



A place where families and businesses thrive.

**Committee for Community Involvement (CCI)
Meeting Minutes**

**September 5, 2023
Zoom Community Auditorium**

Minutes are unofficial until approve by CCI.

1. Called to Order

The meeting was called to order at 5:356PM.

Present: Lowell Greathouse (Vice Chair), Stephanie Fleisher (staff), Heather Finnigan, Madigan Shepherd, Hope Kramer (Chair), Councilor Donna Gustafson Absent: Dave Andersen/Jennifer Thomas, Tom Cook (Secretary)

2. Public Comment: None

3. Consent Agenda: Minutes were not available for approval & will be approved at next meeting..

4. Additions/Deletions: None.

5. Discussion Items

a) Boards and Commissions Subcommittee

- The Boards & Commissions (B & C's) Recommendations from the subcommittee was discussed. The subcommittee met from March-August of 2023 (8 meetings) and compared Forest Grove's B & C's to other cities in our area. Forest Grove has 13, other cities have around 8.
- Council recommends that CCI be renamed to "Committee for Community Engagement" or CCE. The new recommendation is to meet quarterly instead of monthly, host the Annual Town Meeting with a topic chosen by City Council and to work more with City Club.
- Several other Boards were either dissolved or reduced. New items from council were also discussed such as no subcommittees shall be started without council approval (staff is stretched thin), no boards can fundraise, no youth representation on boards, the chair of each board will sit for 2 years, and that all meeting agendas will need staff approval. Volunteers must live in the 97116 zip code to serve on a board.
- Decisions to make changes to boards were based on a number of items that included: Difficulty to get/keep volunteers, meeting attendance, lack of direction from council, selecting pet projects, too much discussions/spinning wheels and stretching staff thin with too many boards and subcommittees.

- c) • CCI will work on drafting a formal response to the subcommittee's recommendations at our next meeting.

Discussion for Response to Council on Subcommittees Recommendations:

- ATM, why have council pick topic? Is CCI just here for the ATM? Council needs to give us clear goals and utilize what they would like to see from CCI.
- Consensus from group is that we definitely need to meet more than 4 times a year if CCI is to plan the ATM. Group discussed possibly meeting more frequently toward the ATM.
- Tabled more discussion on this topic to next month's meeting so group could focus today's time on the council presentation later this month.

Presentation to Council:

- Attendance of ATM is strongly related to the topic of meeting. Hot topics equal more turnout.
- Formal versus informal statements to council from community members. How do we give helpful input to the council?
- Discussed what CCI has achieved in the last year or so; helped the city develop a newsletter, created "How to Put on an Annual Town Meeting" script and document. Created a toolkit to assist community in finding ways to volunteer or engage with city leaders.
- Involve CCI in council decisions. 2040 plan, ask us, think of us, and use CCI as a resource.
- Ensure community knows CCI can help them bring issues to council so council is aware of these issues.
- Create goals helpful to city leaders.
- Group discussed ideas to present that CCI would like to help implement:
 - a. Hold meetings "when dirt is moving" so community members are aware what is going on. Possibly have signs with a QR code with more info.
 - b. Create short topical videos on the city website, Farmers Market, Restaurants, the FG Theater, etc. Can post to You Tube as well
 - c. Rewrite the CCI description on the website
 - d. Engage more with council and other B & C's & residents.
- How do we create more informal ways to check the pulse of the city?
- Hope requested that we ask council to bring back the Boards and Commissions dinner that use to be held annually. Said it's a great place for everyone to get together and share what their respective boards are doing. Could also be a great place to have B & C's present to council? Donna thinks this a good event to bring back and will mention this to council.

Staff Update: Stephanie stated that a new IT person had been hired and started on staff today. The city is still currently working on getting the brand new website up and running. Joyce and she will be at this Wednesday's Farmers Market with the Livability Survey. The city is hoping for a bigger response than last year.

Council Liaison Report: None

6. Adjournment and Announcement of Next Meeting: The meeting adjourned at 7:02 PM by Chair Hope Kramer. The next CCI meeting will be held on Tuesday, October 3rd 2023 at 5:30 PM in the Community Auditorium & via Zoom.

Respectfully submitted,
Heather Finnigan