



Community Involvement Committee

FY25 Planning Retreat

Saturday, September 28, 2024, 9am-2:30pm

Location: Multnomah Building (501 SE Hawthorne Blvd) and on Zoom

Attendance:

Present (12 members, 7 for quorum): Ann Singer, Brian Outlaw, Brian Romer, Jen Mair, Jenny Shadley, Lung Wah Lazum, Nina Gallo, Pau Thang, Renai Bell, Quay'Roemel Matthews, Diego Martinez (zoom)

Absent:

Excused: Angel Brophy, Quay'Roemel Matthews

Staff: KellyAnn Cameron (OCI), Cathy Sherick (OCI), Stephen Herrera (OCI and Chair's Office)

Agenda:

DRAFT Minutes:

Welcome & Introductions

KA welcomed everyone to the CIC Retreat! They shared that the agenda and materials are in their packet, and reminded folks to please take body breaks as needed. Included in materials is a copy of the CIC Agreements from last year that we will use for this meeting- these, in addition to our bylaws and policies, help inform how CIC meetings are run, our expectations for ourselves, staff, and guests. She reminded people to please keep in mind we will be crafting or amending these for the coming year - if you get ideas for more agreements please write them down. Additional thoughts for further conversation can be written on sticky notes on the table! In the planning meeting for this retreat folks decided to do shared facilitation, so each person will have a section - please support your fellow members in their facilitation by participating and being mindful of time!

Thang invited everyone to introduce themselves, pronouns, any information they want to share, and also an animal noise that reflects how they feel today. Everyone then said Hi NAME, and repeated the animal sound!

Thang asked the group to review the agenda and community agreements in their packets and asked for any questions or comments. The group then voted to approve the agenda using fist to five:

All 10 members in attendance voted 5 to approve the agenda

Team Building Activity

Ann and Lung Wah led the group in team building activities including:

Jeopardy game

Diego introduced the Jeopardy game, which Angel, who couldn't attend, helped develop. The purpose of this game is to refresh and show off our knowledge of the Committee and Multnomah County.

See Jeopardy slides for content

Results: Team Elephants (-800), Warrior Cats (500), Helens (900)

group took a 10 minute break

Report Back from Chair Vega Pederson's Office

Brian O. welcomed people back from the break and introduced the guest from Multnomah County Chair Jessica Vega Pederson's Office. Stephan Herrera is a policy advisor for Chair Jessica Vega Pederson, and has been

Stephan shared some updates with the team - as Brian mentioned he is the interim OCI director and in that role he has really seen the capacity challenges when it comes to community engagement in the County. He met with Jen, Brian R. and Angel a few times. Angel also met with Commissioner Brim-Edwards about the community violence recommendations. The Chair is prioritizing the Budget recommendations right now - as it really aligns with the work of approving the Community Budget Advisory Committee (CBAC) process - both CBAC members and the CIC uplifted concerns about those committees, and the CHair has directed OCI to develop an improvement plan on that specifically. OCI conducted listening sessions with CBAC members and staff in order to better understand what is going on and how it can improve and [presented to the Board on 9/24](#).

Cathy Sherick, who has been conducting the interviews, shared that a goal has been distinguishing between rumor, perceptions, and fact when it comes to the CBACs. One thing that was important re: the CIC recommendations was calling out that there wasn't communication happening between the budget process, the CBACs, and the Commission. Materials in the CIC recommendation were reflected in the CBAC listening sessions, especially the gap between how people perceive the process and recommendations and the reality, and also the need for a feedback process. This group also highlighted the need for role clarity and that also has come up - so want to congratulate you all on being on t

Q. Renai - I saw on the newsletter that the CBACs are recruiting - is that part of the process? A. Cathy - yes! There has been a lot of change and turnover, both with staff and volunteers, and we're trying to

Stephan - you can also see the CBAC improvement plan for more information - **KA will also send out in the notes.**

Stephan: there is a lot of momentum around budget engagement - the CBACs were the first but we will continue the conversation.

For community violence we're hoping to have a workplan more developed in the next year - there's a big demand for OCI and very limited capacity. We're working with the new director, chair, and others to see what it could look like to get more staffing for OCI to respond to everything.

Jenny - one thing I've seen in large orgs is that they rely on groups as a checkbox for engagement. One of the issues at hand is the lack of meaningful and specific interactions with the community when needed, and also reporting back on what was learned or changed. We're not getting any feedback.

