



Minutes approved August 3, 2021.

1. Called to Order:

Meeting was called to order at 5:30 p.m.

Present: David Anderson (Chair), Lowell Greathouse, Hope Kramer, Fernando Lira, Evelyn Orr, Stephanie Rose, Lucie Carriker, Councilor Kristy Kottkey (for Malynda Wenzl), and Elizabeth Stover (staff for Bryan Pohl). Absent: Tom Cook (Secretary).

Absent: None

Staff: Bryan Pohl

1. A. Approval of Minutes:

Motion/seconded and passed to accept the minutes of June 1, 2021.

2. Community Communication Inbox: None.

3. CCI Discussion:

Debrief from Quarterly Town Meeting

Comments from CCI members:

- Useful meeting and information
- Evelyn did a great job
- The meeting went well
- There was good teamwork from CCI members
- Dave did great pre-work to help us prep the meeting
- The panelists were good and impressive
- Good beginning to these quarterly community events
- There were 47 people present/not great, but a good start
- We learned some new things about homeless/houseless-ness
- The pre-communication could be improved/things didn't get posted in a timely manner
- Create a quarterly meeting checklist/template, so we get things done in a timely manner next time. (**Homework:** send Dave comments on the checklist items you think should be included. We can to create a Google doc or some other format to perfect this together.)
- Hope did a good job again in curating the questions

- The use of the homeless/houseless terminology wasn't consistent/need to be clearer on our terms next time
- It was good to see the community participate
- The meeting had a good, conversational tone, like being at a dinner table talking
- It was a good production
- Next time city councilors need to bring their connections to the gathering. Kristy was able to do this through her neighborhood network group.

Planning the September Quarterly Town Meeting

- Working title: City of Forest Grove: Growth and Development 2021 and Beyond
- Thursday, September 30, 2021 from 6:30 to 8PM (no apparent city conflicts)
- Work with Bryan Pohl to gather speakers, including Bryan, Paul and Jeff from the city.
- The content of this meeting will include city development plans, the \$5.2 million the city is receiving for this kind of work, the Festival Street project, the plans for the police station, and the panel could include developers as well.
- It will be important to communicate how the public can participate in the planning process as it develops.
- Perhaps we could do a polling of participants as a part of the quarterly town meeting. What would the city like to know? (**Homework:** Fernando will work on developing the survey/polling process.)
- Will we have advance registration for the call? No. People can submit their email addresses if they would like further communication.
- Communication plan: August and September utility bills (**Homework:** Evelyn will develop this piece and communicate with Bev at the city, as well as coordinate with the News-Times. She will be the CCI point person for communications.)

Discussion with Elizabeth Stover on City's Communication Plan

- Elizabeth has been working with the city for two and a half years, as the Program Coordinator and her responsibilities now include communication coordination.
- The city has hired a consultant to do the city communication plan, which began before the COVID restrictions. So far, this process has included interviewing stakeholders, internal city teams from each department, as well as creating a core team.

- This is a work in progress and the communications plan is in draft form.
- The city needs more input from city boards and committees
- CCI members expressed the need for a more direct connection with our work in the process, since this plan relates to a significant part of our responsibility as a city committee.
- Elizabeth invited us to connect directly with her
- How does the CCI-developed quarterly and annual meetings and the idea of a neighborhood network fit into the city communication plan? We need our work to dovetail with this process. Elizabeth indicated that the quarterly meetings have been added to the draft plan.
- The suggestion was made that a member of CCI should be a part of the communication plan meetings. The suggestion was made that this person be Fernando.
- What is the timeline for the communications plan being developed?
- **Homework:** We will add a discussion to the status of the communications plan to our August CCI meeting, as well as the next steps in the Neighborhood Network process.
- Elizabeth will be in touch with Bryan regarding our meeting.

4. **Council Liaison Report:** None.

5. **Adjournment and Announcement of Next Meeting:**

Meeting adjourned at 6:45 p.m. The next meeting: 3 August, 2021.