**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

February 26, 2018

6pm-8pm

Seattle City Hall, Room 370

**Commissioners present:** Alex Hudson, Alison Turner, Ben Mitchell, Bereket Kiros, Carol Redfield, Emily Kim, Felix Chang, Jenna Franklin, Julie Pham, Natalie Curtis, Sally Kinney, Sonj Basha**,** Thais Marbles **Commissioners not present:** Mark Mendez, Patricia Akiyama
**Staff present:** Danielle Friedman

**Facilitators:** Julie and Felix

**Timekeeper:** Alex

**Updates**

* Jennifer Calleja has resigned. Someone from new district 1 will be appointed. We should know by the next meeting.
* Sally and Carol have been confirmed and are now voting members of the CIC.

**Agenda and Meeting Meetings Approval**

Agenda and Meeting meetings were approved.

**Public comment**

There was no public comment given.

**Update from Mayor’s Office**

*Presenters: Evan Philip, Boards and Commissions Administrator &*

*Andres Mantilla, External Affairs Director*

* Mayor Durkan is very interested in boards and commissions. She is interested in the makeup of committees, looking at the diversity, asking questions and making notes.
* Mayor’s office has been trying to get out into the community and meet people where they are by town halls (one per district per month), online, smaller community meetings, one on ones, weekly roundtables, etc.
* Will be making a capitol sub cabinet to have departments work together. Trying to get out of being reactionary and be more proactive. Wants to work on the city working collaboratively and breaking down silos. And work on reaching out to a more diverse, expanded net of people and communities.
* Laid out the Mayor’s five priorities: Affordability, Economic Opportunity, Delivering Essential Services, Upholding Seattle Values, and Setting Seattle’s workforce up for the future
* Interested in hearing more about CIC’s workplan and interest to identify areas of collaboration. Upcoming policy issues that CIC could weigh in on: police chief search, apprenticeships, domestic workers bill of rights, and climate issues.
* Q & A:
	+ *How does the Mayor decide on priorities?* She uses what she heard on the campaign trail, community conversations, and departmental feedback from frontline staff.
	+ *How is Mayor prioritizing equity in her decisions?* It is inconsistent across the city, this is something that they need to consistently check in on and revisit and develop.
	+ *What is your plan for outreach to folks that don’t really come to the table?* They will work on putting things out in-language, working with ethnic media program, and community liaisons to try to engage those groups. They rely on community to tell them how they want to engage. They are willing to try new things and don’t want to do things the old way and check the box.

**Action item:** Evan Phillips will work on getting a meeting with the Mayor and the CIC set up.

**Briefing: Department of Neighborhoods (DON) Communications**

*Presenter: Sam Read, Sr. Public Relations Specialist*

* In 2016, DON did a survey to ask how people want to engage. View the results here: <https://www.surveymonkey.com/results/SM-LFKKBRWM/>
* Out of these survey results, came the idea of a one-stop shop for resources and getting involved. Just launched it, called the [Community Resource Hub](https://www.seattle.gov/resourcehub).
* Sam gave an overview of the Community Resource Hub. Includes a calendar to coordinate city outreach events, toolkits for learning how government works and how to engage, community organization and meeting space finder, etc.
* Q & A
	+ *Do you offer this in different languages?* Not currently. Videos included are offered in many languages. But DON doesn’t have the resources.
	+ *How is this tool useful for reaching out to diverse communities?* It creates an easy access point. But that is just a starting point.
	+ *What are the possible tools to rectify this?* Ideas brought up were: research imbedded translation tools to translate the whole web page; language access call centers that can walk people through it; CIC can recommend increasing a budget for language access; hold a focus group with underserved community members (non-English speakers, elderly, immigrants or refugees; undereducated); can we partner with local tech companies that could help innovate on this issue?
	+ *Can departments run their own survey?* Yes, but the idea now is that all departments go through DON to have consistency. That is a culture they are trying to change, and it takes time.
	+ Suggested that fiscal sponsorship should be included in the community connector.
	+ *The calendar is hard to use. Can you change it?* Several of the tools that the city uses are outdated and not intuitive. This is an issue that needs to be addressed.
	+ *Why isn’t that happening and who is responsible for this?* *Lots of tech people want to volunteer but it is hard to figure out who can make the decisions about that.* It is probably Seattle IT. Unsure who the person is who makes decisions. Lots of tech people want to volunteer but it is hard to figure out who can make the decisions about that. It is hard to break down the silos and implement new things. But it would be great to all use the same tools.
	+ *What can the CIC do to help?* Centralizing tech, getting better tech, and make it uniform across departments. CIC can help hold people accountable. And CIC can help be a bridge to connect communities and DON.

**Action items**: Put time on the agenda to address concerns about brought up in the meeting.

**Workplanning**

* Based on the tabulations of the interests of the CIC members and the results of the conversations that members had with community members, the top issues to prioritize for the CIC to work on were:
	+ Best practices document
	+ Facilitating meet-ups
	+ Engaging community through innovative methods
	+ Examining grant-making

**Action Items:** Staff liaison will send out the brainstorming that CIC members did around these areas before. Commissioners will think about what these projects could look like and which work group they may want to join.

**Retreat**

* Decided to move the retreat to March 31st to accommodate the racial equity trainer
* What do you want to see included in the retreat?
	+ Create a workplan/roadmap of what we want to accomplish
	+ Have mutual understanding about the mission and vision of the CIC. Define what impact we would like to have.
	+ How we can best utilize commissioner’s skills and time
	+ Find some easy wins to demonstrate progress. Get the first action planned: an event, send some letters, etc.
	+ Team-building
	+ Prioritize leaving a strong strategic plan/ toolkit for future commissioners
	+ Form work groups
	+ How do we give feedback? What is the pathway and formal channels of getting information to mayor and departments?
	+ Racial equity training- Want to have this training because it is important to have definitions we all share. Should we have two separate days to do a retreat and a racial equity training to have more time to dedicate to both issues? Want to have a training first before a workplan is made?

**Action Item**: Group decided to have March monthly meeting be mostly workplanning and then have a retreat on March 31st with racial equity training in the morning and workplanning in the afternoon.

**Next meetings**

March 31- CIC Annual Retreat, 9-4pm, Impact Hub in Pioneer Square

April 16- April CIC monthly meeting