- Stephan - we heard that a lot from CBACs as well, we're working on adding in a feedback loop of what we heard and what we did.
- Jenny - yes and it's important feedback too if something is out of scope or not possible - it's hard to hear that but needed.
- Cathy - we also need to be clear about what is on the table and what is possible up front: what are we talking about and what is on the table.

Jen: As we talk about what we are going to do this coming year - it would be really helpful to hear if something is a hot topic or somewhere the County is ready to address and invest in. Last year it was really helpful for us to know the County wanted to get feedback on the budget so we could focus on that and feel successful and productive with our time here. Some folks also have an agenda and topic - that can also be good for this space! But I also want to know where the County already has momentum and interest.

- Brian R. - JR made it very clear to us that the Chair wanted feedback on the Budget in our last meeting -
- Stephan - yes, today we do want to share priorities in advance and keep feedback! I'm glad JR started that process.
- Jenny - yes from the other subcommittee, nobody wanted to talk to us about gun violence - there's also a lot of people who want to talk about something that nobody wants to talk about.
- Stephan: yes and balancing OCI capacity and community demand to figure out how to do that best.
- Jenny - if there's something the community is saying it's important to bring it to people even if they don't want to talk about it.

Thang - is there anything beyond the CBAC listening sessions that the County is planning to do?

- Stephan - it's not totally clear yet, we're just getting into the new budget session and with the OCI director starting on Monday we can expect to hear more from her.
- Thang - I'm a refugee and am not sure how representative the CBACs are of immigrant and refugee communities - does the County think of representation, and is there work on educating the public more about how to engage in the process?
- Stephan - Yes! And depending on the topic there are [50 or more advisory bodies](#) in the County, so it is about utilizing those, making sure they are supported, and folks are ready to be in it.
- Cathy - there's a "continuous improvement" theme at the County - ours comes from community engagement - in OCI we need to be listening and be attentive to how the community is moving and thinking about. A big concern of all the advisory bodies is to increase the diversity of the advisory bodies - making sure people most impacted by the decisions that the advisory body advises on are fully engaged in the improvement process (whether in the advisory body or outside/alongside that).
- Jen - yes and I heard the education and training piece is important.

- Thang- yes the engagement piece is super important, as a refugee I know a lot of folks don't know much about the budget or how to get involved.
- Cathy - the office of community involvement received some funding for Nonprofits to do civic engagement training to learn about the County different ways to engage. We also heard a need for more training for advisory groups internal to the county, once people are in the advisory bodies. These would be specific to departments as well as general to the County or process.
- Stephan - this also flows into the priorities for the chair!

Priorities for the Chair: OCI is going to be charged with doing this **engagement assessment County wide**: how can OCI support advisory bodies and other engagement groups, workers, and volunteers across the County. We need improvements to communication about how money is spent - such as the budget dashboard which is need - but there are more opportunities to have better communication, engagement and involvement.

Another priority is **preparing for the new incoming commissioners** - how do we onboard new electeds for Districts 1, 2, and 4. We need to reset the energy and narrative to build collaborative environments. The Chair's office had an all day retreat last week to work on mapping out the process for building relationships.

The County does the voting and we have **new ranked choice voting practices!** We've contracted with outside support, as well as working with the City, to publish videos and do other outreach.

- Ann: what is ranked choice voting?
- Stephan- for the City of Portland they are doing ranked choice. The **County is in charge of coordinating the voting** for both so that outreach is really important!

Lastly, the **Budget!** This is going to be a constraint year- and equity is really important in cuts. This current fiscal year is going to be the last we have ARPA funds so things will have to be cut or folded in to other programs. We're hoping those cuts will be informed by the community and also an equity lens so folks still get critical services.

Q&A:

Jenny - I was recently on Jury duty and realized that is a great opportunity for community education and engagement - it's a beautiful space and people are just stuck there. Maybe they can put education information, a loop video about education, fliers or booklets, or something like that because people who show up for jury duty are engaged and would likely like to learn more! There's like 300 people just standing around and it could be a great site.

Thang - with new commissioners entering, how likely do you think our recommendations will be focused on or heard by them? I'm sure the Chair will listen but if the new commissioners don't support them, do we have any guarantee that these recommendations from 2020 to this year are going to be moved forward?

- Stephan - like Jen said earlier, I can't promise that the new Board will prioritize the recommendations but I can commit that the OCI new director will be involved in their onboarding, learning about the CIC and other engagement. I'm not sure how the new director will work with them and we don't know what their priorities or portfolio assignments will be. A lot will be in the air but OCI will be prioritizing them and lifting them up - we don't know what the new commissioner's platforms or priorities will be like.

