



**City of Seattle**  
Community Involvement Commission

**COMMUNITY INVOLVEMENT COMMISSION (CIC)**

November 20, 2023

4:30 – 6:30 pm

Webex Meeting & Seattle City Hall Room 370

**Commissioners present:** Martha Lucas (she/her), Bill Southern (he/him), Michael Seo, Ahoua Koné (she/her), Marcus White, Cade Wiger

**Commissioners not in attendance:** Julia Jannon-Shields (she/her)

**City of Seattle Staff present:** Alvin Edwards (Seattle Department of Neighborhoods, he/him), Laura Jenkins (Seattle Department of Neighborhoods, she/her)

**People with pending commission appointments present:** Heidi Morisset, Jessica Reeves, Julio Perez

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 video recording and available upon request.

**Community Comments and vote on 10/21/23 Retreat Meeting Minutes**

There were no community comments.

The commission voted to approve the October 21, 2023 Community Involvement Commission Retreat minutes.

**Review & Conversation about Current Subcommittees**

Staff liaison Laura Jenkins shared the commission's Norms and Values as requested by commissioners to do so at every meeting.

The commission continued their conversation from their October retreat about their current subcommittees, if they would like to add any new subcommittees, and who is on which subcommittee.

- Co-chair Marcus White provided an overview of the current three subcommittees:
  1. Subcommittee on Strengthening CIC relationships & visibility with City of Seattle stakeholders, which include City Council, Mayor & City departments.
    - 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.
    - Subcommittee on Retaining Commissioners and recruitment.
- Co-chair White asked the commissioners if they would like to add subcommittees or just keep them as is.

- Commissioners agreed to keep the subcommittees as is because they feel like they are broad enough to cover the commission's purpose.

The commissioners continued a conversation from the retreat around a quarterly assessment/review to keep them on track throughout the year. The commission plans to review the assessment quarterly at regular meetings.

- The commission decided that these items will be included in the quarterly assessments/reviews:
- High-level recap of last 3 months of meetings
  - Any commission resignations within last 3 months
  - Current commission roster
  - Subcommittee work/progress in last 3 months
    - Commissioners decided that this could be an opportunity to reassess subcommittee topics as needed, as well. This would allow more time for new commissioners to learn about the subcommittees and the commission.
  - Staff liaisons will prepare these review documents on a quarterly basis

Commissioners decided that subcommittees would still have the opportunity to provide updates at all regular meetings, but a more in-depth assessment will happen on a quarterly basis.

- Staff liaisons will send out regular meeting agendas drafted by co-chairs to the whole commission farther in advance. That will allow for subcommittees to suggest additions to the agendas when needed before they are finalized.

The commission and people with pending appointments (who are noted as Commissioners below) reviewed the subcommittee membership and came up with a breakdown of who will be on which subcommittees. Current commissioners provided background for people with pending appointments about the different subcommittees.

1. **Subcommittee on Strengthening CIC relationships & visibility with City of Seattle stakeholders, which include City Council, Mayor & City departments.**
  - a. Subcommittee Chair: Commissioner Marcus White
  - b. Subcommittee members: Commissioner Fiona Murray, Commissioner Ahoua Koné, Commissioner Heidi Morisset, Commissioner Jessica Reeves
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.**
  - a. Subcommittee Chair: Commissioner Martha Lucas
  - b. Subcommittee members: Commissioner Julia Jannon-Shields, Commissioner Cade Wiger, Commissioner Julio Perez
3. **Subcommittee on Retaining Commissioners and recruitment.**
  - a. Chair: Commissioner Bill Southern
  - b. Subcommittee members: Commissioner Mike Seo, **Tentative if needed:** Commissioner Perez, Commissioner Morisset, Commissioner Koné (will work with Laura and Alvin as needed)

Co-chair White asked if it matters if different subcommittees have different amounts of members. As long as the subcommittee membership is not a quorum or more of commissioners, it's up to the commission how they want to fill up the subcommittees.

