**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

November 19, 2018

6pm-8pm

Seattle City Hall, Room 370

**Commissioners present:** Alison Turner, Ben Mitchell, Bereket Kiros, Carol Redfield, Chris Maykut, Emily Kim, Felix Chang, Julie Pham, Natalie Curtis, Patricia Akiyama, Sonj Basha**,** Thais Marbles **Commissioners not present:**
**Staff present:** Danielle Friedman

**Opening**

* Minutes approved
* Karyn Kubo Fleming (at-large commissioner) is working temporarily at DON on the Transportation Equity program. She has filed a disclosure form with the Ethics and will recuse herself if any conflict arises.

**Public comment**

Cindi Barker- repeated request- help communities reach out to people who don’t speak English.

**Employment Pathways IDT**

Presentation by Matt Houghton, OED. They came before to get feedback from the commission. The IDT incorporated a lot of their ideas and came back to present the draft recommendations.

**Action:** If commissioners have thoughts or questions, please send them to Danielle or Matt Houghton.

**Vote on Bylaws**

Under team norms, there are two bullet-points that say open, candid, honest- combine the two.

All voted to approve the updated bylaws/team norms.

**DON brainstorm report**

Danielle held two meetings with DON staff and leadership. They defined what success would look like for the CIC and brainstormed some projects that DON and the CIC could collaborate on in the next year or two. Things that rose to the top from DON:

* Neighborhood matching fund/grant process review
* Census- multi-year, high profile issue. CIC could possibly lead on this. Help with events, facilitate, sponsor, and advise.
* Internal resource allocation- recommend where to make targeted investments in the budget

CIC feedback:

* Interested in making sure grant applications are simplified so ordinary people can navigate it. Community members can’t write grants on their own. Need to hire grant writers and that is difficult and expensive.
* Respected and know in the community- get media attention and buzz is not something that we have talked about – we should think about that for the future. Is there a way we can advise on timely visible issues?
* Should we focus on a long-term project and not just being responsive?

**Action:** Conversation will be continued next month. Bring your top three ideas. Danielle will find out more about Census, ask about grant application status, etc. Ask Danielle if you have some questions and she can have conversations.

**Survey to other Commissions**

The CIC is interested in engaging and collaborating with other boards and commissions. The CIC charter workgroup created a survey for all other commissions. The goal is to get a baseline understanding of commissions’ engagement with the community, how much they engage with each other, gauge if they know about resources, and look for opportunities to collaborate. All questions and info are optional.

CIC feedback:

* Advertise that it only takes 3-5 minutes when we send it out.
* Add if there are specific communities’ demographics that they are prioritizing or that they are interested in engaging. Who are you engaging with now and who would you like to engage?
* Add an ‘other’ box on the biggest challenges question and other options for if you are interested in collaborating and how.
* Define ‘directly or indirectly’.
* Add to biggest challenges question- lack of training or understanding about race and social justice issues.
* Add demographic information- help to understand who we are reaching. Make a list of possible responses and then have an open box for other.

**Action:** Charter group will update the survey. Rani will send it to her Get Engaged cohort to ask them to fill it out as a test case. Will aim to do that within a week. Aim to send out the survey to all by the end of November.

**Workgroup Report Backs**

**Best Practices 1 workgroup**

Met with DON staff and brainstormed some ideas. Trying to decide between two different initiatives- engagement capacity building (possibly working with PACE program) & working on sharing RETs (Racial Equity Toolkits) and increasing transparency. The commissioners voted on with one they thought the group should focus on.

**Best Practices 2 workgroup**

The workgroup drafted a letter to city council and the mayor to give them an update on where they are at, what they have done, and how they would like to engage in the future. The commission thought it was well written. If there is feedback, please send to the workgroup. They would like to vote on it next month. There are questions about when to distribute this or attach it to the annual report.

**Resources workgroup**

Trying to connect with DON grant programs. Not much happened over the last month. DON staff has not been receptive. Workgroup wants help. Danielle will follow up with DON staff. CIC feels this is important work to continue.

**CIC Charter workgroup**

They are working on a draft of annual report by December. Sending out the commission survey at the end of November. They are planning a launch event for the annual report in January.

**Next meeting**

* The December meeting has been changed to Tuesday, December 11, due to the holidays.
* The next meeting will focus on a debrief of the year and setting priorities for next year.
* Co-chair elections will be held in January. Nominations (of self or others will start in December).