



# Oregon

John A. Kitzhaber, Governor

Oregon Commission on Black Affairs  
"Advocating Equality and Diversity"  
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## MINUTES

**Oregon Commission on Black Affairs (OCBA)  
February 15, 2014  
9:00 AM-11:00 AM  
Portland Community College Cascade Campus  
Terrell Hall, Room 100  
705 N. Killingsworth St., Portland, OR 97217**

### Attendees:

**Chair:** James I. Manning Jr.  
**Vice Chair:** James Morris  
**Commissioners:** Robin Morris Collin, Karol Collymore, Dr. Isaac E. Dixon, Julie Grey, Kayse Jama, Gwen Trice, Representative Frederick, Senator Monroe  
**Absent:**  
**Guests:** Lawanda Manning; Kathleen Saadat, Former Executive Director of the OCBA; Christine Svetkovich, Nina DeConcini, Sarah Armitage, DEQ; Gary Sims, Director of Diversity and Inclusion, Oregon Department of Corrections  
**Staff:** Lucy Baker, Nancy Kramer

### **I. Call to Order**

The meeting was called to order at 9:03 am. A quorum was established.

### **II. Review and approval of agenda and OCBA Dec 2013 Meeting minutes**

**MOTION (Collymore/Dixon):** To accept minutes as written. CARRIED unanimously.

**MOTION (Morris/Collymore):** To accept agenda as written. CARRIED unanimously.

### **III. Public Comment**

There was no public comment.

### **IV. NEW BUSINESS**

#### **A. Permanent budget reductions 2013 – 2015 biennium**

Lucy Baker discussed the permanent budget reductions being required from the Legislative Fiscal Office for many state agencies, which for OACO amounts to \$2,896 for the 2013-15 biennium. These reductions are different from and in addition to the 2% holdback of the current budget required of all state agencies. The Commission discussed the list of budget line items that Lucy is suggesting to

the Advocacy Commissions as potential for permanent reduction. The list is appended as part of these minutes. Following short discussion, the Chair called for a motion to approve the recommended reductions.

**MOTION: (Morris/Dixon):** To approve budget reductions such that the following items be permanently reduced:

\$749 reduction: In state travel

\$80 reduction: Out of state travel

\$180 reduction: Staff training

\$354 reduction: Office expenses

\$1500 reduction: Telecommunications/teleconferencing. CARRIED unanimously.

The Commissioners thanked Lucy for her excellent work at finding budget reduction options.

**B. Upcoming staffing of the OACs**

Lucy reviewed with the Commission the staff positions the Advocacy Commissions have identified as needed to accomplish their statutory work. The overview of staffing types related to supporting OAC strategic plans is appended as part of the minutes. The Commission's next steps to adding additional staffing to their 2015-17 budget request will include reviewing an integrated staffing plan that will include the cost of the potential positions. Lucy will prepare this for a regular meeting of the OCBA this spring.

**C. Guest speaker Ms. Kathleen Saadat, former Executive Director of the OCBA**

The OCBA welcomed Ms. Saadat. She briefly recounted her experience as the OCBA's first full-time Executive Director in the early 1980s. The office was located in Salem and she was the only paid staff. She commended the OCBA for its recent collaborations with community and state agency partners, and for its legislative advocacy work. She noted the importance of ensuring the community is aware of the OCBA's presence and its ability to conduct legislative advocacy.

She supports the OCBA raising awareness about certain issues and connecting with emerging leaders, such as the recent graduates from the Portland African American Leadership Forum (PAALF) Academy. Chair Manning and Vice Chair Morris thanked Kathleen for highlighting the importance of connecting with and supporting emerging leaders. They noted that they recently signed personalized letters of congratulations to each PAALF Academy graduate and have invited the graduates to keep in touch with the Commission.

Ms. Saadat discussed her concerns for the Black community including the privatization of prisons, the lack of civics curriculum in the schools. She also noted her interest in raising the awareness and support of communities of color

regarding the importance of Marriage Equity and ensuring emerging leaders are well-versed in the public policy process.

Chair Manning solicited questions and feedback from each Commissioner. Comments included the importance of being accountable to the Black community by being visible and connecting personally to emerging leaders, and offering opportunities to lead with them in government.

The Commission thanked Ms. Saadat for her time and invited her to the April 2014 OCBA meeting.

## **V. UNFINISHED BUSINESS**

### **A. Internship updates**

#### **1. School Discipline Disparities presentation – Commissioner Collin & Public Policy Intern Jacqueline Leung**

The Commission welcomed Jacqueline Leung to the meeting. She is a student at Willamette University College of Law, and the public policy joint intern researching disproportionate discipline and school administrative policies. Her internship is in collaboration between OCBA, the Oregon Department of Education (ODE)/ School Discipline Advisory Committee (SDAC); and the Governor's Office of Diversity and Inclusion.

