



Community Involvement Commission (CIC) March 2025 Retreat Minutes

March 22, 2025

10:00 – 3:00 pm

Webex Meeting & Seattle City Hall Room 370

Commissioners present: Julio Perez, Marisol Beas, Rachele Olden, Martha Lucas, Hunter Camfield, Heidi Morisset, Nausheen Rajan

Co-chairs: Heidi Morisset and Julio Perez

Commissioners not in attendance: Mike Seo, Marcus White, Cade Wiger, Ahoua Kone

People with pending appointments present:

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

Guest Speaker: Lydia Faitalia

No Public comment or community in attendance

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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.

Call to Order and Roll Call

Meeting was called to order by Staff Liaison Alvin Edwards. Quorum was confirmed.

Approval of 02/25 Meeting Minutes

The amended February 2025 meeting minutes were unanimously approved.

CIC's Community Grants Recommendations Discussion

Key Points:

- Discussion centered on the accessibility and visibility of the city's three main community grant programs:
 - Food Equity Fund
 - Small Sparks Fund
 - Community Partnership Fund
- Identified inequities in grant applications across council districts—Districts 1 and 2 show high application rates, while Districts 5 and 6 are underrepresented.
- Barriers noted:
 - Lack of awareness, especially in immigrant and low-income communities.
 - Absence of multilingual and culturally tailored outreach.
 - Limited support for first-time applicants and grassroots groups.

Action Items:

- Develop district-specific marketing materials and simplified one-pagers.
- Conduct listening to sessions in underrepresented districts to identify stakeholders and barriers.
- Encourage project managers to host in-district workshops with tailored outreach strategies.
- Task subcommittees with:
 - Mapping district-specific gaps.
 - Meeting with project managers to understand outreach practices.
 - Collaborating with community liaisons to improve grant visibility and access.
- Consider piloting a “How to Apply” grant guide with translated resources.

3. 2024 Year in Review

Highlights:

- **Recruitment & Retention:** Developed and implemented exit and experience surveys to capture commissioner feedback.
- **Goal Refinement:** Five draft goals were reviewed and simplified. Commissioners focused on realistic, measurable objectives.
- **Community Engagement:** Prioritized outreach through attending public events and improving social media use.
- **Structural Updates:**
 - Adopted Robert’s Rules of Order.
 - Co-chair rotations and onboarding document updates.
 - Defined protocols for tracking external meetings and reporting back to the commission.

Opportunities:

- Improve early engagement with city departments before project rollouts.
- Subcommittees – Focus on attending public events and holding community meetings in diverse neighborhoods.
- The commission agreed on the draft goals, with a focus on visibility, community engagement, and collaboration.

- Community member recommendation: Urge the City Council and departments to involve CIC early, ensure the neighborhoods and the senior centers are included, and expand outreach beyond the organizations normally consulted.
- Dedicating time for subcommittee planning, sending reminders for upcoming subcommittee meetings, and ensuring subcommittees prepare and report during the retreat.

Goal Setting and Strategy Session (with Lydia Faitalia)

Commission Feedback Themes:

- Lack of clarity and cohesion in current goals.
- Commissioners want improved accountability and community impact.
- Desire to increase community impact through actionable, measurable objectives.
- Interest in better integrating commissioner feedback, public input, and department collaborations.

Recommendations:

- Use quarterly “sprint” cycles for focused goal execution.
- Assign timelines to each goal (3-month, 6-month, and 1-year milestones).
- Clearly define roles and responsibilities for commissioners, especially regarding liaison and at-large roles.
- Lydia to provide a civic engagement tool and updated subcommittee framework for implementation in Q2.

Community Engagement & Collaboration

Ideas:

- Host neighborhood listening sessions.
- Create feedback loops and reports.

Partnerships:

- Advisory boards, city departments, and community orgs.

Next Step:

- Schedule joint session with City Council liaison.
[Neighborhoods & Council Districts - Neighborhoods | seattle.gov](https://www.seattle.gov/neighborhoods-council-districts/neighborhoods)

Subcommittee Goals Examination and Breakouts

Subcommittees and Leads:

- **Strengthening Relationships with City Stakeholders:** Julio Perez, Heidi Morisset, Marcus White
- **Community Relationships:** Martha Lucas, Cade Wiger, Ahoua Kone, Hunter Camfield, Rachelle Olden

- **Commissioner Retention & Recruitment:** Mike Seo

Common Themes Across Subcommittees:

- Increase clarity, accountability, and purpose-driven action.
- Align each subcommittee with a shared annual commission-wide goal.
- Ensure feedback and district updates are centralized and disseminated to all commissioners.

Goal Recommendations:

Pairs broke off to brainstorm and discuss potential goals for the commission. The group reconvened at the 4:26:00 mark of the video. This document attempts to capture the ideas shared by the Commissioners.

- Goal 1: Listening Sessions and Resource Follow-Up
- Goal 2: Increase Civic Engagement Measurables
- Goal 3: Increase Commission Visibility
- Goal 4: Make Recommendations to the Mayor's Office
- Goal 5: Restructure Subcommittees

Budget Discussion

Budget Context:

- 2024 budget: \$5,000
- Remaining 2024 funds (~\$3,500) were allocated to:
 - Merchandise for outreach
 - Meeting/event space bookings
 - Speaker fees for 2025 events

Action Items for budget:

- Draft 2025 budget proposal to City Council advocating for increased community-engagement spending.
- Include materials development (brochures, one-pagers) in budget planning.
- Confirm retreat speaker selection and finalize retreat logistics.

7. Announcements & Closing

- Commissioner Nausheen announced her upcoming departure due to maternity leave.
- Several commissioners' terms are ending in May 2025; reappointment inquiries will be sent by staff liaisons.

Next Steps & Action Items:

Task	Lead	Timeline
Finalize subcommittee goals using Lydia's framework	All Commissioners	Q2 2025
Develop district equity outreach strategy for grants	Outreach Subcommittee	Summer 2025
Submit 2025 budget proposal to City Council	Staff Liaison & Co-chairs	Q2 2025
Schedule in-person Q2 meeting	Staff & Commissioners	April–May 2025
Review and revise CIC bylaws	Bylaws Subcommittee	May 2025

Meeting Adjourned: 3:00 PM

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