF R-2. LILA WICKHAM EXPLANATION. RESOLUTION 03-167 UNANIMOUSLY ADOPTED.***

## **DEPARTMENT OF COUNTY HUMAN SERVICES**

- R-4 RESOLUTION Authorizing Designated Secured Transport Services to Transport Mentally Ill or Allegedly Mentally Ill Persons

***COMMISSIONER NAITO MOVED AND COMMISSIONER CRUZ SECONDED, APPROVAL OF R-4. SETH LYON EXPLANATION AND RESPONSE TO BOARD QUESTION AND COMMENT IN APPRECIATION. RESOLUTION 03-168 UNANIMOUSLY ADOPTED.***

- R-5 NOTICE OF INTENT to Submit an Oregon Children's Plan Special Project Application to the State Office of Mental Health and Addictions Services; to Implement the Early Childhood System Goals of the Oregon Children's Plan

***COMMISSIONER NAITO MOVED AND COMMISSIONER CRUZ SECONDED, APPROVAL OF R-5. JOHN PEARSON EXPLANATION. NOTICE OF INTENT UNANIMOUSLY APPROVED.***

## **OFFICE OF SCHOOL AND COMMUNITY PARTNERSHIPS**

- R-6 RESOLUTION Approving the Transfer of Tax-Foreclosed Properties to Non-profit Housing Sponsors for Low Income Housing Purposes

***COMMISSIONER CRUZ MOVED AND COMMISSIONER NAITO SECONDED, APPROVAL OF R-6. AT THE REQUEST OF HC TUPPER, COMMISSIONER NAITO MOVED AND COMMISSIONER CRUZ SECONDED, APPROVAL OF AMENDMENT REMOVING 6804 SE 39TH AVENUE FROM THE TRANSFER LIST UNTIL SUCH TIME AS STAFF CAN RESEARCH DEED RECORDS AND CLEAR UP QUESTION OF THE CITY OF PORTLAND. MR. TUPPER CLARIFICATION OF PROPERTY IN RESPONSE TO BOARD QUESTIONS. AMENDMENT UNANIMOUSLY APPROVED. HC TUPPER INTRODUCED BOB JONES OF THE TECHNICAL COMMITTEE AND EXPRESSED APPRECIATION FOR HIS EXPERTISE AND INVOLVEMENT. MR. TUPPER EXPLANATION AND RESPONSE TO***

***BOARD QUESTIONS REGARDING THE TWO PROPERTIES BEING TRANSFERRED TO HUMAN SOLUTIONS AND SABIN COMMUNITY DEVELOPMENT RESPECTIVELY. RESOLUTION 03-169 UNANIMOUSLY ADOPTED, AS AMENDED.***

**DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES**

- R-7 Government Expenditure Contract (190 Agreement) 0410555 with Scappoose School District for Sauvie Island School, Providing Reporting Requirements and Administrative Procedures to Account for and Distribute the Multnomah County Personal Income Tax

***COMMISSIONER NAITO MOVED AND COMMISSIONER ROJO SECONDED, APPROVAL OF R-7. DAVE BOYER EXPLANATION AND RESPONSE TO A QUESTION OF COMMISSIONER ROJO. AGREEMENT UNANIMOUSLY APPROVED.***

**NON-DEPARTMENTAL**

- R-8 RESOLUTION Establishing Multnomah County Military Leave Vacation Donation Program

***COMMISSIONER ROJO MOVED AND COMMISSIONER ROBERTS SECONDED, APPROVAL OF R-8. COMMISSIONER ROJO EXPLANATION. COMMISSIONER ROBERTS AND CHAIR LINN COMMENTS IN SUPPORT. COMMISSIONER ROJO EXPRESSED APPRECIATION OF THE EFFORTS OF GAIL PARNELL AND STAFF. RESOLUTION 03-170 UNANIMOUSLY ADOPTED.***

- R-9 Third Reading and Possible Adoption of a Proposed ORDINANCE Amending Multnomah County Code Sections 7.101, 7.104 and 7.201 Relating to Board Authority Over Risk Management Fund and County Litigation

***ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER NAITO MOVED AND COMMISSIONER CRUZ SECONDED, APPROVAL OF THIRD READING AND ADOPTION.***