Jackie shared her PowerPoint presentation on School Discipline Disparities, and her findings that Black and Hispanic students are disciplined using exclusionary measures more often than their white counterparts and more harshly.

The Commissioners discussed several topics including how the OCBA could engage in this issue; when a student is suspended what is the economic impact to the student's family; dropout rates and the school to prison pipeline.

Representative Frederick would like Jackie's presentation to be seen by the Joint Ways & Means Committee, the Joint Education Committee (Senator Monroe is Co-Chair), the Education Committees for the House and Senate, and the Judiciary Committees for the House and Senate. Jackie and Commissioner Collin plan to develop a summary of her internship findings. Chair Manning would like her presentation to be shared with OEIB Chair Dr. Nancy Golden.

ODE has found this joint public policy internship to be very helpful to its Discipline Advisory Committee. Michael Mahoney, the staff of that Committee has requested a Memorandum of Understanding (MOU) between ODE and the Governor's Office/Oregon Advocacy Commissions for future internships.

Chair Manning and the Commissioners thanked Jackie for her excellent presentation.

ACTION: OCBA will send Jackie a letter of appreciation for her work and attend any presentations she may give to legislators or policy groups in support of her work.

2. Black History Month event

The Governor is hosting a celebration in honor of African American History Month at Mahonia Hall on February 26<sup>th</sup>. Nancy will send Commissioners a copy of the 2014 proclamation.

**B. Chair's Report and Commissioner Reports** – tabled until next meeting

**VII. Guest Presentations/discussions**

**A. Sarah Armitage, Air Toxics Specialist, Air Quality Planning and Nina DeConcini, Northwest Region Administrator, DEQ** to continue discussion from the 12/7/13 meeting

After her presentation at the last OCBA meeting Nina met separately with Representative Frederick to answer his questions. DEQ can only support a small number of air monitoring units. Representative Frederick said, in his view, that DEQ does not have the resources to do the work that needs to be done. The Columbia River Crossing (CRC) proposal does not address existing air quality issues caused by I-5. The high rates of asthma in PCC Cascade neighborhood are documented. He expressed concern about the health of the community and the lack of environmental justice.

The Commissioners discussed several topics including gentrification (larger homes on smaller lots) increasing waste and sewage production with no increase to the existing sewage treatment plant's capacity; that wood smoke increases air toxics, the need to increase air toxicity monitoring and how to meet that need.

Chair Manning would like to explore forming a committee to consider next steps, including the suggestion of using science classes from local high schools and colleges to learn how to use air monitoring equipment and study this issue in science classes. He invited DEQ and all interested Commissioners to the next OCBA Executive Committee meeting.

The Commissioners thanked the presenters for their time.

**A. Gary Sims, Administrator for Diversity and Inclusion at the Oregon Department of Corrections (DOC)**

The Commission welcomed Mr. Sims to the meeting. He presented on the DOC's commitment to supporting diversity & inclusion at all levels of staff and inmates. The Commissioners discussed the importance of a homogenous community welcoming and embracing people of color, rather than the existing population feeling threatened.

The Commission thanked Mr. Sims for his presentation.

In the interest of time, the Commissioners agreed to table all other agenda items until the April 2014 OCBA meeting. After a short discussion the Commission also agreed that the amount of work being conducted at its regular meetings has now grown to the extent that an additional hour of meeting time is needed to complete it and that meeting from 9 am to noon can work for the Commissioners.

**MOTION (Collin/Collymore):** To add an additional hour to future OCBA meetings. CARRIED. Starting with April 19, 2014 commission meeting.

#### **VIII. For the Good of the Order**

Commissioner Collymore requested that a discussion of Marriage Equality be added to the OCBA April agenda.

Next meeting April 19, 2014 – Officer nominations for Chair and Vice Chair will be accepted at this meeting.

#### **IX. Adjourn**

The meeting adjourned at 11:08am.

## OACO Staffing AY 2015 - 2017

The following overview of staffing positions is excerpted from a list compiled by DAS HR for OACO. The list is HR's view of helpful potential staff support developed after their meeting with the OACO Administrator, Executive Assistant and Frank Garcia from the Governor's Office to discuss the staff support needs of the Advocacy Commissions. The discussion focused on the statutory missions of the Commissions and their individual strategic plans. The OACO has reviewed the full list and prepared the overview below with highlighted descriptions of staffing we consider to be a close fit of staff skills needed to support Commissions' strategic plans. This overview is prepared as a starting spot for Commission discussion as they consider staff support as they build the 2015-17 OACO budget, which begins for all state agencies in February/March of 2014.

