**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

June 18, 2018

6pm-8pm

Seattle City Hall, Room 370

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

**Meeting Opening**

* Agenda and Minutes approved
* Public comment: Alex T. - Seattle is a fascist city and elections do not exist. He is running for office. Asked that there is an open room in city hall one day per week for free public conversation, so everyone has an equal chance at elections.

**Briefing- Employment Pathways Interdepartmental Team (IDT)**

Matt Houghton (Office of Economic Development) and Jeanne Fulcher (Seattle Human Resources) presented to the group. The IDT is made up of almost 20 departments that are working together to find pathways into and through city employment for people of color and women.

Data shows that people of color and women are concentrated at the lowest level of employment in wage and supervisory authority. City came up with an equity workplan to make sure that diversity is reflected at all levels of employment across the city. The IDT is one of the strategies implemented through the strategic workplan. Also looking at intern, temporary workers, entry-level workers, and particularly looking at the green sector to see if there are employment pathways there.

The IDT starting meeting in March 2017. They are planning on submitting recommendations to the Mayor and City Council by the end of December 2018. If any recommendations are approved, they could become pilot projects.

**Feedback from the CIC around outreach and engagement:**

* Interns need to be paid a living wage since many people cannot take on unpaid internships
* Have centralized human resources for work to be effective (This is another strategy and the City is working on creating a One HR)
* It might be interesting to track education level of city employees
* The city job portal is difficult to navigate and needs to be improved
* Do interviews onsite at career fairs, or pre-screen and follow up later
* Have in-person consultant (equity supporter) to answer questions when they are applying for jobs
* Provide childcare; transportation vouchers to make career fairs accessible and easy as possible
* Reach out to community organizations that are working on the issues
* Do an equity audit of your company to review hiring practices. What could you change to be more equitable in your hiring? Ex. change your application process, don’t require resumes and cover letters, phone screenings, change the questions that you are asking, etc?
* Go to career fairs and be more visible
* Talk about all the benefits that the city offers to entice people
* Centralize entry level positions so you don’t have to look for them
* Molly Moons went through a process to change their hiring practices and create a career pathways program and they went from 25% people of color to 45% POC in the past two years
* Analyze job posting language to ensure that you are capturing the interests of a diverse audience
* Create a system in which you can ‘nominate’ people to apply
* Have city employees doing practice interviews (Julie has a template she could share)
* Highlight people of color in the city who are holding the jobs that you want to create pathways for. A ‘community leader spotlight’ could help create examples of pathways for others and possible mentorship.
* Create educational opportunities to grow when they hold entry level jobs; ex. scholarships, sponsorships to finish higher education.
* Many interviews are biased; HR should work with RSJI. After the interviews, people should have the opportunity to complain if they feel they are being discriminated against. The interviewer needs to sign their name and the process needs to be transparent.
* Can public schools be a venue for job posting to target parents?

**Action:** CIC please send recommendations for community organizations to staff Liaison to forward.

**Workgroup Updates**

**Feedback to the City Work Group**

Work group is currently writing guidelines to figure out how this process will work.

1. By what mechanism can City departments request feedback from the CIC?

* Work group would recommend that most departments come to the meeting and do a short presentation and the group gives feedback.
* Maybe it is better to listen to the presentation and present feedback after we had some time to think about it?

1. What documentation should we ask for?

* The group liked when the commission asked the presenter to bring three questions for the commission and sent reading material in advance.

1. Let’s think about who we want to talk to and how we prioritize requests.

* It would be helpful to have the groups feedback on who and what they would like to prioritize so chair’s can be empowered to make decisions about the agenda. You can also proactively invite people to come and present.
* As a practice, let’s try to limit interruptions to the presentations by only asking clarifying questions and wait until the end of the presentation to start giving feedback.

**Resources Workgroup**

Work group met with Sahar Fathi from DON. She suggested that they work on reviewing an outreach and engagement plan for ‘Making Seattle Affordable” which is a webpage that compiles resources for people living in Seattle. By September’s CIC meeting, they want to gather more information and start working on this.

**Best Practices Work Group**

Work Group shared their research that they have been collecting about best practices in other cities, academia, etc. They will share it digitally with the rest of the group. They are considering working on department’s Community Involvement Plans. Wrapping up the information gathering phase and they are looking for where to focus their efforts. It there are opportunities to collaborate with other work groups we would like to explore that over the next couple of months.

Ideas:

* Create something for city departments that highlights some best practices.
* For best practices, we need to look at demographics and make sure we are comparing to similar to Seattle
* Make sure we are measuring and evaluating our work. Are departments using our feedback? Is it making an impact?

**Charter work group**

* Included a draft of the charter incorporated in the bylaws. Discussed possible changes in language and things to add and/or remove. Will revisit the conversation at the next meeting.
* Might want to make something that explains the CIC role in relation to the Council Districts
* Consider making an annual report that highlights the CIC’s wins this year.

**Action:** Review the proposed changes in the bylaws and the team norms come ready to discuss or propose new changes at the next meeting.