

Committee for Community Involvement
Work Item Tracker: November 2023 Updates

Current Items

Date	Item	Assigned	Update
October 2023	CPO Spending/Reimbursement Analysis	PGA	<i>October:</i> CCI member asked how much CPOs have been spending annually of total reimbursement fund. Tonia/PGA will look into it.
September 2023	Plan for Fall CPO representative to C4 recruitment and election process	CCI	<i>September:</i> PGA agreed to CCI process of using January 16 CPO listening session. <i>October:</i> Chair to consult with Vice Chair and current rep. to C4 on promotional email to Community Leaders and dates for submission of candidates, and first mention of listening session.
September 2023	Plan for CCI January 16 virtual CPO listening session	CCI	<i>September:</i> CCI decided to hold January 16 listening session for CPOs <i>October:</i> CCI discussed details. CCI to hold short meeting beforehand for CCI officer elections. <i>November:</i> Chair will send promotional email to Community Leaders in early December.
September 2023	Develop CPO marketing materials, including brochure, flier, postcard, electronic ad, and reader board slide for county channel channel	PGA	<i>September:</i> Jessie Kirk/PGA unveiled the materials and asked for feedback. <i>October:</i> Tonia/PGA gave an update about the Creative Team working with sample CPO and CCI feedback received.
June 2023	Fill vacant CCI position(s)	PGA/CCI	<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. <i>September:</i> Recruitment to be held open until end of October. CCI begins to discuss interview process and questions. <i>October:</i> Tonia/PGA to invite current candidate to November CCI meeting. Recruitment will be extended into November. CCI discussed description on ABC webpage, and approach to interviews. Work group to develop interview questions before November. Chair to write email to Community Leaders about openings, and provide adjustments to webpage listing.

Current Items continued

Date	Item	Assigned	Update
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. <i>September:</i> see updates as part of CPO marketing materials item.
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. <i>October:</i> CCI address being used to send CCI emails to Community Leaders.
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.
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	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.

Completed/Archived Items

Date	Item	Assigned	Update	Completed Date
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> <p><i>September:</i> Public and County Counsel feedback received and incorporated. CCI approved sending resulting Bylaws to BCC.</p> <p><i>October:</i> BBC approved new CCI Bylaws.</p>	October 2023
July 2023	CPO ad in #ClackCo Monthly (connected to promoting CPO webpage)	PGA	<p><i>September:</i> Ad going out in October.</p> <p><i>October:</i> Ad went out.</p>	October 2023

Completed/Archived Items continued

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	<i>July:</i> CCI unanimously approved. <i>August:</i> CCI Chairperson sent email with recommendation to PGA Director, Deputy Director and Public Engagement Manager.	August 2023
May 2023	Determine what to do about long term absence of CCI member	CCI	<i>May:</i> Attempts to contact a long absent CCI member have not been successful. Rick volunteered to pursue further. <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.	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
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.	June 2023

			<i>June:</i> CCI Work Group made final report to CCI.	
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