

Committee for Community Involvement Meeting Minutes

September 19, 2023 MEETING MINUTES

Time: 6 - 8 p.m.

Held via Zoom

CCI Attendees: Karen Bjorklund (Chairperson), Rick Cook, Bill Merchant, Brent Parries (Vice Chairperson), Gordon Slatford, Barbara Smolak, Laurie Swanson

CCI Members Not Present: None

County Attendees: Sue Hildick, Tonia Holowetzki, Jessie Kirk

Public Attendees: None

Meeting Minutes

1. Welcome, Introductions

New CCI Liaison: Tonia Holowetzki, PGA Deputy Director, will act as CCI liaison until a replacement for the vacant position is hired.

2. Approval of Meeting Minutes

June 2023 minutes. Chair Bjorklund introduced a number of revisions to the June minutes, the most significant one being to Item D, CCI Bylaws section. The committee reviewed the revised bullet points presented by the chair and the chair's questions to CCI about adding other background information under this section for the benefit of both CCI members and the liaison.

Bill Merchant motioned to revise the minutes per the chair's proposed recommendations and bring the minutes back to the October meeting for final approval. Brent Parries seconded the motion. During discussion, Rick Cook asked if the minutes can be amended as approved without further review.

The committee voted to bring the back the minutes to the October meeting for final review. The votes were split: **five YES votes:** Karen Bjorklund, Bill Merchant, Brent Parries, Gordon Slatford, Barbara Smolak; and **two NO votes:** Rick Cook and Laurie Swanson.

July 2023 minutes. Chair Bjorklund introduced revisions to the July minutes to reflect the accuracy of when the committee members received the draft minutes for review and other small edits. Bill Merchant motioned to approve the minutes as amended. Barbara Smolak seconded and the committee members voted unanimously (7-0) to approve the motion.

3. Other CCI Action Items

CCI bylaws workgroup update. Chair Bjorklund reminded members that CCI held a month-long open comment period and received comments from three CPO leaders, all of whom were in favor of the direction CCI was taking with the bylaws. Based on input from one CPO leader, the bylaws will include the C4 acronym for the Clackamas County Coordinating Committee (C4).

The chair noted the draft bylaws were also reviewed by Stephen Madkour, county counsel, who recommended CCI:

1. Delete the Member Removal section.
2. Revise its draft statement about meeting quorum because it was too vague. The bylaws workgroup proposed replacing the draft statement with language from the model ABC bylaws.

The proposed bylaws in the CCI meeting packet incorporated all recommendations made by county counsel.

Gordon Slatford asked for clarification about the need for a quorum and voting requirements. The chair clarified the relationship between the number of committee members present and the quorum requirement of a majority of all voting members of CCI, not just those who are present. In other words, to pass any motion, a nine-member CCI must have at least five members vote in favor of the motion.

The chair asked if there was a motion to approve the bylaws. Brent Parries motioned to send the proposed bylaws to the Board of County Commissioners for approval. Bill Merchant seconded the motion. The motion was unanimously approved (7-0). There was no discussion.

4. Public Comment

No one from the public attended the meeting nor were any email comments received.

5. Selection of CPO Representative to the Clackamas County Coordinating Committee (C4)

The chair reminded members that C4 bylaws require the CPO representative and alternate to be selected no later than February of each even year. Because C4 meets the first Thursday of each month, selection must be completed by the end of January 2024.

The county has used different approaches over the years, from elections through ballots, elections at community leaders meetings, to confirming selected representatives via email. The chair said the current C4 representative, Martin Meyers, recommends CCI consider conducting a public election to offer more equal footing (*gravitas*) with the elected officials who are C4 members.

Given that CCI discussed holding listening sessions during the year for CPOs to participate, the chair suggested the following process:

- Solicit for candidates in December.
- Use the January CCI virtual meeting as a listening session for CPOs and for CPOs to vote for the C4 representative and alternate.

If members agree with this approach, then CCI needs to come up with a process to recruit and select candidates, and promote the January CCI meeting to get CPO representatives to attend.

Comments/thoughts:

- CCI needs to get the word out to CPOs soon.
- CCI needs to decide if we will hold a January listening session.
- Use the CCI meeting to allow CPO leaders to vote on representative. One vote per CPO. CCI will have one vote as well.

- Give CPOs an opportunity to submit written comment(s) and votes if cannot attend the January meeting.
- Need to explain what C4 is and explain the roles of the representative and alternates when CPOs take this information to their members.
- Need PGA's thoughts/recommendations to use the CCI meeting as a listening session. Sue Hildick said PGA has no objection and agrees with the idea.

Chair asked members if they want to move forward with a listening session in January.

