



City of Seattle
Community Involvement Commission

COMMUNITY INVOLVEMENT COMMISSION (CIC)

March 18, 2024

5:00 – 7:00 pm

Webex Meeting & Seattle City Hall Room 370

Commissioners present: Ahoua Koné, Cade Wiger, Heidi Morisset, Fiona Murray, Michael Seo, Jessica Reeves

Commissioners not in attendance: Nausheen Rajan, Bill Southern, Marcus White

City of Seattle Staff present: Alvin Edwards (Seattle Department of Neighborhoods), Laura Jenkins (Seattle Department of Neighborhoods), Lydia Faitalia (Seattle Department of Neighborhoods)

People with pending commission appointments present: Julio Perez, Martha Lucas

Transcriber’s Note: The notes shown below are summaries of statements provided. They are not transcriptions and have been shortened and edited to include the major points raised. Full comments are retained in the files in video recording and available upon request.

Community Comments and vote on 2/26/24 Meeting Minutes

The commission voted to approve the February 26, 2024 Community Involvement Commission meeting minutes with one update to the meeting time.

Revisit Roberts Rules of Order

Laura displayed the norms and values document for review purposes; there were no questions.

Laura said there would be staff liaison transitions over the next few months and introduced Lydia Faitalia, Civic Engagement Manager. Lydia introduced herself to the group, and acknowledged this meeting is also being attended by DON Director Melia Brooks. Lydia expressed her desire to meet individually with commissioners to build relationships. She spoke about the importance of ensuring internal processes are transparent to help commissioners navigate through these processes. Any time the CIC makes a decision, the liaison staff is responsible for making sure systems and processes are being followed so that the community’s voice is transparent to city officials.

Lydia is required to be accountable to DON to ensure civic engagement is equitable and accessible and is offering all the solutions to make these structural changes. There are other options to Roberts Rules, which will be explored and presented to the commission. She will seek to present three options to Roberts Rules for consideration. Commissioner Koné asked if alternatives would be considered as an addition to using Roberts Rules for decision-making. Lydia responded saying not every city commission uses Roberts Rules, and the goal was to be as equitable as possible by examining other options. Commissioner Lucas expressed her welcome to Lydia and said the commission had previously voted to

follow Roberts Rules as their decision-making model. She appreciates the exploration of other options. Commissioner Lucas also wanted to know if there was going to be an in-person meeting before staff transition; she would like to have the work of Alvin and Laura acknowledged before their departure. Lydia thanked Commissioner Lucas for her remarks and clarification and stated that if the commissioners voted to use Roberts Rules, she would prepare the documents accordingly, but it will not happen today. Lydia will require more time to determine if materials require translation and obtaining ADA compliance.

Review Quarterly Assessment

Subcommittee Updates - Goal Progress

The first portion were the retreat notes, with a recap of the conversation with Director Chao, a decision about sub-committees and who would be on them, a decision not to meet in December, the January meeting focused on commission-wide goals, the last meeting discussed internal operations. Overviews of the sub-committees were not presented from chairs at the previous meeting. Laura invited the two sub-committee chairs present at today's meeting to provide those updates now if they wished to do so.

Commissioner Lucas said she had previously sent minutes of the sub-committee meeting; Laura asked if she would provide an overview and pulled up the sub-committee minutes to reference. An overview of past activities was provided to the sub-committee on community, their goals would be as advisory to the CIC, it was not their role to do direct community engagement per the by-laws, and that specific city departments had this role. The minutes indicated their proposed plan for the year; Commissioner Lucas didn't believe the full commission had approved the plan yet and would appreciate the CIC's review. The sub-committee on community engagement wanted to invite the departments conducting this work back to a future meeting to ask what worked and didn't. This sub-committee would be getting the knowledge without being tasked to specifically do work being required of these departments.

