



**County 101: Budget Subcommittee Meeting**  
 October 24, 2023, 9:00am-10:30am  
 Virtual Meeting  
 Zoom

**MEETING MINUTES**

**In attendance:** Brian Romer, Diego Martinez, Jen Mair, Patrick Nolen, Richard Barker

**Excused:** Angel Brophy, Lung Wah Lazum

**Absent:** Pau Thang

**Staff:** KellyAnn (KA) Cameron,

→ indicates facilitator script/prompt

<b>Agenda Item</b>	<b>Action Item</b>
<p><b>9:00-9:15 Introductions &amp; Review Agenda</b></p> <p>→KellyAnn welcomed everyone to the meeting and led the subcommittee through introductions—name, pronouns, and photo from the <a href="#">Pick a Pic Activity</a> (with or without a brief explanation!)</p> <p>→Review <a href="#">Agenda</a> - any edits or questions?</p> <p>→Reminder - this group currently has 8 interested members, so hosts public meetings. However, Subcommittees don't need a quorum of the whole CIC to meet.</p>	None
<p><b>9:15-9:30 Share personal Purpose, review CIC Retreat Convo about topic</b></p> <p>→Go around and share your personal purpose for joining the committee, and any important experiences or interests you want to be sure to share.</p> <p>Diego shared that he thinks access to information is very important and he wants to explore that more in the county, and help improve that.</p> <p>Jen shared she's in learning mode and trying to get grounded, missing the retreat wasn't helpful for that! She thinks this is a good way to dive into the basics and understand more the basics and opportunities. She thinks focusing on a specific process help with uptake of information - it sounds like many people here have concern in improving participation and the budget is a huge things for that- many want a say in how their tax money is spent.</p> <p>Richard shared for County 101, it was great to find out we chose this since public participation in government is either very outspoken or very passive (why bother to get involved). I think that overarching subject on educating the County on what the public wants would be great to do, and the Budget is a very important part of that. The County spends a lot of money and he thinks the</p>	none

---

public would be surprised where it all goes. My first year we had the budget person come and talk about allocation and I was surprised.

Brian said he is a fan of anything education oriented, many people feel certain ways about government, not all positive, and educating the population about how government works and the challenges.

Patrick shared he is involved in the CIC in general to understand more about the County, and this is an important part of that.

→ Together, let's remember the conversation that led us here ([minutes](#) if needed): - key points we should keep in mind this year?

Brian - he was a bit perplexed about how to connect the two topics- it didn't make a ton of sense to him about how to educate the community about engagement combined with how to discuss the budget. It seemed like different topics to him.

Richard - the CIC is a way for us to give the County info on how the public wants to be engaged and given information. Unfortunately we don't have the power to make a new department or something but we can give recommendations. In the past we have given recommendations on issues the County and/or public is having with participation, increasing community engagement options. KA did some research for us on resources we could look into, in the County and outside the County, so we together should be able to make some recommendations as far as methods or how people want to interact with the County as far as the budget is concerned. That's why I like the County 101 sort of thing, how to get people interacting in the way they want things done.

Patrick- I agree, I think it's important that anyone who wants to understand what the County is doing has an entry level understanding of what the budget is. The Budget decides what is possible.

Richard - next thing on the agenda relates to this - our scope will help us focus.

Jen - I am a professional community engagement specialist and work with local, state, and federal bodies on this. To Brian's hope it is always important to do an intense amount of education while collecting feedback. I think that is a great process, as having a say on what is important to them is a great way to make people care about how the government work. We often do a presentation on budget constraints, budget outlook, then a conversation. People's priorities often come in on the discretionary spending - educating them on what is set in the budget, then what are priorities after that. You can do a deep dive and it depends on the constraints here. I think this is a great 'how does the county work, how can you get involved, and what are your priorities' - I think that can be generalized in a way that allows people to come to the table and participate.

Richard - one drawback of the committee and the size/scope of our work, working on it around 9 months, is we don't get a lot of chance to interact with the public directly. This could be an area where we can actually engage with the public - we've talked to JR a bit about this. At this time we rely on the county staff and organizations to get information from the public. Sometimes I want to sit down with a group of volunteers or community members and ask what they want directly, not just what we get secondhand from the County, nonprofits, and academics. We can try to get all three and see the commonalities. I've missed the opportunity of actually speaking.

