



City of Seattle

Community Involvement Commission

Co-chairs: Marcus White
Staff Liaisons: Alvin Edwards and Laura Jenkins

COMMUNITY INVOLVEMENT COMMISSION Oct 2023 – Feb 2024 Review

Commission Meeting Recaps

October 21, 2023 (Retreat)

- The Staff Liaisons provided an overview of the topics below for commissioners and commissioners-to-be:
 - Commission Goals/Purpose/Mission
 - Norms & Values
 - Commission meetings
 - Reiterating rolls
 - Race and Social Justice Initiative
 - Open Public Meetings Act
 - Code of Ethics
 - Public Records Act
- Commissioner Julia Jannon-Shields led the group in a team-building activity so they could learn more about each other.
- Seattle Department of Neighborhoods Director Jenifer Chao met with the commission and ended with: “I want you all to figure out as you ground yourselves on the value of the Community Involvement Commission and how Department of Neighborhoods can add value to your work. And how we can complement each other and include commissions as One Seattle. It is not separate. It’s about how we come together and how we complement each other.”
- Due to six pending commission appointments, the currently appointed commissioners decided to vote in two interim co-chairs until pending appointments are voted on by the City Council. At that point, all 13 people on the commission would be eligible to both be nominated for and vote for the co-chair positions.
 - Commissioners Jannon-Shields and Commissioner White are the interim Community Involvement Co-Chairs.
- Commissioners asked if an assessment/review document can be created on a quarterly basis to keep past conversations fresh in their minds. The staff liaisons committed to creating a quarterly “in review” document to share with commissioners and post on the commission’s website.
- The commissioners provided their input on the future goals and priorities of the Community Involvement Commission. Some of their suggestions include strengthening relationships with City of Seattle government and community members, increasing community engagement and feedback, retaining current commissioners, and recruiting new ones, and exploring the role of subcommittees in addressing these priorities. They also mentioned improving information transparency and accessibility (like meeting at locations in different neighborhoods) and creating an annual report with policy recommendations. The commissioners expressed a commitment to active engagement and making a meaningful impact in their work.

November 20, 2023

- The commission continued their conversation from their October retreat about their current subcommittees, if they would like to add any new subcommittees, and who is on which subcommittee. Commissioners agreed to keep the subcommittees as is because they feel like they are broad enough to cover the commission's purpose.
- Commissioners decided that subcommittees would still have the opportunity to provide updates at all regular meetings, but a more in-depth assessment will happen on a quarterly basis.
 - Staff liaisons will send out regular meeting agendas drafted by co-chairs to the whole commission farther in advance. That will allow for subcommittees to suggest additions to the agendas when needed before they are finalized.
- The commission reviewed the subcommittee membership and came up with a breakdown of who will be on which subcommittees.
 - **Subcommittee on Strengthening CIC relationships & visibility with City of Seattle stakeholders, which include City Council, Mayor & City departments.**
 - Subcommittee Chair: Commissioner Marcus White
 - Subcommittee members: Commissioner Fiona Murray, Commissioner Ahoua Koné, Commissioner Heidi Morisset, Commissioner Jessica Reeves
 - **Subcommittee on Strengthening CIC's relationships with the city of Seattle communities by building trust, being seen as a committed advocate acting in the community's best interest.**
 - Subcommittee Chair: Commissioner Martha Lucas
 - Subcommittee members: Commissioner Julia Jannon-Shields, Commissioner Cade Wiger, Commissioner Julio Perez
 - **Subcommittee on Retaining Commissioners and recruitment.**
 - Chair: Commissioner Bill Southern
 - Subcommittee members: Commissioner Mike Seo, **Tentative if needed:** Commissioner Perez, Commissioner Morisset, Commissioner Koné (will work with Laura and Alvin as needed)
- Commissioners discussed subcommittee goals. They decided to review draft goals in December and January. They will discuss finalizing them and potentially add other goals at the January 22, 2024 regular commission meeting.
- Commissioners decided to cancel the December 18, 2023 meeting.

January 22, 2024

- The commission voted to move forward with the goals below as-is, with a caveat that there is time to discuss/make changes edits in the future.
- **Commission-wide Goals**
 - **Goal: Have Commissioners attend City Council meetings throughout 2024**
 - Review upcoming agendas to find alignment in topics to decide which meetings to attend
 - To increase visibility, CIC members will attend a City Council meeting at least once in 2024
 - Expectation is that when a commissioner joins, they will join virtually or in person and provide public comment
 - Subcommittee(s) Responsible: #1, #2, #3
 - **Goal: Attend community meetings and cultural events**

