

Committee for Community Involvement

August 20, 2024 MEETING MINUTES

Time: 6 - 8 p.m.

Held via Zoom

CCI Attendees: Karen Bjorklund (Chair), Marrion Kaufman, Bill Merchant, Amy Nichols, Brent Parries (Vice-Chair), Gordon Slatford, Danielle Weber

Attending PGA Liaison to CCI: Ed Nieto, Tonia Holowetzki (interim PGA Director)

Public Attendees: Barbara Smolak

1. Welcome, Introductions

2. MEETING MINUTES

Bill Merchant motioned to approve the minutes from the July 16, 2024 CCI meeting as presented. Marrion Kaufman seconded the motion. Committee members then voted unanimously to approve the minutes

3. PUBLIC COMMENTS

There were no public comments.

4. Discussion about communicating with CPOs

Mr. Nieto and Ms. Holowetzki explained how the Dept. of Public and Government Affairs has been thinking about the possibility of a quarterly newsletter in response to CPO questions, needs, issues, and other concerns that often arise during PGA's dealings with CPOs.

Ideas for discussion included producing a sustainable, user-friendly quarterly newsletter to:

- Share relevant, valuable and timely information on topics of interest
- Provide a vehicle for Clackamas County and CCI to communicate directly with CPOs
- Raise awareness of resources, support for CPOs

Content for discussion would be consistent with the goals of the public engagement spectrum developed by The International Association for Public Participation (IAP2), which serves as the County's community engagement model. The newsletter would be one of IAP2's clearly defined engagement tools used to **inform, consult, involve, collaborate** and **empower**.

The newsletter would be distributed by PGA via the emailing service Constant Contact, which provides insightful metrics. Timely email communications from the county and/or CCI would continue as needed between editions of the quarterly newsletter.

● Discussion

Recommendations included: keep tone informal, light-hearted, folksy, friendly; have a sign-up option; provide a table of contents; add tease in subject line; consider estimated read rate; provide information about what CCI does, including recent projects; strive for consistency in cadence; post on county website; post-it note approach to newsletter.

5. Next steps on CPO issues

- **Consider proposals and determine questions on code enforcement to give to Department of Transportation & Development representatives being invited to attend September CCI meeting**

Vice-Chair Parries and member Kaufman presented proposed questions developed by their CCI sub-committee for consideration, including:

1. ZDO-285 will add to your workload. What do you estimate as the current gap in FTE and other resources available in your department, and how much do you estimate that gap will increase after the code is implemented? What more do you need to do better than the current state?
2. CPOs, recognized by our county, are subject to public meetings and record rules. Due to this, no complaints or other motions escalated through the vote of a CPO membership may be anonymous. How can these properly escalated complaints be prioritized in at least the same manner as when an issue brings multiple complaints from different sources?
3. Both Marion and Washington counties have their Code Enforcement departments situated under the purview of their Sheriff's Offices. What would be your thoughts on making this change in Clackamas County?
4. Does Code Enforcement have a flow chart or some other shareable document that describes the organization of their staff and processing of complaints?
5. What happens to complaints not in your purview?

Members made suggested edits and changes to be compiled and distributed by Chair Bjorklund and Vice-Chair Parries.

- **Discuss starter draft report codifying CPO feedback from listening session and survey, and why each top issue is important for others to know about**
 1. (tie) Issues related to County Code Enforcement/Communications to CPOs about growth & projects that will affect residents/constituents
 2. Transportation & road issues that need assistance
 3. County's consideration of rights, resident requests/CPOs being heard by county
 4. Amount of CPO stipend

Bill Merchant recommended removing "Amount of CPO stipend issue" due to recent policy changes regarding stipend amounts and reimbursements.

Regarding #3, Vice-Chair Parries stated that "livability" is not considered by the county when it should be.

Members commented that the specific concerns given by individual CPOs on the top four issues are different, but common communication issues are underlying all four top issues. There was agreement that the CCI should develop a list of those underlying communication issues.

6. **Building the 'new' CCI** (Item held for next CCI meeting due to time constraints)

- Review CCI projects in CCI bylaws, and other bylaws details
- Discuss orientation topics and process needed for newest CCI members

Meeting adjourned at 8:00 p.m.

Next Meeting: Tuesday, September 17, 2024, 6 - 8 p.m. via Zoom.