

Committee for Community Involvement
Work Item Tracker: March 2024 Updates

Current Items

Date	Item	Assigned	Update
June 2023	CCI working with PGA on CPO marketing materials, including CPO brochure, flier, postcard, electronic ad, and reader board slide for county cable channel [Evolved from project to revise the CPO brochure to help CPOs engage with their communities	PGA/CCI	<p><i>July:</i> CCI Work Group formed to provide CPO brochure ideas to PGA.</p> <p><i>August:</i> CCI Work Group met 2 times and provided draft language and layout ideas to Holly/PGA.</p> <p><i>September:</i> Jessie Kirk/PGA unveiled a bigger CPO marketing materials package, including the CPO brochure, and asked for feedback.</p> <p><i>October:</i> Tonia/PGA gave an update about the Creative Team working with sample CPO and CCI feedback received.</p> <p><i>March 2024:</i> PGA to give update</p>
June 2023	Fill vacant CCI position(s)	PGA/CCI	<p><i>June:</i> CCI voted to ask PGA to open recruitment to fill a just-vacated CCI position.</p> <p><i>July:</i> A 2nd position became available. Holly said a new recruitment would be started for 2 openings.</p> <p><i>September:</i> Recruitment to be held open until end of October. CCI begins to discuss interview process and questions.</p> <p><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.</p> <p><i>November:</i> One candidate interviewed and recommended to BCC.</p> <p><i>December:</i> BCC approved.</p> <p><i>February 2024:</i> One candidate interviewed and recommended to BCC. One CCI member is departing and PGA will re-open recruitment for that position.</p>
February 2023	Send CPO/Hamlet leaders a link showing email lists CPOs/Hamlets can sign up to receive.	PGA	<p><i>March 2023:</i> Holly reported that the email list sign-up webpage is being revised.</p>
October 2022	Create CCI annual report, recommendations and work plan to present to the BCC	CCI	<p><i>March 2023:</i> After waiting for a consultant report on county public engagement, CCI members wanted to work on revisions to the CCI</p>

			<p>Bylaws before developing elements of the work plan that would align with the purpose.</p> <p><i>April-September:</i> CCI Bylaws amendments developed with revised purpose statement and activities list. Draft sent to all CPOs for comment.</p> <p><i>September:</i> CCI decided to hold January listening session for CPOs to gather information on issues and concerns with public involvement program to get information for annual report work.</p> <p><i>September:</i> Public and County Counsel feedback on Bylaws received and incorporated. CCI approved sending resulting Bylaws to BCC.</p> <p><i>October:</i> BCC approved CCI Bylaws amendments.</p> <p><i>October:</i> CCI discussed details for CPO Listening Session.</p> <p><i>December & January:</i> Emails sent to all active CPOs inviting them to email issues and concerns or attend January virtual CPO listening Session to give comment.</p> <p><i>January 2024:</i> CPO Listening Session held.</p> <p><i>February 2024:</i> CCI decided to send CPOs a survey on the 19 topics raised at the CPO Listening Session, to find out how many more had the same issues.</p>
August 2022	Pursue prioritizing CPO code enforcement complaints	CCI/PGA	<p>Broader topic of code enforcement proposed to be included as part of developing CCI annual report to the BCC</p> <p><i>January 2024:</i> Specific issues described by CPOs during CPO Listening Session.</p> <p><i>February 2024:</i> PGA to explore ideas for addressing issues with Transportation & Development (DTD) Director. CCI also developing survey to get more information from more CPOs.</p>
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>

2024 Completed/Archived Items

Date	Item	Assigned	Update	Completed Date
September 2023	Plan for CCI January 16 virtual CPO listening session	CCI	<p><i>September:</i> CCI decided to hold January 16 listening session for CPOs.</p> <p><i>October:</i> CCI discussed details. CCI to hold short meeting beforehand for CCI officer elections.</p> <p><i>November, December, January:</i> Chair sent email to Community Leaders.</p> <p><i>January:</i> 2nd email sent to all active CPOs inviting them to email issues and concerns or attend January virtual CPO listening Session to give comments. CPO Listening Session was held.</p>	January 2024
September 2023	Plan for Fall CPO representative to C4 recruitment and election process	CCI	<p><i>September:</i> PGA agreed to CCI process of using January 16 CPO listening session.</p> <p><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.</p> <p><i>November, December & January:</i> Emails sent to all active CPOs. December & January emails had candidates.</p> <p><i>January:</i> Votes emailed to CCI or cast at January CCI meeting. Results announced at end of meeting and sent to those elected and C4 coordinator.</p>	January 2024

2023 Completed/Archived Items

Date	Item	Assigned	Update	Completed Date
October 2023	CPO Spending/Reimbursement Analysis	PGA	<p><i>October:</i> CCI member asked how much CPOs have been spending annually of total reimbursement fund. Tonia/PGA will look into it.</p> <p><i>November:</i> Tonia presented a high-level analysis of CPO spending and reimbursement.</p>	November 2023
November 2022	Develop use of CCI Email Address	CCI & PGA	<p><i>October:</i> CCI address being used to send CCI emails to Community Leaders and receive responses. Also for CCI staff liaison to send emails to CCI members.</p>	October 2023
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</p>	October 2023

			comment. <i>September:</i> Public and County Counsel feedback received and incorporated. CCI approved sending resulting Bylaws to BCC. <i>October:</i> BBC approved new CCI Bylaws.	
July 2023	CPO ad in #ClackCo Monthly (connected to promoting CPO webpage)	PGA	<i>September:</i> Ad going out in October. <i>October:</i> Ad went out.	October 2023
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, Engage Dir.	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:</i> Partner with PGA on revisions to the CPO webpage 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	June 2023 Project has now evolved into greater marketing plan

			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.	
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