**COMMUNITY INVOLVEMENT COMMISSION**

**AGENDA**

October 16, 2017

6pm-8pm

Seattle City Hall, Room 370

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

**Updates**

* CIC meeting was being videotaped (but due to user error was not able to be used). Next meeting will be recorded and posted online.
* CIC email and listserv is up. Can be found on the CIC website.
* Approved last month’s minutes and agenda

**Discussion with Department of Neighborhoods (DoN) leadership**

**Tim Wolfe- Community Grant funding and internal operations**

Neighborhood matching fund has been in DoN since 1988 since it was founded. $3M for community driven projects. Duwamish opportunity fund, Youth -focused programs and Your Voice, Your Choice (participatory-budgeting on streets and parks). Also, one-time funding programs. DoN funding is almost all project-based and structured as one-time projects as opposed to ongoing. Only neighborhood matching requires matching funds, the rest are traditional grants.

***Neighborhood matching fund used to go through the neighborhood district councils and had a community input process. Now that the structure has changed how has it been happening?***

DoN has been doing it in-house with staff. DoN has seen a huge increase in volume of grants. Tim suggests that grant review and process would be a good topic for the CIC to take on. It was discussed a lot as a potential area of interest when the CIC was being formed.

***Do you reach out to communities that don’t have resources or skills to write grants?***

Community Liaisons can help with this. Investing more time ahead of time to work with people can help. Skills development and grant-writing programs are something that can be creating to help people apply for all departments’ grants. Lots of interest in the conversation and DoN would like to create partnerships and a plan to make this happen.

**Frank Nam- Supervisor for Community Engagement Coordinators, Special events committee liaison**

Has a staff of four assigned city council districts. There is a floater that helps with all. Team is on the front lines. Go to lots of community meetings. Have a calendar that they put together about all community meetings (city and community-based) happening in the city. Calendar helps them consult with other city departments on when to hold events. Keeps a spreadsheet about constituent contact so they have a log of all the people they are working with. Do a lot of referrals to other resources. Works also with non-profits and CBO’s. Wants to be the utility player of the department. Also does special events, by consulting on outreach to the neighborhoods.

***How does your group think about working with the CIC?***

There is a lot of overlap and opportunities to collaborate. Since CIC is new, we are waiting to see what the scope of work is and see how the CECs can support.

***Is there funding being exchanged between CICs and the organizations you work with?***

No.

***Can CIC use some of the resources you mentioned?***

Yes, absolutely. Want to make sure CECs are out there and available to work with. CECs are constantly prioritizing how to reach out to different groups and spread out expertise.

***Could the CECs come and meet with the CICs? Can they fill us in on engagement gaps to save us some time?***

DoN is working on some projects that will help inform about citywide engagement efforts.

* Shared calendar with internal and external meetings to share information about what is happening in different communities and not inundate communities.
* Understanding what projects and policies are out there and making sure that they are talking to each other.
* Neighborhood-based one pagers talk about what issues they are hearing in different areas- also get into demographics. How many people here speak a different language and what would the translation needs be? Is this a low-income neighborhood? All info in one spot so we can give city colleagues a better snapshot of what they are walking into. Hoping that the community could feel some ownership as well.

***CECs are great! We need more!***

There were more in the past. But this has helped our team figure out how to be more efficient and use their time better. We used to blanket cover but know we are being really strategic. For example, shootings in the south end is very important and a priority. More help would always be nice but we have done a great job with resources we have.

**Sahar Fathi- Leadership Development programs**

Seattle Youth commission- 15 youth ages 13-19 set their own work plan and this year advocating for environmental justice and ORCA cards.

PACE (People’s Academy for Community Engagement)- used to be offered once a year – now offered 3 times. Gives community organizing skills on outreach and engagement and how to navigate the city budget and processes.

Community Liaison program. 75 liaisons and 73 projects a year. Liaisons are independent contractors that get paid $50/hr. Have 38 communities represented- new groups are previously incarcerated people, homeless, people with disabilities. Hired by departments through DON. Give them training and skills on facilitating and making workplans to advise the departments. They also do interpretation and translation throughout the city.

***Can we meet with the Seattle Youth Commission?***

Sure! Danielle and Leslie (SYC coordinator) can figure out how to make that happen.