Renai - will there be some orientation for the new commissioners to understand what the CIC's role and scope is - it seemed like they didn't understand in the Board presentation.

- Stephan - yes that is an ongoing process and we have to keep explaining and clarifying - Angel did a great job modeling that in the meetings with D3 where they weren't clear on the CIC's role and she had to keep being like, that isn't our job.
- Ann - do you think it was confusion?
- Stephan - I think there is a disconnect between commissioners thinking it's the responsibility of the CIC, or just the Chair- but it is really a group effort.
- Jen - I wonder if OCI is the place where the institutional knowledge, resources are and the power and actualization is distributed. Our work can't get purchase if there isn't an intermediary between us as advisory bodies and volunteers. This would improve effectiveness. Someone needs to be holding the middle and advocating for advisory body recommendations to go through.
- Stephan - yes and this comes back to OCI capacity and targeting more capacity for OCI in the coming year - so we can actually do more with this office.
- Jenny- and you all shouldn't have to do everything since you're not the content experts - the County needs policies that every department or program needs to do 3 types of engagement every year or something like that, since they are the content experts.
 - Jen: strong point- OCI could hold the process and the content experts can plug in and use the tools for the process.

Thang: you discussed budget a lot - is there updates from Community violence based on our recommendations?

- Stephan: talked about that a little earlier - spoke to Commissioner Brim-Edwards around this and are deprioritizing those recommendations for now, to focus full energy on the budget.

Brian R. - as we think about what subcommittees to focus on next - are you suggesting that we frame them within the priorities suggested to get them accomplished?

- Stephan- If it's helpful to you, yes, but I also think your priorities are your priorities and can either complement those or be on their own.
- Brian R. -
- Jenny - and those recommendation sit, if they become more relevant or topical they can be used again.
- KA:
- Jenny- for example we recommended a conference style event where everyone working on the issue come together could be a recurring recommendation in the future. We can lift up other things through the years (put review of past recs in the first meetings)

Framing and Grounding for Choosing Subcommittees

Cathy reminded the group of Multnomah County's Spectrum of Engagement, and directed them to the handout of the Spectrum. She used the board to draw an overview of Multnomah County and how decisions are made - the Chair is at the top, with the Board under her, then the department and office directors, then the staff. Nonprofits, business, cities, faith groups, education, and others are all in the community and influence decisions through advocacy.

PHOTO

What is the perceived access of power and control? WHO has the most power to move something - the Chair? Cathy says the power is here in advisory boards. Jen/Brian convo RECORD

Thang - how do we prevent saying advisory bodies have power when they don't? Or use them to check a box or blame?

Cathy - perfect - this comes from IAP2 spectrum of engagement - the spectrum of engagement moves from left to right with more intensive engagement to the right.

- Jen- assigning value is misinterpreting them, sometimes communication is all you need and most important!
- Cathy- yes- there is clarity that comes from the involvement spectrum. We can also advocate for changes in RECORDING - most advisory bodies are in confer

Brian R. asked folks to review the CIC Charge and Scope - we already have discussed the CIC scope a lot.

Brian R. shared that within their scope as the CIC they do, of course, write the formal recommendation letters on chosen topics. They also can liaise with other advisory bodies, meet one to one with their commissioners, and have smaller recommendations or support other engagement recommendations throughout the year.

- Jenny also shared that she has gone to other committee meetings and talked about our work on the CIC. We can also choose to invite some people or groups to come to our larger meetings and groups.
 - We can invite other committee to our groups and ask if they want to come chat with us about their working on
 - We can also send our recs to other groups
 - Maybe a special session with new Board members - to help onboard them maybe in January or March

Lunch

Renai shared the results from the pre-meeting poll, which members completed to narrow down some potential topics for Committee work this year, and directed folks to see their agenda packet for more information. Three topics had between 5 and 7 votes: poverty/engagement of low income communities, recovery and addition, and advisory bodies. Two other topics, climate policy and projects and doing a second year of budget engagement, received four votes. Remember, it is likely the CIC will focus on an area or areas of community engagement related to these big topics. Typically the CIC chooses two or three subcommittee topics to work on, and subcommittees need to have at least four committed members. You have this sheet and info to chew on while we have our lunch!

- Ask Stephan what the County has momentum around/ if there was anything you heard today from Stephan that brought new stuff up for you?

