

**CITY OF CORVALLIS  
PUBLIC PARTICIPATION TASK FORCE Notes  
October 3, 2013 – 11am-1pm**

**PRESENT:** Kent Daniels, Chair; Annette Mills, Vice Chair; Emily Bowling; George Brown; Becki Goslow; Richard Hervey; Brenda VanDevelder; Penny York, volunteer notetaker; MaryBeth Altmann Hughes, HR Manager; Claire Pate, Recorder

**ABSENT:** Lee Eckroth, Rocio Munoz

**VISITORS:** Joe Raia, Hossien El-Nashar

**KEY POINTS OF DISCUSSION**

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Recommendations/Actions/ Info Only</u>
I. Welcome, Introductions, ground rules review - Kent	<ul style="list-style-type: none"> <li>• All present introduced themselves.</li> </ul>	
II. Agenda review, changes, additions - Kent	<ul style="list-style-type: none"> <li>• Introductions should include “check in”.</li> <li>• Last agenda item should read “check out”.</li> </ul>	
III. PPTF budget support/minute taking for this meeting - Kent	<ul style="list-style-type: none"> <li>• Kent submitted a proposal about needed support to the City Manager. The City Manager and City Recorder developed a cost estimate for the support. It is assumed it will be part of the Council agenda packet for next week.</li> <li>• Task Force members are welcome to attend when Kent and Annette present the proposal to City Council at the next meeting.</li> <li>• Claire Pate is the notetaker again today. Penny is also taking notes at this meeting. She will take “minimalist notes” that can be compared with Claire’s notes to determine the style of notes the Task Force would prefer.</li> <li>• There was discussion about the possibility of finding community volunteers for note taking, should they be required.</li> </ul>	

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IV. City Manager/Dept. Head/other staff attendance at future meetings	<ul style="list-style-type: none"> <li>• What do members want to know from senior staff?</li> <li>• What is the process for seeking public input?</li> <li>• Should the Task Force learn about best practices before focusing on what is happening now with the B&amp;Cs?</li> <li>• Consider looking at the TF charge and deriving questions from that.</li> </ul>	<p><b>Kent</b> will let department managers, the Mayor and the City Manager know that this will be scheduled for later meetings.</p>
V. Review PPTF outcomes documents from last meeting - All	<ul style="list-style-type: none"> <li>• Discussed main points from outcome discussion. (notes from Kent, Penny, Brenda)</li> <li>• All items from prior meeting and attachments are the result of brainstorming and not prioritized or approved.</li> <li>• There was discussion about a spreadsheet Brenda developed to summarize the outcomes. It was used later as a framework to begin to organize the work of the TF.</li> </ul>	<p><b>Brenda</b> will send out the spreadsheet she developed to summarize the outcomes discussion.</p>
VI. Review and prioritize City Council charge (what, when, how) - Richard	<ul style="list-style-type: none"> <li>• <b>Process:</b></li> <li>• Reference to the document “The Process is the Decision”.</li> <li>• It would be helpful to learn about the concerns of citizens.</li> <li>• Should we approach this work through small groups? Do some issues need whole group discussion, at least initially? What issues should they address?</li> <li>• Are we looking at whether citizens are happy with opportunities for participation or looking at the system of participation.</li> <li>• Should we look together at models from other cities? How would we do that? Should we have a base set of questions? How would they be developed? Discussion about developing “TTFs” (tiny task forces or subcommittees) for each?</li> <li>• Discussion about methods of seeking information. Methods of contacting members of B&amp;Cs. Purposes of seeking information. Including a brief statement of our TF and charge.</li> </ul>	<p>The TF will form small groups (TTFs) to look into issues in the charge including:</p> <ul style="list-style-type: none"> <li>• Cost factors for supporting B&amp;Cs. – <b>MaryBeth (convener)</b> &amp; Penny</li> <li>• Neighborhood associations. <b>Annette (convener)</b>, Emily, Richard, George (will not meet immediately)</li> <li>• Number and scope of B&amp;Cs, CCI, Councilor liaison role. <b>Richard (convener)</b>, Kent,</li> </ul>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Recommendations/Actions/ Info Only</u>
	<ul style="list-style-type: none"> <li>• Should we be seeking information from Corvallis B&amp;Cs before or at the same time as looking at other models?</li> <li>• <b>Issues:</b></li> <li>• There were questions about whether some citizens feel left out of the participation process.</li> <li>• Should the TF look at some options for standardizing aspects of B&amp;Cs?</li> <li>• One aspect of effective participation is the timing of when the efforts of citizens come into the process. Problems can occur when citizens don't come until the end.</li> <li>• Looking at the evaluation process is important.</li> <li>• The B&amp;Cs could be more effective if more involved in the City budgeting process, and other decisions as well.</li> <li>• Citizens have significant expertise and that is an important resource which could be used more effectively.</li> <li>• Are there ways that the City can better support good participation?</li> </ul>	<p>Brenda, Becki</p> <ul style="list-style-type: none"> <li>• Opportunities to advise the Council. (whole task force to address later)</li> <li>• Relationship with City operating departments. (no consensus about how to address)</li> <li>• Formation, evaluation, revision, sunseting. (no consensus about how to address)</li> </ul> <p>A TTF will draft a survey of B&amp;C members: <b>Annette (convener)</b>, Emily, Brenda.</p> <p>A TTF will look at other city models, how to investigate, how select the cities, possible cities, who to contact: <b>Becki (convener)</b>, Penny, Kent</p>
VII. Visitors Propositions - 12:10	<ul style="list-style-type: none"> <li>• Joe Raia made a suggestion to seek information about reviewing the outcome document.</li> </ul>	
VIII. Discuss/Review other documents - All	<ul style="list-style-type: none"> <li>• Looking at the history, there has been a lot of change in the B&amp;Cs of the City.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• There was brief discussion about references to additional information in Council policies about B&amp;C and Council liaisons.</li> </ul>	
IX. Agenda for next meeting - Kent	<ul style="list-style-type: none"> <li>• Report back from City Council presentation on the budget.</li> <li>• Reports from TTFs: costs, survey, B&amp;Cs, city contact</li> <li>• It would be helpful if survey drafts went out in advance.</li> <li>• Review the charge for identifying TTFs and their work.</li> </ul>	The agenda was developed. Members should let Kent know if they need something added.
X. Check out: How did we do? - Richard	<ul style="list-style-type: none"> <li>• Having a facilitator for one portion was effective.</li> <li>• Having a volunteer notetaker is daunting and some worry that they may have to take a turn and wouldn't be able to do it effectively.</li> <li>• Quorum check for the next meeting.</li> </ul>	

