

Committee for Community Involvement

MARCH 18, 2025 MEETING MINUTES

Time: 6 - 8 p.m.

Held via Zoom

CCI Attendees: Karen Bjorklund (Chair), Pat Erdenberger, Marrion Kaufman, Bill Merchant (late arrival), Amy Nichols (late arrival), Brent Parries (Vice-Chair), Danielle Weber

CCI Members Absent: Gordon Slatford

Attending PGA Liaison to the CCI: Tonia Holowetzki

Public Attendees: Marti Bowne, Charity Leitz

MEETING MINUTES

1. Welcome, Introductions

Chair Bjorklund welcomed CCI members, public attendees, and PGA staff.

2. Approval of Meeting Minutes

Brent Parries motioned to approve the February minutes, and Danielle Weber seconded the motion. The committee unanimously approved the minutes.

3. Public Comment

None.

4. CCI Candidate Interview

Interview with the CCI candidate, Charity Leitz.

Pat Erdenberger motioned to recommend the BCC appoint Charity Leitz to CCI. Danielle Weber seconded the motion. Members approved unanimously.

5. CCI draft report on 2024 accomplishments & 2025 action plan

Marrion Kaufman motioned to approve the draft report. Brent Parries seconded. Members approved the draft report unanimously.

Members discussed how best to share the report. Feedback from members of the CPO Summit indicated they don't remember hearing about the results of the listening session, although Karen and Brent confirmed that they have reported on the results several times.

Members agreed the report should be sent to all CPOs with the invitation to the April listening session. Tonia will send the report to the BCC via email first, before it is distributed to CPOs or posted on the CCI webpage.

6. CCI workgroup update

Marrion Kaufman reported on the status of the CPO handbook revisions. The CCI workgroup reviewed the existing handbook before a working meeting with PGA and provided proposed edits. Edits from the work group and PGA were reviewed at the working meeting. The discussion focused on:

- Simplifying and organizing the content more effectively
- Ensuring clear separation between CPO and Hamlet sections
- Replacing outdated contact information
- Following up on any necessary training
- Creating a document submittal portal as a one-stop service for CPOs
- Avoiding jargon and acronyms
- Ensuring links are to primary sources
- Adding voting procedures
- Adding a code of conduct statement related to liability insurance
- Finalizing the process for CPO and Hamlet feedback on the revised handbook

6. **CPO listening session planning**

CCI has scheduled the next CPO listening session for April 15, to coincide with CCI's April meeting. The listening session will begin at 6:30, allowing CCI to conduct business between 6:00 and 6:30 p.m.

- The listening session will be a webinar with CPOs registered as participants.
- PGA will send the invitation to the CPOs on behalf of CCI and will include the CCI report as an attachment.
- CCI will start the listening session with a brief presentation on its 2024 accomplishments.
- Each attending CPO would have selected a spokesperson to speak on its behalf. CPOs will be allocated three minutes each, unless more time can be provided based on the number of CPOs attending.
- The listening session will open with three questions sent in advance to the CPOs.
 - What is your CPO's focus for the year?
 - What is working for your CPO with the county?
 - What else could the county do to make CPOs feel heard?

7. **June 2025 Community Leaders meetings planning**

The meeting is scheduled for Monday, June 23, 6:00 – 8:00 p.m. CCI will decide on the invitation list at its April meeting.

8. **Possible new business**

Item not discussed due to time constraints.

Next Meeting: Tuesday, April 15, 2025, 6 – 8 p.m. via Zoom.

The meeting adjourned at 8:00 p.m.