***NO ONE WISHED TO TESTIFY. ORDINANCE 1024  
UNANIMOUSLY ADOPTED.***

R-10 RESOLUTION: Delegation of Authority to Make Expenditures from the Risk Management Fund, Settle Claims Against the County, and Settle County Litigation [Rescheduled from December 11, 2003]

***COMMISSIONER NAITO MOVED AND  
COMMISSIONER CRUZ SECONDED, APPROVAL  
OF R-10. CHAIR LINN AND COMMISSIONER  
ROBERTS EXPLANATION. RESOLUTION 03-171  
UNANIMOUSLY ADOPTED.***

**COMMISSION ON CHILDREN, FAMILIES AND COMMUNITY**

R-3 BUDGET MODIFICATION NOND 01 Appropriating Kellogg Youth Innovation Fund Grant Revenue in the Amount of \$35,282 to the Commission on Children, Families, and Community Budget for Fiscal Year 2004

***COMMISSIONER CRUZ MOVED AND  
COMMISSIONER ROBERTS SECONDED,  
APPROVAL OF R-3. WENDY LEBOW AND  
JOSHUA TODD EXPLANATION. CHAIR LINN  
DIRECTED STAFF TO PROVIDE A BOARD  
UPDATE NEXT YEAR. BUDGET MODIFICATION  
UNANIMOUSLY APPROVED.***

*There being no further business, the regular meeting was adjourned and the briefing was convened at 10:04 a.m.*

---

Thursday, December 18, 2003 - 10:15 AM  
**(OR IMMEDIATELY FOLLOWING REGULAR MEETING)**  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

**BOARD BRIEFING**

B-1 2-1-1 Information and Referral Briefing. Presented by Becca Uherbelau, Sonali S. Balajee, Mary Li and Janet Bowman.

**WENDY LEBOW, VAN LE, KELLY HUOTARI,  
LIESL WENDT, SONALI BALAJEE AND MARY LI  
PRESENTATION AND RESPONSE TO BOARD  
QUESTIONS AND DISCUSSION.**

*There being no further business, the meeting was adjourned at 10:46 a.m.*

BOARD CLERK FOR MULTNOMAH COUNTY, OREGON

***Deborah L. Bogstad***



**Multnomah County Oregon**

## **Board of Commissioners & Agenda**

*connecting citizens with information and services*

### **BOARD OF COMMISSIONERS**

**Diane Linn, Chair**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214  
Phone: (503) 988-3308 FAX (503) 988-3093  
Email: [mult.chair@co.multnomah.or.us](mailto:mult.chair@co.multnomah.or.us)

**Maria Rojo de Steffey,**  
**Commission Dist. 1**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214  
Phone: (503) 988-5220 FAX (503) 988-5440  
Email: [district1@co.multnomah.or.us](mailto:district1@co.multnomah.or.us)

**Serena Cruz, Commission Dist. 2**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214  
Phone: (503) 988-5219 FAX (503) 988-5440  
Email: [serena@co.multnomah.or.us](mailto:serena@co.multnomah.or.us)

**Lisa Naito, Commission Dist. 3**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214  
Phone: (503) 988-5217 FAX (503) 988-5262  
Email: [lisa.h.naito@co.multnomah.or.us](mailto:lisa.h.naito@co.multnomah.or.us)

**Lonnie Roberts, Commission Dist. 4**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214  
Phone: (503) 988-5213 FAX (503) 988-5262  
Email: [lonnie.j.roberts@co.multnomah.or.us](mailto:lonnie.j.roberts@co.multnomah.or.us)

**On-line Streaming Media, View Board Meetings**  
**[www.co.multnomah.or.us/cc/live\\_broadcast.shtml](http://www.co.multnomah.or.us/cc/live_broadcast.shtml)**  
**ml**

**On-line Agendas & Agenda Packet Material**  
**[www.co.multnomah.or.us/cc/agenda.shtml](http://www.co.multnomah.or.us/cc/agenda.shtml)**

**Americans with Disabilities Act Notice:** If you need this agenda in an alternate format, or wish to participate in a Board Meeting, please call the Board Clerk (503) 988-3277, or Multnomah County TDD Phone (503) 988-5040, for information on available services and accessibility.