Subcommittee decision: small group breakouts

Jen M. welcomed everyone back from lunch and introduced the small group breakout activity. Groups took the poll results and reflected on the following questions:

1. What are your initial thoughts or feelings about the top rated topics from the poll?
2. What do you already know, if anything, about Multnomah County's work and engagement practices on your favorite (or the most popular) topics?
3. Do any of the topics seem especially within the CIC's scope as Multnomah County's advisory body on community involvement and engagement? If so, why?
4. Do any topics seem like a better fit for another advisory body or space - such as one that works on policy for the issue area, or budgeting?
5. As a small group, what are the top topics you would recommend for the CIC to explore this year in subcommittees, with your top choice first?

Subcommittee decision: large group and voting

Jen called folks back together after 20 minutes of breakout groups. Last year we had 2 topic subcommittees: on Budget engagement and community violence. Jen asked each group to report back on their conversation and top choices:

Jenny reported back for her, Nina, and Brian O.-they discussed the rollback of 110 an dhow that impacts recovery and addiction. There's also an interconnection between mental health, addiction, houselessness- maybe we should focus on groups with intersecting identities and how the county engages people with multiple experiences. They also discussed trafficking. Brian O. added that they talked a lot about building on relationships with other advisory boards and meeting strategically with public engagement personnel at different departments. Then we could understand what they're doing and their recommendations, and we can uplift them: incl dept staff, commissioners,

Thang shared from his group with Renai, Diego, and Brian R. They selected 1. advisory groups, 2. Community engagement and budget and 3. Recovery. They had a great convo about connecting with other advisory groups and how that could be helpful for our work and engagement with the county. FOr the Budget, we discussed partnering with the County to implement our recommendations. And For recovery it's an important topic for the community and many in the CIC.

Lung Wah shared for his group with Ann and Jen - they selected 1. Advisory groups efficacy and training and 2. Community engagement infrastructure (including but not limited to OCI). Ann added that they Discussed capacity building grants like OHS climate/housing/food grants. This all goes under infrastructure and needs more training for community, volunteers, and staff. Tracking the outcomes for training. Jen added that advisory groups are only effective if they have a meaningful role and have training! It's capacity building, resident academies, and clear roles. Just last year we passed money in the budget to give out money to train residents via OCI (allocated in July) - what is the goal of those programs, who monitors it, what is the feedback cycle, what does success

look like, etc? That is outside and within advisory bodies, since not everyone can be on advisory bodies we need more points of engagement on meaningful decision. Jenny shared she likes that - the advisory bodies can also be sites of reporting to the community, not just getting feedback for the County but also a site of communication and information. Jen - that's a good 'at every level we need 2 way communication' and I don't want to put the onus on the advisory bodies - the County needs to invest in capacity, training, etc. Then people can focus in on their issue area- how do people be more impactful in the committees. Ann - the first step is knowing who the grants went to.

Jen so what could our subcommittees work on:

- Tracking the Civic engagement grants, engaging with those orgs and making sure there's a feedback loop. (Brian O. - this is pretty specific and could be under one of these other umbrellas, like a focus area in a subcommittee) It's 130k total, hasn't been disbursed.
 - Stephan - I've been talking to the budget office about trying to get another 30k and that will be handed off to the new director - KA/Amara can update you
 - Jenny - if it isn't done yet, would it not fit in our timeline?
 - KA: there's some flexibility there
 - Stephan - you can also take your advise and share with others
- Advisory groups - Jen noted that a lot of groups came back to advisory bodies.
 - Lung Wah: one big issue is to measure the outcomes - we need a team to analyse the outcomes and report back to us about our work. We need someone to check all our data and the outcomes of advisory boards.
 - Renai: process is a huge issue, the process isn't necessarily there around reporting back and checking in. If advisory boards keep saying the same thing, and commissioners or others have continued confusion about our role, etc.
 - Brian O. Yeah I think this also falls under who we are and who we want to be, what we do and want to do, building on our past work. We'd still want to build relationships, present to them and invite them to our things, build some best practcies.
 - Jen - OCI also just did a process with the CBACs, maybe we could build and expand upon that to improve efficacy of all advisory bodies. More feedback, more training, more inter-departmental accountability. I just learned today that probably there's engagement specialists in every department?
 - Stephan - to clarify the people in every department are tasked with engagement roles and are not necessarily experts or trained for that work.
 - KA: side note- there's also internal communities of practice of staff
 - Jenny- do commissioners interact with the advisory bodies or staff? Stephan: in my short experience, commissioners are often focused ontheir districts and if it aligns with the district they're more interested.