Bill Merchant motioned to hold a listening session in January, and include the C4 election, with an invitation to all CPOs to attend the session. Laurie Swanson seconded the motion.

Sue Hildick asked for clarification on voting protocol. The chair clarified the CPO's can either attend the listening session to vote or submit their vote via email. The candidate with the majority of votes will be selected as the CPO representative to C4.

Gordon Slatford opened the discussion with voicing his support of the listening session giving the CPOs the opportunity to bring up matters of importance to them. There were no other discussion items.

The chair called for a vote on the motion. The vote was unanimous (7-0) in support of the motion.

6. CCI Recruitment and Selection

A. Recruitment status. Sue Hildick reported that there is currently one applicant, with recruitment closing on September 27. PGA is recommending CCI extend recruitment by 30 days to hopefully attract more applicants. PGA will reach out to the current candidate to let them know recruitment will take a little longer than originally planned.

B. Interview questions and process. Chair Bjorklund explained that under public meeting laws, CCI cannot hold an executive session; therefore, all interviews, deliberations, and voting must be conducted publicly. This will influence the selection process and the chair recommends CCI begin developing the process.

Chair asked members to consider a couple of options:

1. Does CCI interview the candidates or send questions to the candidates to submit their responses?
2. Does CCI use last year's questions or develop new questions specific to CCI?

Chair Bjorklund described the selection process used by the state's Citizen Involvement Advisory Committee (CIAC) that Bill Merchant went through as a candidate. The CIAC appointed its members through the review of a written application, followed by a meeting where the names of candidates were presented and then voted on.

Comments/thoughts:

- It's important to interview applicants before the vote. CCI has always been challenged to get candidates, therefore, an application and interview would be ideal.
- Can't see appointing an application without an interview.

- In favor of application questions with a secondary set of questions, followed by an interview. It would be good to have more background information on the candidates.
- Conduct interviews publicly, but not hold any discussion of the candidates.
- Send questions in advance to the candidates.
- Focus on what is required for the position: knowledge and expertise
 - Agree on a list of questions to determine eligibility
 - Do candidates still bring value if they don't have CPO experience?
 - Let's determine what we really need? This should shape the questions we ask.
- CPO experience is not currently required to join CCI.
- We need to create a CCI profile or list of accomplishments.
 - What have we accomplished?
 - Why do we (current members) serve on CCI?
 - Need to demystify CCI
 - Provide CCI information up front
 - Need job description to help prospective candidates understand what they are applying for
- Recommend candidates submit a general application and bio. CCI conducts interview with CCI-specific questions in a panel format with all candidates.
 - Decide whether or not to send questions in advance.
- Group interviews don't allow people to be themselves.

Action steps for next meeting

- Refine the process. Decide on what to give to the candidates to help them better understand CCI, and what questions to ask in the interviews.

7. CCI Work Item Tracker

A. CPO marketing materials. Jessie Kirk from PGA presented the suite of marketing materials PGA created for CPO use, which included a tri-fold brochure, flyer, and postcard. The proposed materials were based on recommendations from a CCI workgroup. Jessie also update CCI on the refreshed CPO web page with updated information from CPOs.

B. CCI Feedback on CPO marketing materials. CCI members overwhelmingly responded positively to the look of the proposed marketing materials. Some comments included: *"Awesome, outstanding, quantum leap"* and *"Round of applause."* In addition to the accolades, members asked a few questions or provided comments:

- Is it possible to add a personal photo to the postcard?
- Is it possible to include a door hanger?
- Is it possible to create a generic business card where CPOs can add name and contact information? Can we set up an account with a print shop to process requests?
- Need to balance appeal to both urban and rural CPOs.

PGA and CCI agreed CCI will take the lead in introducing these materials to the CPOs. Members agreed that CCI promotion of these materials will increase CCI's credibility and visibility. It will put CCI's name forward and amplify what CCI does. Once materials are finalized, PGA will need an additional one to two weeks to get the files print ready and uploaded to the website.

Once final, the rollout of the marketing materials suite will launch from the CCI email address.

8. New Business

This agenda item was not addressed due to time constraints and will be addressed at the next meeting in October.

Next Meeting: Tuesday, October 17, 2023, 6 – 8 p.m. via Zoom.

Meeting adjourned 8:01 p.m.

Committee for Community Involvement

Work Item Tracker: October 2023 Updates

Current Items

Date	Item	Assigned	Update
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
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
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.
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.
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.
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.

Current Items continued

Date	Item	Assigned	Update
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.
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>
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	<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>

Completed/Archived Items

Date	Item	Assigned	Update	Completed Date
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 passed motion to make recommendation. <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

Completed/Archived Items continued

Date	Item	Assigned	Update	Completed Date
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. <i>June:</i> CCI Work Group made final report to CCI.	June 2023
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