**DECEMBER 16 & 18, 2003**

### **BOARD MEETINGS**

#### **FASTLOOK AGENDA ITEMS OF INTEREST**

Pg 2	9:00 a.m. Tuesday Elected Officials Retreat
Pg 4	9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters
Pg 4	9:50 a.m. Thursday Resolution Approving the Transfer of Tax-Foreclosed Properties to Non-profit Housing Sponsors for Low Income Housing Purposes
Pg 5	10:05 a.m. Thursday Resolution Establishing Multnomah County Military Leave Vacation Donation Program
Pg 5	10:15 a.m. Thursday 2-1-1 Information and Referral Briefing
	The December 25, 2003 and January 1, 2004 Board Meetings are Cancelled

Thursday meetings of the Multnomah County Board of Commissioners are cable-cast live and taped and may be seen by Cable subscribers in Multnomah County at the following times:

Thursday, 9:30 AM, (LIVE) Channel 30

Friday, 11:00 PM, Channel 30

Saturday, 10:00 AM, Channel 30

Sunday, 11:00 AM, Channel 30

Produced through Multnomah Community  
Television

(503) 491-7636, ext. 333 for further info  
or: <http://www.mctv.org>

Tuesday, December 16, 2003 - 9:00 AM to 2:00 PM  
Midland Branch Library, Large Meeting Room  
805 SE 122nd Avenue, Portland

## **ELECTED OFFICIALS RETREAT**

The Multnomah County Auditor, Board of Commissioners, District Attorney and Sheriff and selected staff will participate in a facilitated retreat to review the County's vision and values and identify and coordinate Board priorities.

---

Thursday, December 18, 2003 - 9:30 AM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **REGULAR MEETING**

### **CONSENT CALENDAR - 9:30 AM**

#### **DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES**

- C-1 Approval of Auto Wrecker License Renewal for Harold Milne of LOOP-HI WAY TOWING, 28609 SE Orient Drive, Gresham
- C-2 Approval of Auto Wrecker License Renewal for Frank Miller of FRANK MILLER TRUCK WRECKING, 15015 NW Miller Road, Portland

#### **DEPARTMENT OF COUNTY HUMAN SERVICES**

- C-3 ORDER Authorizing Designees of the Mental Health Program Director to Direct a Peace Officer to Take an Allegedly Mentally Ill Person into Custody

#### **SHERIFF'S OFFICE**

- C-4 Off Premises Sales AND Limited On Premises Sales Liquor License Renewals for BIG BEAR'S CROWN POINT MARKET, 31815 E Columbia River Highway, Troutdale
- C-5 Full On Premises Sales Liquor License Renewal for BOTTOMS UP TAVERN, 16900 NW St Helens Road, Portland

- C-6 Off Premises Sales Liquor License Renewal for CORBETT COUNTRY MARKET, 36801 E. Historic Columbia River Highway, Corbett
- C-7 Off Premises Sales Liquor License Renewal for CRACKER BARREL GROCERY, 15005 NW Sauvie Island Road, Portland
- C-8 Off Premises Sales Liquor License Renewal for FRED'S MARINA, 12800 NW Marina Way, Portland
- C-9 Limited On-Premises Sales Liquor License Renewal for HISTORIC SPRINGDALE PUB AND EATERY, 32302 E. Crown Point Highway, Corbett
- C-10 Full On Premises Sales Liquor License Renewal for MULTNOMAH FALLS LODGE, S/S Scenic Highway and Columbia Gorge, Bridal Veil
- C-11 Off Premises Sales Liquor License Renewal for ORIENT COUNTRY STORE, 29822 SE Orient Drive, Gresham
- C-12 Off Premises Sales Liquor License Renewal for PLAINVIEW GROCERY, 11800 NW Cornelius Pass Road, Portland
- C-13 Full On Premises Sales Liquor License Renewal for PLEASANT HOME SALOON, 31637 SE Dodge Park Boulevard, Gresham
- C-14 Off Premises Sales Liquor License Renewal for ROCKY POINTE MARINA, 23586 NW St Helens Highway, Portland
- C-15 Off Premises Sales Liquor License Renewal for TENLY'S JACKPOT FOODMART, 28210 SE Orient Drive, Gresham
- C-16 Full On Premises Sales Liquor License Renewal for TIPPY CANOE BAR AND GRILL, 28242 E. Historic Columbia River Highway, Troutdale
- C-17 Off Premises Sales Liquor License Renewal for WEECE'S MARKET, 7310 SE Pleasant Home Road, Gresham
- C-18 Limited On Premises Sales Liquor License Renewal for WILDWOOD GOLF COURSE, 21881 NW St. Helens Road, Portland

**REGULAR AGENDA - 9:30 AM**

### **PUBLIC COMMENT - 9:30 AM**

Opportunity for Public Comment on non-agenda matters. Testimony is limited to three minutes per person. Fill out a speaker form available in the Boardroom and turn it into the Board Clerk.