Related to subcommittee 2, commissioner Cade Wiger asked what is commissioners' role in interacting with the public. Commissioner Martha Lucas and staff liaison Jenkins said that the commissioners advise City departments on equitable outreach and engagement strategies but commissioners would not do outreach for a City program directly with community members.

Commissioner Lucas asked if the commission could decide what a quorum at subcommittee meetings would be. She suggested this as a way to hold the commission accountable to having consistent subcommittee meetings.

As suggested by staff liaison Alvin Edwards, the subcommittees can meet prior to the January meeting and pending appointments being finalized if members choose to do so.

Staff liaison Jenkins provided an update on pending commission appointments. The delay on appointments was due to the City budget process.

- The City Council is just coming out of that I think they're voting after Thanksgiving break on the budget.
- We emailed them today to check in and we're hoping that the appointments can be voted on before the end of the year.
- We will keep you all updated, but just wanted to kind of give more context around that.

Commissioner Bill Southern asked if Department of Neighborhoods Director Chao would be able to push these appointments forward. Staff liaisons will check in. Staff liaison Jenkins noted that Director Chao did hear commissioners at the retreat when they mentioned the impact of long wait times for past appointments.

Commissioner Ahoua Koné thanked the subcommittee leads, Commissioners Lucas, Southern, and White, for their work.

### **Ideas for Subcommittee Goals**

Commissioners discussed the goals below which mostly came from the November 2022 commission meeting. They decided that commissioners will review these draft goals in December and January. They will discuss finalizing them and potentially add other goals at the January 22, 2024 regular commission meeting.

Draft Community Involvement Commission Goals for 2024:

- **Goal: Have Commissioners attend City Council meetings throughout 2022-3**
  - Review upcoming agendas to find alignment in topics to decide which meetings to attend
  - To increase visibility, CIC members will attend a City Council meeting at least once in 2022-3
    - Expectation is that when a commissioner joins, they will join virtually or in person and provide public comment
  - Subcommittee(s) Responsible: All commissioners
- **Goal: Create draft letter to new Councilmembers**
  - Commissioner Koné volunteered to draft the letter and share with subcommittee 1.
  - Draft letter will be reviewed by commission in next regular meeting.
    - Subcommittee(s) Responsible: #1

- **Goal: We will receive an increase in feedback from City of Seattle Stakeholders by at least 10% from current baseline of 0% over the 2024 year through comments at meetings and via email**
  - Focus is on City staff, elected officials, etc.
  - Subcommittee(s) Responsible: #1
- **Goal: We will receive requests for CIC’s input on Seattle related advocacy & community related policies/regulations at least 10% from current baseline of 0% over the 2024 year**
  - Focus is on community members and meeting attendees.
  - Have the Commissioner Community liaison respond to community feedback received from CIC staff liaison email or from CIC meetings within one week.
  - Subcommittee(s) Responsible: #2
- **Goal: Host CIC Quarterly meetings in different City of Seattle neighborhoods in 2024**
  - Subcommittee(s) Responsible: #2

<b>Staff Liaison Updates</b>
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**Items staff liaisons will send commissioners in early December**

- A Microsoft Forms poll to decide a potential meeting date/time change
  - Timing of the January and/or February meetings may change based on this poll.
- The draft subcommittees and goals updates document for review
  - Finishing the conversation on subcommittee goals will be a topic at the January CIC meeting.

**Upcoming Meetings**

Commissioners decided that the:

- **December 18, 2023 CIC meeting will be cancelled**
  - In the meantime, commissioners will review draft goals for the subcommittees to be prepared for a discussion in January to finalize the goals.
  - Subcommittees may meet prior to the January CIC meeting depending on the subcommittee chair’s preference.
    - If subcommittees meet in December or January, they will take meeting notes and send those notes to the staff liaisons. The notes will be included with draft minutes from this regular CIC meeting.
- January CIC meeting will be held on **January 22, 2024** instead of the 15<sup>th</sup>.
  - Martin Luther King, Jr. Day falls on the 15<sup>th</sup>
- February CIC meeting will be held **February 26, 2024** instead of the 19<sup>th</sup>.
  - Presidents Day falls on the 19<sup>th</sup>

**Follow-up from previous meetings**

Staff liaisons did not have time to share these updates during this meeting but still wanted to include them in the minutes for the record:

- **Black Lives Matter Memorial Garden update (information from Seattle Parks and Recreation)**
  - Seattle Parks and Recreation (SPR) posted on Saturday, October 7, our plans to remove the Cal Anderson Black Lives Matter (BLM) Garden and reseed the area for turf restoration.

