Community Involvement Commission Workplan May 2018- Dec 2018

**Commission Purpose**

Advise and make recommendations to the Mayor and City Council on the development of plans, policies, regulations, strategies, and community grant funding processes that advance equitable public engagement and civic participation in The City of Seattle.

**Workgroups Purpose and Goals**

**Feedback/Advisory Strategy Workgroup**

**Workgroup purpose**: To develop guidelines and strategy around providing feedback on city outreach plans.

* Develop guidelines for how city departments or working groups request feedback.
* Outline when the Community Involvement Commission provides independent evaluation.
* Provide ways to measure effectiveness and whether feedback was used.

**Community Involvement Principles & Best Practices Workgroup**

**Workgroup purpose:** To advise the City on community engagement/outreach practices to achieve equitable involvement of historically underserved populations.

* Research and achieve a broad understanding of relevant existing principles and best practices for advancing equitable community engagement in Seattle and in other cities/organizations.
* Draft and continuously refine a list of potential guidelines on community engagement and outreach best practices for City departments, officials, and City council members.
* Review City Departments’ Community Involvement Plans and use the guidelines and feedback to help departments create more equitable plans in 2019.

**Resources Workgroup**

**Workgroup purpose:** To review and encourage an equitable distribution of City resources so that communities are able to achieve self-determined goals.

* Research what resources to focus on through 2018 by taking into consideration what work has already been done and where the CIC could have the most influence.
* Work to gain an understanding around how an equity lens is currently applied in the distribution of a particular City resource.
* Complete a brief that summarizes the target resource and identify findings and recommendations.

**Commission Charter Workgroup**

**Workgroup purpose:** To establish a charter, scope of work, workable norms and relations to other relevant organizations.

* Draft a charter that establishes CIC culture and emphasizes working through an equity lens.
* Create ‘Team Norms’ that help CIC members be accountable, clarify our values, and engage in conflict productively.
* Create relationships with elected officials, other commissions, departments, and relevant community organizations engaged in community involvement.