**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

September 18, 2017

6pm-8pm

Seattle City Hall

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

**Introductions**

The CIC commissioners participated in an activity to get to know each other. The three CIC commissioners who were not able to be at the first meeting introduced themselves along with the others.

Jennifer Calleja: (Preferred Gender Pronoun: She/Her) Lives in West Seattle. Would like the City to be more accessible. One good example is the Find It, Fix It app. Need to spread that kind of engagement to people who don’t have cell phones, or use the internet.

Bereket Kiros: (Preferred Gender Pronoun: He/Him) Currently lives in Shoreline but works in Rainier Valley. Is a member of a number of a number of groups working around issues affecting immigrants, refugees and communities of color. Was on the City’s Race and Social Justice Change Team and learned a lot about some of the barriers that employees can face. Wants to empower the people that have no voice and do something that people really feel good about.

Emily Kim: (Preferred Gender Pronoun: She/ Her) Lives in Pioneer Square. Works for Molly Moon’s Ice Cream running their giving and community relations program. Works closely with food banks and other local organizations. Would like to use her networks to spread the word about opportunities for engagement.

**Your Voice, Your Choice presentation**

* Kraig Cook from the Department of Neighborhoods presented on the Your Voice, Your Choice program with intent to ask the CIC for their input and participation on selecting a community steering committee to guide the program.
* CIC members had questions including:
  + Would the steering committee members be paid?
  + How is the budget being allocated? Could it be based on need?
  + How can the voting be weighted to address inequities?
  + What are better ways of creating pathways for equitable outreach?
  + Could differently-abled people be prioritized in the process?
* The CIC would like to continue to discuss this program at a future meeting. The group decided to address this as a whole and thought it could be a good test case for how the CIC can handle asks and give input on DON programs.

**Communications**

* External communications
  + CIC members are not ‘representing their Council District’, rather they are representing the entire city with representation from different districts. While there is an expectation that the Commissioners are transparent and are speaking on behalf of the communities that they identify with, they are representing themselves and looking at the city as a whole.
  + CIC members decided that instead of contacting a member directly, community members should contact the entire commission or make a statement during the public comment period at CIC meetings. This relieves undue burden from individual members of the CIC and allows them to use their volunteer time to focus more on the efforts of the commission.
  + The CIC would like to have an e-mail address for people to contact the CIC. Comments and communications from community members could sent to members in a weekly digest and/or included in the notes before each meeting.
* Internal communications:
  + Google folder will be used to as an online shared drive to store notes from working group meetings and other shared resources, including a contact information list for CIC members. CIC would like to know what other commissions are doing in terms of communicating internally.
  + Discussed tracking and recording data around CIC’s input. Once key activities are determined, then group will set up metrics and tracking.

**Actions items:**

* CIC staff liaison will set up the CIC e-mail.
* CIC staff liaison will collect the public comments and distribute to the commission. Idea: Rotate who is checking the CIC e-mail address.
* CIC staff liaison will research how other commissions communicate internally.
* CIC members should fill out the contact information form in the Google folder.
* Idea: Create best practices for outreach and engagement resource for community members.

**Shared Vision and Next Steps**

Group participated in an activity to determine goals and outcomes in small groups.

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| --- | --- |
| **Top level goals** | **Top level outcomes** |
| * proactive * all voices at the table * measurability * specific projects with equitable engagement * embrace equitable proportions * public plan and tactics show input * empower underserved communities | * more voices and increased frequency of participation from those not historically engaged * dismantling oppressive systems * more empathy from policymakers |

| **The CIC must….** | **The CIC must not…..** |
| --- | --- |
| * listen * ask questions * learn how the City already engages - what systems are in place (so we don’t reinvent the wheel) * go to the underserved communities, instead of asking them to come to us * engage youth * encourage more translators/interpreters * be consistent on criteria when selecting issues / processes to weigh in on * create conditions that balance power and voice * serve as a resource to inform best practices * conduct outreach, early and often * establish our own clarity around purpose * prioritize the voice of underserved * maintain flexibility and nimbleness * make sure outreach professionals know how to identify and work with the target groups they are working with * create space for problematic and oppressive outreach systems to be called out and addressed by those within them * amplify community-held wisdom and leverage it to create tools and resources that build capacity in groups seeking more fair and just resource allocation and process equity * standardize definitions and terminology of what equity/equitable systems are working toward * engage with the community * solicit and prioritize community ideas/needs * have hard conversations * push the City on issues facing the underserved communities | * push solutions * rely on past positions * think more money is always the solution * prioritize our own neighborhoods * take positions on policies aside from looking at the way it engaged the community * take on too much / lose focus * become insular or closed off * become to factionalized * be unintentional * be offensive (not understanding other perceptions) * ignore implicit bias * have closed minds (race relations) * be oppressive * ignore major issues * put the community last |

**Workgroup Report Backs**

Commission Structure Work Group (Participants: Thais, Jenna, Julie)

* Planned the agenda for this meeting and prioritized figuring out vision and goals.
* Work group recommends having a retreat. Group decided timing would be best in the early 2018, after additional members are onboard.
* Asked to set up a social media work group to think about how CIC engages in social media, records meetings, etc. Discussion around social media could address the following questions: Who are we trying to reach? When and how will content be translated? Could the CIC utilize channels that already exist, rather than creating anew? Bereket and Emily are interested in working on this.
* Decision-making method will be discussed at next meeting.

**Actions:**

* CIC staff liaison will research what social media access the CIC already has as well as other resources that are available.

Commissioner Selection Work Group (Participants: Felix, Patricia, Alison, Alex)

* Work group members met a created a process to select new commissioners:
  1. Conduct a gap assessment
  2. Develop a key priorities list based on findings from the gap assessment
  3. Review existing applications pool for matches
  4. If there are not enough candidates from the existing pool, then it will be opened back up to the public for additional applications to be collected
  5. Work group will present a short list of candidates to the entire commission
  6. After short list of candidates are identified, the work group will call or invite the candidates to interview
  7. Final recommendations will be approved by the entire CIC
  8. Seek confirmation from City Council
  + **Proposed Timeline:**
    - Short list of candidates procured by Oct 16th meeting
    - Final recommendations decided by Nov 20th meeting
* CIC reviewed and approved the process for selecting participants for the open CIC positions.

**Public Comment**

Cindi Barker is a community organizer from West Seattle and encouraged the CIC to think about language access and affordable and accessible places for community members to meet.

**Next Meeting**

Monday, October 16, 2017 6pm-8pm in Seattle City Hall, Room 370