



Washington County Committee for Community Involvement

155 N First Avenue, Suite 370 MS20, Hillsboro, OR 97132 | 503-846-6288 | www.WashCoCCI.org

Recognized by Washington County as a committee devoted to the success of community participation in government decision making processes. The CCI serves to assist the County in complying with Oregon Statewide Planning Goal 1*.

www.WashCoCCI.org

Representatives from each of the County's Community Participation Organizations (CPOs), whose mission it is to encourage and empower public involvement, serve on the CCI.

www.WashCoCPO.org

Vision

Individuals and their Washington County communities will be meaningfully engaged in collaborative, dynamic processes of open and responsive government.

Values

Civility, community, compassions, diversity, education, equity, improvement, inclusiveness, information, learning, process, respect, transparency



Meeting agenda for:

Tue., July 16, 2024 | 7-9 pm

Join meeting via Zoom at:

<https://us02web.zoom.us/j/81624122071>

On the Agenda

7:00 pm | **Welcome & Introductions**

7:05 pm | **Transportation Funding**

There are many funding sources for our various forms of transportation in the county. Dyami Valentine, Transportation Principal Planner, Washington County Land Use & Transportation, will provide an overview of where the transportation money comes from and where it goes.

7:50 pm | **Review CPO Agenda Preparation Process**

See *Process and Guidelines for Developing CPO Agendas and Meeting Notices* on page 2.

8:00 pm | **Subcommittee Reports**

Significant Natural Resources Subcommittee

Transportation Subcommittee

Communications Subcommittee

- Review of the OEICE pages on the County website, and how we intend to submit suggestions for improvements.

8:30 pm | **CPO Leaders Roundtable**

- Plan an in-person CCI Meet & Greet
- What's going on? Future topics? Rural topics?

9:00 pm | **Adjourn**

Steering Committee and Subcommittees Meeting Schedules

Steering Committee - Generally meets virtually on the Wednesday following the CCI general meeting at 11 am | [JOIN MEETING](#)

Significant Natural Resources Subcommittee - Generally meets virtually on the second Tuesday of each month at 9 am | [JOIN MEETING](#)

Communications Subcommittee - Generally meets virtually on the second Wednesday at 4 pm | [JOIN MEETING](#) | Meeting ID: 203 430 2736 | Passcode: ccicsc

Process and Guidelines for Developing CPO Agendas and Meeting Notices (DRAFT 3)

This document describes the process CPO leaders and OEICE staff use to develop agendas, the CPO News and day of meeting email reminders. It includes the order and primary responsibility for each task, deadlines, and the distinction between agendas and CPO News. "CPO leaders" refers to both CPO and CCI leaders. "CPO members" refers to both CPO and CCI members.

For active CPOs, three products are produced for each meeting by OEICE on a monthly basis: The full Agenda, the CPO News email, and the day of meeting notice.

The full agenda is a PDF document with agenda detail that is uploaded to the County CPO website and available via "Full Agenda" link. Information contained in the full agenda is used to create the CPO News email that is emailed to CPO members via Constant Contact. Both the Full Agenda and the CPO News email are clearly labeled with the notice "contents have been provided to you by CPO X community volunteers."

The CPO News email contains two parts: The first is a summary of the CPO agenda with a link to the Full Agenda. The second includes useful information on opportunities to engage and get connected with Washington County, area service providers, Metro and the State.

- In January of 2024, the County shifted to primarily digital communication for CPO meeting notices. In the rural areas, and some other instances, CPO leaders and members may request CPO meeting notices be sent via USPS.
- The CPO News emails are an important source of information for community members. CPO leaders may provide pertinent links or time-sensitive information to be shared in the CPO News if timing aligns with the CPO News publication date.
- Because the CPO News can't possibly contain all information that may be of interest to CPO members, CPO leaders and members are encouraged to subscribe to partner newsletters (such as LUT news or jurisdiction specific emails) and CE Connections for opportunities.

