

# Committee for Community Involvement Meeting Minutes - DRAFT

## May 16, 2023 MEETING MINUTES

**Time:** 6 - 8 p.m.

Held via Zoom

**CCI Attendees:** Karen Bjorklund, Rick Cook, Brent Parries, Gordon Slatford, Barbara Smolak, Laurie Swanson

**CCI members not present:** Jerry Anderson, Bill Merchant, Rich Nepon

**County Attendees:** Stacy Davenport, Holly Krejci

**Public Attendees:** None

1. Welcome, Introductions
2. Approval of 4/18/23 meeting minutes
  - a. Brent moved to approve minutes with amendments proposed by Karen, Rick 2nd, all in favor.
3. Other CCI Action Items
  - a. Discussed how to manage a CCI member who has missed the maximum allowable meetings and that the chair and others have not been able to reach via email or phone. Per the bylaws, the member can be removed from CCI. Rick will do some research to see if the member is okay. Will address again next month.
4. Public Comment
  - a. No public comment
5. CCI Work Item Tracker – Community Leader’s Meeting (CLM)
  - a. Holly Krejci updated that the next CLM will be held Tuesday, June 27, 2023. The group discussed possible presentation topics. Holly asked for input on two proposed draft program structures. CCI members preferred the one that has been used for previous CLMs. Holly agreed to use this structure per CCI’s recommendation.
6. CCI Work Item Tracker - Work Group – CCI Bylaws Purpose section
  - a. Members of the work group include: Brent, Karen, Bill
  - b. Karen shared the updates on the purpose and goals, and Holly’s feedback on the updates. Members of CCI gave recommendations which the work group will consider. Karen asked that Holly inform CCI if the county has concerns or direction to provide regarding the bylaws.
  - c. For the goals, the work group will send a survey to CCI members to provide feedback on the bylaw revisions.
7. CCI Work Item Tracker – Work Group – CPO Webpage Project
  - a. Karen went over the changes to the CPO webpage. CCI members gave their recommendations. The CPO webpage project is complete.
  - b. Holly had no updates to work tracker items.

8. Other Updates, including CCI Work Item Tracker Updates
  - a. Stacy will make sure the minutes are available via Youtube for CCI members only.
  - b. Holly let us know that May is Asian American Pacific Islander Heritage (AAPI) month.
  - c. Brent informed us that there is some interest in reactivating Estacada CPO.
  
9. New Business
  - a. No new business to proposed.

**Next Meeting: Tuesday, June 20, 2023, 6 – 8 p.m. via Zoom**

Meeting adjourned 8:05 p.m.

Committee for Community Involvement  
**Work Item Tracker: June 2023 Updates**

*Current Items*

Date	Item	Assigned	Update
May 2023	Determine what to do about long term absence of CCI member	CCI	<i>May:</i> Attempts to contact the member via email, phone and CPO have not been successful. Rick volunteered to try to visit physically.
April 2023	Make CCI meeting recording available to CCI members when draft minutes are provided to CCI members	PGA (Stacy)	<i>May:</i> Stacy asked questions to clarify what is requested
February 2023	Plan for the <b>next Community Leaders meeting</b> . Include meeting new Commissioner	CCI/PGA	<i>March:</i> Holly was asked to check on dates when the BCC and Sheriff would be available, as their participation is considered an important part of the meetings. <i>April:</i> Holly is waiting to hear back on BCC availability. <i>May:</i> Holly reported the date will be June 27, and asked CCI questions about content choices.
February 2023	Send CPO/Hamlet leaders a link showing <b>email lists CPOs/Hamlets can sign up to receive.</b>	PGA/Holly	<i>March:</i> Holly reported that the email list sign-up webpage is being revised.
January 2023	Determine a project CCI and PGA can partner on to <b>help CPOs engage with their communities</b> <ul style="list-style-type: none"> <li>● <b>Project 1: Partner with PGA on revisions to the CPO webpage</b> on the County website</li> </ul>	PGA & CCI. (Karen, Rick, Bill, Gordon)	<i>February:</i> PGA selected CPO web page as first project. 4 CCI members volunteered for content workshop with web staff <i>March:</i> PGA staff + CCI Work Group to have their first discussion about CPO webpage content on March 23. <i>April:</i> CCI Work Group reported on 1st meeting with Holly & Jessie. 2nd work meeting scheduled for April 20. CCI discussed information & language that might encourage people to learn about their CPOs. <i>May:</i> Holly showed the resulting revised CPO webpage mockup after 2nd meeting. CCI Work Group shared unified comments on language and organization, and asked whether anything else was still needed on the webpage. PGA has the final decision on content.
November 2022	Determine <b>CCI's role re: follow up to the assessment report on County community engagement</b>	CCI & PGA	<i>March:</i> CCI began discussing revisions to CCI purpose, which would provide clarity recommended in the assessment report (see separate item on CCI Bylaws for updates)

## Current Items continued

Date	Item	Assigned	Update
November 2022	Investigate <b>how CCI can help the County and ABCs with community engagement framework</b>	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.
November 2022	Develop <b>use of CCI Email Address</b>	CCI & PGA	CCI email address now receiving public comments. Need plan to get more use.
October 2022	Make recommendations on <b>revisions to CCI Bylaws, including 'Purpose'</b> [Formerly 'Discuss the purpose of CCI and recommend revisions as needed']	CCI (Karen, Brent, Bill), with PGA comment from Holly	<i>March:</i> 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. <i>April:</i> CCI discussed 'Purpose' draft language and questions from the Work Group. Discussion to be continued. <i>May:</i> CCI discussed questions related to feedback on the latest 'Purpose' section draft, and gave guidance to the Work Group. <i>June:</i> Work Group sent CCI a survey to get guidance on Goal concepts they should work on.
October 2022	Develop <b>CCI 2023-2024 work plan</b>	CCI	<i>March:</i> CCI members wanted to first work on possible revisions to CCI purpose before developing elements of the work plan that would align with the purpose.
October 2022	Create <b>CCI annual report</b> to present to the BCC	CCI	Annual report to be developed after creation of CCI work plan.
August 2022	Pursue <b>prioritizing CPO code enforcement complaints</b>	CCI	Proposed to be part of the CCI 2023 annual report to the BCC.
April 2022	Investigate <b>equipment for hybrid community meetings</b>	PGA	PGA tested hybrid meeting equipment. PGA to survey CPOs about interest, capabilities for conducting hybrid meetings. CCI to review survey before distribution. <i>March:</i> PGA reported survey draft not completed yet. <i>May:</i> Holly reported that PGA is determining budget etc. for what equipment they can provide before going ahead with a survey.