### **DEPARTMENT OF HEALTH - 9:30 AM**

- R-1 Second Reading and Possible Adoption of a Proposed ORDINANCE Amending Multnomah County Code Chapter 21, Health, Relating to Food Service, Pool and Spa and Tourist and Traveler License Fees and Declaring an Emergency
- R-2 RESOLUTION Establishing Fees and Charges for Chapter 21, Health, of the Multnomah County Code, and Repealing Resolution No. 02-118

### **COMMISSION ON CHILDREN, FAMILIES AND COMMUNITY - 9:35 AM**

- R-3 BUDGET MODIFICATION NOND 01 Appropriating Kellogg Youth Innovation Fund Grant Revenue in the Amount of \$35,282 to the Commission on Children, Families, and Community Budget for Fiscal Year 2004

### **DEPARTMENT OF COUNTY HUMAN SERVICES - 9:40 AM**

- R-4 RESOLUTION Authorizing Designated Secured Transport Services to Transport Mentally Ill or Allegedly Mentally Ill Persons
- R-5 NOTICE OF INTENT to Submit an Oregon Children's Plan Special Project Application to the State Office of Mental Health and Addictions Services, to Implement the Early Childhood System Goals of the Oregon Children's Plan

### **OFFICE OF SCHOOL AND COMMUNITY PARTNERSHIPS - 9:50 AM**

- R-6 RESOLUTION Approving the Transfer of Tax-Foreclosed Properties to Non-profit Housing Sponsors for Low Income Housing Purposes

### **DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 10:00 AM**

- R-7 Government Expenditure Contract (190 Agreement) 0410555 with Scappoose School District for Sauvie Island School, Providing Reporting Requirements

and Administrative Procedures to Account for and Distribute the Multnomah  
County Personal Income Tax

**NON-DEPARTMENTAL - 10:05 AM**

- R-8 RESOLUTION Establishing Multnomah County Military Leave Vacation  
Donation Program
- R-9 Third Reading and Possible Adoption of a Proposed ORDINANCE  
Amending Multnomah County Code Sections 7.101, 7.104 and 7.201  
Relating to Board Authority Over Risk Management Fund and County  
Litigation
- R-10 RESOLUTION: Delegation of Authority to Make Expenditures from the  
Risk Management Fund, Settle Claims Against the County, and Settle  
County Litigation [Rescheduled from December 11, 2003]
- 

Thursday, December 18, 2003 - 10:15 AM  
**(OR IMMEDIATELY FOLLOWING REGULAR MEETING)**  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

**BOARD BRIEFING**

- B-1 2-1-1 Information and Referral Briefing. Presented by Becca Uherbelau,  
Sonali S. Balajee, Mary Li and Janet Bowman. 30 MINUTES  
REQUESTED.



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
501 SE HAWTHORNE BLVD, SUITE 600  
PORTLAND, OREGON 97214-3587  
(503) 988-5217

LISA NAITO • COMMISSIONER DISTRICT 3

## MEMORANDUM

TO: Chair Diane Linn  
Commissioner Maria Rojo de Steffey  
Commissioner Serena Cruz  
Commissioner Lonnie Roberts  
Board Clerk Deb Bogstad

FROM: Carol Wessinger  
Staff to Commissioner Lisa Naito

DATE: December 16, 2003

RE: Commissioner Naito unable to attend December 16, 2003 Elected Officials Retreat

---

Due to illness, Commissioner Lisa Naito will be unable participate in the December 16, 2003 Elected Officials Retreat at the Midland Library.

Thank You.



TECHNICAL  
ASSISTANCE  
FOR  
COMMUNITY  
SERVICES

1001 SE Water Ave

Suite 490

Portland, Oregon

97214

T/503/239-4001

www.tacs.org

## MEMORANDUM

**Date:** December 30, 2003

**To:** Multnomah County Commissioners, County Chair, Sheriff, Auditor, and District Attorney

**From:** Kay Sohl

**Re:** **December 16, 2003 Retreat Notes**

---

Note: I have presented areas of planned actions and agreements that emerged through our discussion at the retreat in checklist format in order to facilitate their use for checking in on progress during the coming year.

