

Community Surveillance Working Group

Meeting Minutes

3.21.2021

Working Group Members Present:

WG Member: 3

Jennifer Lee, Kayleigh McNeil, Joe Woolley

City Staff:

Staff: 7

Eleonor Bounds, Melissa Anderson, Omari
Stringer, Lise Kaye, Vinh Tang, Gary Smith, Cara
Vallier

In Attendance:

Member of the Public: 0

None

Surveillance Working Group meeting minutes are not an exact transcript and represent key points and the basis of discussion

Omari –

Thanks for coming, let's get started. We wanted to primarily provide an update on the extension of the SIRs for group 4 and updates on the progression of the other groups.

We requested 2 extensions previously so our deadline of March 1 for all retro SIRs, obviously we haven't gotten there since it is now March 11th. We submitted our request for a 9-month extension and the chair responded with a 6-month extension suggested as per the ordinance.

Our position is unchanged. We believe a 9-month work plan is what it will take. In transparency, the chair is fine if it takes us longer than 6 months. They would prefer that we do a 6mo extension and just ask for another 6 mo extension with the understanding that we will work under the 9-month working plan so we can capitalize on the most amount of public engagement.

We do not have quorum today but hopefully another member will still be able to join.

As a far as Group 4, it is the same grouping of tech in that order but the revised timeline means that you might see the 6 month timeline instead of the 9months we had initially suggested.

Open for discussion to the group?

Joe –

any option at this point? Do we want to discuss it.

Omari –

no. not really.

Joe –

We discussed the pros and cons previously, so we will make it work the best way that we can. Anyone else?

Kayleigh –

I agree, it does not sound that there is much else we could do about it.

Jennifer –

Omari you said we could ask for another 6mo extension at the end of that 6mo extension?

Omari –

yes. Lise?

Lise –

yes, it was to stay in the spirit of the ordinance, and you don't have to wait until August to ask for the next 6 mo extension. The chair understood that it would take more than 6 mo.

Omari –

yes, we all understand it'll take more than 6 months and we do not want to rush this process. We want time for the public comments and give you all and the city time to answer questions for the public and have space to have those necessary conversations. We will come back with more plans on how the public engagement for group 4 public engagements.

Groups 2 and 3 have been submitted to council. Group 2 is with the council and group 3 has been submitted and will be reviewed sometime in the future. Final stages of getting the SRIs for group 4. Target date is end of this month for group 4 will notify this body when those are released to the public and wanting to make sure that we are working with you on your thoughts. Any changes you'd like to see in terms of how we do public engagement or what can be addressed.

Working group evaluation, a heads up that the ordinance contemplates a review of the WG at 18 months. Which would've been July of last summer but there wasn't time to consider this assessment.

The committee approved a process for review which includes a survey which will be sent to current and passed members and city staff. The questions and comments will helpfully capture experiences and comments from this body and those who have worked with this body. Will do some interviews and then present a memo format with the results. Expect that coming into your emails.

No more updates from the City – Kayleigh circulated some bylaws. We would like bylaws in place as soon as possible.

Jen –

quick question about council briefings in the future. Last week Ginger spoke on some of the issues. I was wondering, will members of the WG be invited to briefings in the future to discuss any questions that come up because it would be great to have some experts if not members of this group available to answer technical questions the council may have on policy formulation.

Cara Vallier –

that is not something we had on the agenda for the next meeting and I think we would have to consider the work load and time considerations but I will follow up on that.

Joe –

noted comment in the email about the issue Jen set out and agree with how you thought about addressing it.

Kayleigh –

The Issue Jenn brought up last time about how to be sure if we are out of compliance with the ordinance if we have 'ghost' members or vacancies from groups meant to be representative. My understanding is that the WG cannot mandate the council or mayor to fill a vacancy by a certain date? Lise?

Lise –

Yes, WG cannot mandate timeline for Council but there are not currently any vacancies.

Omari –

agreed. I can't recall receiving official resignations. Part of that will be bylaws

Joe –

a plan to reach out to dormant members? Any thought around that

Omari –

I believe we reached out to some folks and I think we can engage with them and I can take this as an action item in terms of coordinating with the boards office about seeing how they have to resign or provide that notice. We can provide that process in terms of exiting the commission and will bring that back to this group.

Joe –

that would be helpful. If we reach out to them and they are not replying to emails at what point can we reach out to them and say if you don't respond by a certain point can we move on it to fill a vacancy .

Maybe in the bylaws there is something that says if you go dark or fail to respond that can initiate resignation.

Jen –

also the possibility to putting something in the bylaws to have a proxy to attend in their stead?

Lise –

I think that is something we should ask Gary

Gary –

I think that is beyond the working groups jurisdiction that is that operative in the bylaws. Something that is more properly addressed in the code provisions but I don't think I have seen that concept in any existing boards or commissions concept. It is possible if it could say something to the effect of, 3 unexcused absences may initiate a resignation.

Jen –

I think the bylaws already state that a number of unexcused absences already takes care of it.

Kayleigh –

that was the goal in drafting it that way, but I wasn't sure if we need to address the process of resignation as well. Does anyone have input?

Lise –

can failure to act trigger a resignation process?

Gary –

that would be a bit unusual. Something more along the lines of 3 unexcused absences results in the recommendation of removal to the

Jen –

we wouldn't be making any decisions on this because we do not have quorum and it needs to be that Michelle and Rich are here.

Omari –

this body currently has 1 vacancy and with blank that we hadn't heard from in a while, I think that could be 2 potential vacancies. Gary does the appointing authority have the ability to remove members.

Gary –

yes.

Kayleigh –

any other input

Gary –

Quorum is currently set at 4 is what it says but consider that you want to set quorum at a majority of current members in the event that the membership falls below a certain level.

Kayleigh –

I liked the idea of a proxy but didn't put it in the bylaws, I had put language in about a member designating another member to provide their comments or opinions if unable to attend a meeting.

Jen –

I like that idea

Gary –

That is appropriate but I would stop short of having another member pass off their voting rights to

Vinh Tang –

Stepping back on the extension request to council member Peterson, we want it on record, but we only have 3 members here. If we email each member individually on the 6-month account and get their response from working group email, it'll just be a single email from the Seattle IT, is it ok if we email them individually and they respond is that ok?

Gary Smith -

that would be outside the bounds of open meeting requirement unfortunately but even though we do not have quorum there has been some good input

Elenor –

scheduling these meetings in the future.

Omari –

thinking about moving these from an ad hoc to a regularly scheduled meeting. 2nd Wednesday or

Kayleigh –

more specific about the timing of meetings other than the quarterly meetings?

Omari –

at least quarterly and more as needed is sufficient.

No more comments – end of meeting.