The Advocacy Commissions' discussion of needed staffing is based on a question posed to the OAC Chairs and Administrator by the members of the Joint Ways and Means General Government Committee during their presentation of the OACO budget in March, 2013. The Committee asked the Chairs what further resources the Advocacy Commissions need to fulfill their statutory missions. The Chairs responded in a letter that increased staffing was among the resources needed and that they would provide a plan for staffing in a future budget.

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### Office Assistant positions

#### **Office Assistant 1 (0101):**

- This class represents the entry level into the clerical field and is distinguished from the higher levels by the close supervision provided initially and responsibilities limited to simple and repetitive clerical tasks (i.e. photocopying, messenger service, straight alpha/numeric sorting, and filing). The work is performed within well-defined guidelines and established procedures and requires little or no knowledge of agency operations. This class may be used as an underfill for other office support positions.

#### **Office Assistant 2 (0102):**

- This class is distinguished from the lower level by the requirement for a basic knowledge of agency operations in order to complete work assigned; by the increased variety of filing and records related tasks performed; and/or by the responsibility for performance of routine typing assignments. Employees in this class follow established work methods and procedures. Close supervision is provided only until tasks are learned.
- This class is distinguished from the Office Specialist 1 by the absence of responsibility for an increased variety of clerical/secretarial and records processing activities which require independent judgment in the application of basic agency policies and/or regulations.

**Office Specialist 1 (0103):**

- The Office Specialist 1 is distinguished from the Office Assistant 2 by the increased responsibility for performing a wide variety of secretarial, general office, and record processing activities. At this level employees determine the work methods and procedures used to complete assignments. The work involves related steps, processes, and/or methods which require the application of agency policies and procedures and the exercise of initiative and judgment in distinguishing among variables and identifying the applicable standards. This class is distinguished from the Office Specialist 2 by the absence of responsibility for administrative/technical assignments involving different and unrelated processes and methods; and requiring the exercise of independent judgment in analyzing situations and making decisions in accordance with laws, rules, and regulations.

**Office Specialist 2 (0104):**

- The Office Specialist 2 is distinguished from the Office Specialist 1 by the administrative/technical assignments which involve different and unrelated processes and methods. Work consists of a variety of duties which differ in nature and sequence because of the particular characteristics of each transaction, case, or assignment. Numerous guides, instructions, regulations, manuals, precedents, etc., are applied in carrying out assignments. Guidelines and precedents are less detailed and explicit. Judgment is required in analyzing situations and making decisions on selecting the most appropriate course of action within the established procedures.

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**Executive Support positions**

Note: Interested in exploring a reclass for Nancy Kramer's position to ESS 2 from 1

**Executive Support Specialist 1 (0118):**

- Employees in this class perform confidential secretarial support and perform or coordinate administrative work for upper level agency managers. It is distinguished from the higher level by absence of responsibility for actively participating as part of the agency management team and completing assignments received as part of the management team.
- Nancy's current level. \*\* Recommend asking for a class study for Nancy's position to increase it to an ESS2 position.

**Executive Support Specialist 2 (0119):**

- Includes active participation in the agency management team, responsibility for completion of assignments received in management team meetings, and responsibility for decisions which regularly relate to highly sensitive matters. These decisions may concern the appropriate application and interpretation of policies and procedures to non-routine matters.

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**Ops and Policy Analysis positions:**

**Operations and Policy Analyst 1 (870):**

The employee analyzes the issues then selects and applies accepted analytical techniques to solve conventional problems. Work procedures differ from one assignment to the next. Findings and recommendations are based upon analysis of easily obtainable information, review of operational records and research of precedents.

- Application of easily obtainable information, existing guidelines, and accepted analytical techniques to conventional problems; affecting individual work units within an operating division or program, differentiate this classification from the higher levels.

**Operations and Policy Analyst 2 (871):**

- Employees interpret complex regulations, and adapt or design new policies and procedures. At this level, the employee cannot easily analyze problems due to variations in the administrative processes. Work affects the primary operations and programs at different organizational levels or geographical locations within the agency.
- Two primary factors distinguish the work of the Operations and Policy Analyst 2 from the lower level:
  - 1) The need to adapt existing methods and policies to effectively do the work, rather than applying accepted methods; AND
  - 2) The work affects various levels or geographical locations within the agency, rather than individual work units within an operating division or program.
- The Operations and Policy Analyst 2 is distinguished from the next higher level by the limited range of analytical methods, and the increased level of available guidance. The Operations and Policy Analyst 3 requires analysis of interrelated issues of substantive mission-oriented programs; and work affects programs throughout an agency, or a regional structure of equivalent scope. These features further distinguish the two levels.