### **I. Refreshing the Vision Statement**

You expressed basic agreement with the Vision for Multnomah County that had been adopted by the Commission in 2001. You agreed to ask staff to work on crafting wording to add more explicit emphasis on:

- Focusing the vision on the people of Multnomah County.
- Expressing “opportunity” as including both individual/personal and economic/commercial opportunities – including improved business climate.
- Given limited resources, need to express agreement to focus on children and vulnerable people.

Once staff has crafted language to express these concepts, the statement will be reviewed and acted upon by the Commission.

### **II. Staff Strategies to Improve Working Relationships**

You asked staff to discuss and report back on potential staff strategies to facilitate positive working relationships among elected officials, including:

#### **Role of the Board Staff Meeting**

- Board Staff group should function in a “heads up” capacity – providing opportunities for each elected to preview the issues that will come before the Board and identify areas in which more info is needed or express areas of concern. This approach is intended to promote better preparation of issues for consideration and to identify

- opportunities to work out solutions which work for the entire Board whenever possible.
- Use the Board Staff meeting to review the upcoming Board meeting agenda and make sure necessary preparation is completed.
- Consider adding a section to the standard Board Staff meeting agenda – “what’s in the pipeline”- for the purpose of alerting the electeds about emerging issues.
- Clarify the policy component of issues presented from the Departments.
- Continue procedural work as well as substance.

### **Expectations of Participants in the Board Staff Meeting**

- In order to fulfill the “heads up” role, each Commissioner and the Chair will need to send a consistent staff representative who is well informed about the views and concerns of their Commissioner or the Chair.
- Consistency in staff participation is particularly important from the Chair’s office.
- Expect staff participating to come on time and stay until the agreed upon end time for Board Staff meetings.
- Expect staff to share info about what their elected is dealing with in terms of policy issues.
- Because the Auditor does not have staff available to attend the Board Staff meeting, the Vice Chair’s staff (in their role as facilitator of the Board Staff meeting) will alert the Auditor when issues of interest to her will be on the Board Staff meeting agenda.
- Board Staff meetings will be more productive if all participants receive meeting agenda in advance.

### **Department Staff and the Board Staff Meeting**

- Explore productive ways to have department staff present to the Board Staff meeting to explore emerging issues.
- Communicate to Department Heads the importance of presenting info to the Board Staff meeting.
- Be clear that the Board Staff meeting is not a form of supervision for department staff.
- Let department staff know that their reports will be more useful if they include financial impact information.

### **Other Staff Strategies**

- Consider adding the Vice Chair staff representative to the Agenda Review Team, which functions through the Chair’s office to determine whether items are ready for discussion by the full Board of Commissioners.
- Commissioner Roberts requested that staff explore productive ways to arrange for broader topic briefings for the Commission. For example, the broader questions of staff and county roles in education.

## **III. Big Picture Goals as Elected Officials**

As a group of elected officials, you hope to:

- Find a shared agenda.
- Set aside differences.
- Be able to listen to different points of view.

- See each member of the Commission take a leadership role.

#### **IV. Art of Politics**

We identified a four step process which could be described as the “art of politics” or the “art of building and maintaining effective political working relationships”. You agreed to work together to clear away barriers to practicing the four steps:

- Share information about issues.
- Look for opportunities for mutual wins.
- Accept that you may hold differing views and that there may not be a perfect alignment which can produce mutual wins.
- Let each other know what you are going to do.

#### **V. Communication Strategies for Elected Officials**

While there are many individual communication style preferences among the elected officials, there were some areas of agreement about communication approaches which appear likely to support positive working relationships including:

- Most of you find in-person contact to be the best way to work out issues.
- Most of you find email is useful for sharing information, but not effective for working through differences or establishing strong working relationships.
- Each of you agreed to be willing to see another elected official based upon that person’s judgment that a meeting is necessary.
- You prefer to have the person requesting a meeting be specific and accurate about the amount of time needed and whether or not staff will be present.
- You all appreciate the importance of being on time once meetings are scheduled.
- You all appreciate as much advance notice as possible.
- You agree to give each other feedback if, after meeting, you believe that the meeting might not have been necessary or as urgent as the person requesting it had perceived it to be.
- Many of you would like to find a way to have briefings together around a table rather than in the formal Commission Chambers in order to promote more relaxed and open communication.

