



City of Seattle

Community Involvement Commission

Co-chairs: Heidi Morisset and Cade Wiger
Staff Liaisons: Alvin Edwards, Lydia Faitalia, and Laura Jenkins

COMMUNITY INVOLVEMENT COMMISSION March - May 2024 Review

Commission Meeting Recaps

March 18, 2024

- This was Lydia Faitalia's first meeting as an incoming Staff Liaison to the commission. Staff Liaison Faitalia is the Civic Engagement Manager with the Department of Neighborhoods.
 - Staff Liaison Faitalia expressed her desire to meet individually with commissioners to build relationships.
 - She spoke about the importance of ensuring internal processes are transparent to help commissioners navigate through these processes.
- Robert's Rules
- Subcommittee Updates and Quarterly Review Assessment
 - Commissioner Lucas provided an overview of past activities from the subcommittee on community. Their aim is to be advisory, and it is not their role to do direct community engagement per the bylaws, and that specific City departments had this role.
 - The subcommittee on community engagement wanted to invite the departments conducting this work back to a future meeting to ask what worked and didn't.
 - Obtaining an updated community engagement guide would contain much of the information community members are asking for so that they know which departments to contact for various issues or services.
 - Recruiting and Retention – Commissioner Seo reported that the committee met to discuss exit strategy and exit survey.
 - Commissioner Murray reported their sub-committee didn't have an opportunity to meet yet this year but believes there are minutes from last year; Staff Liaison Edwards will check with Commissioner White.
 - It could be helpful for the liaisons to help coordinate schedules set up these meetings on a recurring basis.
- Staff Liaison Edwards provided a recap of the Co-chair vote next steps.
 - This is an opportunity for any commissioners who are interested in a co-chair position. There are potentially up to 4 new co-chair positions.
 - Formal voting will be held at the April meeting pending prior discussion and updates from the special subcommittee.
- Staff Liaison Updates:
 - Exit Survey Response
 - Commissioner Wiger asked if a question could be added to quantify the response, such as a ranking system about satisfaction with commission work using a 1-5 scale. Staff Liaison Jenkins said this could be something for the

recruitment committee to explore and bring back to the full commission for a vote.

- Onboarding Document Reminder
 - Staff Liaison Jenkins showed the onboarding document on the screen that was created in 2023. Staff Liaison Jenkins indicated staff will revise the document using tracked changes and present it to the CIC again for review.
- Process for tracking/informing commission of attending community meetings.
 - Staff liaisons Jenkins and Edwards recommend as the commission moves forward and members are invited to events throughout the community, that the CIC draft some ideas to vote on to address a process for how each commissioner will keep the CIC in the loop for what meetings they plan to attend, and a process for designating a commissioner as a representative of the commission.
 - Commissioner Seo reported on his two meetings hosted by the Office of Planning and Community Development (OPCD), one was a workshop about downtown urban planning, and the other was an open house about the comprehensive plan.
 - He spoke to attendees to ask how they learned of these meetings, and if they were planning to provide feedback afterwards, how confident such feedback would get through to city employees. He identified himself as staff from CIC and spoke to about 15 people at these two events.
 - Commissioner Seo was surprised how many young people did not rely on social media to learn of these events, with most expressing a preference for a flyer sent via snail mail.
 - Participants expressed a desire to have such flyers state the benefits of attending or the opportunities they may get to voice opinions, that mere information wasn't sufficient motivation for attendance.
 - He also heard attendees desiring these workshops would offer small group interactions where city employees could converse with the group.
 - He saw senior citizens struggling to submit feedback on the computers provided, believing this was the most effective method although their preference was to have a specific city employee identified as the recipient, rather than a general mailbox.
 - The final comment he heard that related to the CIC was the suggestion to have public comment at the beginning of the meeting rather than toward the end.

April 15, 2024

- Commissioner Koné and other present members of the Recruitment and Retention special group recapped the interpersonal conflict and reviewed letter with the other commissioners. Commissioners agreed to find a method to request feedback from commissioners about their experiences. Would like to do an anonymous survey (Google Docs, MS Teams, or other).
 - Action item: Work with the Recruitment and Retention special group to determine which survey platform to use, and the questions that will be asked to ensure we solicit feedback anonymously.
- Co-chair Vote