- Unfortunately, the BLM garden is not appropriate for this section of the park because the “Sun Bowl” is one of few spaces that is appropriate to host gatherings and events (because of its intentional design as a natural amphitheater proximate to electrical and water hook-ups).
- Additionally, the community engagement SPR conducted in the wake of the CHOP protests yielded the community desire to relocate the BLM garden to another location within the park.
- SPR has been in regular communication with Black Star Farmers since 2020 offering alternative locations for the garden within Cal Anderson Park and/or in other Seattle parks, including the space behind Rainier Community Center.
- Unfortunately, Black Star Farmers has not been interested in relocating the garden to any of the locations offered.
- We have contacted Black Star Farmers directly and posted a notice to give at least two weeks for the garden to be collected.
- Should Black Star Farmers be interested in creating a garden within a Seattle Park we are open and willing to help them find an appropriate location.
- Additional questions and Parks’ answers:
  - What is the timeline for the change back to turf? We need to seed the area for turf while temperatures are high enough to ensure germination.
  - Is the change still moving forward or is it possible that Parks will update their plans-based input voiced by community over the last few weeks? SPR is maintaining plans to return the sun bowl area to turf grass.
- **Answers to ethics question related to commissioners sharing the CIC application with people they know and appointment/recruitment information**
  - From the Ethics Office: “Application sharing- That should be fine. If it is for one of the commission-selected positions then the commissioner who shared the application should disclose this and any other relationship that could rise to a conflict of interest. Those could be a family relationship, personal relationship or any financial relationship.”
  - Those interested in being considered for open positions on the commission should complete the [online application](#). This application is open year-round. Within the application page, it is necessary to click the dropdown and select Community Involvement Commission under “Which Boards would you like to apply for?”.
  - Appointment process outline:
    - **Mayoral appointments (7 commissioners):**
      1. Staff Liaisons (Alvin and Laura) send applications to Mayor’s Office for review
      2. Mayor’s Office staff reviews applications and choose who to move forward in the appointment process
      3. Mayor’s Office inform candidates that they are moving forward in the appointment process
      4. Staff Liaisons prepare appointment packets
      5. Mayor’s Office signs appointment packet
      6. Staff Liaisons send signed paperwork to the Legislative department to be added to [Legistar](#)

7. Staff Liaisons work with the Chair of the Neighborhoods, Education, Civil Rights & Culture committee's office to schedule appointment votes at committee & full City Council meetings
  8. City Council votes on the appointments
  9. Staff Liaisons follow up with new commissioners with email welcome and onboarding information
  10. Please Note: The Get Engaged position (Cade is currently in this spot) has a slightly different process led by the YMCA and supported by Staff Liaisons
- **City Council appointments (7 commissioners):**
    1. Staff Liaisons send applications to individual Council offices for review (based on applicants' home address)
    2. City Council staff reviews applications and choose who to move forward in the appointment process
    3. City Council staff inform candidates that they are moving forward in the appointment process
    4. Staff Liaisons prepare appointment packets
    5. Chair of the Neighborhoods, Education, Civil Rights & Culture committee signs appointment packets
    6. Staff Liaisons send signed paperwork to the Legislative department to be added to [Legistar](#)
    7. Staff Liaisons work with the Chair of the Neighborhoods, Education, Civil Rights & Culture committee's office to schedule appointment votes at committee & full City Council meetings
    8. City Council votes on the appointments
    9. Staff Liaisons follow up with new commissioners with email welcome and onboarding information
  - **Commission-selected (2 commissioners):**
    1. The CIC votes to move candidates forward in the appointment process
    2. Staff Liaisons inform candidates that they are moving forward in the appointment process
    3. Staff Liaisons prepare appointment packets
    4. One CIC co-chair signs appointment packets
    5. Staff Liaisons send signed paperwork to the Legislative department to be added to [Legistar](#)
    6. Staff Liaisons work with the Chair of the Neighborhoods, Education, Civil Rights & Culture committee's office to schedule appointment votes at committee & full City Council meetings
    7. City Council votes on the appointments
    8. Staff Liaisons follow up with new commissioners with email welcome and onboarding information

