

Committee for Community Involvement Meeting Minutes

June 20, 2023 MEETING MINUTES

Time: 6 - 8 p.m.

Held via Zoom

CCI Attendees: Karen Bjorklund (Chairperson), Rick Cook, Brent Parries (Vice Chairperson), Gordon Slatford, Barbara Smolak, Laurie Swanson, Bill Merchant

CCI members not present: Jerry Anderson, Rich Nepon

County Attendees: Stacy Davenport (PGA), Holly Krejci (PGA)

Public Attendees: None

Meeting Minutes

1. Welcome, Introductions
2. Approval of 5/16/23 meeting minutes
 - i. Rick Cook moved to approve minutes; Barbara Smolak seconded; all in favor.
3. Other CCI Action Items
 - a. Next steps regarding long term absence of CCI member
 - i. Brent Parries moved to open recruitment for the position; Bill Merchant seconded. All in favor.
 - ii. Members discussed ways to advertise the open position.
 - iii. Open recruitment for a month. The open position will start as a full term.
 1. PGA to keep CCI chair up to date with application status.
 - iv. Rick Cook suggested reaching out to CPOs. Laurie Swanson commented that CCI is a citizen group, not a CPO/Hamlet group.
4. Public Comment
 - b. No public comment
 - c. CCI Work Item Tracker – Community Leader’s Meeting and Role of CCI
 - a. Holly Krejci asked what role CCI members would like to have at the community leaders meeting.
 - b. The Committee discussed the community leaders meeting agenda.
 - i. A member shared that CPOs would like an opportunity to talk about the work they are doing.
 - ii. Members expressed disappointment about the CLM agenda – especially around not having emergency preparedness as a topic/speaker.

- c. CCI members decided not to have CCI members recognized or formally involved in the June 2023 community leaders meeting since CCI did not have final say over the meeting's agenda.

- d. CCI Work Item Tracker - Work Group – CCI Bylaws Goals section
 - a. Work group members: Brent, Karen, Bill
 - b. The word goals could be considered functions or duties.
 - c. This section is an opportunity to define the scope of CCI.
 - d. Holly Krejci shared a the county's desire to better define public involvement as it relates to State Goal 1.
 - e. The group discussed a need to better clarify CCI's role with CPOs.
 - f. Discussion also took place around the desire to include youth.
 - g. Terms of service were discussed. The group favored 3 to 4 year terms with a term limit.
 - h. Attendance of CCI meetings was also discussed. The group was open to three (3) consecutive unexcused absences being grounds for removal/dismissal from the committee.

- e. CCI Work Item Tracker – CPO Webpage Project Work Group
 - a. Members received a final report from the work group.
 - b. Holly Krejci was asked to review other possible projects CCI members could work on.

- f. PGA Update
 - a. Holly Krejci shared that the community engagement framework that had been posted to the public facing website will be used as an internal document. As such, it is no longer posted on the public facing website.

- g. New Business
 - a. CPO Brochure
 - i. Members discussed brochure or business card that CPOs and county departments could hand out to community members.
 - ii. This might be a project a subset of CCI members could work on.
 - iii. Discussed need for each CPO to have at least an email address that people can use to connect with the CPO.
 - b. Members would like to send a letter from the county to Jerry Andersen thanking him for his years of service to his community and the county.
 - c. No meeting in August.

Next Meeting: Tuesday, July 17, 2023, 6 – 8 p.m. via Zoom

Meeting adjourned 8:07 p.m.

Committee for Community Involvement Meeting Minutes

July 17, 2023 MEETING MINUTES

Time: 6 - 8 p.m.

Held via Zoom

CCI Attendees: Karen Bjorklund (Chairperson), Rick Cook, Brent Parries (Vice Chairperson), Gordon Slatford, Barbara Smolak, Laurie Swanson, Bill Merchant

CCI members not present: None

County Attendees: Holly Krejci (PGA)

Public Attendees: Marge Stewart, Firwood CPO

Meeting Minutes

1. Welcome, Introductions

Guest: Marge Stewart – Firwood CPO, alternate CPO rep to C4

2. Approval of 6/20/23 meeting minutes - All

Minutes were not provided to CCI members one week in advance. Members did not have time to review. Voted to move approval of July minutes to September meeting. Holly to amend Bill Merchant's attendance and next meeting date. All other amendments to be discussed at September meeting.

