



COMMUNITY INVOLVEMENT COMMISSION (CIC)

November 21, 2022

4:30 – 6:30 pm

Webex Meeting & Seattle City Hall L2-80

Commissioners present: Saba Rahman (she/her), Marcus White, Julia Jannon-Shields (she/her), Bill Southern (he/him), Robert Radford

Commissioners not in attendance: Martha Lucas (she/her), Ahoua Koné (she/her)

City of Seattle Staff present: Staff Liaison Alvin Edwards (Seattle Department of Neighborhoods, he/him), Staff Liaison Laura Jenkins (Seattle Department of Neighborhoods, she/her)

(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.)

Community Comments

There were no community comments during this portion of the meeting.

Vote on 10/17 Meeting Minutes & zoom hand raise resolution brought forth by Commissioner Rahman

Commissioners voted to approve the Community Involvement Commission's 10/17 meeting minutes.

Resolution brought forth by Commissioner Saba Rahman. Proposing to institute using the hand raise function for commissioners to make comment during the meetings. Commissioners all in favor and voted to approve use of the hand raise function going forward.

Clarification & Crystallization of 3 proposed priorities

- 3 Top Priorities:
 1. Strengthen CIC's relationships & visibility with City of Seattle Stakeholders, which include City Council, Mayor & City Departments, additionally have one commissioner attend City each City Council meeting each month.
 2. Strengthen CIC's relationship with the City of Seattle's Community by building trust, being seen as a committed advocate acting in on the communities' best interests.
 3. Retain Commissioners & recruit more Commissioners.

Priority Areas

Strengthen CIC's relationship & visibility with City of Seattle Stakeholder which includes City Council, Mayor, & City Depts



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- Commissioner White comment: Suggested that we remember to keep our purpose, mission, and values as our “thesis” as we move forward with the meetings.
- Commissioner Southern: to commission to vote – Commissioners all in favor and voted to approve using the purpose, mission, and values to guide our conversations.

Have Commissioners attend City Council meetings throughout 2022-3

What does success look like?

- Commissioner White: Purpose to open the lines of communication with City Council and Mayor’s office. Still working on this. CIC should be a Nexus between the community and the city.
- A. Due to our increased visibility, every council member will attend a CIC meeting at least once in 2022-3**
- Commissioner Southern: Do we have enough commissioners to attend Council meetings currently?
 - Commissioner White: Council in budget sessions currently but going forward, CIC should have enough commissioners to attend meetings and the last Tuesday of the month as we previously talked about.
 - Commissioner Southern: Laura, when does budget process end and when could we start back attending assigning Council meetings to attend for CIC staff?
 - SL - Laura: Budget session extended this year. May be going on recess. Not sure what December looks like. Laura and Alvin to check the schedule to see when they will be meeting again and make sure commissioners have that information.
 - Commissioner White and Southern: We will look at January to continue coordination of commission members to attend 1-2 Council meetings. A fresh start and council will be done with budget.
 - All Commissioners in favor.
- B. We will receive an increase in feedback from City of Seattle Stakeholders by at least 10% from current baseline of 0% over the 2022-3 year through comments at meetings and via email.**
- The Mayor and Council are identified as main stakeholders.
 - Ideally commission would like more input from them and to be able to engage with them whenever possible.
 - Starts with the meetings and finding other ways congregate with them on a more consistent basis.
 - All Commissioners in favor.
- C. We will receive requests for CIC’s input on Seattle related advocacy & community related policies/regulations/at least 10% from current baseline of 0% over the 2022-3 year.**



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Have the Commissioner Community liaison respond to community feedback received from CIC staff liaison/email/ or from CIC meetings within one week.

- Commissioners engage in conversation about getting requests from Council and community members
 - How do we get requests? How can we receive them?
 - Assuming it's through website?
 - Feedback is currently collected through the community involvement email address and community requests that come up during CIC meeting (Community Comment).
 - Are we tracking? Is this something we can report out as accomplishments?
 - Commissioners agree that tracking how many community members are engaging the email is necessary.
 - Commissioners want to use the numbers to do report outs as this could be important for the next group coming in. This shows that there is something that is actively being used.
 - With show that Input from the mayor and city council on community engagement practices that can be helpful.
 - Currently at 0%, that what the baseline means.
 - In terms of tracking, it may be helpful to track what our feedback is so that we can give measurable results to the public as were trending toward having a more outward facing result. For example, we gave advice to council in Jan 2023, and this is what council did with it and that can increase our engagement because it tells communities that what we say to the councils actually matter.
- More clarification is given around how the staff liaisons are identified on the website and email address used to engage community.
- Commissioners want to have a record of what people want to see happen and present to city council, to be the connecting point between both.
- Staff Liaisons reiterate feedback from the city attorney's office and setting expectations for the tracking and rationale for tracking
 - consulted the city attorney's office about getting commissioner emails but there are privacy issues and there is a cost associated. We (Staff Liaisons) would just need clear expectations as to what we would need to track in writing.
 - To improve out lines of communication with Mayor and council
 - any requests are going directly to Staff Liaisons Laura and Alvin, then brought to Commission.
 - Input is coming from City Leadership (Mayor and Council). If a given council member ask, "how can we engage a given community in our district?" we would give them advise based on what we think is best. This is just a means to get council come to us more. That's our goal.



