

**Hillsboro 2020 Vision Implementation Committee
2004-2005**

**Wednesday, April 20, 2005
6:00 p.m. – 8:00 p.m.
Tuality Health Education Center**

MEETING SUMMARY

Members Present

John Coulter, Chair
Pastor Tim Huber, Vice Chair
Sheri Badzik
Steve Callaway
Catherine Crooker
Craig Dye
Paul Danko
Tim Erwert
John Godsey
Shirley Huffman
Councilor Doug Johnson
Bernie Kuehn
Jaime Miranda
Jimi Smith
Rick Van Beveren
Tom Wolf

Staff/Consultants/Presenters

Rene Heade, City of Hillsboro
Erik Jensen, City of Hillsboro
Mike Dahlstrom, Zenn Associates
Doug Zenn, Zenn Associates

Guest

Doug Longhurst

1. Welcome/Announcements

Vision Implementation Committee (VIC) Chair John Coulter called the meeting to order and reviewed the agenda.

2. Activities Report

Final Matrix Review

Doug Zenn opened the discussion about the Hillsboro 2020 Vision Action Plan Review Summary Matrix handout. The matrix includes Work Group and staff recommendations for amendments to strategies and actions within the Vision Action Plan. Approved recommendations will be included in the Annual Report for consideration by the Hillsboro City Council.

Zenn briefly discussed the Action Plan amendment process (attached). With more than 90 matrix items to review, Zenn recommended the VIC consider the recommendations in three categories:

- a) **Administrative Changes** -- These are updates to the Lead or Potential Partners for a number of actions.
- b) **Revisions of Existing Actions and Strategies** -- These include strategy and action language changes—some minor, some major—aimed at clarifying or enhancing the intent of the existing strategy or action.
- c) **New Strategies and Actions** -- These are shaded in the matrix. Work Groups contributed three new strategies and 36 new actions for consideration by the VIC.

The VIC agreed to this approach and reviewed the suggested administrative changes (numbers 79-95 on the matrix.) Following the VIC's review of these items, a motion to adopt and include in the Annual Report was made, seconded and passed unanimously.

The VIC reviewed the revisions of the existing strategies and actions. A motion to adopt and include these in the Annual Report passed unanimously.

Since the project team will continue to gather input on the new strategies and actions, the VIC agreed to consider these at the June 2 meeting.

Erik Jensen noted that Lead Partners received letters asking them to confirm their lead role in implementing new or revised actions. Lead Partner concerns, if any, also will be addressed at the June 2 VIC meeting.

Work Group Debrief

Coulter thanked the VIC members for their enthusiastic Work Group involvement. He asked the VIC to extend gratitude to the other Work Group members for their efforts and invite them to the Town Hall. Steve Callaway acknowledged the support given by the Chair and staff.

3. Town Hall Planning Review

Planning Efforts Report

Hillsboro 2020 Vision Town Hall Planning Committee Co-Chair Tim Huber said the Town Hall planning efforts are proceeding very well. Huber thanked Co-Chair Paul Danko and Rene Heade for their diligence and hard work to date.

Presentation Preview

Huber said Marilynn Helzerman will share the Master of Ceremonies role with him. Marion Hemphill, City of Hillsboro Capital Planning and Development director, will provide the keynote address.

Two musical groups, coordinated by Bernie Kuehn, will provide entertainment.

Work Group members, led by VIC representatives, will staff stations to gather input on the new strategy and action proposals for each focus area. Visitors to each work station will receive an additional ticket for the door prize drawings.

Other brief Town Hall updates include:

- Door prizes will be offered at the end of the program; winners must be present at the drawing.
- Staff members have secured more than 90 English-to-Spanish translation headsets for the Town Hall presentations. Catherine Crooker noted Tuality Healthcare may be able to provide additional headsets, if needed.
- Volunteers will provide child care during the Town Hall.
- Lead Partner display tables will not be available this year at the Town Hall. However the Town Hall Planning Committee still needs Lead Partner volunteers (see volunteer sign-up below).
- Jensen noted the increase in Latino outreach for this year's Town Hall. Radio station KYMN-AM (1520) will provide 70-75 thirty-second commercials announcing the Town Hall and will broadcast live during the program.