3. Other CCI Action Items:

Consider making a recommendation that, as part of being recognized by the County, CPOs provide the public with at least an email address as a CPO contact – Karen Bjorklund

Bill Merchant moved that the CCI recommend to PGA one of the requirements to be a recognized CPO is to have email and/or web presence. Rick Cook seconded. Motion passed.

4. Public Comment:

Marge Stewart, Firwood CPO – no specific comment. Attending at the request of Martin Meyer (CPO C4 rep)

5. Other Agenda Items:

A. Recruitment status report; discussion of CCI recommendation process and possible interview questions PGA Update - All

Holly Krejci shared that the recruitment for the first open position must close before reopening for two positions. PGA has not promoted the first open position to a broader CPO list. CCI suggested waiting to reach out to broader CPO lists until the recruitment is re-posted for the two open positions. Holly agreed to this approach.

There was additional discussion about reaching out to previous applicants and potential other avenues for promoting the openings.

Karen asked about the terms for current open positions. Current CCI members are serving four years terms. CCI bylaws state that terms are three years. It is not clear what led to the discrepancy. Holly shared that PGA will proceed with the current bylaws term for this recruitment. This will lead to some members having three year terms and some having four year terms.

Proposed CCI bylaws revisions suggest four year terms. Bill Merchant proposed that if bylaws are approved by BCC, and term limits are four instead of three, CCI can vote to extend the term for new CCI members.

Karen noted that in addition to the term year change, there is no documentation that there was a decision to change the name to Committee for Community Involvement. Current bylaws state Committee for Citizen Involvement.

After much discussion, CCI decided to proceed with three year term for the current recruitment.

B. Debrief on June Community Leaders meeting – Holly Krejci, PGA

Gordon Slatford and Bill Merchant attended the event.

The two topics that were planned for the meeting were county budget and housing and homelessness. Time at the end was allotted for commissioners and attendees to engage. The county budget presentation was canceled the day of the event due to illness. All commissioners were present. Roughly 35 community leaders in attendance.

Holly asked Bill and Gordon to share what he learned and what PGA could learn. Gordon's observation: CCI's recommendations were overruled (wildfire and budget). The housing and homelessness presentation did not serve any useful purpose, it

seemed like a political broadcast. The open forum showed that the commissioners were well briefed on fire and emergency preparedness. The meeting did not go the way CCI thought it would. Not many CPO attendees asked questions. Meeting should be 50/50 – education and opportunity to discuss items that are of interest to community.

Bill shared that it was an okay meeting. The room was not useful for having dialogue.

CCI would like to have a more substantial role in planning the community leaders meeting. Need to work with CPOs and CCI to identify topics.

C. CCI Bylaws Work Group progress report on Bylaws concepts and draft Bylaws language – Karen Bjorklund and work group members

What should CCI do to get broader comments from CPOs? Bill Merchant suggested sending it out to all CPOs and asking for feedback. PGA would have to send on behalf of CCI. Rick noted that a lot of CPOs do not meet in the summer. CCI decided to have PGA send out the new draft bylaws to the CPO leaders list. Holly will forward comments to Karen. The CCI work group will compile feedback.

D. CPO Brochure – CCI work group will develop draft CPO brochure and share with PGA. CCI members agreed for work group to work directly with PGA. PGA will review recommended language from work group and develop a draft to share with CCI at September meeting for comments and suggestions. PGA will have final approval of brochure content and design. Work group: Karen, Rick, and Barbara.

6. New Business:

Gordon: CPO issues important to rural areas: wildfire, emergency preparedness, and broadband. Gordon proposed a state of the union to all CPOs re: broadband

Rick: MyClackCo magazine – is there time to have an ad to direct people to the CPO webpage? Holly to ask PGA comms team.

Reminder to communicate CCI issues directly to chair and vice chair or PGA. Do not send to the entire CCI member list. To be in compliance with Oregon public meeting law.

Marge Stewart shared that she and Martin brought forth need to consider rural area needs in discussions about housing and homelessness.

Next Meeting: Tuesday, September 19, 2023, 6 – 8 p.m. via Zoom

Meeting adjourned 8:11 p.m.

