



City of Lake Oswego 50-Plus Advisory Board

Thursday, July 10, 2008
8:30 a.m.

Members 2007-2008:

Janine Dunphy, Chair
Vacant, Vice Chair
Nanci Cummings
Ardis Stevenson
Kathy Long Holland
Gail Zimmerman
James Laughton
Vacant
Vacant

Santiam Room
West End Building (WEB)
4101 Kruse Way

For Information: 503-675-6407

Councilor McPeak, City Council Liaison
Kim Gilmer, PR Director
Vacant, ACC Manager
Teresa O'Halloran, ACC Admin

Approved Minutes

- I. Roll Call
Present: Janine Dunphy, Ardis Stevenson, Nanci Cummings, James Laughton, Gail Zimmerman, Councilor McPeak, City Council Liaison, Kim Gilmer, PR Director, Teresa O'Halloran, ACC Admin. Excused: Kathy Long Holland
Guests: Tom Brennan, Meagan Lawler, Board Applicants.
- II. Approval of Minutes 6/12/08
Janine Dunphy asked for a motion to approve the minutes as submitted
Nanci Cummings made a motion; Gail Zimmerman seconded the motion.
- III. Open Public Communications - None
- IV. Old business
A. Review 2008 Work Plan accomplishments; Discuss work proposed for remainder of 2008
It was suggested that a revision date be added to the work plan updates. This will be added to the next revision.

Kim Gilmer provided an overview for new board members of the transportation project and how it developed into a pilot project. The next step in this project is that Kim Gilmer will be preparing an RFP. Realistically, because of staffing and project priorities, this will not occur until the fall. The ultimate solution will most likely be the hiring of a contractor to operate the shuttle. Ride Connection or Sassy cab are examples of companies that provide this type of service. Long term funding is also an issue. Updates have been added to the 2008 work plan. Janine reminded the group that addressing transportation needs doesn't only mean creating a shuttle program. There are other options that we should explore.

The housing goals have also been affected by the lack of staff resources with the Community Development department. Tom Brennan shared his experiences with working on an SDU within his own property. It was suggested that research be conducted to gather what other communities are doing to address affordable housing. Tom Brennan recalled that some research does exist within the 50+ Dialogue report on how other communities are handling affordable housing.

Project three on advocacy which was mostly led by Dan Baer, exiting member of this board. Janine provided a summary and background of this issue. The hope was to generate one centralized phone number that crossed all medical facilities. This is not going to happen. Certain organizations and hospitals are addressing it within their own organizations. This project is still an important issue to work on. Kathy is finishing up her calls and research and once we have an update on this issue we will add it to the updated work plan.

Janine would like to focus on Elders in Action again and work with them more under the volunteerism project. It seems that both parties are interested in working together some how. It has been a difficult relationship to understand, i.e.: roles and responsibility and understanding various programs. In the past there were trainings offered, but very few attendees showed up. Jim added that there are regular trainings offered at the downtown EIA office that perhaps we can advertise and spread the word.

Volunteerism day of service summary was provided. The project, called Neighbors Helping Neighbors, is scheduled for September 27th. The committee working on this project has made significant progress in organizing this effort. Marketing and Public Relations are in the works. Updates have been added to the work plan. Bonnie Hershberger, Citizens Information Coordinator, has agreed to prepare the press release for this event. Next steps include addressing how this service may be sustained.

V. New Business

A. Overview of the role of City Advisory Boards

Councilor McPeak shared with the group the 2003 edition of the booklet, Roles and Responsibilities of Boards and Commissions. A new edition is currently in development and printing. Councilor McPeak explained the interview process, the recruitment process, and added a thank you to all the volunteers who serve in this capacity. She reminded the group that the city council is also a voluntary group and that state law does require that certain boards do exist within city government.

Other boards are created to do the work that the city feels needs to be tackled. It is a way in which the city can tap into the various skill bases which exists out in the community. Six council members plus the mayor work to adopt legislation, a budget, appoint citizen committees and hear appeals among other duties.

Charter officers include the city manager, city attorney and city judge, which the council can hire and fire. Commissions also exist within this group and these are the ones that are required by law, ie: via state law or the forestry department. The rest of the committees are advisory boards; for example 50+ Advisory Board, PRAB (Parks and Recreation Advisory Board), TAB (Transportation Advisory Board), and the new SAB (Sustainability Advisory Board). These are not required boards, but exist to help create a better city environment.

Councilor McPeak read aloud the charge statement which relates to the 50+ board. This statement has been previously handed out to each member of this board and new members receive it in their orientation packet. Council meets with members of these boards and commission at least annually. During this meeting council hears from the boards on how the last year went and what the next year brings. This is the work session, then after, the council holds their annual goal setting meetings. The boards and commissions then have an opportunity to look at the goals and review them with specifics on a work plan and how the group may accomplish them. The recommendations may or may not fit within the resources available within the city. Circumstances, especially staff time, change all the time, these goals

are not written in stone. On occasion we disappoint a board too; if times change and it becomes clear that we cannot follow through on what we set out to do because of other factors that come into play then a board can be disbanded.

The Councilor liaison role is a communication line between council and a board. Committee support staff includes the administrative support tasks as well as someone like Kim Gilmer to also attend as a staff liaison and a decision making authority. The revised manual will be distributed soon and there may be training available too.

B. Set Next Meeting Date, August 14 @ 8:30am

Elections: Forward your name to Janine if you are interested in being the chair or vice chair for a vote at the August meeting.

C. Adjourn