Brian asked KA is the CIC does that.

KA shared that the CIC can do anything it wants, the main limitations are capacity and time.

Jen - I think one audience could be the city and departments, we sometimes do focus groups in a survey - so we do a survey then bring out a focus group from that. We could identify audiences first - departments in the City (County?) first, then they may know some highly engaged

<p>community members that they could involve. Then if we identify group who are underrepresented we can do some legwork and get that. Doing demographics in the survey can help know where we're coming from. It is a lot fo work to set it up and analyze the data.</p> <p>Richard - definitely on the timeline - when we did Immigrant and Refugee and how they interact with the County and Services, I was kind fo surprised with my bias and everything, by how much that community wants to interact with their government. We got lots of requests saying they'd like to host town calls, at churches, etc. If we can find a way to get lots of participation on gathering and gather out ideas.</p>	
<p>9:30-9:40 <b>Discuss the CIC's Scope of Work and Review the CIC Strategy Screen</b>  →KA asked a volunteer to read the <a href="#">CIC Duties from Code (3.251)</a></p> <p>→ Any reflections, thoughts, questions, or notes from the Code?</p> <p>→KA reminded the group that the CIC is an advisory committee which makes recommendations to the Board of County Commissioners on improvements to community engagement and involvement strategies and programs. The CIC itself does not set policy or manage funds. With that in mind, KA asked a volunteer to read the <a href="#">CIC Strategy Screen</a>, which we will use to guide recommendations through the year.</p> <p>→ KA asked for any thoughts, reflections, questions about the strategy screen.</p>	
<p>9:40-10:10 <b>Brainstorm</b></p> <p>→KA introduced the jamboard brainstorm and shared the<a href="#">Brainstorm doc</a> - inviting people to add to it through the year. KA did a quick sample of how to post a tiky note then the group too <b>5 minute independent brainstorm</b> and JamBoard under question - in order to make effective recommendations, we could/should...</p> <p><a href="#">VIEW JAMBOARD</a> and see screenshot below</p> <p>Learn more about themes:</p> <ul style="list-style-type: none"> <li>- What resources are available about the Budget</li> <li>- Timeline of budget</li> <li>- What is changeable and what isn't changeable</li> <li>- Is the budget in understandable language and accessible (Patrick)</li> </ul> <p>Hear from/talk to themes:</p> <ul style="list-style-type: none"> <li>- Budget office/budget manager</li> <li>- JR to give the latest info on the budget engagement process.</li> <li>- Who is already involved/who isn't? <ul style="list-style-type: none"> <li>- Ask each department/program JR- every time there is a new person they start the whole process over again based on their relationships and priorities.</li> </ul> </li> </ul>	<p>Brainstor ming to continue</p> <p>Conduct your research and share back/add to drive</p> <p>KA to reach out to speakers when we have dates</p>

- County departments general
- Community members who are engaging/not engaging with the process

→ 20min conversation and themes from the brainstorm.

Q. Jen- what is the ask from the Chair on the CIC supporting the Budget process.

**JR- this** topic isn't isolated in one department, there are many programs and departments which touch different parts of this process. Dept of COmmunity Justice, Sheriff's Office, LPSCC, We need to learn which programs impact this and which budget to engage with.

Richard - last year the CHair asked us to help get the public more engaged with the budgeting process, she feels and has gotten feedback that there isn't enough public participation in the budgeting process. So this came up as a topic under COunty 101 - there are other options like Voting, etc but we decided to pick this for this cycle at least since the Chair has asked us about this specifically.

Jen - that level of interest coming from the top is great, it means something will happen.

Patrick in chat: I am fairly sure that when we (the county) speak of engaging with the homeless community they are generally speaking of engaging with MSW led NGOs. is there any sort of way we can look deeper in to all communities (not just the homeless communities) about not speaking to NGOs representing people but to engage with actual people.

JR- the different departments have different relationships and different information. These are good questions to ask and how they respond we can get some recommendations going forward.

