



Civic Engagement Commission Meeting Notes 7/6/2022

Attendees: Mattye Sisk, Ama (Amanda) Hapke, Kelli Kelly, Sean Moore, Alison Combs, Scott Campbell, Maria Saldana, Felipe Vieyra, David Corbari

Meeting Purpose and Objectives: Provide recommendations to Council and City management regarding the development and implementation of civic engagement programs, which may include recommendations regarding best practices for outreach and education. Recommend to Council new initiatives to support and partner with community-based organizations, institutions and civic leaders in the public and private sectors in their civic engagement efforts. Coordinate with Council Members, community boards, and other City agencies in the development and implementation of civic engagement programs. Work with City staff and Council to plan and implement a Civic Engagement Academy.

Discussion Topics:

1. Civic Engagement Academy Presentation Review & Discussion
 - a. The commissioners discuss having different options for the academy to provide opportunities for individuals to sign up based on their engagement level or what their desire to learn is. Sean suggests tying the academy to schools, possibly giving a presentation at school or have students involved in the academy. David recaps the previous meeting discussion regarding the academy.
 - b. Kelli asks if there is data regarding demographics of previous academy attendees. Scott answers that there is not.
 - c. Creating a take away to involve action is important. The academy is one way to engage others to solve community issues and to answer their questions on how to be involved in what they want to be involved in.
 - d. Do other things outside of the academy is discussed. Kelli envisions an issue-based academy. One session that does an overview of all the departments. Give actionable and relevant information so that the citizen can engage. Kelli wants the session to create the ability for an everyday person to get involved and that could be a different thing than the academy. Ama suggests maybe having 8 different

courses instead of an 8-week course. Scott suggests having the academy be a high-level overview of everything. Creating another program that will give the community awareness to solve the problems that are relevant to an individual's life.

- e. Sean suggests keeping the academy the same and identify the gaps and creating new tools that fill the gaps. An option to have topic related instead of department related.
 - f. Kelli suggests that each topic supports the engagement commission and supports the communities desire on how to get involved.
 - g. Sean's mentions sticking to the academy curriculum to educate, identify and engage people. Ama suggests choosing what the best topics are in the academy format. The academy helps to give information. Ama suggests that moving forward with the academy but add other tools for other sets of individuals to engage in the academy.
 - h. David states that the academy reflects the commission so be mindful of that.
 - i. Sean suggests being mindful that we can change everything and change it down the road.
 - j. Scott suggests the academy be a type of city 101 course set for this Summer Academy. In Spring have topics and alternative so different levels of engagement and different avenues of engagement can occur.
 - k. Kelli suggests having a get informed topic and get involved topic. Reorganize to make sure people can be informed and involved.
 - l. David suggests lessening time commitment, so it lessens the logistics. That way not department head has to be present.
 - m. Create a 2nd part session with what are the issues in the city. 1st part is how to be informed. Different departments submit curriculum and what is their biggest issues or hardest things to overcome in the department. How city mechanisms work.
2. Bylaw Creation, Chair Appointment
- a. David discusses adding requirements to the committee members to have representative from each ward. David asks if we can incorporate a way for community members to be able to give insight or suggestions on what to change. Scott says they can investigate it. Possibly modify public comment section.
 - b. Scott will put updated draft of bylaws into the commission's documents.
 - c. Ama suggests adding attendance and framework for a percentage of attendance required. Sean suggests it be three absences and can have excused absences.
 - d. David suggests adding about voting and the quorum.
 - e. Ama suggests adding about how to replace a commissioner and what the process is for that.
 - f. David asks if it is possible to write in that the current commission makes the recommendations for the next set of commissioners. The commissioners discuss how that is typically how other commissions are ran.
 - g. The commission discusses moving locations of the meeting to different areas or locations to encourage community engagement.
 - h. Sean suggests having own personal commission Facebook page. Scott explains that a city website will be slower, but the personal account is allowed.
 - i. David asks if recordings of sessions and if the minutes are posted. Minutes are posted but Scott explains he is not sure about if the recording can be posted.
 - j. David suggests having the city live stream to give transparency and allows access to other community members to have their voices heard just as much as someone who couldn't show up.

- k. Maria suggests seeing if the commission meeting can be broadcast live and on demand like the policy committees.
 - l. Scott will find out if the commissioners can utilize teams and collaborate by adding comments and such to edit the set by laws.
 - m. Discussion regarding what the chair appointed duties are.
3. Group Discussion:
- a. Sean suggests the creation of a one pager for each ward to have the policy and community problems listed would be helpful.
 - b. Categorization of levels of engagement and information so that the citizen can drill down to what they need but have a way to access that information.
 - c. Discusses the budget for the civic engagement commission. Ama suggests having food provided at programs and if the commission can get donations or if that must be out of a budget.
 - d. David suggests setting aside a midpoint study session happening before next meeting. Scott will send out study session dates and times options to schedule the study session.
 - e. Scott will reach out to commissioner Debi.
 - f. Next meeting agenda focus: tool box items, finalization on mission and bylaws and voting on chairs.

Next Meeting: Wednesday, August 3, 2022