**Jesseca Brand- Outreach and Engagement**

***How do you do outreach in local media outlets, like newspaper and radio, that are in other languages and reaches specific populations?***

Outreach and engagement team is working on that by suggesting this to other departments as they are consulting on outreach projects. We are advisory, and sometimes they take up our recommendations and other times don’t. It is good dialogue to have. DoN has an ethnic media initiative. WA African media association- first one in the country. DoN provides support. Ethnic media start-ups- creating new models for immigrant and refugee and POC communities that haven’t had media outlets before. Had the first meeting in September and had over 50 communities of color represented.

***Do you know about us?***

We read all your bios!

***How many people in DoN?***

About 65 people. There is also a community assets division that oversees historic preservation, major institutes and schools, and P-Patch. City is over 12,000 employees. There are about 13 employees that work on outreach and engagement.

There is a lot of work to do. Hoping the CIC will become a valued partner for us in this work in helping us get to the goal of increasing equity in the city. Also looking forward to the ideas that you will bring to the table.

***Not everyone in the city is trustful of working with government. How can we work together to overcome this?***

We have a lot of community liaisons but still hiring and looking for double the amount that we have. This isn’t the answer to everything but we rely on them to help build those relationships. Some people may never trust, but important thing is you are getting the services and getting what you need. The hope is that the liaisons are getting the skills to be able to be employed by the city continually. Trying to shift the culture to go to people and ask about them instead of asking for them only to engage with the city. Shifting from transactional approach to more relationship building.

***Do you use a race and social justice lens when you are hiring in the department?***

We are a small department so use HR for our hiring practices. They use that lens. Our commitment is interwoven and explicit in the work that we are doing. We look at who is in the room, what does the job description look like, how do we talk about the work, who is on the hiring panel, it is in the question we ask in the interview panels. We are on the front lines so we know there is trust and relationships and that is important. A balanced team looks and feels like a microcosm of Seattle. Don’t add that many people to the department on a regular basis. But when we do – look at all the factors and are always working on it.

***How do you deal when communities want to talk about policies?***

We go to the communities and ask what they want. Hook them up with speakers and experts. We are neutral about issues. Will bring info about strong feelings to city council. Making sure communities know who are making the decisions so they can go to the right spot to sound off. Do public education and get people the right information and play subject-matter expert. Help people understand how they can weigh in.

**Decision-making**

* Alison presented a handout that listed four decision-making methods as a starting point
* What decisions are we applying this to? Approving letters that we are going to send, moving a meeting date, etc.
* Group decided to use a consensus- building tool called Fist to Five

**Action:**

* Staff liaison will bring more information about Fist to Five to the next meeting

**Work group Reports**

**Commissioner Selection (Thais, Jenna, Julie)**

* Looked at the demographics of city and pinpointed underserved communities. Weighed who was already on the commission and who was not at the table to come up with criteria.
* Staff liaison went through prior 300 applications originally submitted for the CIC with those demographics in mind and narrowed down to 12.
* Work group met in person and further narrowed the list down to 4 to interview.
* Final candidates include seniors, people form the north-end for geographic diversity, people who have direct experience with disabilities, people who are transgender, people who have experienced homelessness, parent and grandparents, and local, POC or women-owned businesspersons.
* It was brought up that having a shared language around race and social justice is helpful as we are building the group.

**Action:**

* Let Staff Liaison know if you would like to be part of the interviews or review the applications.
* Group plans on using the same questions that were asked of all the CIC members, but if anyone has additional thoughts or questions, send them to the staff liaison.
* Idea: have a race and social justice training for the commission to create shared language

**Commission Structure Workgroup (Patricia, Alex, Alison, Felix)**

* Presented themes from the exercise from the last meeting
* Disagreement on a point - should not just be at the City level- should look at community in general. Others think we do need to focus on internal city structures.
* Would like to include leveraging existing tables, groups. Don’t overly rely on inequitable systems but also take advantage of existing.

**Action:**

* Read through the themes and think about them for next meeting or send thoughts to staff liaison.

**CIC Outreach Work group (Bereket, Emily)**

* Proposed using Department of Neighborhoods social media and the group agreed that this is the right direction at this time. They have a large following and resources to offer.
* Talked about ideas for outreach, meeting in other places, the CIC website.
* Question: How do we have a good dialogue with the community? How do we respond to conversations and test out different tools and methods? Does the CIC have to have its own Facebook page?
* Ideas: Have a short survey that asks people how they would like to interact with the CIC. Hold listening sessions in different parts of the city with different communities. Or go to events that are already happening.

**Public Comment**

Cindi Barker said thank you for taping this meeting so I do not have to attend in person every time. Outreach is a good test for the CIC since many others just post on Facebook and nothing else.