

Committee for Community Involvement

May 21, 2024 MEETING MINUTES

Time: 6 - 8 p.m.

Held via Zoom

CCI Attendees: Karen Bjorklund (Chair), Rick Cook, Brent Parries (Co-Chair) Barbara Smolak, Laurie Swanson, Sally Worthge

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

Public Attendees: Steven Graeper

1. Welcome, Introductions

2. MEETING MINUTES

Rick Cook motioned to approve the minutes from April. Barbara Smolak seconded the motion. The committee members then voted unanimously to approve the minutes.

3. PUBLIC COMMENTS

Steven Graeper of the Rhododendron CPO informed committee members that he was re-elected to the CPO and will serve as its treasurer for the next 12 months, as he assumes those duties from a member who vacated that position but will remain on as auditor for the CPO.

Mr. Graeper also stated that he looks forward to working with the Firwood and Hoodland CPOs and is in the process of reviving some CPO activities that had stagnated since the pandemic. He also noted that his CPO had its first meeting since May 2023, and that his CPO will now meet at least every other month as he personally plans to bring items forward for the betterment of the Rhododendron community.

4. CCI Work Item Tracker: CCI recommendations re: BCC policy on naming and renaming county facilities continued

Summary of May CCI Feedback Themes So Far

1. In view of the CCI recommendation that the appropriate advisory group or department begin the process, say the County shall avoid certain names, rather than the BCC.

2. In the policy, list these as methods which could provide county outreach to offer opportunities for public input:

- a. Providing an online survey;
- b. Signs at the subject facility with a link/QR code to a survey;
- c. Notification to the local area CPO/NA;
- d. Notices posted in local public locations;
- e. County media releases and social media announcements;
- f. An announcement on the appropriate facility webpage;
- g. Email to existing interested party email list, if there is one; and/or
- h. Notices posted in county administrative buildings where the public might visit, especially outside BCC and Planning Commission meetings, and public hearings.

Brent Parries made a motion that 1 & 2 be recommended to the Parks Advisory Board. Rick Cook seconded the motion. The motion was approved by a unanimous vote of 6-0.

For public-initiated requests to rename a facility, what should be required for a demonstration of public support? April discussion had centered around matching the requirement to the scope of impact for renaming a particular facility. Related questions: Should guidance be given on determining the “scope of impact”, or just left open for a case by case determination? With perhaps a certain # of signatures or letters required as a starting minimum. If so, what minimum?

Rick Cook made a motion to recommend language that depending on the scope of impact, the advisory board or department reviewing the request may ask the requesters to provide additional information on community support for the renaming [beyond whatever is initially required with the application]. Laurie Swanson seconded the motion. The motion was approved by a unanimous vote of 6-0.

Brent Parries made a motion to recommend that a minimum of 150 signatures in support of the renaming be initially required with the application. Sally Worthge seconded the motion. The motion was approved by a unanimous vote of 6-0.

For renaming requests, do you want to recommend that a certain minimum % or # of signatures or letters be from residents or property owners in the community planning organization area or neighborhood association area where the facility is located?

Laurie Swanson made a motion to recommend that required signatures come from Clackamas County residents or property owners. Rick Cook seconded the motion but requested an amendment to the motion to require that signers be of legal voting age (currently 18). Ms. Swanson agreed to Mr. Cook’s suggested amendment. Sally Worthge seconded the motion. The motion was approved by a unanimous vote of 6-0.

Do you want to recommend that the policy says who can make the renaming request, or limits it? Such as any county resident/property owner? Or only residents/property owners from that NA/CPO area? Or something else?

Rick Cook made a motion to recommend that those who are making the request be Clackamas County residents or property owners of legal voting age. Brent Parries seconded the motion. The motion was approved by a unanimous vote of 6-0.

Should advisory boards AND departments be required to decide on their recommendations regarding renaming at a public meeting at which public comment is allowed? (That would be the norm for an advisory board, who only makes decisions in public meetings, but not departments.)

No motion, and therefore no recommendation, was made for this item.

