**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

January 13, 2020

6pm-8pm

Seattle City Hall, Room 370, 600 4th Ave Seattle, WA 98104

**Commissioners present:** Carol Redfield, Chris Maykut, Emily Kim, Felix Chang, Julie Pham, Natalie Curtis, Sharif Mahfouz, Thais Marbles, Marcus White
 **Commissioners not present:** Alison Turner, Ben Mitchell, Karyn Kubo Fleming

**Staff present:** Hilary Nichols

**Opening**

Agenda for the meeting is approved. Minutes for December are approved.

**Public Comment**

There was no public comment.

Chris Maykut followed up with Cindi Barker, who presented at public comment at the last CIC meeting. Cindi presented a toolkit she drafted with the help of her community and DON staff and is hoping that the CIC might be interested in co-signing on the toolkit in some way. The toolkit is a document that aims to help communities with inclusive outreach and engagement and is intended to be available alongside actual tools for inclusion such as translation resources, ramps, and aids for people with low vision or hearing impairment. The CIC has been invited to meet with Cindi and DON Director Andrés Mantilla when they meet in February.

**Seattle Design Commission + Community Involvement Commission Roundtable**

The CIC discussed the Seattle Design Commission’s request to participate in a roundtable discussion around equitable engagement and capital projects, scheduled for March. A majority of the CIC members agreed that participating in the roundtable aligns with the CIC’s goals of advancing equity in the City, and decided to confirm their participation. Julie Pham suggested that those in the Grantmaking workgroup be the ones who attend the roundtable discussion, since not all CIC members will be required to attend. CIC members Felix Chang, Emily Kim, Julie Pham, and Alison Turner expressed that they could likely attend.

**Letter to City Council and Mayor with CIC update, top recommendations, annual report**

After the Annual Report Reception is complete, the CIC plans on drafting a letter to Seattle City Council and the Mayor expressing the CIC’s top recommendations for improving equitable outreach in the City. Several CIC members expressed the importance of elevating the information the CIC has gathered from community members over the year. The letter will be comprised of top recommendations on equitable outreach and engagement from 2019. Felix Chang suggested that the CIC should attend a City Council meeting after they have drafted the letter and read it during public comment so that they can ensure the contents of the letter will be heard. There was a motion to start working on the letter in February and deliver the letter in March.

**Off-site Meeting Locations**

In 2019, the CIC began periodically hosting their regular meetings out in community rather than at City Hall. During this meeting, the CIC agreed to continue with this practice with quarterly meetings outside of City Hall, and discussed priority neighborhoods/communities to visit in 2020. Some neighborhoods that were presented include South Park, Delridge, Northgate, Georgetown, and Rainier Beach. It was suggested by Thais Marbles that DON Communications help in getting the word out to communities when the CIC is hosting a meeting. Another idea was suggested by Carol Redfield to advertise these meetings through the Community Engagement Coordinators. The CIC Staff Liaison will follow up on both these suggestions. Felix Chang suggested that the letter drafted to the City Council and Mayor should also be given to the community groups and community members that were visited in 2019, since their input will have been used to draft the letter.

**Annual Report Review**

With the approaching Annual Report Reception on January 29th, 2020, the CIC took time in this meeting to discuss the event’s program, make edits to the report, and assign tasks.

**Public Comment**

There were no public comments.

**Adjourn**