→ Priority - what to do/hear from first

Jen - elements of a public engagement plan. Who are we engaging, when, how, etc. How do you keep that info, what tech do you use, etc. We can devise a mirroring process as we are deep diving into the County on what we do we can turn similar questions to people who are and aren't engaged. But if we have that level of what we are doing together.

JR - shared screen with Montavilla Community Engagement Project around the Safe Rest Village outreach. This is kind of like the plan Jen mentioned.

Patrick - asked where the people who will be moving into the safe rest area are on the plan.

JR- looks like they don't have that in there, just general public which includes but is not specific to people in the program.

Patrick - we are currently working on a plan for the Peace Team to engage with each other in a nonviolent manner, so I'm curious if they're connected.

Brian - it's interesting that the timeline is empty, is that info available. For the budget, what are the stages.

KA asked if people want to have the November meeting with JR and Jen bring their tools on an Engagement Plan. And meet with Budget, others in December or later?

Richard - if the Idea Lab are working on it, I can't tell who they are, but it would be good to get background on what they are doing and what they are tasked with.

---

Brian- if there are other plans that share the target audiences for the County that would be really helpful to share.

JR - we can also **send a blank framework** to departments and ask them to fill it out so we can look at it and advise.

Jen - can you share that doc in the chat or in our google drive? There are so many engagement plans to choose from and can come with that and get some possibilities. KA will send it out.

KA asked a summary: for the next meeting, is the plan to create a Engagement Plan, then send the template out to the different departments, fill out their information and then provide feedback on what they say.

Richard - I think that would be handy and that is what has been identified and this is what could be useful.

Brian - what is our ultimate goal/time wise, and when do we need information

- **KA ask from Budget office for a budget timeline**
- **KA JR for previous plans (bridge, the rest village, etc)**

Brian - I know that you liked Patrick pointing out something that is missing. By having access to previous plans would be helpful.

Richard - it is also easier to start (fill in)

Jen - I sent some questions in the chat, we can send these questions out and ask them.

- Do departments already have engagement plans?
- When do they need to submit budgets?
- What engagement activities are they doing prior?
- Are there other engagement processes /activities they are involved in now?
- Who do they engage? How?
- Who is not being engaged? Who may be missing? What are the barriers to engaging them?
- Do you have any "best practices" for engagement to share?
- What channels of communication/ engagement do you use?

Brian- can we share that load? Can we bring them up in a more informal

Brian - how does this relate to the presentation this summer from the CIC

Richard - especially since we were connecting with the Commissioners and the Chair, a lot of times they are not aware of how cooperative departments are, and the JOHS stuck out because they weren't aware and refused to talk to us. It does give them insight and what is going on from an external committee point of view. When we had the retreat one of the things the Chair rep said was that they wanted to have that Czar and base them out of the JOHS and we said that wasn't a great idea since that is who obstructed us.

Jen - who is missing is for us to identify down the road, this is for the assessment.

Patrick - part of the process could be who is Not listed here.

Brian - it sounds like what JR said people will come into the job with their connections already and not reach out beyond that.

---

<p>Jen - I put in a question about barriers, and how things</p> <p>KA - I've heard from the sheriff's office via JR that they want to reach out to people who have been themselves impacted by their services, which is something to do in a trauma informed way but they don't have the capacity or funding to really dive into that, last I heard.</p> <p>Jen - there are ways (fill in from recording)</p> <p>→ACTION ITEMS</p> <ul style="list-style-type: none"> <li>- Richard to add articles in the chat</li> <li>- Jen to compile other engagement plans</li> <li>- KA/JR to add budget timeline and sample engagement plans</li> <li>- KA to send survey with Jen's points above to departments, engagement staff for commissioners, etc.</li> </ul> <p>Brian - KA have you had success with members asking people?</p> <p>KA - Yes, CIC members can ask people themselves. This is only my second year in the role so I don't have a ton of experience - in my experience people have ignored me but responded to JR. The youth subcommittee last year had members attend public meetings of the multnomah youth commission, and that was productive.</p>	
<p><b>10:10-10:15(20) Subcommittee Chair Convo</b></p> <p>→ Shared the Roles document. Any questions about the roll? Who is interested in putting themselves forward as a chair or co-chair of this subcommittee?</p> <p>→ depending on time and attendance, do we want to elect now or elect over google forms after the meeting?</p> <p>Group decided to put in interest in the scheduling poll and to follow up with determining chairs at the next meeting.</p>	
<p><b>10:15-10:20 Public Comment - no public comment</b></p>	
<p><b>10:20 - 10:30 Next Steps &amp; Closing</b></p> <p><b>For next meeting:</b></p> <p>→ date/time? Do we want to do another poll or pick a date today? - poll for week of the 13th, set it as recurring for the subcommittee co-chairs? Can we have co-chairs? Richard - the first year there was one that had co-chairs. I'm interested in being a co-chair. Jen volunteering,</p> <p>→ hybrid meeting interest? Or want to continue remote?</p> <p><b>Remote for November</b> - identify a time when we have an in person meeting once.</p> <p>→ What is important to discuss during the next meeting to keep the subcommittee's work moving forward?</p>	

