

Committee for Community Involvement Meeting Minutes - DRAFT

April 18, 2023 MEETING MINUTES

Time: 6 - 8 p.m.

Held via Zoom

CCI Attendees: Karen Bjorklund, Rick Cook, Bill Merchant, Rich Nepon, Brent Parries, Gordon Slatford, Barbara Smolak, Laurie Swanson

CCI members not present: Jerry Anderson

County Attendees: Stacy Davenport, Holly Krejci

Public Attendees: None

1. Welcome, Introductions
2. Approval of 3/21/23 meeting minutes
 - a. Bill Merchant moved to approve minutes with amendments proposed by Karen, Brent Parries 2nd, all in favor.
3. Public Comment
 - a. Moved to beginning of the meeting to allow flexibility in adjournment of meeting
 - b. No public comment
4. CCI Work Item Tracker Work Group – Community Leader’s Meeting
 - a. Holly Krejci updated when the next Community Leaders Meeting will be held. PGA is looking at mid to late June. PGA will confirm the County Commissioner’s availability. Stacy Davenport is looking into caterers.
 - b. The Committee discussed the community leaders meeting.
 - i. Holly Krejci asked about hosting the community leaders meeting on a Saturday. Group shared that it would not likely be well received.
 - ii. CCI members shared their ideas for topics.
 - Sheriff department was of interest
 - Roundtable of commissioners has been successful in the past
 - Department staff to provide updates on projects – no more than two presenters
 - Emergency preparedness
 - Budget
 - Tolling – outcomes of county’s work on this issue
 - Tree protection in urban zones (a potential future CCI agenda item)
 - Code enforcement
 - County courthouse
 - c. CCI website work group was discussed. CCI members provided feedback about the workshop held by PGA in March. The next workshop will be held April 20, 2023. CPO webpage should motivate people to participate in CPOs.
 - i. CPO webpage work group members: Karen, Rick, Gordon, and Bill.
 - ii. Two questions: What are things that motivate people to investigate their CPO? What things would get people to participate?

Answers: Land use issues. People have a say in their what happens in land use. Tell stories of successes of CPOs.

- iii. Much discussion was had about the CPO interactive map and how to improve it.
- iv. PGA should reach out to CPOs and ask them what could be done to make the webpage and the interactive map better. Have responses go to the CCI email address. Share info with Karen and Brent.

5. CCI Work Item Tracker - Work Group – CCI Bylaws Purpose Revisions

- a. Work group members: Brent, Karen, Bill
- b. Work group had three meetings.
- c. Separate sections on purpose and goals is in county template for by-laws.
- d. CCI by-laws are for use of public as well as CCI.
- e. CCI is mandated by the state.
- f. State require certain responsibilities of CCI. County responsibilities should be included. CCI members can add to that section.
- g. As CCI members change over time, it's difficult to keep track of documents. By-laws become the record that get carried forward. Should have information about what and how CCI does its work.
- h. Karen shared current draft of "purpose" statements and the group discussed.

6. CCI Work Item Tracker - Task Force and Work Group Reports

- a. Monitoring inactive CPOs – not much activity. Brent gave a brief update on the inactive CPO work group. Any land use issues from Estacada, Brent will forward some Estacada areas to Martin Meyers
- b. Question from Bill Merchant to group: should CCI have representation from incorporated cities in Clackamas County?
- c. Karen reported that she sent an email to ask about increasing CPO budgets to Sue Hildick, per CCI's request to send.

7. PGA Update – Holly provided updates at the beginning of the meeting. Nothing additional to report.

8. New Business

- a. Bill Merchant asked if recordings of the CCI meetings could be posted to the CCI website?

Next Meeting: Tuesday, May 16, 2023, 6 – 8 p.m. via Zoom

Meeting adjourned 8:05 p.m.

