**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

June 17, 2019

6pm-8pm

Seattle City Hall, Room 370

**Commissioners present:** Alison Turner, Chris Maykut, Emily Kim, Felix Chang, Julie Pham, Karyn Kubo Fleming, Natalie Curtis, Rani Hanstad **Commissioners not present:** Ben Mitchell Carol Redfield, Patricia Akiyama, Thais Marbles  
**Staff present:** Hilary Nichols

**Opening**

Agenda approved and minutes approved. March minutes were approved at this meeting because quorum was not reached at the April meeting. Both March and May minutes are approved.

**Public Comment**

Public comment from PFM Roller Derby, who restated their ask for the CIC to write a letter of support advocating for equal access to use of Parks and Recreation facilities for their sport.

**Quorum**

Several CIC members have questions about the expectations for reaching quorum. There is some confusion over whether members who were not present for a meeting can vote to approve that meeting’s minutes. Co-Chairs will check the by-laws for confirmation of process, and modify the by-laws if necessary.

**Commissioner Vacancies**

There are currently 4 open vacancies on the CIC; District 1. District 4, District 5, and one Mayor-appointed position. One application has been submitted to fill the Mayor-appointed vacancy, and the CIC Staff Liaison is waiting to hear back on the Council’s appointments. If necessary, the CIC will draft an email to be sent to the Mayor’s office or Council to support a speedy appointment process.

**Workgroup Work Time**

The CIC split into the three workgroups (Grantmaking, Census 2020, and Best Practices) and shared updates, edited work plans, and discussed next steps and big ideas.

**Workgroup Share-out**

**Census 2020 Workgroup:**

There were no major updates from the Census 2020 Workgroup, as only one group member was present at this meeting. The Census 2020 Workgroup will continue working with Elsa Batres-Boni (Department of Neighborhoods) to determine how the CIC will support the City’s Census outreach plan.

**Grantmaking Workgroup:**

The Grantmaking Workgroup has been performing informal audits of various City grant applications. One group member is currently going through the Neighborhood Matching Fund application process and is tracking recommendations. Next steps for this workgroup will be to interview Office of Planning and Community Development, Office of Sustainability and Environment, and the Environmental Justice Committee about grant application processes. There was interest expressed about providing a workshop on equitable grantmaking.

**Best Practices Workgroup:**

The Best Practices Workgroup is continuing with interviews of City staff who work in community engagement. Ultimately, this workgroup would like to organize quarterly meet ups with City staff who work in outreach and engagement to provide a space to share best practices. This kind of workshop will be piloted at Department of Neighborhoods in mid-September.

**Commission Business**

The CIC discussed the January Launch Party Recap that was created at the beginning of 2019. There is some confusion on how to use this document. It could be posted on the CIC website, made into a blog post, used for future outreach advice, etc. One idea was presented to create a more distilled summary of the Launch Party Recap and use it as a way to further discuss community engagement with the Department of Neighborhoods. Many members of the CIC feel it is important to practice closing feedback loops. For next year’s Launch Party, the CIC should invite the Department of Neighborhoods communications team to attend so they can write their own blog post about the event.

One CIC member did research on room rentals outside of City Hall so that the CIC can start meeting out in the community at various locations. September was suggested as the first month to meet outside of City Hall, and the CIC would like to take time to convene the surrounding community so that they are aware of the upcoming CIC meeting.

**Public Comment**

Nick Cristian is a staff member of the Community Police Commission (CPC) and is visiting different commissions to introduce herself and learn about their work. The questions that the CPC is asking about outreach and engagement practices are: what does community engagement mean to different departments? Are they using a social justice lens? Or does their definition of “equity” relate more to service/utility equity? Do these definitions need to align?

An individual who has been a part of the Neighborhood Matching Fund program as an applicant expressed her opinions and insights about the grant process. She expressed that the front end of the application seemed relatively simple and that they were given all the necessary information, but that it was difficult to understand how volunteer hours convert to dollars for the community match and how scoring is applied. She also expressed that the grant is not enough money to do substantial community projects anymore because things cost more now.

**Adjourn**