

CCI Meeting Summary

December 20, 2022, | 7:00 pm – 9:00 pm

Virtual Zoom Meeting

Attendees:

Jim Long (CPO 4M); Mary Manseau (CPO 7); Virginia Bruce (CPO 1); Ben Marcotte; Bruce Bartlett (CPO 1, CCI Chair); Jill Warren (CPO 4M); Gretchen Buehner (CPO 4K) Ellen Partal (Communication Subcommittee Chair, CCI Vice Chair);

Commented [11]: Doesn't make sense to include absent CCI members unless the list is all inclusive.

Meeting Scribes: Christina, Washington County Community Engagement Program Coordinator;

Facebook Recording: Ian

Washington County Staff: Amanda Garcia-Snell, Christina Barboza.

Approximate total attendance: 9

Welcome, Introductions, Prior Meeting Summary:

- **Meeting Called to Order at 7:09 PM by Bruce Barlett Chair**
- **Review of minutes – Gretchen moved to approve November minutes Ellen, seconded.**
- **Hybrid Go-Kits overview shared by christina**
 - These kits have been tested and have everything you need to host a hybrid meeting in your community, aside from your own computer.
 - Hybrid Meeting Go-Kit Contents:
 - Conference Camera & Mic (and accompanying wires/remote)
 - Projector (and accompanying wires/remote)
 - 3Sound Bar
 - 4USB-C Adapter
 - Extension Cord
 - Instruction Manuals/Quick Setup Guides
 - Hard Case
- **Instructions for Community Use:**
 - 1. To check out you will need to go to the participating library nearest your CPO, and at the front/info desk as for the CPO Hybrid Meeting Go-Kit. The libraries have the names of the current chairs/vice chairs of all CPOs, but also understand there are more than just chairs (and leadership changes over time) and will be able to work with you to verify your CPO leadership role.

2. All items are “plug and play” and have been tested as such. Library and County staff are not responsible for items once checked out, and instruction manuals and/or quick setup guides are available inside the case.
3. Please fill out the accompanying checkout sheet so there is a record of who has used this hybrid meeting kit.
4. If you need a training on use in your first hybrid meeting, this is available
5. For any questions or concerns regarding any of the equipment or process, please email CPO@washingtoncountyor.gov

- **Service Agreement:** Discussion of the group meeting to develop shared goals and identify elements for consideration in the service level agreements. Create a prioritized list of essential elements
- **Bruce:**
- **Mary:** would like to see OEICE call out OEICE and have the county direct OEICE to support CCI
- **Amanda:** Next step after there is an agreed version, Amanda will take the SLA to other departments, specifically LUT for review and ultimately county counsel and they may have revisions as OEICE cannot enter into specific agreements, the county does. OEICE does not have control over who assigns the tasks. Listing, the county generalizes the responsibility.
- **Mary: Believes these are roles that OEICE needs to fill.**
- **Amanda:** suggests that keeping it broad and general will allow for support from other departments if needed.
- **Mary:** Believes community should have a say over who is directed as to who is responsible for directing OEICE to provide the service.
- **Gretchen:** as an attorney recommends more specificity is needed to reduce confusion.
- **Bruce:** County counsel is thorough and will provide edits as needed
- **Jim:** OEICE has dropped the ball on informing community about CPO leadership and believes specificity is important.
- The leadership list will be all of CCI and their contact information.
- **Mary:** CPO leaders will need to go to CCI webpage to find out who is leadership. She would like phone numbers published.
- **Amanda:** A contact list for CCI members has been shared and can be reshared. It is the responsibility of CCI to notify OEICE of any changes in contact information.
- **Bruce:** When CCI members make insensitive a racial comment it will benefit members to have their attention called to the matter. Bruce encourages all to be courteous.
- **Amanda:** coordinators should be change to county staff, as all county staff are responsible for elevating concerns to interrupt microaggressions and racially charged comments and incidents.
- Mission statement that is on the website is different than what CCI approved. Amanda will follow up with more information.
- **Gretchen:** is concerned that OEICE would blindside CCI with budget implications. She would like Amanda to reach out directly to CCI if there are any budget cuts for the program.
- **Amanda:** The goal with budget is to have more community engagement regarding the budget. We will be sharing the equity budget tool; community engagement opportunities will be shared with CCI. If there are serious cuts to CCI, Amanda would come to CCI and notify members. County departments have been asked to complete 4%, 7%, 10% budget reductions, that may

impact CCI and other programs. The budget situation is very drastic and there is a lot on the table, and nothing is certain currently. The final budget is approved by the board of county commissioners.