Links below:

- www.washingtoncountyor.gov/home/newsletters
- Clean Water Services [Newsroom Webpage](#)
- Tualatin Valley Fire & Rescue [Safety First Newsletter](#)
- Tualatin Hills Park & Recreation District [Tualatin Hills Today](#) and [Volunteer Opportunities](#)
- Tualatin Valley Water District [Water Words Newsletter](#)
- The neighborhood newsletters for cities in the county.
- Local community newsletters provide a wealth of information, such as [Cedar Mill News](#) and [Gales Creek Journal](#)

All CPO News content and agendas must be factual, non-biased, and should provide opportunities for community involvement in civic activities. Opportunities to learn will be emphasized, as will informative materials.

- No personal messages/greetings or editorials may be included.
- Name-calling slanderous or derogatory materials will not be mailed.
- Newsletters cannot contain materials which can be interpreted as sales advertisements.

Agenda Preparation Process Steps and Timing, from Draft to Final Agenda and CPO News Email

DRAFT AGENDA

CPO Leader:

- Starts the agenda development, including scheduling speakers.
 - If requested, Community Engagement Program Coordinator (CE Staff) can assist with selecting topics, suggesting or scheduling speakers.
 - All LUT requests must be scheduled through LUT Communication Manager.
- Confirms with presenters the wording to be included in the agenda for their presentation.
- Prepares a DRAFT agenda and submits to CE Staff two weeks prior to the CPO meeting.
- With the DRAFT agenda submission, can also send suggested items to be included in the CPO News email and/or to include on the second page of the agenda.

CE Staff:

- Within one business day (as opposed to 24 hours) of receipt of the DRAFT agenda, staff will send an email confirmation of receipt of DRAFT agenda to the person submitting agenda AND to the appropriate cpoXleaders@gmail.com.
- Review and prepare PROOF agenda from information sent by CPO leader;
- Prepare PROOF CPO News;
- Within 3 business days of receipt of DRAFT agenda, an agenda PROOF and CPO News PROOF will be sent to the CPO leader who submitted the agenda AND to the appropriate cpoXleaders@gmail.com. The subject line of this email shall clearly state that this agenda is a 'PROOF to distinguish it from the final agenda.

CPO Leader:

- Review "PROOF"
- If corrections are needed, send changes via email to staff within one business day of receiving proofs.
- If no corrections are needed, send approval via email to staff within one business day of receiving proofs.

CE Staff:

- If corrections are requested by CPO leader, staff will make changes and send an email labeled in the subject line as a 'REVISED PROOF' within one business day to the CPO leader submitting agenda AND to the cpoXleaders@gmail.com.

CPO Leader:

- Within one business day of receipt of REVISED PROOF, CPO leader will send approval of the PROOF (agenda and CPO News) to CE Staff.

If additional changes are still required for agenda to be approved by CPO leader, it is time for a phone call between the CPO leader and CE Staff.

FINAL AGENDA, CPO NEWS AND DAY OF MEETING NOTICE**CE Staff:**

- Within one business day of receipt of CPO Leader approval, the agenda and the CPO News will be finalized.
- Within one business day of agenda being finalized:
 - Agenda will be posted to the appropriate CPO webpage
 - Agenda will be sent via USPS to those who have requested a paper copy (those in rural areas and/or special exception if not in rural area)
- One week prior to the meeting the CPO News (with link to agenda) will be sent to the CPO membership list
- On the day of meeting, a reminder email will be sent to CPO membership list.

Useful CCI Pointers

- Recordings of Wash Co CCI meetings on YouTube can be found [here](#).
 - CPO Leadership contact information is found [here](#).
 - Opportunities to public participation in Washington County departments can be found [here](#).
 - Some federal agencies have volunteer opportunities that can be found [here](#).
 - Sign up to receive Department of Land Conservation and Development (DLCD) news [here](#).
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