#### **VI. Monitoring Progress**

Each of you identified ways that you hope to monitor progress and agreed to share your assessment of the extent to which you have improved your working relationships. You agreed to look for the following indicators of improved relationships:

- Whether the recommendations identified in the notes above are actually implemented.
- Seeing the extent to which we have been able to demonstrate respect for each other in the event of differences of opinion.
- Seeing whether we have honored each other’s requests for time to meet.
- The extent to which the Board Staff meeting is reshaped and becomes more effective.

- Extent to which we each check out our assumptions.
- Extent to which we feel that our personal communication has improved.

Tuesday, December 16, 2003 - **9:00 AM to 2:00 PM**  
Midland Branch Library, Large Meeting Room  
805 SE 122nd Avenue, Portland

## **ELECTED OFFICIALS RETREAT**

The Multnomah County Auditor, Board of Commissioners, District Attorney and Sheriff and selected staff will participate in a facilitated retreat to review the County's vision and values and identify and coordinate Board priorities.

From: TURNER Kathy G

Sent: Monday, November 24, 2003 2:42 PM

To: BALL John; BELL Iris D; CRUZ Serena M; LINN Diane M; NAITO Lisa H; ROBERTS Lonnie J; ROJO DE STEFFEY Maria; CARROLL Mary P; COMITO Charlotte A; NAITO Terri W; ROMERO Shelli D; TURNER Kathy G; WALKER Gary R

Cc: BOGSTAD Deborah L; FARRELL Delma D; 'ks@tacs.org'

Subject: BCC Facilitator - Kay Sohl

Importance: High

Hello,

Kay Sohl, Director of TACS (Technical Assistance for Community Services) has been selected for the facilitator for the BCC retreat. Kay has a national and local reputation for strategic planning and communications, has worked with numerous public and private organizations on a variety of topics and is extremely skilled in guiding conversations to reach a clear outcome.

Delma Farrell will be working with her office to set up time for BCC members to meet with Kay, one on one, if possible, in the first part of December. The confidential conversations she has with the BCC will drive the actual agenda for the retreat and she will then craft a working agenda for the retreat. She will also look at the role of the Board staff for the retreat (Shelli had requested that our facilitator give us guidance on that issue.)

If you would prefer to pair up with another Commissioner for your initial interview, please let Delma know so she can facilitate it.

Thanks for your cooperation.

Kathy Turner  
Chief of Staff  
Office of Multnomah County Chair Diane Linn  
501 SE Hawthorne Boulevard, Suite 600  
Portland, OR 97214  
503 988 3953/503 988 3093 fax  
kathy.g.turner@co.multnomah.or.us

[Yahoo!](#) [My Yahoo!](#) [Mail](#)
**YAHOO! GetLocal**  
 Maps

**Sign In**  
 New User? [Sign Up](#)

 Search the web 

 Starting from: **A** 501 Se Hawthorne Blvd, Portland, OR 97214-3587

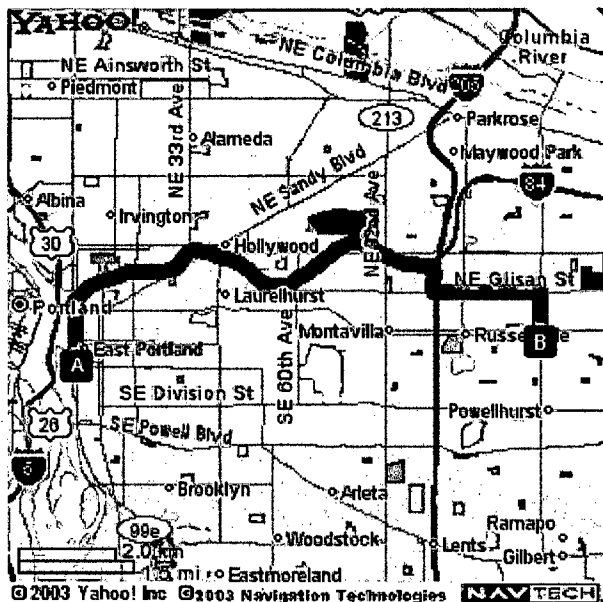
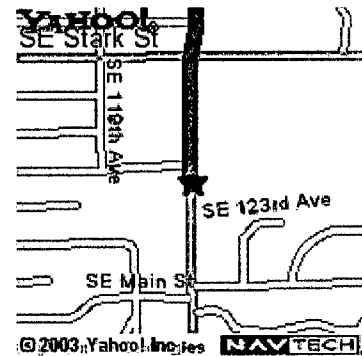
 Arriving at: **B** 805 Se 122nd Ave, Portland, OR 97233-1107

