



OFFICE OF
**Community
& Civic Life**

Promote the common good

Bureau Advisory Committee Meeting



VIRTUAL ZOOM MEETING



Wednesday, 11/8/23



6:00 – 7:30pm

2023-2024 Civic Life Bureau Advisory Committee (BAC) members present:

Manijeh Mehrnoosh, Shana Koalska, Christina Weinholz, Nanci Champlin, Francis Kham, Sarah Crisp, Mary Jaron Kelley

Not present: José Gómez, Tracy Zhen, Kimberléa Ruffu

Other attendees: Mourad Ratbi, Icie Ta, Juliette Muracchioli, Michael Kersting, Perla Sitcov, Sandra Lefrancois

1. Welcome/intros – 4 new members introduced their interest in the BAC and continuing members shared helpful experience with the group.
2. Reviewed meeting agenda.
3. **Civic Life BAC mission** and roles were reviewed (first page of BAC bylaws posted online [About the Bureau Advisory Committee | Portland.gov](#)).
4. **An overview of the City's transition process** was given by Interim Director Ratbi explaining the City's new organizational chart that will take effect July 1st 2024. This included information regarding the decision-making process for Civic Life's current position in the chart. Please refer to <https://www.portland.gov/transition/annual-report-2023/form-government-city-organization-and-budgeting> for more information.
5. **A 3-year comparison of ongoing funding from 2020-23** was presented by Civic Life business operations that highlighted programs moving out of the bureau with details regarding ongoing general fund resources and one-time resources: [updated sheets with chart](#).
6. **Civic Life's current organizational chart** was reviewed showing 18 total filled positions with 3 core programs, Business Operations/Communications, Neighborhood/DCL, and Adapt to Impact, Multnomah Youth Commission. Currently there are 6 program vacancies that can't be filled as of this November due to the City's transition- [Current Civic Life chart](#).
7. Further explanation of this current chart was presented by Business Operations referring to the roles of this function to administer the day-to-day operations of programs including grants and contracts, compliance, and meeting the newest budgetary constraints.
8. **Neighborhood & DCL program presentation.** This [slide presentation](#) was presented by the Neighborhoods Program Supervisor who described the Neighborhoods & Coalitions map, the 4 new voter districts, and how this program supports communities. This included the grants



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funding structure for the 3 City Offices, funding for the 4 non-profit Coalitions, and the current funding for the Diversity and Civic Leadership Cohort.

9. **Business Operations** also discussed the issue that stipends are no longer available for volunteers on the advisory bodies, and we are trying to find solutions. We want to know how we can best support your participation on the BAC.
10. **Review of next month's agenda** will include the Adapt-to-Impact Presentations and the Mayor's budget guidance (Mourad Ratbi). We will continue to meet at 6 PM. We will be moving the virtual meetings from Zoom to Teams platform, please accept the new invitation. See meeting information online [BAC Meeting Schedule | Portland.gov](#).
11. **Reminders to disclose the nature of your conflict of interest** should it arise during focused meeting discussions. See resources for BAC members online [Resources for BAC Members | Portland.gov](#).
12. Adjourned