Committee for Community Involvement
Work Item Tracker: September 2023 Updates

Current Items

Date	Item	Assigned	Update
July 2023	CPO ad in #ClackCo Monthly (connected to promoting CPO webpage)	PGA	<i>September:</i> Ad going out in October
June 2023	Fill vacant CCI position	PGA	<i>June:</i> CCI voted to ask PGA to open recruitment to fill a just-vacated CCI position. <i>July:</i> A 2nd position became available. Holly said a new recruitment would be started for 2 openings.
June 2023	Determine a project CCI and PGA can partner on to help CPOs engage with their communities <ul style="list-style-type: none"> ● <i>Project 2: Partner with PGA on revisions to the CPO brochure</i> 	PGA/CCI	<i>June:</i> Holly to report on possibilities at July CCI meeting. <i>July:</i> CCI Work Group formed to provide ideas to PGA <i>August:</i> CCI Work Group met 2 times and provided draft language and layout ideas to Holly/PGA
February 2023	Send CPO/Hamlet leaders a link showing email lists CPOs/Hamlets can sign up to receive.	PGA/Holly	<i>March:</i> Holly reported that the email list sign-up webpage is being revised.
November 2022	Develop use of CCI Email Address	CCI & PGA	CCI email address now receiving public comments requested on meeting agendas. <i>August:</i> CCI address used to send out Draft CCI Bylaws for comment.
October 2022	Develop CCI 2023-2024 work plan	CCI	<i>March:</i> CCI members wanted to first work on possible revisions to the CCI Bylaws before developing elements of the work plan that would align with the purpose. See next item.
October 2022	Create CCI annual report to present to the BCC	CCI	Annual report to be developed after approval of CCI Bylaws and work plan.

Current Items continued

Date	Item	Assigned	Update
October 2022	Make recommendations on revisions to CCI Bylaws, including 'Purpose'	CCI	<p><i>March:</i> After waiting for PGA consultant report on community engagement in general, CCI members began discussing possible revisions to CCI Bylaws purpose & goals. 3 CCI members volunteered for a work group to draft concepts for CCI/staff consideration.</p> <p><i>April:</i> CCI discussed 'Purpose' draft language and questions from the Work Group. Discussion to be continued.</p> <p><i>May:</i> CCI discussed questions related to feedback on the latest 'Purpose' section draft, and gave guidance to the Work Group.</p> <p><i>June:</i> Work Group sent CCI a survey to get guidance on activity concepts they should work on. Holly gave feedback from PGA that CCI should plan focus for State Goal 1 responsibilities, rather than broader community engagement.</p> <p><i>July:</i> Work Group sent CCI a survey to get guidance on other Bylaws concepts for which they should develop draft language. Complete draft language was created, and CCI discussed process for getting public comment.</p> <p><i>August:</i> Draft Bylaws sent to CPO leaders for comment.</p>
August 2022	Pursue prioritizing CPO code enforcement complaints	CCI	Proposed to be part of CCI annual report to the BCC.
April 2022	Investigate equipment for hybrid community meetings	PGA	<p>PGA tested hybrid meeting equipment.</p> <p>PGA to survey CPOs about interest, capabilities for conducting hybrid meetings. CCI to review survey before distribution.</p> <p><i>March:</i> PGA reported survey draft not completed yet.</p> <p><i>May:</i> Holly reported that PGA is determining budget etc. for what equipment they can provide before going ahead with a survey.</p>

Completed/Archived Items

Date	Item	Assigned	Update	Completed Date
July 2023	Recommend to PGA that CPOs be required to provide at least an email address or website for the public to contact them	CCI	<p><i>July:</i> CCI unanimously passed motion to make recommendation.</p> <p><i>August:</i> CCI Chairperson sent email with recommendation to PGA Director, Deputy Director and Public Engagement Manager</p>	August 2023
May 2023	Determine what to do about long term absence of CCI member	CCI	<p><i>May:</i> Attempts to contact a long absent CCI member have not been successful. Rick volunteered to pursue further.</p> <p><i>June:</i> Contact with CCI member was finally achieved. CCI member is not able to participate any longer. CCI voted to ask that a recruitment process be opened to fill that position.</p>	June 2023
April 2023	Make CCI meeting recording available to CCI members when draft minutes are provided to CCI members	PGA (Stacy)	After clarifications at the May CCI meeting, the requested recording was made available beginning in June for the May meeting.	June 2023
February 2023	Plan for the next Community Leaders meeting . Include meeting new Commissioner	CCI/PGA	CCI gave feedback on community interests and priorities, and the need to provide an opportunity for community leaders to talk with County Commissioners. PGA arranged for a meeting date when the Commissioners could attend, and developed the program and agenda. Meeting held June 27.	June 2023