5. CCI Work Item Tracker: CPO spending/reimbursement analysis

- **Specific budget for CPOs vs. dollars actually spent; how much is turned back to the General fund?**
- **Can a process be started for unclaimed monies being distributed to other active CPOs to cover unfunded expenditures?**

Tonia Holowetzki stated that CPOs typically submit for reimbursement for operating expenses at \$200 or less by the end of the fiscal year. Of the \$11,000 allocated in the county budget for CPOs, about \$3,500 is

earmarked for liability insurance policies. So far this year, five CPOs have submitted for reimbursement. After reimbursements, about \$6,300 is left in the budget. Ms. Holowetzki also explained that one plan could have CPOs submit reimbursement requests on a quarterly basis by a certain date. If that date is not met, CPOs would then wait for the following quarter, to establish a system of “rolling reimbursements.” A possible assessment of remaining funds in the third quarter of the fiscal year could result in a one-time additional reimbursement to CPOs at a capped rate that would then be spread equitably among the CPOs. Ms. Holowetzki also noted that crafting clearer language on what constitutes “operating expenses” can help remove existing ambiguities in the policy language. The goal is to spend all of the available funds in a fiscal year rather than lose it, as the funds cannot be rolled over into the following fiscal year.

6. CCI Work Item Tracker: CCI Work Item Tracker: CPO Marketing Materials - How to distribute them

Ms. Holowetzki noted that she did not receive any feedback on the new CPO marketing materials, which will soon be uploaded onto the county’s website and available with instructions for users on how to download and print the materials. She also stated that PGA will reach out to CPOs to gauge interest in the materials and then estimate the cost and weigh the options of printing, mailing, etc.

7. CCI Work Item Tracker: Follow-up to CPO listening session, as part of developing CCI annual report, recommendations and work plan.

- **Update on survey to CPOs**

Ed Nieto provided an update on CPO responses to the survey sent out to all CPOs in May as a follow-up to CCI’s CPO listening session earlier this year that included concerns and top priorities brought forth by CPO representatives. Mr. Nieto noted that not all CPOs had completed the brief survey but the level of participation was encouraging and the quantitative and qualitative data collected thus far will be helpful, with final results of the survey to be shared at the June CCI meeting.

- **Update on exploring ideas for addressing code enforcement issues**

Ms. Holowetzki informed the group that she has heard from the DTD Director and PGA staff in DTD that Code Enforcement staff would like to start providing updates and answer questions for CPOs, but the manner and forums are yet to be determined.

Ms. Holowetzki also noted that she had discussed community leaders meeting issues with the County Administrator and confirmed that CCI should have the lead with all future community leaders meetings to help ensure the success of subsequent community leaders meetings.

8. CCI Work Item Tracker: CCI recruitment update

Mr. Nieto informed the group that PGA has received four applications for the existing/impending CCI vacancies and that recruitment information has been shared by the county with CPOs and county residents via social media posts on NextDoor and Facebook. Chair Bjorklund noted that candidate interviews will be added to the June CCI meeting agenda.

9. New Business

- **PGA update on staffing (positions not filled, time table to fill)**

Ms. Holowetzki informed the group that Trent Wilson has been chosen as PGA’s new Government Affairs manager after having served as interim manager after the departure of his predecessor. Mr. Wilson will now be leading the recruitment to find a successor for his previous position of Research and Policy

Analyst. Also, PGA has one more community relations specialist position to fill, which will provide additional support for PGA's web and creative services team. Recruitment for a new PGA Director will begin with the start of the new fiscal year in July.

- **CCI/CPO related webpages that need to be updated**

Chair Bjorklund noted that Mr. Cook recently came across a county web page that had outdated information about CCI and CPOs. Ms. Holowetzki noted that outdated web pages sometimes become "cached" in an individual's computer systems. She requested that anyone who finds these flawed web pages to copy and share the URL with county staff so it can be fixed. Mr. Nieto reiterated that request and also noted that information about this issue will be shared in the upcoming quarterly CPO newsletters and other communications from the county.

Meeting adjourned at 8:01 p.m.

Next Meeting: Tuesday, June 18, 2024, 6 - 8 p.m. via Zoom.