**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

November 20, 2017

6pm-8pm

Seattle City Hall, Room 370

**Commissioners present:** Alison Turner, Ben Mitchell, Bereket Kiros, Jenna Franklin, Julie Pham, Sonj Basha**,** Thais Marbles**,** Alex Hudson, Emily Kim, Felix Chang, Natalie Curtis **Commissioners not present:** Patricia Akiyama, Mark Mendez, Jeniffer Calleja
**Staff present:** Danielle Friedman

**Agenda and Minutes Approval**

Agenda and Minutes were approved.

No public comment was offered.

**Briefing: SDOT Transportation Equity**

Naomi Doerner from the Seattle Department of Transportation gave a briefing on the [Transportation Equity Resolution](https://www.seattle.gov/transportation/projects-and-programs/programs/transportation-equity-program). The resolution 31773 will go before the City Council in December. Naomi would like to check back in with the CIC in early 2018 when they are working on outreaching and engaging community to develop strategies.

**Briefing: Equitable Development Initiative**

Ubax Gardheer from the Office of Planning and Community Development gave a briefing on the [Equitable Development Initiative](https://www.seattle.gov/opcd/ongoing-initiatives/equitable-development-initiative).

**Commission Business**

January and February meetings need to be changed due to holidays. Group decided on third Wednesdays in Jan and February. (Since the meeting, there needs to be a new date chosen). In March, will go back to meeting on the third Mondays of the month.

**Action steps:** Danielle will send out calendar invites for the upcoming dates.

**Draft Bylaws**

The group reviewed a draft set of bylaws made up from examples from other commissions.

**Governance Structure:** Proposed having an executive committee; including 4 co-chairs and representatives from standing committees.

* **Comments:** Want to avoid having too many people on the executive committee. How is the work of the group being managed so it is a reasonable amount of time? How can we make it so people with less time can still be equally involved? Need to eliminate barriers for people to be able to be involved. What is the time commitment for co-chairs?
* **Proposed Solutions:** In order to manage the time commitment, executive committee can only meet for an hour. Additional subcommittee can only meet for an hour. Try to give options of what the agenda looks like. Ask for feedback over e-mail.
* **Vote:** Voted unanimously to adopt a 4 co-chair structure.
* **Action Steps:** Will nominate and vote at the December meeting. You can nominate yourself or someone else before the next meeting or during the meeting. If someone else nominates you, you will have to first accept the nomination. If four or less people volunteer, then no vote is required.

**Quorum:** The group debated how many people need to be present in order to conduct business.

* **Comments:** Quorum: 2/3rds of 16 is 11. 50% is 8. If people aren’t showing up, that is an attendance issue. Sometimes people cannot show up and that shouldn’t hold us back. Send out decisions to make remotely if there are not able to be there. Although sometimes we don’t know the decisions that will be made ahead of time. Commissioners’ perspective is supposed to be balanced and representative of the city.
* **Vote:** First voted for 2/3rds as a quorum but did not pass. Counter proposal for 50% + 1. 50% +1 passed unanimously. It was noted that it could be changed later, if needed.

**Decision-Making:** No decisions will be made outside of the monthly meeting. Subcommittees are making recommendations back to the big group and there should be opportunity for feedback. All decisions will be made by consensus in a public setting. Not every person has to be involved in every decision, but people have to feel like they are able to participate equitably.

**Workplan:** Usually comes out of annual retreat and is updated yearly. Group decided to wait until new commission members are on board to plan a retreat and complete a workplan.

**Activity: Brainstorming and Prioritization**

Had to delay this activity because of lack of time. Will be on the agenda for next month.

**Workgroup Report Backs**

**Commissioner Selection work group:**

The workgroup has been meeting and did analysis about what is missing on this commission. Staff liaison looked through the initial applications and presented a shortened list to the workgroup. The workgroup invited 5 people to interview and they interviewed 3. They picked the top two commissioners and would like to recommend them for the commission. Would like to extend an invitation to the chosen people. Then if they accept they would be sworn into the council.

* **Comments:** Workgroup feels there was a good group of people to choose from and that the candidates were qualified. Can come to the December meeting but will not yet be official voting members. When does their time start and their time expire? If a seat is vacant, do the mayor and city council continues to recruit?
* **Vote:** Voted unanimously to make offers to the two candidates.
* **Action Steps:** Staff Liaison will offer them seats on the commission and will find about the terms and recruitment to report back to the commission.

**Commission Structure work group:** Work group has been talking a lot about how decisions are made. Talked about getting clarity on speaking as yourself or a member of the CIC. How will the CIC respond to requests? Talked a lot about the need for co-chairs, by laws, created the agenda, etc.

* **Comments:** Is there a ratio of how we meet with groups requesting our time and furthering our workplan? This has been something that the group has struggled with in making the agendas. If people come to present, they should make it shorter so there is more time for Q & A. The intake form could say ‘what do you want answered by the commission’. Make it so they can’t just say that they met with the CIC. Would like presenters to send material ahead of time for commissioners to do the homework and come prepared.
* **Action Steps:** Work group will create an intake form to assess how we prioritize who is on the agenda and what they are asking for from us. Will send out draft in advance of the next meeting. Commission structure work group will set the agenda for December’s meeting.