**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

May 21, 2018

6pm-8pm

Seattle City Hall, Room 370

**Commissioners present:** Alison Turner, Ben Mitchell, Emily Kim, Felix Chang, Julie Pham, Natalie Curtis, Patricia Akiyama, Sonj Basha **Commissioners not present:** Alex Hudson, Bereket Kiros, Carol Redfield, Maria Jose Soerens, Sally Kinney, Thais Marbles  
**Staff present:** Danielle Friedman

Opening

* Approved Agenda and April Meeting Minutes
* CIC members participated in an icebreaker

Public Comment

**Bill Zosel**- from Squire Park Community council- wants to come and see how goals are overlapping and get to know each other better. Interested in the CIC comments on design review process through the Department of Neighborhoods

**Fven Wabre**- Here to learn and identify resources or information to bring back to her community

Team Norms

Reviewed ground rules:

* Be aware of airtime
* Respect everyone’s opinion
* Be generous. Assume best intent.
* Come on time. Be prepared.
* Active engagement/listening
* Use “I” statements. Speak from own experiences; even when representing others.
* Encourage community members to attend
* Have fun

How we want to relate to the city should also be the way we relate with each other:

* be relevant/keep our comments relevant
* Be tangible and specific (naming people)
* Honest and candid
* Open
* Assume best intent
* Give and receive candid feedback that is mindful of equity and social justice. Use this space as a practice area with each other so we can align with our larger mission and vision.

It is important to be specific with team norms because people never think they are violating them. Example:

**Ground rule:** Be aware of airtime (vague, unclear, means different things to different people).

**More specific:** No one should be talking for more than 2 minutes.

**What does ‘assume best intent’ mean specifically?**

Be encouraging of other viewpoints. If you disagree, do it in a respectful way. But be sure you are bringing it up.

**What does ‘active engagement and listening’ mean specifically**?

* Listening is a core component of active engagement.
* Don’t repeat if it has already been spoken. Make sure what you say has some added value. Acknowledging and building off the ideas of others.
* Don’t be afraid to ask clarifying questions. What did you mean by that?
* Give physical cues that you are listening (look at the person, make eye contact, don’t check your phone).

**Questions**

* Once we come to a decision, is it a norm that we all own it, even if we didn’t totally agree at first? We want to avoid people undermining if they don’t really agree. This is sometimes called disagree and commit. Our decision-making structure help accounts for this because one person could block the whole process.
* When people aren’t at the meeting and miss a decision are they automatically signing on? If people aren’t there, it is their responsibility to find out what happened at the meeting and read the notes and bring it up if they have a concern.
* If you are a two – do you need to leave being a five? We use a consensus- based system, which means that everyone must be on board with the idea.

**Keep the power in the room**. What, as a commission, can we actually do?

Part of our charge is to challenge the city. Don’t let this guideline discourage you from pushing the envelope. But don’t push too hard for things that are out of our control.

**Use “I” Statements.** There is a balance between speaking for yourself but also making sure that we are able to speak for our communities. Own your own opinion. Don’t use “you”, if you mean “me”, if you mean “me” use “I”. Don’t speak for others! In practice this doesn’t always work. Should be more specific about this. Maybe having examples?

**Make sure we are focusing on the community involvement process.** Don’t get caught up in the issue.

**Action:** Charter work group will work on creating team norms. Please let Sonj or Julie know if you have anything to add. This will be a living document.

Group feedback on work group’s Workplans

**Resource Work Group**

Need to figure out what resource the group will focus on. By Dec 2018, would like to create a memo identifying recommendations for areas of growth, gaps, bright spots, and weaknesses. Need to meet with city staff to make sure we are not reinventing the wheel. Need to find where we can be of service and what expertise we can provide.

Things we like…

Like the notion of community self-determined goals

Liked that you focused on finding bright spots. Highlighting what works can be helpful.

This is the first project to evaluate something outside of internally setting up the commission

I like that you will talk to city staff to figure out what is happening, so we can properly advise

Like that you are taking your time to think about who the stakeholders are- and that you are involving the community as well

What if..

After collecting info, a goal is to create a skeleton of an equity lens to be used by city departments?