Completed/Archived Items continued

Date	Item	Assigned	Update	Completed Date
January 2023	Determine a project CCI and PGA can partner on to help CPOs engage with their communities <ul style="list-style-type: none"> ● <i>Project 1: Partner with PGA on revisions to the CPO webpage</i> on the County website 	PGA & CCI	CCI Work Group had 3 meetings with PGA staff Holly Krejci and Jessie Kirk, and separate discussion to develop feedback on a revised beta webpage, then made recommendations on language. Aim was to help interest people in learning about their CPOs, make it easier for people to connect with their CPOs, encourage people in areas with inactive CPOs to join together again, and provide more resources for active CPOs. Ideas for publicizing the revised webpage were also discussed. <i>June:</i> CCI Work Group made final report to CCI.	June 2023
November 2022	Investigate how CCI can help the County and ABCs with community engagement framework	CCI & PGA	<i>February:</i> Consultant answered questions about completed assessment report on County community engagement. <i>April:</i> Holly reported that the Clackamas County Community Engagement Framework has not yet been approved by the BCC. <i>June:</i> Holly reported that the Framework document is being returned to internal status	June 2023
May 2022	Encourage monitoring of land use application for inactive CPOs	CCI	CCI Task Force reported active CPOs have agreed to monitor applications for inactive CPO areas of Estacada, Rockwood, Canby, South Canby, Sandy. Final report-April 2023 meeting.	April 2023
March 2023	Send an email letter advocating for more adequate reimbursement of CPO expenses	CCI	CCI voted to write the County a letter advocating for more adequate reimbursement of CPO expenses. Letter sent March 2023.	March 2023
November 2022	Provide updated list of Active/Inactive CPOs from CPO/Hamlet audit	PGA	Stacy provided a list of 4 CPOs in danger of becoming inactive. Holly and Stacy reaching out to help CPOs	January 2023

Clackamas County Committee for Community Involvement
Proposed Bylaws Amendments (to replace current bylaws) 9-7-2023

ARTICLE I - Name

The name of the organization shall be the Clackamas County Committee for Community Involvement, hereinafter called the "CCI".

ARTICLE II - Purpose

The State of Oregon requires Clackamas County to have an officially recognized CCI to help the County carry out directives in State Goal 1 to develop a public involvement program that ensures the opportunity for community members to be involved in all phases of the County's planning process.

The CCI will be responsible for:

1. Advising and assisting Clackamas County with the development and enhancement of a public involvement program on land use planning that promotes widespread and meaningful participation from diverse groups in County decision-making processes, in a way that fosters collaboration and empowers community members.
2. Assisting in the implementation of the County's public involvement program by providing ongoing guidance, oversight and direction for the program components, which include the Community Planning Organization program for public involvement in land use decisions; the process used to involve the public in revisions of the County's Comprehensive Plan, and Zoning and Development Ordinance; and the CCI.
3. Evaluating the process being used for Clackamas County public involvement in land use planning.
4. Actively working with the County as it provides two-way communication between members of the public and decision makers as plans that impact the public are prepared.

As part of addressing State Goal 1 and Clackamas County Comprehensive Plan Chapter 2 responsibilities, the CCI will strive to carry out the following annual activities:

1. Communicate to the County an annual action plan and estimated time table of CCI activities that address State Goal 1 requirements.
2. At a minimum, conduct biannual joint listening sessions with representatives from all Community Planning Organizations to learn about their needs and issues in involving the public in all phases of the planning process, and increasing involvement and participation from their communities.
3. Subsequently advise the County (the Department of Public and Government Affairs, the Department of Transportation and Development, and the Board of County Commissioners as appropriate), on those needs and issues; and provide ideas on solutions, and on ways to involve Community Planning Organizations in determining solutions.
4. Assist the County and Community Planning Organizations with the process to determine the Community Planning Organization representative and alternate to the Clackamas County Coordinating Committee (C4).
5. Support, at a minimum, an annual Community Leaders meeting, and work with Public and Government Affairs to develop the agendas and programs.

6. Based on an annual report from Public and Government Affairs about the public involvement program, provide the Board of County Commissioners with an evaluation of how well the County public involvement program achieves the goals and policies in Clackamas County Comprehensive Plan Chapter 2 on public involvement; the International Association for Public Participation (IAP2) Spectrum of Public Participation standards; any applicable County community engagement standards; and the requirements of State Goal 1, including but not limited to a program that:
 - a. Involves a widespread cross-section of the affected public in all phases of the planning or decision process;
 - b. Clearly defines the procedures by which the general public will be involved in the on-going planning or decision-making process;
 - c. Is appropriate to the scale of the planning effort or decision;
 - d. Provides for continuity of public participation, and continuity of information that enables members of the public to identify and comprehend the issues;
 - e. Provides effective two-way communication with the public, and assures that affected members of the public receive a response from policy-makers; and
 - f. Ensures the allotment of adequate funding and human, financial, and informational resources for public involvement.

