



Community Involvement Commission (CIC) January 2025 Meeting Minutes

January 27, 2024

5:00 – 7:00 pm

Webex Meeting & Seattle City Hall Room 370

Commissioners present: Heidi Morisset, Ahoua Koné, Julio Perez, Nausheen Rajan, Rachelle Olden, Marcus White, Martha Lucas, Marisol Beas and Hunter Camfield and Mike Seo

Commissioners not in attendance: Cade Wiger (excused)

People with pending appointments present:

City of Seattle Staff present: Staff liaisons Alvin Edwards and Sonny Nguyen

Guest Speaker:

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.

Agenda & Summary

1. Call to Order and Roll Call

The meeting was called to order at 5:00 PM by the co-chairs. A roll call confirmed quorum.

2. Public Comment

No community members were present for public comment.

3. Approval of December 9, 2024, Meeting Minutes

Discussion:

- The December 9, 2024, meeting minutes were reviewed
- Amendments were made to clarify the decision regarding the number of in-person meetings

4. Annual Feedback Mechanism

Discussion:

- Proposal for a biannual anonymous survey to assess co-chair performance and commission effectiveness
- Survey to be conducted in August/September and March
- Results will inform discussions at the annual retreat

Decision:

- Implement biannual surveys to improve commission operations
- Survey results to be reviewed at the annual retreat

Action Item:

- New co-chairs to finalize and implement the survey structure before August 2025

5. Template Speaking Points for Outreach

Discussion:

- Need for standardized speaking points for commissioners during community outreach
- Past efforts, such as outreach for District 2, have not yielded finalized speaking points
- A template from a previous recruitment memo was identified as a starting point
- Outreach materials require review and approval by the legal and communications teams
- Two-week notice is necessary for DON prior to council-related communications
- The CIC's role during outreach needs clarification - emphasizing observation and listening rather than immediate action
- Need for a concise and standardized elevator pitch/bio for both in-person and online engagement
- Proposal to create two versions: one for in-person events and another for online engagement
- Consideration of CIC business cards with key messaging to facilitate quick, consistent introductions

Action Items:

- All Commissioners to send individual suggestions or bullet points to commissioners Morisset or Wiger
- Commissioners Morisset & Wiger to draft and synthesize outreach language for commission review
- Sonny Nguyen to explore the feasibility of printing business cards
- Co-chairs to present draft speaking points for approval at the next meeting
- Finalize first draft for review at the next meeting

6. Letter to City Council

Discussion:

- The commission's letter was submitted to City Council; Council Member Strauss's staff acknowledged receipt
- No official response received yet

Action Item:

- Follow up with City Council and track responses
- Liaisons to monitor City Council for responses and report back to CIC

7. Subcommittee Goals & Updates

Community Engagement Subcommittee

- **Members:** Martha Lucas, Cade Wiger, Marisol Beas, Ahoua Koné
- **Goals:**
 - Increase community attendance through shared benefits and incentives
 - Organize information-sharing sessions for community engagement
 - Dedicate time in CIC meetings for subcommittee updates

Partnerships & City Relations Subcommittee

- **Members:** Rachelle Olden, Hunter Camfield, Julio Perez, Marcus White, Heidi Morisset
- **Goals:**
 - Strengthen relationships with city staff and elected officials
 - Improve commission visibility in city decision-making

Subcommittee Guidelines & Responsibilities:

- Each commissioner must dedicate 4-6 hours per month to CIC-related activities
- The maximum number of members per subcommittee is five, unless exceptions are made
- Regular subcommittee meetings to be scheduled and time allocated in CIC meetings for updates

Action Items:

- All Subcommittee leads to schedule regular meetings and inform co-chairs of date and time
- All Subcommittees to finalize and submit clear deliverables before the next CIC meeting
- Subcommittees to develop goals and questions to work with liaisons, especially for the March meeting

8. Staff Liaison Updates

Budget:

- \$1,260 spent on Hing Hay Coworks for the retreat

- \$849 spent on pens and notebooks for commission swag
- No new funding updates

Recruitment:

- Efforts ongoing to fill five open commission seats:
 - District 2
 - District 3
 - District 4
 - District 5
 - One commission-selected seat

Citywide Initiatives:

- Mark Solomon appointed as District 2 Council Member

Action Items:

- All commissioners to participate in recruitment efforts
- Liaisons to assist in outreach for filling open seats
- Commission to invite a budget expert for future meetings

9. Co-Chair Nominations

Discussion:

- Up to four co-chairs can be nominated
- Terms are for one year, with no term limits
- Nominations open for the next meeting (February)

Action Items:

- Commissioners to submit nominations via email before the next meeting
- Nominees must accept the nomination before being added to the ballot
- Alvin Edwards to collect and bring all nominations to the February meeting for voting
- Co-chairs to create a plan for division of work and communication to be shared with the commission

10. Retreat Planning

Discussion:

- Planning for a March retreat focused on professional development and goal setting
- Budget allocation already made for venue and materials
- Survey to be sent to determine retreat topics and speakers

Action Items:

- Liaisons & Co-Chairs to finalize retreat logistics or retreat planning committee
- All Commissioners to look for the March meeting topics and speaker survey
- All Commissioners to bring any relevant city business documents or notes to the retreat for submission to the archives
- Dedicated time for subcommittee strategic planning to be included in the retreat

11. Democracy Vouchers & Ethics Discussion

Discussion:

- Commissioner Perez raised concerns about low voter turnout and lack of awareness of democracy vouchers
- Need to increase public knowledge while staying within ethical boundaries
- Questions about commission's role in promoting civic engagement without endorsing specific candidates
- Discussion about inviting a speaker from Ethics and Elections to clarify legal guidelines
- Reminder that all written material related to city business becomes public record

Key Points:

- Any outreach about democracy vouchers must avoid endorsing specific candidates or parties
- Similar ethical restrictions apply to other civic activities involving city resources
- Commissioners need clear guidance on their roles and limitations before proceeding with voucher-related outreach
- Personal notes or documents related to city business should be submitted to archives

Action Items:

- Schedule a speaker from Ethics and Elections to explain legal boundaries regarding civic outreach
- Prioritize understanding of roles and limitations before proceeding with democracy voucher initiatives

Next Meeting

- Scheduled for February 24, 2025

Adjournment

- The meeting adjourned at 6:36 PM