- Following Director Chao’s schedule, hearing community comments
 - Subcommittee(s) responsible: #1, #2, #3
- **Strengthening CIC relationships & visibility with the City of Seattle including City Council, Mayor & City departments**
 - **Goal: Create draft letter to new Councilmembers**
 - Draft letter will be reviewed by commission in next regular meeting
 - Subcommittee(s) Responsible: #1
 - **Goal: Increase feedback requests from City of Seattle departments and elected officials**
 - Subcommittee(s) Responsible: #1
- **Commission Visibility & Community Relations**
 - **Goal: Hold our subcommittee’s meetings in different neighborhoods, especially where Councilmembers have office hours’**
 - Subcommittee(s) responsible: #1
 - **Goal: Explore possibility of a social media platform**
 - Subcommittee(s) responsible: #1
 - **Goal: Invite community organizations to speak**
 - **Alliance for Pioneer Square and Central Area Youth Association to speak at meetings**
 - Subcommittee(s) responsible: #1
- **Strengthening CIC’s relationships with the city of Seattle communities**
 - **Goal: Increase attendance at monthly CIC meetings by the public**
 - Subcommittee(s) Responsible: #2
 - **Goal: Host CIC Quarterly meetings in different City of Seattle neighborhoods in 2024**
 - Subcommittee(s) Responsible: #2
- **Recruitment & Retention**
 - **Goal: Conduct an exit survey for each commissioner who resigns or terms out**
 - Subcommittee(s) responsible: #3
 - Potential Questions:
 - Reason(s) for stepping down?
 - What were your expectations when you joined the commission and did it meet those expectations?
 - Did you experience a community focused organization or a government focused organization?
 - Do you have any recommendations for the commission you feel would be helpful in advancing its mission?
 - **Goal: meeting with Councilmember offices**
 - Focus on Council Districts 1-3 (open commission seats)
 - Subcommittee(s) responsible: #3
- The commission voted to approve a letter to all City Councilmembers to welcome them and make sure they know about the Community Involvement Commission. The staff liaisons will send the letter from the CIC email address and let the commission know if there are any replies.
- The commission voted to meet the third Monday of the month at 5pm instead of 4:30pm moving forward.

February 26, 2024

- In relation to Commissioner Julia Jannon-Shields' recent resignation and in a desire to provide more clarity around voting procedures, the staff liaisons wanted to provide space for the commission to review the Group Norms and Values documents the commission created last spring. This was in an effort to make sure everyone is on the same page in relation to what the commission has agreed upon in the past for these norms and values.
- One section of the norms states: "Utilize Roberts Rules of Order to bring structure to meetings and allow the group to take care of commission business in an efficient and fair manner." The staff liaisons will provide additional materials with more information on Roberts Rules of Order especially for those facilitating votes on the commission.
- For next steps, the staff liaisons will follow up with Commissioner Jannon-Shields with the exit survey questions in a Microsoft Forms format. They will share her answers back to the whole commission either via email or at the next commission meeting. If the feedback is shared by email, the commission should not discuss it until their next regular meeting due to the Open Public Meetings Act. At that point, the commission would decide how to move forward together. Any time a commissioner resigns from this point forward, the staff liaisons will send them an exit survey and share the response back to the full commission.
- The commission voted to meet with the parties involved in this conflict by way of the Recruitment and Retention committee (Commissioner Southern and Commissioner Seo), along with two additional commission volunteers. The additional members piece was an amendment to the original motion. This collaborative effort aims to gather information and make recommendations to effectively address the challenges with dynamics between commissioners more holistically. It will be a temporary effort until the matter is sorted out.

Subcommittee Work/Progress

1. Subcommittee on Strengthening CIC relationships & visibility with City of Seattle stakeholders, which include City Council, Mayor & City departments.
2. Subcommittee on Strengthening CIC's relationships with the city of Seattle communities by building trust, being seen as a committed advocate acting in the community's best interest.
3. Subcommittee on Retaining Commissioners and recruitment.

Resignations

- January 2024: Julia Jannon-Shields – Mayoral Appointee

Current Roster

Position No.	Position Title	Name	Appointment Status	Term Begin Date	Term End Date
1.	City Council District 1 Member	VACANT	N/A	6/1/22	5/31/24
2.	City Council District 2 Member	VACANT	N/A	6/1/23	5/31/25
3.	City Council District 3 Member	VACANT	N/A	6/1/22	5/31/24
4.	City Council District 4 Member	VACANT	N/A	6/1/23	5/31/25
5.	City Council District 5 Member	William (Bill) Southern	Appointed	6/1/22	5/31/24
6.	City Council District 6 Member	Dong Soo Michael (Mike) Seo	Appointed	6/1/23	5/31/25
7.	City Council District 7 Member	Julio Perez	Pending Appointment	6/1/22	5/31/24
8.	At-Large Member	Martha Lucas	Pending Appointment	6/1/23	5/31/25
9.	At-Large Member	VACANT	N/A	6/1/22	5/31/24
10.	At-Large Member	Nausheen Rajan	Appointed	6/1/23	5/31/25
11.	At-Large Member	Ahoua Koné	Appointed	6/1/22	5/31/24
12.	At-Large Member	Jessica Reeves	Appointed	6/1/23	5/31/25
13.	At-Large Member	Heidi Morisset	Appointed	6/1/22	5/31/24
14.	Get Engaged Member	Cade Wiger	Appointed	9/1/23	8/31/24
15.	Commission-Selected Member	Marcus White	Appointed	6/1/23	5/31/25
16.	Commission-Selected Member	Fiona Murray	Appointed	6/1/22	5/31/24