What if we just focused on three departments, or narrow it down in some way? Ex. Who has the most resources? Where is the biggest gap?

I wish…

I understood what work goes through the Racial equity toolkit and how it is related to this

That you feel bold enough to build relationships with city departments instead of just waiting for them to come to us

We could have a running list of who within each department would be our point of contact

**Feedback/Advisory Strategy Work Group**

Want to figure out how we would give feedback to departments and whether we would independently evaluate things. By December 2018, we would like to have the final guidelines drafted and shared. Want to ask the commission their thoughts in the next meeting.

Things we like…

You’re creating something that is easy for city staff to access and lets them know that we are available and want to work with you

Like that we can send the guidelines to them beforehand

Like having people coming in and presenting and having dialogue instead of just having the commission talk amongst themselves

Like the thinking around what will be best for the CIC years from now, when we all aren’t a part of it. Setting up the group to live on

Like that it could be shared with other commissions to replicate

Like being proactive and choosing who we are meeting with and are being relevant

Like that departments can have this tool as they are making next year’s community involvement plans

What if…

We asked departments what they see the feedback process looking like?

We incorporate this into the best practices plan? It could be an incentive for departments to continue to do community involvement plans.

I wish….

I had a better understanding of what prompts groups/departments to seek our input. And since we have limited time, how do we prioritize? Maybe we have different levels of feedback which are varying levels of time/effort intensity?

We are being proactive, so we are not always just reacting to when people are coming to us

We had a way to capture our impact on them after we give feedback. Maybe we can ask for feedback after? Want to make sure that our feedback is being utilized.

**Principles & Best Practices Work Group**

Goal is to advise on outreach and engagement practices to achieve equitable outcomes for historically underserved populations. By Dec 2018, want to have created recommendations and guidelines and be advocating for them. Right now, we are in research mode, we want to look within the city, other cities, academia, non-profits, etc. to gain an understanding of what is already out there. Currently reviewing the city departments’ community involvement plans. Want to identify opportunities that exist in our city. Hope to have a draft of guidelines by September. Also want to create a template for community Involvement Plans that include guidelines built in.

Things we like…

Like that we are identifying where we need to give some feedback

Like the idea of including the guidelines in community involvement plan

If that starts to happen on an annual basis, it could start to be a living best practices document, so people can add and take off as things change

What if…..

If we had a focus group with other stakeholders to ask about community involvement plan?

Since we are releasing multiple things at the end of the year, we could combine them and release them together?

**Commission Charter Work Group**

Charter is the scope of work. Working on what we do vs. what we don’t do and getting very clear within ourselves. Ex. not a focus group, but we can give advice on outreach strategies. Sharing the lens of how we view the work. Work group is developing workable norms within the commission. Working with city staff to build relationships. Big goal by Dec. 2018, we would like to establish a culture that is written, felt and practiced. Work to make sure that work groups are working together, collaborating and not duplicating work.

Things we like….

I like the intentionality around practice.

I like that this is the beginning structure and we are all working on ways to build the structure of the commission that will be used for many years.

Like how you emphasized the relationship component.

What if….

Each new commissioner had to go through a racial equity training or if the commission had to go through a racial equity training annually?

We had a monthly ‘office hours’ time with certain people in departments in which we can hop on a call with folks to keep updated and share information?

This is an ongoing subcommittee tasked with looking at internal commission work (ex. trainings, racial equity, retreat planning, etc.) as opposed to creating a charter and dissolving?

**Action:**

* Revise your workplan and send it to the Staff Liaison in one week (by May 29th).
* The group will check in around July, so each work group will have time to research and update their workplan, if needed.
* Continue to refer to your workplan and update as necessary.

Announcements

* Alex Hudson’s term ends on May 31st and she has decided not to reconfirm due to capacity issues.
* Since Alex is leaving the commission there is an opening for a co-chair position. Please let the co-chairs or the Staff Liaison know if you would like to nominate yourself or someone else for co-chair.
* Maria-Jose, Natalie, Patricia, and Carol have all been reconfirmed with term dates ending in 5/31/20.
* Andres Mantilla is the new interim director at the Department of Neighborhoods. He will be coming to the CIC in June to discuss his vision for the commission and how DON and the CIC could work together.