Distance: 8.4 miles    Approximate Travel Time: 14 mins

**Directions**

1.	Start at <b>501 SE HAWTHORNE BLVD, PORTLAND</b> on <b>SE GRAND AVE</b> going towards <b>SE MADISON ST,RAMP</b> - go 0.7 mi
2.	Continue on <b>NE GRAND AVE</b> - go 0.1 mi
3.	Bear <b>R</b> to take <b>I-84 EAST/US-30 EAST</b> towards <b>PORTLAND AIRPORT/THE DALLES</b> - go 4.9 mi
4.	Take the <b>I-205 SOUTH</b> exit towards <b>SALEM</b> , exit #6 - go 0.3 mi
5.	Continue towards <b>GLISAN ST./STARK ST.</b> - go 0.2 mi
6.	Turn <b>L</b> on <b>NE GLISAN ST</b> - go 1.4 mi
7.	Turn <b>R</b> on <b>NE 122ND AVE</b> - go 0.3 mi
8.	Continue on <b>SE 122ND AVE</b> - go 0.4 mi
9.	Arrive at <b>805 SE 122ND AVE, PORTLAND</b>

When using any driving directions or map, it's a good idea to do a reality check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning.

**Full Route**

**Destination**

 805 Se 122nd Ave  
 Portland, OR 97233-1107

Copyright © 2003 Yahoo! Inc. All rights reserved.

[Privacy Policy](#) - [Terms of Service](#) - [Copyright Policy](#) - [Yahoo! Maps Terms of Use](#) - [Help](#) - [Ad Feedback](#)

# **Multnomah County**

## **Vision and Long Term Benchmarks**

### **VISION**

#### *What the County Wants to Achieve*

- Increase sense of personal opportunity and success
- Increase sense of safety and security
- The people of Multnomah County will receive excellent quality, customer-focused service, and a good value for their tax dollars
- Multnomah County employees will have an excellent place to work

### **LONG TERM BENCHMARKS**

#### *The County's Strategic Focus*

- Reduce Crime
- Increase School Completion and Success
- Reduce the Number of Children Living in Poverty
- Increase Access to Quality Health and Mental Health and Substance Abuse Treatment Services

(initiated 1998, revised and reviewed 2001)

## **Revised December 16, 2003 Retreat Agenda:**

### **Desired Outcomes:**

County Commissioners, the Chair, and the other elected officials seek to improve their working relationships. Participants seek to identify shared goals for working relationships among the Commissioners and the Chair, and to identify and agree upon strategies to improve communications.

- **Common vision for success**

*Review the previously developed vision statement for the County. Determine whether revisions are needed and clarify process to revise if needed.*

*Discuss vision for success as an elected body. What would a very successful year as the elected leadership of Multnomah County look like?*

- **Roles clarification**

*Develop a process to discuss, resolve, or work around differing views of roles.*

- **Staff strategies to facilitate success**

*Discussion of suggestions made in the interviews and other ideas of ways staff can help improve communication. Suggestions from the interviews include:*

- *clarifying the expectation that staff will provide a "heads up" to each other on Commissioners' and the Chair's concerns, issues, needs for more info*
- *more consistent staff participation from the Chair's office in Monday Board Staff meeting*
- *clarification of expectations on the level of staff member to participate in the Monday meeting – i.e. a staff person who can represent the Chair or Commissioners' thinking/questions on issues*
- c *clarification of the ways staff can best help Commissioners be prepared on issues which come forward from Departments*
- *other strategies for staff to support positive communication*

- **Communication strategies**

*Acknowledging preferences, and reaching agreements on individual communication strategies, which facilitate positive working relationships.*

- **Measuring progress**

*How would we measure progress toward improved working relationships between elected officials? Identifying progress indicators, and timeline for checking in on progress.*

- **Next steps**