---

## Zoom chat record:

09:08:25 From Community Involvement :

[https://docs.google.com/document/d/1sINi\\_rhSzyul8vYOYRdsyvimkeeV5z02qxSj7dHfen4/edit](https://docs.google.com/document/d/1sINi_rhSzyul8vYOYRdsyvimkeeV5z02qxSj7dHfen4/edit)

09:32:21 From Community Involvement :

<https://drive.google.com/drive/folders/1tP7tf9mS5eOccDiZru2mSdFNNWf8RG7z>

09:33:11 From Patrick : afk a moment, I am still not feeling well. I am needing to stand up and walk around to avoid coughing

I am sorry for being so disengaged this meeting... My thought is that no one wanted to listen to me cough or turn blue in the face :-)

09:36:07 From Community Involvement : please take care of yourself, Patrick!

09:36:23 From Richard Barker - he/him/his : you too. feel better

09:36:49 From Community Involvement :

<https://docs.google.com/document/d/1eGhvCw8wBYLDmj6l6qghHs5FIgV4BcVwIFVEHuNlXEM/edit>

09:38:48 From Community Involvement :

<https://jamboard.google.com/d/1I78C0hsw4FpLjt70sulCjQUBkVS3JY-oiul1rNknSTU/viewer>

09:56:23 From Patrick : I am fairly sure that when we (the county) speak of engaging with the homeless community they are generally speaking of engaging with MSW led NGOs. is there any sort of way we can look deeper in to all communities (not just the homeless communities) about not speaking to NGOs representing people but to engage with actual people.

10:01:18 From Jen Mair : Very cool work Patrick!

10:10:01 From diego martinez : I've gotta head out but I'll see you all next time!

10:11:40 From Jen Mair : -Do departments already have engagement plans? When do they need to submit budgets? What engagement activities are they doing prior? Are there other engagement processes /activities they are involved in now?

10:12:19 From Jen Mair : Who do they engage? How?

10:17:20 From Jen Mair : Do you have any "best practices" for engagement to share?

10:17:44 From Jen Mair : What channels of communication/ engagement do you use?

10:21:25 From Jen Mair : Who is not being engaged? Who may be missing? What are the barriers to engaging them?

## Jamboard:

---

# In order to make effective recommendations, we should/could...

## learn more about:

eg. What the County currently does for Budget Community Engagement, and where/how/if that information is available to the public

Technology available to ease and foster interaction with county and their departments

Identify resources already available for the community to engage with the County on decisions such as budget (Den)

know schedules of decision making

What aspects of the budget are able to change and to what level, Obviously certain moneys cannot change but some can, which moneys? how much?

## hear from/talk to:

eg. Office of Community Involvement

Voices missing, those not yet meaningfully engaged (youth, etc.)

Multico Budget Office (Diego)

A person no longer engaged in these things so we can ask them hard questions that a current political would be hard pressed to answer.

Groups already engaged

County offices/depts

understand to the best of our abilities actual power structure (influencers, consultants, other stakeholders) of budget decision making

## other:

Put together resources (if not already done). 1) FAQ for how to effectively engage w/County on different topics (audience is the community)

2) Public Involvement Plan - Identify audiences to survey, possible focus groups on budgeting process (County Depts, already engaged groups, not yet engaged)

Additional research for existing programs and research which have proved successful and/or define best practices