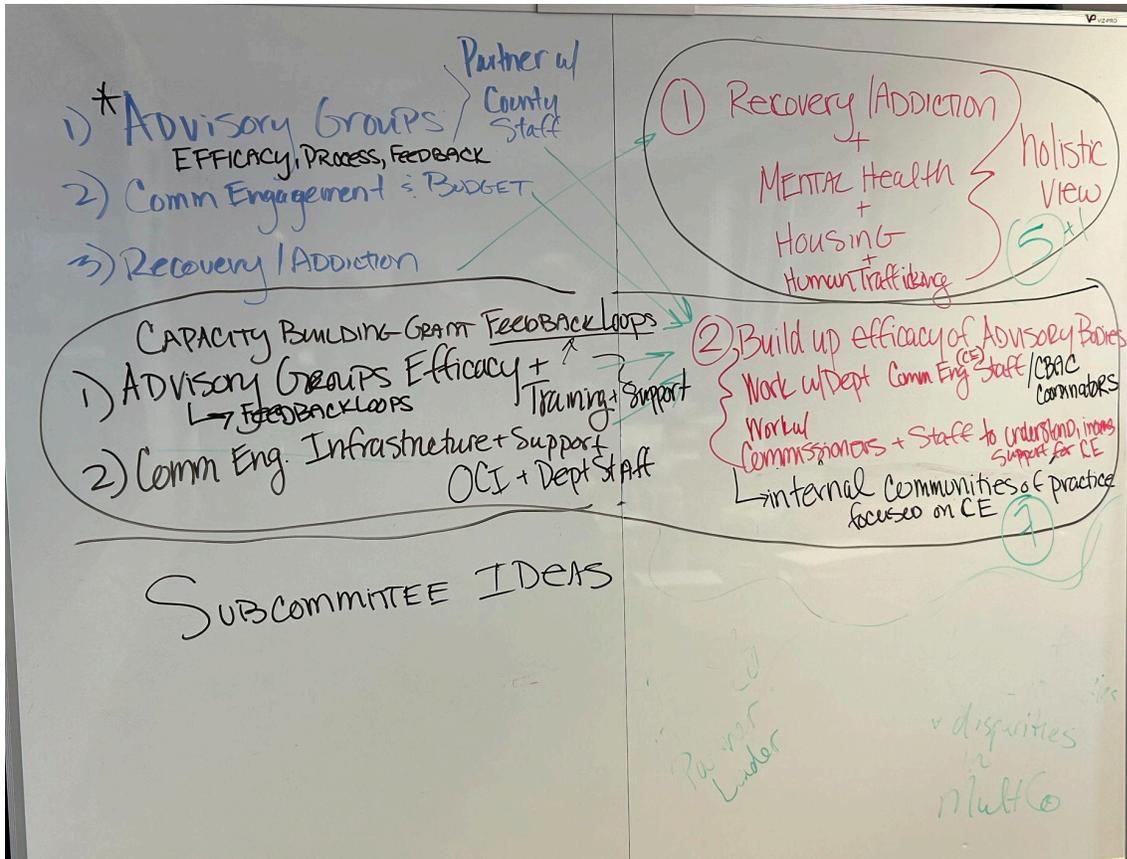
- Jenny- I am curious how to structure this committee in a way the Board will be interested to enact the recommendations - how do we formulate the question.
 - Brian O. is there a way to frame it best?
 - KA: once we have the topic as well, it would be a good question to discuss in the subcommittee in October.
 - Stephan: I recommend **checking in with commissioner offices** right away and then shaping the response to that.
 - Cathy: how does this make their job easier/how does it help THEM? We're trying to make things better for you and your job easier.
 - Jenny: to confirm, we would be looking at advisory bodies

Jen: do we want to do - it looks like advisory groups, infrastructure, and recovery are big themes.

- Thang: what kinds of recommendations would we make around infrastructure?
 - Jen: really we did a lot of these last year - lists of resources, improving communication
- Brian R. I also see we have 2 groups 0 advisory bodies/infrastructure and recovery/addiction.
 - Thang: I see that too
- Diego- thumbs up

Brian R. - another thing to bring up - if you want to pursue a specific group or be a liaison with another group is that something the CIC will have to approve?

- KA:
- Jenny: a warning to folks - they may call on you for public comment!



