

**Minutes
Neighborhood Leadership Alliance
Policies & Procedures Working Group
February 3, 2020
Awbrey Butte Conference Room, Bend City Hall
710 NW Wall, Bend, Oregon**



CITY OF BEND

4:00 p.m. Neighborhood Leadership Alliance (NLA) Policies & Procedures Working Group Meeting

Call to order 4:02 p.m.

- 1. Roll Call:** Dave Johnson (Chair), Karen Bergsvik, Beth Hoover, Hans Jorgensen, Lisa Mushel

Absent: None

Staff: Ian Leitheiser, Makayla Oliver

- 2. Approve Minutes**
None to approve.

4:04 p.m. Member Mr. Johnson arrives.

- 3. Public Comments – Public**
None.

- 4. Public Participation in Working Groups**
Slide – Public Participation in Working Groups

Ian Leitheiser, Assistant City Attorney, shared that according to public meetings law, anyone can participate, present and engage in dialog. This allows for invited members to participate above and beyond the public comment period. Voting, however, is limited to the NLA Representatives. Mr. Leitheiser noted that formally placing this in the guidelines isn't required. He also advised that we don't need to specify Neighborhood Association (NA) Board Members or Subject Matter Experts, the recommendation can just be a general statement for members of the public.

All members agreed to forgo formal recognition of this recommendation in NLA guidelines.

- 5. NLA Representative Attendance**
Slide – NLA Representative Attendance

Member Mr. Johnson reiterated the need to update our current guidelines. Members agreed that the word “unexcused” should be removed from current NLA guidelines, and that it should also be changed to three absences in a rolling 12 months. Members also agreed to change their prior stance on considering teleconferencing as an absence.

Per the group’s recommendation, Mr. Leitheiser agreed that a formal change to the NLA guidelines would be a good idea, and he will work with the group to implement these changes once adopted by the NLA.

Members also recommended an update to the NLA Chair/Vice Chair job descriptions to include the task of notifying an NA Board when their NLA representative has reached their maximum number of absences.

6. Response to Public Comment

Slide – Response to Public Comment

Members feel strongly that public comment should be responded to in some way, even if the response is a simple, “Thank You.” Mr. Leitheiser recommended that this recommendation be kept as a best practice, and wouldn’t require a formal NLA guideline change.

7. Neighborhood Association Boundaries Working Group

Slide – NA Boundaries Subcommittee

Members want to move up this action item from their strategic plan, and begin a working group now. This group will look into the areas of the Urban Growth Boundary (UGB) that will become part of Bend City Limits in the coming years and how that will play a role in NA boundaries. They will look at remapping city-wide NA boundaries, develop plans for mentoring new NAs and ensuring equity among all.

Members agreed the Policies & Procedures Working Group will temporarily turn into the NA Boundaries Working Group, as they figure out a plan for City Council to approve in July. Once the working group has the go-ahead from Council, they will set regular meetings with legal.

Adjourn at 5:16 p.m.

Respectfully submitted,

Makayla Oliver
Community Relations Manager