<b>Community Comments &amp; Closing</b>
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No community comments.

The meeting was adjourned.

## December and January Subcommittee Minutes

### **Subcommittee on Strengthening CIC Relationships and Visibility with City of Seattle Stakeholders including the City Council, the Mayor and City departments**

December 11, 2023 Meeting

Attendees: Heidi, Marcus, Fiona and Ahoua

Location: Kraken arena

#### Points discussed:

Jenifer Chao's appointment on 12/11 : Several of the CIC members attended (Heidi, Marcus, Fiona, Jenifer). Jenifer acknowledged their presence as well as council members Tammy Morales. A nice picture was taken of the CIC members and Jenifer.

During Heidi's appointment on 12/11, she intends to make a public comment to the City Council regarding the CIC.

We propose to meet monthly as a subcommittee to tackle issues and increase the visibility of the CIC.

Brainstormed activities included:

- Attend the City Councils meetings and events,
- Attend MLK Jr day events,
- Hold our subcommittee's meetings in different neighborhoods, especially where council members have office hours'

The goal is to show up at City events to increase the visibility of the CIC

For specific next actions, we propose the following:

- to create a social media platform such as Instagram to promote more communication and visibility.  
**Task:** Marcus to find out from Laura and Alvin the requirements for us to do this
- Identify Community Based Organization (CBO) in the city who have specific needs and connect them with the City Council and the Department of Neighborhood. We be 'match maker or facilitator'.  
**Task:** Marcus to contact 2 CBOs (Alliance in Pioner square and Central Area Youth Association) to invite them to attend a CIC meeting to share about their organizations and top needs they have. Then we will see how we can match them with City Council for support  
**Task:** Fiona voiced that we should make sure that such actions do not conflict with the CIC charges
- Continue to brainstorm how we can show up with the department of Neighborhood at informal events

### **Subcommittee on Retaining Commissioners and recruitment**

December 12, 2023 Meeting

Attendees: Bill and Mike

Location: Wedgwood

1. Bill and Mike discussed how to recruit more commissioners from district 1, 2 and 3.

Bill and Mike agreed that we prioritize what are the priorities for those districts and then we can narrow down to candidates who are relevant to them.

Bill and Mike are planning on meeting either city council members or chief of staff for the districts per below timeline.

- Mid Jan - Mid Feb: District 1 city council member or chief of staff
- Mid Feb - Mid Mar: District 2 city council member or chief of staff
- Mid Mar - Mid April: District 3 city council member or chief of staff
- By Mid May: Bill and Mike will give the staff liaisons commissioner candidates recommendation.

2. Bill and Mike discussed how we can retain existing commissioners more effectively.

- Bill proposed that
  - The commission gains access to Director Chao's calendar.
  - When Director Chao visits community groups and has meetings with community stakeholders (ex. visiting Lions Club), we as commissioners also attend the meeting and observe and learn what communities need.
  - Commissioners are observing, taking note of this discussion.
  - By doing so, commissioners will have a better idea on what the community actually wants and thus will have more engaged experience with the commission.
  - Also, it can be a recruitment tool, where the community exchange meeting partitioners can be a future commissioner applicant.

3. Bill and Mike discussed how we can better communicate with leaving commissioners.

- Mike proposed doing an exit survey to capture pros and cons of the commission.
  - Bill agreed to draft a list of questions for the exit survey by 01/15/2024.
  - Once the survey is finalized, it will be sent to former commissioners and departing commissioners onward.