Commissioner Seo asked if there were plans to have a second round of open house events; he had attended the one in Loyal Heights. Commissioner Lucas said we were free to attend these events on our own. Lydia asked Commissioner Lucas how the CIC envisioned bringing back information from these events to the communities that commissioners represent. The Office of Planning and Community Development (OPCD) is hosting this comprehensive plan open house with an interactive decision-making process, which Lydia can review with commissioners. Lydia is for inviting OPCD to a commission meeting, her question is how we internally explain to them how we will report back to the communities we represent. Laura noted she found the May 2023 email Commissioner Lucas was referring to. Obtaining an updated community engagement guide would contain much of the information community members are asking for so that they know which departments to contact for various issues or services. These are the kinds of public comments received by the CIC.

Recruiting and Retention – Michael reported that the committee met to discuss exit strategy and exit survey. Commissioners tried to meet with city councilmembers to discuss trouble recruiting commissioners and expressed desire to meet with their chief of staff to find out priorities in their districts. Targeted recruitment to address those priorities was the goal. There's an open house Friday at Rainier Beach Library; Michael will send an email and staff will try to attend. Laura and Alvin had an opportunity to work on creating the exit survey and had sent it to Commissioner Julia Jannon-Shields; no

feedback has been received yet. Laura said the recruiting and retention committee together with Commissioners Koné and Wiger met and provided suggestions on next steps. Based on that discussion, the staff is meeting with the city attorney's office for their guidance and will update the committee. Commissioner Koné wanted to make sure the ad-hoc extended committee was to specifically address the issue discussed at the last meeting in regard to the resignation letter from Commissioners Jannon-Shields and Commissioner White that was shared in the meeting.

Commissioner Murray reported their sub-committee didn't have an opportunity to meet yet this year but believes there are minutes from last year; Alvin will check with Marcus. It could be helpful for the liaisons to help coordinate schedules set up these meetings on a recurring basis.

Alvin reported there will be a recruitment push for Bill's position in District 5 at the end of May. Julio's paperwork has been signed and is being processed by the legislative department. Next step is Councilmember Rivera's office scheduling his appointment for a vote at committee and full council. Ahoua, Heidi, and Martha's reappointment paperwork has been signed by the mayor and is in the same spot as Julio's. Get Engaged – Cade's term ends August 31st; the application process for the Get Engaged Cohorts opened today and starts September 1, 2024. Staff will send out information for that application process to commissioners.

Commissioner Murray said she hadn't realized her position was ending so soon and due to her possible moving out of the area, is choosing not to seek reappointment. She will be here until the end of May and will be available for contact after that.

Co-Chair Vote Next Steps

Alvin provided a recap of the Co-chair vote next steps. Commissioners White and Shields were in the co-chair position on an interim basis, nominated in November. Decision to have them serve on an interim basis until now to provide an opportunity to have more commissioners onboarded. This is an opportunity for any commissioners who are interested in a co-chair position. There are potentially up to 4 new co-chair positions. Alvin reviewed the co-chair responsibilities and advised we would hold off on voting for now. Laura showed the election process on the screen, together with duties. She said there is supposed to be an executive committee, comprised of chairs and a representative from each committee, and they would meet, create agendas, and decide what proposals to bring to the full commission. Commissioner Reeves expressed her interest in self-nominating for a co-chair position. Commissioner Murray nominated Commissioner Morisset for co-chair. Commissioner Koné nominated Commissioner Wiger for co-chair. Formal voting will be held at the next meeting. Commissioner Reeves made a motion to have voting for commission co-chairs held at the next meeting, seconded by Commissioner Koné. Laura will follow up via email for the benefit of anyone absent who may be interested. Commissioner Wiger said it would be beneficial for tomorrow's special sub-committee to discuss what they are going to do about what was discussed regarding Commissioner White, since it could influence nominations and voting. Commissioner Wiger clarified his proposal regarding voting at the next meeting should be postponed if there wasn't an outcome regarding Commissioner White prior.

