COMMUNITY INVOLVEMENT COMMISSION (CIC)

**Special Meeting - Retreat**

July 23, 2022

10:00am – 3:00pm

Webex Meeting & Phinney Neighborhood Association

**Commissioners present:** Ahoua Koné (she/her), Saba Rahman (she/her), Julia Jannon-Shields (she/her), Martha Lucas (she/her), Bill Southern (he/him), Marcus White (he/him)

**Commissioners not in attendance:** Krissie Dillin, Robert Radford

**City of Seattle Staff present**: Alvin Edwards (Seattle Department of Neighborhoods, he/him), 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 voice recording and available upon request.***

# Welcome & Public Comment

Michael Bailey, Deputy Director with the Human Service Department, introduced himself to the commission. He is hoping to be out more in community and potentially join a future Community Involvement Commission meeting.

# Training/Orientation with Co-staff Liaisons

Co-staff Liaisons Alvin Edwards and Laura Jenkins went over these items:

* Commission meetings
	+ Be on time: as community is involved in meetings it’s important the commission starts as close to on-time as possible to value everyone’s time.
	+ Let us know if you need technical assistance
	+ Let staff liaisons and commission chairs (when they are voted on) know a week or more in advance if you can’t make a meeting – bylaws talk about absences and unexcused absences
	+ The bylaws do not indicate a specific meeting time/day only that the commission meets once a month, if another day or time would work better for the commission – let’s have that conversation.
		- The group would like to revisit the discussion on the commission’s regular meeting date and time.
* Reiterating roles
	+ Community Involvement Commission
		- The group would like to revisit the roles & responsibilities of the commission and commissioners. As well as revisiting/learning more about public comment. They want to make sure community is aware of the public comment time during meetings.
		- Commissioners asked how many people are visiting the Community Involvement Commission website. Staff Liaisons will check into this.
	+ Commissioners
		- One of the items said that commissioners do not conduct direct outreach. Commissioners said they believe this seems antithetical to the commission’s purpose/name.
		- A commissioner is interested in having the commission go out to each Council District at least once every year for listening sessions.
		- Direct communication with community would increase the number of hours per month commissioners spend on commission business. It’s estimated that commissioners spend 4-6 hours per month on commission business now.
			* One commissioner asked how much time commissioners in the past have spent per month on direct communication with community. Staff Liaisons are checking to see if they can find more information about this.
		- The commissioners are interested in having one commissioner attend a Seattle City Council meeting each month so they can stay up-to-date on Council business and show City and community who they are.
	+ Staff Liaisons
* Open Public Meetings Act Review
* Public Records Act Review
* Ethics Review
	+ Staff Liaisons went over the ethics guidelines for commissioners. One commissioner had a question in relation to Neighborhood Matching Fund. Staff Liaisons will ask the Ethics & Elections staff and get back to the commission.

# CIC History Video & Discussion

The Commission watched this video of former Community Involvement Commission Commissioner, Chris Maykut, providing history/background about the commission at the April 18, 2022 meeting: <https://youtu.be/eRB0S6DCX6g>. Commissioners appreciated the refresher on the commission history.

One commissioner asked if the commission could send a recommendation to the City in relation to the long timeline on commissioner appointments. They would like to give recommendations/feedback related to this.

# Team Building Activity – Colors Personality Test

The Commission participated in the True Colors Personality Test facilitated by Commissioner Martha Lucas.

# Culturation & Commission Engagement

Commissioners discussed the mission and vision of the Community Involvement Commission within in the context of its original charge. They brainstormed a few ideas and the mission and vision they would like to move forward with are bolded below.

At the end of the retreat, there was not a quorum. So, commissioners will vote to adopt this mission and vision after the whole commission has reviewed them.

Mission

The CIC advises the Seattle Department of Neighborhoods and other City departments on coordinated, Citywide outreach and engagement activities.

Advise and make recommendations to the Mayor and City Council on the development of plans, policies, regulations, strategies, and community grant funding processes that advance equitable public engagement and civic participation in The City of Seattle.

**The CIC advises the Mayor, City Council, and the Seattle Department of Neighborhoods on equitable public engagement strategies with a focus on underrepresented communities.**

Vision

**The vision of the CIC is to give Seattle communities, especially historically underrepresented communities, a trusted voice to the City of Seattle.**

The vision of the CIC is that the Mayor and City Council will have a proven, trusted voice to connect Seattle communities, especially underrepresented communities, to the City of Seattle.

# Goals & Objectives

With the possible mission and vision statements listed above, the commissioners talked through possible goals. One goal the group came up with is below. The entire commission still needs to review it. Additional goals may still be created.

CIC Visibility – Make CIC Known

* City (Mayor/Council)
	+ One commissioner attends a City Council meeting each month (rotates)
		- Provide public comment
		- Provide brief summary of meeting at next CIC meeting
* Community
	+ Two community members at each CIC meeting
	+ One commissioner will follow up on each public comment raised at CIC meetings (rotates)
		- Collaborates with other commissioners on response
		- Encourage, embrace, and respond
	+ Collaborate with Department of Neighborhoods Communications team on developing tools (toolkit) - story-telling, etc.
		- Ask what frequency could be
		- Revisit every year

# Summary & Next Steps

The commissioners at the meeting mentioned they would like to share the finalized vision and goals with community. Before being finalized, the vision, mission, and goals will be reviewed by the whole commission (a few commissioners were absent at the end of the retreat).

The meeting was adjourned.