- There were three nominations for co-chair presented: Jessica Reeves, Cade Wiger, and Heidi Morisset.
- MOTION: Commissioner Koné moved to vote as a block for the three candidates nominated above. Commissioner Seo seconded. No discussion.
- VOTE: All in favor, no abstentions. MOTION PASSED.
- Revisit Roberts Rules of Order
 - Alvin asked for a show of hands of those interested in an in-person training vs. virtual. All were in favor of an in-person training.
 - Lydia will provide commissioners with a printout of the Roberts Rules cheat sheet.
- Park CommUNITY Fund Outreach
 - Rachel Banner, one of two program managers at Seattle Parks & Recreation (Shaquan Smith wasn't able to attend) provided an overview of the Parks CommUNITY Fund process and showed their webpage on screen.
 - Action item: The CommUNITY Fund wishes to hear commissioners' thoughts on their engagement strategies, and idea collection related to project development or the selection phases.
- Staff Liaison Updates
 - No response was received to the exit survey from former Commissioner Jannon-Shields
 - Staff Liaison Edwards followed up a few times. Former Commissioner Jannon-Shields' email to commissioners will be considered as her rationale for leaving.
 - Draft updates to Onboarding Document
 - Staff Liaison Jenkins began making edits using tracked changes and added commissioner duties to the document. Alvin showed the document on screen.
 - A commissioner asked if persons awaiting appointment could receive the onboarding document as well and asked if this was something that needed to be voted upon. Alvin suggested a vote to have this on record.
 - Action item: Commissioners will individually review the Onboarding document and bring any suggested changes to the May 20th meeting.
- Update on District 7 Meeting with Councilmember Kettle
 - Julio presented five takeaways from this meeting:
 - Want to hear from the neighborhood organizations.
 - Regularly pass information from City Hall to neighborhood organizations and vice versa.
 - Encourage cross coordination within organizations.
 - Meet quarterly to focus on one area (for instance, parks, public safety, or transportation).
 - All groups who make up this counsel should be public facing and have regular public meetings.
 - The next District 7 meeting will be open to the public and is scheduled for June 21st.
- Community Comments & Closing
 - Dianne Ramsey reported it appears City departments aren't communicating with commissions or doing so as early as they should. City departments are producing plans but not engaging community councils, senior centers, and people with disabilities who are being impacted. The community doesn't learn about changes until they are implemented (Example: Lake Washington Boulevard closure).

- Action item: Urge the City Council and departments to involve CIC early, ensure the neighborhoods and the senior centers are included, and expand outreach beyond the organizations normally consulted.

May 20, 2024

- New Co-Chair Work Plan & Check-in
 - Commissioners Morisset and Wiger had their first meeting as co-chairs with Staff Liaison Jenkins last week to discuss co-chair responsibilities and a work plan, each sharing their vision for CIC accomplishments.
 - Commissioner Wiger is hoping to get momentum going in the next month or two to begin moving forward with sub-committee work, and to determine where sub-committees could use more support.
 - Commissioner Morisset's goal as co-chair is to help to make the meetings more efficient by doing more of the backend work prior to the full commission meeting. That way, commissioners will have sufficient information to vote on action items and/or designating what could be given to sub-committees for additional work.
- Subcommittee Topics and Membership Poll
 - Commissioners Wiger and Morisset met with Department of Neighborhoods staff to review subcommittee activity, assess members' interests in remaining or changing to a different committee, meeting frequency, and for general feedback.
 - Commissioners can expect to receive a form from the co-chairs to obtain their feedback and areas of interest on the various subcommittees.
 - Another suggestion was to add an accountability feature; for example, anyone missing a meeting reviews the minutes with someone who was in attendance to get caught up on activities and avoid taking time at commission meetings to recap.
- In-person Meeting Proposal
 - Commissioner Wiger brought this up at the co-chair meeting last week, as he was thinking about how effective the retreat had been in terms of getting to know commissioners better. He's proposing having an in person meeting soon and wanting to solicit feedback. A consensus to include scheduling an in-person meeting be added to the survey previously discussed.
- Special Subcommittee Updates
 - Commissioner Seo reported on the CIC experience survey that will go out to everyone before the next meeting to allow time to collect the results.
- Last Meeting for Commissioners Southern & Murray
 - Commissioners expressed their thanks to both commissioners Southern and Murray.

Current Subcommittees

1. Subcommittee on Strengthening CIC relationships & visibility with City of Seattle stakeholders, which include City Council, Mayor & City departments.
2. Subcommittee on Strengthening CIC's relationships with the city of Seattle communities by building trust, being seen as a committed advocate acting in the community's best interest.
3. Subcommittee on Retaining Commissioners and recruitment.

- a. Special subcommittee extension of Recruitment & Retention formed to find solutions to interpersonal dynamics on the CIC.

Resignations

- May: Jessica Reeves – Mayoral Appointee

Current Roster

Position No.	Position Title	Name	Appointment Status	Term Begin Date	Term End Date
1.	City Council District 1 Member	VACANT	N/A	6/1/24	5/31/26
2.	City Council District 2 Member	VACANT	N/A	6/1/23	5/31/25
3.	City Council District 3 Member	VACANT	N/A	6/1/24	5/31/26
4.	City Council District 4 Member	VACANT	N/A	6/1/23	5/31/25
5.	City Council District 5 Member	VACANT	N/A	6/1/24	5/31/26

6.	City Council District 6 Member	Dong Soo Michael (Mike) Seo	Appointed	6/1/23	5/31/25
7.	City Council District 7 Member	Julio Perez	Appointed	6/1/24	5/31/26
8.	At-Large Member	Martha Lucas	Appointed	6/1/23	5/31/25
9.	At-Large Member	VACANT	N/A	6/1/24	5/31/26
10.	At-Large Member	Nausheen Rajan	Appointed	6/1/23	5/31/25
11.	At-Large Member	Ahoua Koné	Appointed	6/1/24	5/31/26
12.	At-Large Member	VACANT	N/A	6/1/23	5/31/25
13.	At-Large Member	Heidi Morisset	Appointed	6/1/24	5/31/26
14.	Get Engaged Member	Cade Wiger	Appointed	9/1/23	8/31/24
15.	Commission-Selected Member	Marcus White	Appointed	6/1/23	5/31/25
16.	Commission-Selected Member	VACANT	N/A	6/1/24	5/31/26