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- Is there room for advocacy through op-ed and advocating initiatives for change?
 - SL - Laura and Alvin to check on if commission can do an op-ed.
- Commissioners ask about the potential to advise around how messaging goes out to community regarding tragedies that happen (in reference to public safety incidents around the city) versus responding to community. How do we do it and what are the guidelines that we need to follow to be sure we can do this without disrupting the city and their plans. Can we advise the mayor's office?
 - The mayor would usually respond quickly to that. And with the commission, if it is a decision, by the majority of the commission, you all would need to have a special meeting to talk through that, which would be an open public meeting. You would also need to go through those steps before the mayor was putting something out. The mayor does also have staff that advise around communication and other things in that way.
 - if it's high product profile, but we could do a follow up. We understand what's happening as a commission. We'd like to make a few recommendations or a recommendation on how to proceed.
- A question is asked about the mayor's regular press conferences and who is able to attend.
 - There may be standing press conferences, however typically, they involve funding, new city programs, and or addressing emergency or public safety issues.
 - Staff Liaisons paste a resource link to mayor's office in the chat where community can sign up for updates and be notified of press conferences.
- Commissioners discuss collecting community input responding and bringing it back to the commission.
 - Per bylaws, commissioners are not to speak on behalf of the commission unless they have been designated to. Only if the whole commission is aware and in agreement with the response.
 - Responding via email are subject to public disclosure.
- In Conclusion we are here to help the city and community.
 - In an outside event, we should be able to speak freely about what we do without retribution (if it is not harmful).
 - There are community that need city services and don't know about this. We can be the connection point.
 - SL – This rule applies for responding to questions on behalf of the commission outside of a CIC meeting. One commissioner Should not speak on behalf of the full commission without vote or quorum.
 - Commissioners can speak to what its currently working on, facts, and purpose.
 - Important to let people know that the city cares and the Commission cares and we are here to help.
 - Our job is to listen and take note and go back to staff and or staff will get back to you.



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- Commission all in favor.

Host CIC Quarterly meetings in different City of Seattle Neighborhoods in 2022-3

Did not cover this. Will revisit in 2023.

Retain Commissioners & Recruit more Commissioners

- We need city council to put together a system to approve in a timely manner.
 - SL – Laura - Once a year we will do a big recruitment: Put out a press release, send it to community blogs, newsletter, and push to community groups as well. We would push out for about a month. This is what we have done in the past.
- If we run into someone who has interest in joining the commission, we should invite them to join the monthly meetings (example of community member brought to Phinney by Commissioner White).
 - Retaining commissioners can be a challenge.
 - Commissioner Julia: Are we looking at who is currently on the commission and who is missing and priority populations in Seattle? If we are working with the council and Mayor's office, we should have more representation of individuals throughout our city. Taking note of who is missing and tailoring recruitment.
 - Commissioner Marcus - We are here to fill gaps. We should reach out to people instead of an open-door model.
 - Commissioner Julia - Recruitment should speak to the diversity of population in Seattle.

 - Commissioner Saba – Any update on the YMCA Get Engaged.
 - Will cover in staff liaison updates.
 - SL – Commissioners can create sub committees to talk about recruitment, reach out to organizations to recruit, and report back to commission with findings and updates.
 - Commissioner Marcus: Should we change our model to reaching out to folk instead of waiting for community to join.
 - We should scale down who we want to help? Looking at youth, renters, immigrants and refugee, disabilities, etc. Who are we helping?
- Group agree to revisit at next meeting.
 - Will check in with Redistricting commission to see how small group discussion or break out rooms will be done.
 - An ask for SL to pull demographic or stats of who is in the city.
 - Will talk at next meeting regarding the core constituents we are wanting to help based on demographics.
 - SL - Is there an interest in putting together sub committees before next meeting?



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- Yes, we should form subcommittee.
- This would help focus our conversations and give us more direction.

Conversation regarding what measurable results we want to achieve

Staff liaison updates

Recruitment/Appointments

- City Council has provided an appointment date for the Get Engaged cohort. The cohort is scheduled for appointment at the Council Briefing on Monday, December 5th at 2:00pm.
- We are working with the co-chairs on next steps for the commission-selected appointment process.
- We will check in with City Council offices in early December on their appointments.

Seattle Department of Neighborhoods Director Search

- The Mayor's Office has decided to open a recruitment process for the next Seattle Department of Neighborhoods Director to ensure we find the right leader for the department. The opportunity is currently posted on the City's Career page:
<https://www.governmentjobs.com/careers/seattle?department%5B0%5D=Department%20of%20Neighborhoods&sort=PositionTitle%7CAscending&pagetype=jobOpportunitiesJobs&jobId=3785771&jobName=director-department-of-neighborhoods&tab=1>
- It looks like application materials received by 4:00PM Pacific Time on Tuesday, January 3, 2023 will receive first consideration.

SharePoint

- We learned from the City Attorney's Office that a shared document edited by all of the commission could be a violation of the Open Public Meetings Act. If only the three of you total edited a document, it would not – because that's not a quorum. All that to say, documents can be posted to a shared site like SharePoint, but they recommend not having them be editable by all users.
 - Commission decided that the Co-chairs can edit, and other commissioners only have view only privileges.

Community Comment

Cindi Barker

- If you are a diverse group, you won't necessarily agree on everything the mayor had proposed. It will be a hard task to take on. It would be much more critical that you would look at each one of those topics that come out and tie them to who is being involved and who is being asked to be at the table for each of those things that go on. If its crime, then are you asking that a diversity of people be asked to engage on that topic.



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- When people say (Council) they don't seem to care what we are saying, you can ask where they are getting that information and look at gaps that come out of those important topics that come from the city to make sure engagement happens.
- Who is in a whole community that we have left out that we are trying to get this message to?
 - That dictates the channels you use, complexity of the message, the frequency that it comes out, and the opportunity you give them to engage back. For example, workers can't come to meetings during the day, Digital divide issues (not everyone has technology in home).
- If you make a list of who you are focusing on, you should also have a list of who you are not focusing on, that way you can also reach out to them in a meaningful way.
 - The list could change as well depending on the topic. The commission should have more flexibility when it come to this (engagement).

The meeting was adjourned.