- Jim: why is there a budget shortfall?
- Amanda: County 's growth is outpacing the revenue collected by property tax, PERS cost are up, inflation, and there is more, Amanda will follow up.
- Mary: wants to be a part of the budget discussion at the department level.
- Amanda: through the use of the budget equity tool, there is an opportunity for departments to address how they are connecting with community and how are they engaging the community. Amanda is not sure what department are doing and their discussions. When OIECE has worked through conversations CCI will be informed.
- Mary: CCI has been left out of budget discussions and staff allocation.
- Ellen: would like CE staff identified to be the point people for a reinvisioning subcommittee. Amanda agrees.
- Mary: one of her frustrations is the lack of communication with CE and the request from CE to have request in writing.
Virginia: Description of agenda items get overly modified. She believes administrative support is needed more than anything to keep CCI and CPOs feeling supported.
- Gretchen: would like the minutes to reflect that the steering committee will reflect on some points and discuss this topic in January.
- Mary: will folks want to meet as a steering committee on December 26th?
- Bruce recommends that the steering committee and the communications committee meet for discussions as many discussions overlap.
- Ellen: believes there is pieced that the communication committee should keep independently.
- Ellen: suggests that a half an hour is allotted to discuss steering committee topics then the remainder of the time goes to further communication committee discussions.
- Steering committee needs to meet before the next CCI meeting the date will be, January 4, 2023, communications committee will meet at 10am, and steering committee will meet at 10320am. Ellen will send out zoom links.
- Virginia: when will county department be able to update their own webpages? Amanda: IT has made a list of que and staff to train on website updates, but she is unaware of what dates trainings are scheduled by IT.
- Jim: an issue raised previously by CPO is the communication with the cities, but the cities do not recognize CPOS, and is this going to be addressed through the SLA?
- Bruce: No, the above concern is outlined the open issues section

Committee Reports

Significant Natural Resources Subcommittee

- Committee met last week. The remand is happening, it will take 18 months.

- The state of Oregon agreed with staff that there is good cause for the hearing, and should be happening next month before LCDC. The county has a process, that SNR committee agreed that county develop its habitat assessment process before I missed this, Jim please add
- The application that the county approved to take down about 400 trees was approved and the appeal did not favor treekeepers
- There is no tree code on Cooper Mountain and there is concern of trees being cut down
- The city of Forest Grove, watershed will be harvesting many trees. A letter will be written to address concerns and a putting together a press release.
- New auditor at the county, SNR would like to audit the mediation area.

Communications Subcommittee

- N/A

Round Table

- **CPO 4M** appeal with city of Tigard, for an appeal that expired, will go through a county hearings officer. The county is proposing a dog park at Metzger Park. Jim presented concerns at BCC meeting last week. Should CPO members be financially responsible for appeals.
- CPO 1 hosted the Beaverton education foundation and shared their projects. They are taking donations to create sensory bins to support kindergarteners to develop fine motor skills.

9:04pm Adjourn, Gretchen moved to adjourned, seconded by Mary. **No official vote.**

Chat transcript

From Ellen Partal to All Panelists 07:10 PM

My name is spelt Partal

From Amanda Garcia-Snell (she/her) to All Panelists 07:45 PM

You're welcome to put it in and see what happens.

<https://www.washingtoncountyor.gov/oeice/committee-community-involvement>

From Virginia Bruce • Cedar Mill to All Panelists 07:59 PM

Loyalty?

From Amanda Garcia-Snell (she/her) to All Panelists 08:57 PM

It sounds like my portion is finished so I am going to head out. Thank you all for your work on the SLA. I appreciate all your efforts slogging through this with us. I wish you all a peaceful winter season. Take care.

From Ellen Partal to All Panelists 09:05 PM

Happy holidays Amanda

To all my CCI friends; I wish you all a very merry and happy holiday and a blessed new year. Enjoy this time with friends and family.