Rene Heade provided each VIC member with 25 Town Hall flyers for distribution. Councilor Doug Johnson discussed possible organizations to aid in distributing flyers.

Volunteer Sign Up

Heade noted volunteers are needed at the Town Hall event. She provided sign up sheets and asked VIC members to invite family and friends to also volunteer. Steve Callaway noted Hillsboro High School students have a public service requirement and could be recruited.

4. VIC Administrative Issues

Committee Appointments

Erik Jensen discussed a proposed new membership framework for the VIC and provided a handout (attached) comparing the proposed structure with the current structure.

The intent of the proposed structure is to allow Lead Partner representation on the VIC to adjust according to the number of actions in their portfolio. In addition, the proposal increases the public-at-large positions. Lead Partners with two or more assigned actions will hold positions on the VIC.

The VIC discussed the value of having an odd number of representatives on the VIC to avoid tie votes. Coulter noted the Chair has the provision to vote or abstain to aid in tie-breakers should they occur at any VIC meeting.

A motion was made and seconded to include the proposed membership framework in the Annual Report for Hillsboro City Council adoption. The motion passed unanimously. If adopted, the VIC membership framework will become effective in September 1, 2005.

Scheduling

Jensen noted the upcoming VIC Steering Committee meeting, originally scheduled for May 19, 2005, has been rescheduled for Monday, May 23. The committee will meet in Room 207, Hillsboro Civic Center.

5. Annual Report

Zenn discussed progress on the Annual Report. Many sections of the Annual Report need information from the upcoming Town Hall and the June 2 VIC meeting. Staff will incorporate the input from the Town Hall immediately following the event and provide the VIC with a 95-percent-complete draft on May 26.

Staff will complete the remaining text, incorporating the decisions from the June 2 VIC meeting by June 9. Coulter will appoint a drafting committee to assist with final review of the Annual Report.

Coulter said that in addition to the written Annual Report, a verbal report will be given to the Hillsboro City Council.

6. Updates

Latino Outreach

Jensen noted the significant increase this year in outreach to the Latino community and thanked Elizabeth Bechok and members of the Latino Outreach Advisory Committee for their efforts. Highlights of these efforts include:

- The group has scheduled several Speakers Bureau presentations.
- KYMN-AM (1520) radio will air 70-75 announcements for the Town Hall.
- Univision has filmed a new Town Hall commercial, which will air two weeks prior to the event.

Website

A new survey for community input is posted at on the Hillsboro 2020 website (www.hillsboro2020.org.) The website is in English and Spanish.

Speakers Bureau

The Speakers Bureau has four presentations scheduled prior to the Town Hall. Several other groups have expressed interest in having a speaker at their event, but are not yet confirmed.

Newsletter Inserts

Newsletter inserts are ready for distribution. Rene Heade provided copies to the VIC. She said the Spanish translation of the insert is near completion and will be distributed at key sites throughout the community.

7. Public Comment

Doug Longhurst, Housing Development Corporation (HDC) of Northwest Oregon, thanked the VIC for considering HDC issues.

Longhurst suggested the VIC include on its committee additional representation for housing issues. He said by the end of the year, HDC expects to house approximately one percent of the Hillsboro Latino community and be in contact with approximately six percent.

Coulter said the public-at-large positions are designed to accommodate this type of request. Asked how a group would seek membership on the VIC, Coulter said a group can petition the VIC.

8. Other Items/Closing Remarks

Coulter discussed the upcoming Hillsboro 2020 Awards. Town Hall presenters will announce the Hillsboro 2020 Vision Awards at the Town Hall. Also, he will announce the winner of the Chair's Award (for outstanding contribution to the VIC) at the next VIC meeting.

9. Adjourn

Coulter thanked everyone again for their involvement and adjourned the meeting at 7:55 p.m.