**COMMUNITY INVOLVEMENT COMMISSION**

**MINUTES**

December 16, 2019

6pm-8pm

Seattle City Hall, Room 370, 600 4th Ave Seattle, WA 98104

**Commissioners present:** Alison Turner, Ben Mitchell, Chris Maykut, Emily Kim, Felix Chang, Julie Pham, Karyn Kubo Fleming, Sharif Mahfouz, Thais Marbles, Marcus White  
 **Commissioners not present:** Carol Redfield, Natalie Curtis

**Staff present:** Hilary Nichols

**Opening**

Agenda for the meeting is approved. Minutes for November are approved.

**Public Comment**

Public comment was provided by community member Cindi Barker. Cindi presented a toolkit she drafted with the help of her community and DON staff and is hoping that the CIC might be interested in co-signing on the toolkit in some way. The toolkit is a document that aims to help communities with inclusive outreach and engagement and is intended to be available alongside actual tools for inclusion such as translation resources, ramps, and aids for people with low vision or hearing impairment. The CIC thanked Cindi for presenting, and CIC member Chris Maykut has committed to following up with Cindi.

**Presentation from Seattle Design Commission**

The CIC received a presentation from Seattle Design Commission (SDC) Director Michael Jenkins. This presentation included background information about what the SDC does and its role in advising the City on the design of capital projects. The SDC has adopted an equity policy in their own work and uses an equity lens when reviewing designs for capital projects. However, they are noticing that City departments are often operating with different definitions of “equity”. The SDC sees various strategies on public engagement based on department policy and implementation strategies. The SDC believes that the lack of a unified approach by capital departments can hinder outcomes relative to the public’s opportunity to impact capital facility designs.

The SDC also believes that greater uniformity and alignment between capital departments on community engagement strategies will produce better outcomes, using engagement models that had broad community engagement with verified results in project design or program.

In 1Q 2020, the SDC will convene a roundtable discussion with Capital Improvement Project (CIP) managers and their respective community engagement team staff to discuss strategies and outcomes relative to how community engagement impacts projects. The SDC would like this roundtable to be a joint effort between the CIC and SDC due to mutual interest in the topic.

The CIC agreed that there is significant mutual interest in this topic, and that partnering with the SDC on this roundtable is likely to align with their 2020 goals. The CIC has committed reviewing the SDC’s official plan for the roundtable and responding on whether they will participate by the January 2020 CIC meeting.

**Annual Report Event Planning**

The CIC took time to plan their Annual Report Event, which will happen from 5-7pm on Wednesday January 29th in the Bertha Knight Landes room at Seattle City Hall.

The CIC then delegated tasks for the event.

**Commission Business and Reflection**

The CIC welcomed newest member Bill Southern (Council Appointed, District 5).

The CIC conducted Co-Chair elections. Felix Chang will step down from the Co-Chair position, and Chris Maykut was nominated to step in. Chris accepted the nomination, and the CIC came to a full consensus to approve Chris as the new Co-Chair.

**Workgroup Work Time**

Because this was the last meeting of 2019, Felix Chang led the CIC in a reflective activity to assess the progress of the year. The CIC discussed what they loved about this year, what they thought was lacking this year, and what they are longing for next year. In summary, the CIC discussed these three topics:

Love:

* Attendance commitment
* Leadership/Hilary as staff liaison
* Meetings out in community (e.g. Beacon Hill and Central District)
* Roller derby advocacy (i.e. CIC’s letter of support to PFM Roller Derby)
* Progression of progress
* Finding focus in workgroups when the commission charter is so broad
* Roundtable discussions (e.g. Best Practices roundtable and Grantmaking roundtable)
* Annual retreat
* Sub-committee meetings
* 2019 Annual Report Launch event

Lacking:

* Not as much direct community impact
* Structure for community visits. Facilitating community discussions in a more intentional way
* Engaging with the people who don’t already know about the City engagement channels
* A consistent onboarding experience for new CIC members
* 2020 Census Workgroup, many member transitions made it difficult to maintain momentum
* Official channels to share accomplishments and work with City Council and Mayor
* Speedy commissioner appointments (some appointments have taken over a year to be signed)

Longing:

* A narrower focus
* More publicity about work and accomplishments, storytelling
* Succession plan for vacancies coming
* To have a regular spot in the Mayor’s weekly
* Be a part of the DON newsletter
* Be involved in a citywide effort, i.e. a project that comes from the top and involves leadership such as citywide centralized grantmaking, citywide standard community engagement practices, etc.
* A group that teaches the public about civic engagement, showing how to get engaged. Show the leaders of those communities how to engage, and how to engage with the CIC to get what they need
* Connect with a similar commission in a different city to learn from them
* Finish up Neighborhood Matching Fund analysis, and talk with other grant entities
* See through initiatives, e.g. SDC roundtable and Cindi’s community initiative
* A way to track progress, such as a bench marker

**Public Comment**

There were no public comments.

**Adjourn**