Committee for Community Involvement
Work Item Tracker: May 2023 Updates

Current Items

Date	Item	Assigned	Update
April 2023	Make CCI meeting recording available to CCI members when draft minutes are provided to CCI members	PGA (Stacy)	
February 2023	Plan for the next Community Leaders meeting . Include meeting new Commissioner	CCI/PGA	<p><i>March:</i> Holly was asked to check on dates when the BCC and Sheriff would be available, as their participation is considered an important part of the meetings.</p> <p><i>April:</i> Holly is waiting to hear back on BCC availability.</p>
February 2023	Send CPO/Hamlet leaders a link showing email lists CPOs/Hamlets can sign up to receive .	PGA/Holly	<p><i>March:</i> Holly reported that the email list sign-up webpage is being revised.</p>
January 2023	Determine a project CCI and PGA can partner on to help CPOs engage with their communities	PGA & CCI. (Karen, Rick, Bill, Gordon)	<p><i>February:</i> PGA selected CPO web page as first project. 4 CCI members volunteered for content workshop with web staff</p> <p><i>March:</i> PGA staff + CCI Work Group to have their first discussion about CPO webpage content on March 23.</p> <p><i>April:</i> CCI Work Group reported on 1st meeting with Holly & Jessie. 2nd work meeting scheduled for April 20. CCI discussed information & language that might encourage people to learn about their CPOs.</p>
November 2022	Determine CCI's role re: follow up to the assessment report on County community engagement	CCI & PGA	<p><i>March:</i> CCI began discussing revisions to CCI purpose, which would provide clarity recommended in the assessment report (see separate item on CCI purpose for updates)</p>
November 2022	Investigate how CCI can help the County and ABCs with community engagement framework	CCI & PGA	<p><i>February:</i> Consultant answered questions about completed assessment report on County community engagement.</p> <p><i>April:</i> Holly reported that the Clackamas County Community Engagement Framework has not yet been approved by the BCC.</p>
November 2022	Develop use of CCI Email Address	CCI & PGA	<p>CCI email address now receiving public comments. Need plan to get more use.</p>

Current Items continued

Date	Item	Assigned	Update
October 2022	Discuss the purpose of CCI and recommend revisions as needed	CCI (Karen, Brent, Bill), with PGA comment from Holly	<p><i>March:</i> 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 draft language and questions from the Work Group. Discussion to be continued at the next CCI meeting.</p>
October 2022	Develop CCI 2023-2024 work plan	CCI	<p><i>March:</i> CCI members wanted to first work on possible revisions to CCI purpose before developing elements of the work plan that would align with the purpose.</p>
October 2022	Create CCI annual report to present to the BCC	CCI	Annual report to be developed after creation of CCI work plan.
August 2022	Pursue prioritizing CPO code enforcement complaints	CCI	Proposed to be part of the CCI 2023 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>

Completed/Archived Items

Date	Item	Assigned	Update	Completed Date
May 2022	Encourage monitoring of land use application for inactive CPOs	CCI (Brent, Barbara, Bill)	CCI Task Force reported active CPOs have agreed to monitor applications for inactive CPO areas of Estacada, Rockwood, Canby, South Canby, Sandy.	April 2023
March 2023	Send an email letter advocating for more adequate reimbursement of CPO expenses	CCI (Karen to draft)	<i>March:</i> CCI passed a motion to write a letter to the County advocating for more adequate reimbursement of CPO expenses. Karen sent the email letter to PGA Director Sue Hildick as instructed. <i>April:</i> Sue acknowledged receiving the email.	March 2023
November 2022	Provide updated list of Active/Inactive CPOs from CPO/Hamlet audit	PGA	Stacy provided a list of four CPOs in danger of becoming inactive. Holly and Stacy reaching out to establish contact and help CPOs as possible	January 2023
November 2022	Provide Resolution Services statistical report to answer CCI questions about program effectiveness	Resolution Services	Report provided in December 2022 by Abigail Bowman	December 2022
September 2022	I-205 Tolling and engaging the community	CCI	Discussed; the decision to toll has already been made.	October 2022
September 2022	Consultant Bill Flood asked general questions related to the County's community engagement program	CCI	Bill Flood provided his email address for members to share feedback	September 2022
July 2022	Close CCI recruitment on 7/31 and interview applicants at next CCI meeting	PGA	Karen Bjorklund was recommended by CCI in August and approved by the BCC in September	September 2022
July 2022	Add action item section on agenda ahead of public comment	PGA	Added to agenda	August 2022