Commissioner Murray revised her motion: Motion there be a vote on commission co-chairs contingent upon prior discussion and updates from our special subcommittee. Wiger seconded. Kone Yea, Wiger Yea, Murray Yea, Morisset Yea, Reese Yea, Seo Yea. MOTION CARRIED.

Documenting Commission Work

This subject was not discussed due to the commission co-chair being absent.

Staff Liaison Updates

Exit Survey Response

Commissioner Wiger asked if a question could be added to quantify the response, such as a ranking system about satisfaction with commission work using a 1-5 scale. Laura said this could be something for the recruitment committee to explore and bring back to the full commission for a vote.

Speaking on behalf of commission – bylaws

Laura shared the bylaws for review, specifically the section on commissioner expectations in relation to going out to community meetings (sections 3.3 F, G). When attending personal meetings, commissioners should indicate they are attending in a personal capacity and not on behalf of the CIC.

Onboarding Document Reminder

Laura showed the onboarding document on the screen that was created in 2023. She wanted to remind commissioners this document exists as a resource for them, in addition to staff. There was a question raised about the Role of the CIC section that speaks to the commission serving as a link between the public and city government. Perhaps this should be clarified to avoid misinterpretation by new members. Commissioners awaiting confirmation would be able to review this document or any others that weren't within the internal SharePoint site. Commissioner Koné asked about the next steps – would staff revise this document and present to the CIC for review. Laura indicated staff will revise the document using tracked changes and present it to the CIC again for review.

Process for tracking/informing commission of attending community meetings.

Commissioner Seo reported on his two meetings hosted by the Office of Planning and Community Development (OPCD), one was a workshop about downtown urban planning, and the other was an open house about the comprehensive plan. He spoke to attendees to ask how they learned of these meetings, and if they were planning to provide feedback afterwards, how confident such feedback would get through to city employees. He identified himself as staff from CIC and spoke to about 15 people at these two events. Commissioner Seo was surprised how many young people did not rely on social media to learn of these events, with most expressing a preference for a flyer sent via snail mail. Participants expressed a desire to have such flyers state the benefits of attending or the opportunities they may get to voice opinions, that mere information wasn't sufficient motivation for attendance. He also heard attendees desiring these workshops would offer small group interactions where city employees could converse with the group. He saw senior citizens struggling to submit feedback on the computers provided, believing this was the most effective method although their preference was to have a specific city employee identified as the recipient, rather than a general mailbox. The final comment he heard that related to the CIC was the suggestion to have public comment at the beginning of the meeting rather than toward the end.

Commissioner Julio Perez met with Rebecca, who works for councilmember Bob Kettle; he was invited to participate in a community council for District 7. There is a meeting this Friday, led by Councilmember Kettle from 11—noon with a break for lunch to mingle with participants. It will be an introductory meeting to establish frequency and timing. The first meeting will cover the top 5 transportation priorities in District 7. The district director is typically the councilmember’s legislative aid, who will be responsible for taking meeting notes.

Next steps on Staff Liaison transition

Laura and Edward recommend as the commission moves forward and members are invited to events throughout the community, that the CIC draft some ideas to vote on to address a process for how each commissioner will keep the CIC in the loop for what meetings they plan to attend, and a process for designating a commissioner as a representative of the commissioner. Commissioners should not be speaking on behalf of the commission unless designated to do so. An agreed-upon language for commissioners to talk about the community CIC and their work. Advice regarding capacity is also recommended to a maximum of 6 hours. Commissioner Morisset suggested having a shared document where everyone could add their information. What staff have heard is that all the commissioners can’t edit the same document without violating the open public meetings act. SharePoint has a document called CIC Community Tracking; Laura explained this was composed of topic requests received from the community.

Commissioner Perez asked if he should share the notes that are sent out from his district 7 meeting. He will ask the district director if those meeting notes can be shared with the CIC.

Commissioner Koné asked Lydia what she means when she uses the words equity and equitable and would like to hear her thoughts at the next meeting.

Community Comments & Closing

The meeting was adjourned.

April Subcommittee Minutes

None submitted.