

## **Multnomah County Citizen Involvement Committee Meeting Minutes**

**Department:** Citizen Involvement Committee

**Date:** December 13, 2016

**Time:** 5:30 pm

**Location:** Room 635 – Multnomah Building – 501 SE Hawthorne

**Members in attendance:** Gregory Anderson, Ben Brady, Thomas Aquinas Debpuur, Liz Foucher-Branch, Kevin Frazier, Judy Hadley, Gloria Ngezaho, Yu Te, Sherry Willmschen

**Joined by phone:** Jean Trygstad, Meredith Shield

**Members Absent:** Brian Balla, Christine Dupres, Ivonne Rivero

**Other attendees:** Anna Allen, Bernardino De La Torre, Wayne Scott, Mary-Margaret Wheeler-Weber

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Chair Deborah Kafory briefly addressed the CIC, welcoming new members, thanking all members, and recommending reconsideration of the term “citizen” in CIC business.

**Decisions made:** Greg Anderson moved to approve minutes from the August 16, 2016 and November 14, 2016 meetings of the CIC. The motion passed by acclamation. Yu Te moved to establish a budget advisory subcommittee with the authority to nominate CBAC members on behalf of the CIC. The motion passed. Kevin Frazier moved to appoint members and charters for three subcommittees as reflected in the attached document, “Citizen Involvement Subcommittees” dated December 13, 2016. The motion passed by acclimation. Thomas Aquinas Debpuur moved to nominate a vice-chair. The motion passed. Greg Anderson was elected to the position of vice-chair. OCI staff was directed to poll CIC members to determine a Tuesday evening that works for meetings on a regular basis and to schedule meetings for the CIC subcommittees.

**Discussion:** CIC members participated in a values clarification exercise. Travis Graves, Multnomah County, Director of Human Resources, presented on the county’s hiring process. CIC members participated in identifying things that worked well and things that could be improved in meetings.

**Time adjourned:** 7:35 PM.

**Next meeting:** January 4, 2016, 5:30-7:00.

## **Citizen Involvement Committee Subcommittees**

Circa December 13, 2016

### **Budget Advisory & Nomination Subcommittee**

*Formed at the Dec. 13, 2016 meeting of the CIC*

#### *Scope*

- Forward nominations of CBAC members
- Forward nomination of Auditor Committee member
- Direct staff revisions to budget survey; return to CIC for final recommendations regarding budget survey.
- Make recommendations for Central CBAC Chair at January 4th meeting of the CIC

#### *Members*

- Ben
- Jean
- Judy
- Sherry
- Thomas

#### *Timeline*

- CBAC nominations will be approved by subcommittee so staff can forward to Board of Commissioners prior to the next CIC meeting in order to be on the January 5th Board of Commissioners agenda (agenda placement requests are typically made at least the week prior to the Board meeting).
- January 4th: Budget survey should be approved at meeting of the CIC in order to be administered in a timely fashion so it is useful for CBACs and others this budget season.

### **Bylaws Subcommittee**

*Formed at the Dec. 13, 2016 meeting of the CIC*

#### *Scope*

- Review bylaws
- Recommend changes for CIC approval
- Refer issues to office procedures as needed

#### *Members*

- Greg
- Judy
- Liz
- Yu

#### *Timeline*

No immediate timeline has been identified, but the assumption is that the bylaws committee will report back to the CIC at the January 4th meeting.

## **Executive Director Hire Subcommittee**

*Formed at the Dec. 13, 2016 meeting of the CIC*

### *Scope*

- Review position description and return with recommendations for CIC to approve.
- Map steps in a hiring process for CIC to approve.

### *Members*

- Bernardino
- Brian
- Christine
- Gloria
- Kevin
- Meredith

### *Timeline*

- Prior to January 4: Share draft of proposed revisions to position description to CIC
- January 4th: present position description to CIC for approval prior to HR posting.