



City of Seattle

Community Involvement Commission

Community Involvement Commission (CIC) July 2024 Meeting Minutes

July 15, 2024

5:00 – 7:00 pm

Webex Meeting & Seattle City Hall Room 370

Commissioners present: Ahoua Koné, Marcus White, Julio Perez, Mike Seo, Cade Wiger, Nausheen Rajan

Commissioners not in attendance: Martha Lucas, Heidi Morisset

City of Seattle Staff present: Staff Liaisons Laura Jenkins and Lydia Faitalia (Department of Neighborhoods)

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.

Commission Purpose

The Community Involvement Commission advises the Mayor, City Council, and the Seattle Department of Neighborhoods on equitable public engagement strategies, focusing on underrepresented communities.

Community Involvement Commission Norms & Values

Norms and values were displayed on screen.

Commissioner Roll-call

Roll-call was conducted by staff Liaison Jenkins to confirm the attendance of commissioners.

Old Business

Community Comments and Vote on 6/17 Meeting Minutes

The commission voted to approve the June 17, 2024, Community Involvement Commission meeting minutes.

CIC Experience Survey Discussion and Next Steps

Discussion on the CIC Experience Survey continued with an outline of the next steps. The meeting began with a review of the CIC Experience Survey results, which staff Liaison Jenkins will re-share for further analysis. Feedback from commissioners will be used by a temporary committee to develop actionable steps. The group is committed to addressing past issues and supporting the executive committee in creating effective action plans.

Subcommittee Survey Results and Next Steps

Key Discussion Points

Meeting Frequency:

- **Flexible Scheduling:** Subcommittees will set their meeting schedules, such as bi-weekly or monthly, based on their needs.
- **Full Commission Meetings:** It was proposed to use part of the full commission meetings for subcommittee work, with progress shared in subsequent meetings.

Standardized Templates: A suggestion was made to create a standardized template for subcommittees to outline their goals and work plans to ensure consistency and track progress.

Enhancing Efficiency:

- **In-Person Meetings:** Commissioner Koné suggested increasing the frequency of in-person meetings to enhance subcommittee efficiency.
- **Optimizing Meeting Times:** Commissioner Rajan recommended optimizing meeting times and leveraging community facilities for meetings.

Compliance and Process:

- **Open Public Meetings Act:** It was confirmed that breaking into smaller groups during meetings is permissible if it adheres to public meeting rules and is part of the commission's work.

Action Items

Immediate Actions:

- **Re-share Survey Results:** Staff Liaison Jenkins will distribute the survey results again for further review.
 - **Key Discussions:** Members such as commissioners Wiger, Morisset, Perez, and others will engage in discussions to draft actionable steps.
 - **Meeting:** This will be planned to finalize actionable steps for the next CIC meeting.
1. Subcommittee on Strengthening CIC Relationships & Visibility with City of Seattle Stakeholders
 - **Purpose:** Enhance CIC's relationships and visibility with the City Council, Mayor, and City departments.
 - **Chair:** Commissioner Perez (will email the group to schedule a meeting; chair position to be discussed).
 - **Members:** Commissioner Julio Perez, Commissioner Heidi Morisset, Commissioner Marcus White
 2. Subcommittee on Strengthening CIC's Relationships with Seattle Communities
 - **Purpose:** Build trust and advocate effectively within the community.
 - **Chair:** Commissioner Wiger (will email the group to schedule a meeting; chair position to be discussed).
 - **Members:** Commissioner Martha Lucas, Commissioner Cade Wiger, Commissioner Ahoua Koné
 3. Subcommittee on Retaining Commissioners and Recruitment
 - **Purpose:** Focus on retaining current commissioners and recruiting new ones.
 - **Chair:** Commissioner Mike Seo
 - **Members:** Commissioner Nausheen Rajan
 - **Support:** Will collaborate with Staff Liaison and Alvin as needed

Future Plans:

- **Regular Check-ins:** Implement regular check-ins and deeper exploration of issues during retreats.
- **Proposal Development:** Develop a proposal for the next meeting that includes:
 - **Short-term Goals:** Objectives to be achieved by the end of the year.
 - **Long-term Goals:** Objectives for the following year.
- **Guiding Document:** Staff Liaison Jenkins will draft a document or template for subcommittees to standardize planning and track progress effectively.

Finalize Commissioner Onboarding Document

Staff Liaison Jenkins presented the final draft of the updated Onboarding Document for new commissioners. The commission reviewed and approved the document, with one adjustment: the meeting times were clarified to start at 5:00 PM.

Staff Liaison Updates

Recruitment Updates

- **Vacancies:** There are currently eight vacancies on the Commission, five of which are council-appointed spots.
- **Council Appointments:** Engagement with five different council offices is ongoing, with some further along in the process than others. District 5 received no applications, so further follow-up is needed.
- **Mayoral Appointments:** Two spots are mayoral-selected, and recent staff transitions have caused delays. Updates are expected soon.
- **Commission Selected Spot:** There is one open spot usually filled by someone within the Commission, but no current members are available to transition into this role. Discussions are ongoing about potential candidates.

Fall Retreat

- Discussed plans for the upcoming fall retreat.

One-on-One Recaps

- **Insights:** Recent one-on-one meetings have highlighted the need for better internal communication and strategic planning.
- **Engagement:** Commissioners expressed a desire to involve underrepresented communities and youth in Commission activities.

Executive Session Parameters

- **Clarification:** Executive sessions are strictly for Commission business and cannot be used for team bonding activities.

Get Engaged Program

- **Youth Involvement:** The Get Engaged program, a partnership with the YMCA, aims to involve young people aged 18-29 in Commission activities. The

current participant's term ends in August, and paperwork for the new appointee is pending.

- **Program Details:** The program encourages youth leadership and networking outside of regular Commission meetings.

Recap on Conversation about Upcoming Meetings

- **August 19th:** Meeting at City Hall. Attendees were reminded to bring snacks.
- **September 16th:** Meeting in the north end (location to be decided). The meeting will be a potluck.
- Moving forward, the commission will encourage quarterly in-person meetings.

New Business

The Commission focused on improving communication, community engagement, and evaluation processes. A key update was the introduction of a new business section, which allows members to bring up topics, questions, and ideas not on the agenda. This new section is designed to create an open forum for members to share their suggestions and concerns, ensuring that all ideas are considered.

- **Engaging Youth:** Commission Rajan highlighted a youth-led voting engagement campaign from Michigan, which uses competitions to encourage young people to vote. This approach was proposed as a model for boosting community involvement and visibility, with potential collaboration between the Commission and the Youth Commission.
- **Universal Evaluation Framework:** Commissioner Seo suggested developing a universal framework to assess various funds and initiatives. This would involve creating a standard template to evaluate the efficiency and outreach of different programs, facilitating comparisons, and streamlining evaluations.
- **Outreach Materials:** The need for brochures or flyers for the Commission and other departments was discussed to enhance outreach efforts. The current lack of physical materials prompted the idea of creating brochures to distribute during outreach activities, making information more accessible and memorable.

Community Comments & Closing

The Civic Engagement & Leadership Development Manager announced that United Indians of All Tribes Foundation is hosting a Seafair powwow and is seeking volunteers. The location mentioned was Daybreak Star in Discovery Park.

Commissioner Seo's comment on staff requesting a presentation from the Department of Transportation. This will need to be voted on by the commission at the August meeting.

Adjournment

The meeting was adjourned