**Operations and Policy Analyst 3 (872):**

- Work is complicated by the need to deal with subjective concepts such as value judgments; or work is complicated by the need to develop data that is currently unavailable. The employee takes into account and gives weight to uncertainties about the data and other variables that affect long-range program performance. Current operational measurements are typically ambiguous and susceptible to widely varying interpretations; research is complicated by conflicting operational or service goals and objectives.
- The Operations and Policy Analyst 3 is different from the lower levels because the work affects significant program operations for an agency or comparable regional structure. The lower classification levels have a lesser scope and effect. The Operations and Policy Analyst 3 is further distinguished by the more complicated conceptual and analytical processes used to do the work.



- The work of this classification is distinguished from the next higher level by the scope and affect of the work, and the analytical complexity. The Operations and Policy Analyst 4 does work that strongly influences or cuts across several state agencies, government jurisdictions or private industry. This is not the case for the Operations and Policy Analyst 3. The nature of the problems under study at the next higher classification level requires the analyst to develop new analytical methods; and to consider

**Operations and Policy Analyst 4 (873):**

- The nature and scope of the issues are largely unidentified. It is difficult to separate the substantive nature of the programs or issues studied into their administrative, technical, political, economic, and fiscal or other components. It is also difficult to discern the intent of legislation and policy statements and decide how to translate the intent into program actions.
- The Operations and Policy Analyst 4 is similar to the Operations and Policy Analyst 3 in required knowledge and skill, supervisory control and guidelines. It is distinguished from the lower class level by increased analytical complexity and the scope and affect of work.

Public Affairs positions:

**Public Affairs Specialist 1 (0864):**

- Employees apply standard communication and analytical methods to convey information. They use a variety of presentation methods and format. Work requires identifying the public's information needs and creating materials for a public with varying levels of understanding, yet with similar goals and interests to those advocated by the agency.
- The Public Affairs Specialist 1 is distinguished from the higher levels by using standard analytical techniques, and factual straightforward information when communicating to the media; the availability of precedents; communicating information to publics with similar goals and interests to that of the agency programs; and handling non-controversial public opinion issues.

**Public Affairs Specialist 2 (0865):**

- Full-proficiency level.
- Employees apply advanced communication and analytical methods to solve complex public affairs problems. Employees base decisions on the analysis of information needs and modify standard communication practices to fit the situation. The intended audiences are diverse with different interests and goals from those advocated by the agency.
- The Public Affairs Specialist 2 is distinguished from the lower level by using advanced analytical methods to communicate with diverse audiences. The Public Affairs Specialist 2 adapts standard approaches to solve complex problems and

communicates with publics having interests contrary to the agency. These features further distinguish the classification from the lower level.

- The Public Affairs Specialist 2 is distinguished from the higher level by the lack of communications strategic planning and policy formulation.

**Public Affairs Specialist 3 (0866):**

- Advanced proficiency level.
- Employees develop new methods and approaches in planning, integrating and evaluating the public affairs program. Employees recommend action on significant policy matters which lead to the development of an agency position, establish precedents or provide guidance for field activities on public affairs issues.
- The Public Affairs Specialist 3 is distinguished from the lower levels by the development of public affairs policy, the need to create new approaches to solve complex public affairs issues, and strategic planning activities.

Meeting notes: **OCBA Legislative Committee March 21, 2014**

Attending:

Robin Morris Collin

James Manning

Karol Collymore

Staff: Lucy Baker

Committee Chair Collin began the meeting at 9:30.

Agenda topics for discussion:

**Enforcement of the Minority Teacher Act**

Lucy will send an e-copy of the minority teacher act to all the committee members and Robin will send the 2011 Report on the Minority Teacher Act for committee members to read. It appears the obligations under the act have not been met. The group agreed to make this an agenda item for the OCBA in April. Also we will let Sen. Monroe know that we will be discussing it at the meeting and will want an update on his view point. It may be that the OCBA could write a letter to the ODE requesting that a task force be established to review the policies for school districts to implement the act and make recommendations for policy improvements. Soliciting ideas for next steps by the OCBA will be part of the discussion at the upcoming meeting.

**Air Quality monitoring**

Following the report of DEQ to the OCBA, Robin noted that new funds received recently by DEQ for air quality monitoring might not be spent in monitoring in North Portland. This lack of monitoring in N. Portland and at schools in low income neighborhoods is an equity concern raised at OCBA meetings in 2013. Commissioner Collin plans to communicate with Rep. Frederick to ask him how best to assure that the current funds has a component for equity in the N and NE Portland schools. There are specific schools that have air toxics issues in N/NE and also at Cesar Chavez School. Robin will send an e-mail to Rep. Frederick outlining the Legislative Committee concerns. Joint action between the OAC's and the EJTF may be a next step to explore.

Chair Manning briefly discussed his interest in learning from Labor Commissioner Avakian how investment of time and resources is being allocated following the passage of the 2013 session bill reestablishing vocational training in high school classes. The BOLI Commissioner will be addressing OCBA in April and he will ask him about it.

The committee mtg ended at 9:45 am.