Article III - Membership

The CCI shall consist of one non-voting PGA staff liaison, and no fewer than five (5) and up to nine (9) voting members appointed by the Clackamas County Board of County Commissioners. Members shall be residents or property owners in unincorporated Clackamas County; and shall be as representative as possible of the geographic, demographic, and diverse characteristics of the County. Membership shall not be limited by race, creed, color, gender, sexual orientation, age, heritage, religion, national origin, or income.

Following a County public recruitment process, CCI members shall make recommendations for PGA to provide to the Board of County Commissioners regarding applicants for vacant positions.

MEMBERSHIP TERMS

The membership term shall be four (4) years. Members may request reappointment for another four-year term, serving up to a total of two (2) consecutive terms. Term expiration dates will be on the last day of the final month of the membership term. Whether filling a vacant position following an expired term, or replacing someone who had an unexpired term, the membership term for a new member will be four years.

ATTENDANCE

Three (3) consecutive *unexcused* absences from regular meetings, or a failure to attend at least 50% of regular meetings in a 12-month period, shall constitute resignation from the CCI.

ARTICLE IV - Officers

The officers of the CCI shall be the Chairperson and the Vice-Chairperson.

DUTIES OF OFFICERS

The Chairperson shall preside at all meetings of the CCI, work with the Department of Public and Government Affairs staff liaison and CCI Vice Chairperson to draft the CCI meeting agendas, and be an ex-officio member of all CCI Task Forces, Subcommittees, and Work Groups.

The Vice-Chairperson shall carry out the duties above in the absence of the Chairperson, and any other duties as assigned by the Chairperson.

TERMS OF OFFICE

The Chairperson and Vice-Chairperson will be elected for two year terms. The officers may serve no more than two (2) consecutive terms in each position, not including temporary appointments to fill unexpired terms.

SELECTION OF OFFICERS

Election of officers will be held at the first meeting of odd-numbered calendar years, and determined by an affirmative vote from a majority of CCI voting members.

VACANCIES

If an officer vacancy occurs mid-term, CCI voting members will vote to approve a temporary appointment for the remainder of the officer's unexpired term.

ARTICLE V - Meetings

Regular meetings of the CCI will be held monthly as needed, but at least six (6) times a year. All CCI meetings will follow "Robert's Rules of Order", contain a public comment period, be publicized in advance of the meeting date in accordance with Oregon Public Meetings Law, and otherwise comply with the requirements of applicable law.

MEETING QUORUM

A quorum consists of a majority of all voting members of the CCI, not just those present. A quorum, at minimum, must be in attendance for the CCI to vote or take other official CCI action at a CCI meeting.

VOTING

Except for ARTICLE VII on AMENDMENTS, a vote shall be decided by an affirmative vote of the majority of all voting members of the CCI, not just those present.

MEETING RECORDS

The Department of Public and Government Affairs staff liaison shall ensure that appropriate minutes are taken and records preserved to comply with Oregon Public Records Law.

ARTICLE VI - Task Forces, Subcommittees, Work Groups

The Chairperson will create CCI Task Forces, Subcommittees, or Work Groups as needed, and establish the parameters of responsibility after discussion with CCI voting members. The number of CCI voting members in a Task Force, Subcommittee, or Work Group shall be less than a CCI meeting quorum.

Task Forces, Subcommittees, or Work Groups shall be dissolved upon completion of their objectives and submission of a final report to the CCI.

ARTICLE VII - Amendments

These bylaws may be amended. Amendments approved by at least two-thirds of the CCI voting membership shall be submitted to the County Counsel for approval. Should the County Counsel approve the amendments with any changes, the proposed amendments must be approved by at least two-thirds of the CCI voting membership to be forwarded to the Clackamas Board of County Commissioners. However, amendments shall not be in effect until approved by the Clackamas Board of County Commissioners and that approval has been communicated back to the CCI Chairperson.

The approved amended bylaws shall supersede all previous bylaws and become the governing rules for the CCI.