KA reminded folks that each subcommittee needs to have at least 4 regularly attending members. This was decided several years ago in order to have enough capacity to have a successful subcommittee. The CIC usually chooses between one and three topics to work on in Subcommittees. To help us with our vote, let's see a show of hands for who would be interested in serving on a subcommittee for each topic selected - this isn't a final commitment, just assessing interest- you can always decide to not join a subcommittee you raise your hand for, or join one you don't raise a hand for today. Please do think seriously about your capacity!

Topic : Efficacy of Advisory Bodies/Infrastructure Interested parties: 7

Topic: Recovery/Addiction/Human Trafficking/ - Interested parties: 5

Plus Quay and Angel, who aren't here today but may join a subcommittee!

The final topics with sufficient interest are: Let's use fist to 5 to approve these topics.

Topic : Efficacy of Advisory Bodies/Infrastructure Interested parties: 10 vote 5

Topic: Recovery/Addiction/Human Trafficking/ - Vote : 10 vote 5!

group took a 5 minute break

POSTPONED: Team Agreements for Fiscal Year 2025 Brainstorm - asked Jenny if she's comfortable with doing a short one now or postpone to November - we decided to postpone to November meeting and add review into the poll.

Next Steps

Nina thanked everyone for a great retreat! Looking ahead to our next steps - KA will send out a poll in the next few days for us to sign up for subcommittees, and then for subcommittee members to schedule their first meeting - the first subcommittee meeting will be remote and the group will decide their recurring meeting date and time, whether meetings will be hybrid/remote or a mix, their subcommittee chair(s), and start to brainstorm what they need to learn and who they need to meet with this year. Interest in the ad hoc membership subcommittee, which includes reviewing materials, applications, and interviewing candidates, will also be included in the poll.

Nina shared that in that poll we will also accept nominations (of yourself or others!) for CIC Co-Chairs in this poll - please see the CIC position descriptions in the binder and website, or reach out to KA if you want to talk through being a Co-Chair! Brian O. and Jenny Shadley were Co-Chairs last year, and Thang the year before - do any of you want to share a few words of what it was like to co-chair the CIC?

- Jenny: having a co-chair was super helpful - Brian O was so great because he was great at telling people to be quiet when I could not! You meet with KA to come up with topics and she supports with facilitation guides if you want them, so you are very supported. It was great!
- Brian O. It was a great experience and would recommend!
- Jen - Brian R and I co-chaired a subcommittee, we co-chaired since it was our first year. Subcommittees usually have a chair but co-chair was very helpful for us in our subcommittee and would totally recommend that.
- Jenny also recommended reaching out to Angel since she is
- Thang: is it a bit extra work and it's nothing to be scared of - you should consider it, either the committee or subcommittee.

Hybrid or remote

- In person: 5
- Remote: 6

KA will check in closer to - November on location and if folks are still ready

Check-out

- Nina: I liked the brainstorm and the collaboration today - I'm excited to collaborate and learn more!
- Brian O. - I loved how deep and candid our convos went, improving how we can be more effective and clear - shoutout to KellyAnn for making it happen! Really excited for the topics!
- Renai- I appreciated all the context as a new member and planning together - I liked Cathy's drawings of how the sausage is made. I'm looking forward to working together and learning more!
- Diego - I enjoyed our activity the morning with the animal sounds. I'm looking forward to exploring a new topic this year and get to know you all!

- Jenny - yesterday I was dreading 3 more years of this and all day in a conference room - you all are awesome people and I'm honored to share space and experiences with you, it makes me feel part of community.
- Jen - overjoyed to be here even though it's a beautiful Saturday! This was grounding for me, feeling more connected and who everyone is/why everyone is here - the heartfelt attention to the time and presence - thank you to OCI staff for their time and frank discussion, you all walk the line between encouraging us and giving us the reality. I'm nervous about the time commitment but excited!
- Brian R. I think it went well- I work by myself at home and don't get to be in person very much and it's very rewarding. I'm looking forward to the topics - I'm nervous about the scale, I think they're ambitious and hope we can
- Thang: I loved the discussion and hearing everyone's ideas. I'm looking forward to involvement in the advisory subcommittee since I think there could be a lot of improvement there. I look forward to working on that!
- Ann: Thank you all and so nice to meet you and loved the presentation on how things go on. I'm nervous about the work but excited.
- Cathy: you all are awesome and so collaborative! I'm looking forward to sitting in on your meetings and learn more!
- Stephan: i enjoyed connecting with folks and asking questions, and remove the veil between what is happening and what people don't know what is happening. I'm excited for people to meet the new director and hear about your work!
- KA:
- Lung Wah: I think it went well - i love how we all have different backgrounds and experience and we can mix our experience together to give effective recommendation