The meeting adjourned at 1:05 p.m.

Respectfully submitted, Kent Daniels, Chair  
Approved by PPTF, by consensus 10/17/13

**Next Meeting(s):**

- October 17<sup>th</sup>;
- November 7<sup>th</sup> & 21<sup>st</sup>
- December 5<sup>th</sup> & 19<sup>th</sup>

**Parking Lot:**

- No additions

**See attachments:**

- PPTF Outcomes, in categories, brainstormed, not prioritized or approved 9/20/13

## **PPTF Outcomes, in categories, (brainstormed, not prioritized or approved)**

09/20/2013

- PPTF – how we do our work
  - Highlight work of the task force as we progress
  - Look/survey other cities as role models for our public participation
  - (Study) barriers to public participation
  - Want committee to have tangible impact, accomplish
- PPTF – our work products
  - Clear direction to City Council
  - Clear guidelines and outcomes for boards and commissions
- City Boards and Commissions
  - B&C system goals and changes
    - Devise system (of) annual measurable goals for boards and commissions
    - Open advertising for board and commission vacancies (diverse ethnicity – more reflective of Corvallis). Consider use of photos in ads.
    - Fewer boards and commissions with greater focus and scope
    - Commonality re: staff support
    - (Develop) templates for boards and commissions re: roles, responsibilities, goal-setting structure, recruiting, sunseting
    - Understand tangible and intangible costs
    - Use city resources well, be efficient
    - Boards and commissions produce (their) work products rather than staff producing them
    - Process for City Council, boards and commissions, staff to use when creating a task force
      - or major planning efforts to ensure citizen involvement from the beginning
    - Training and orientation for chairs
    - CCI is for all city activity and promotes diversity and citizen involvement
  - B&C attitudes
    - All boards and commissions to receive respect and appreciation
    - Positive/collaborative relationships amongst boards and commissions
    - Citizens more interested and empowered in city government and its task forces, boards and commissions
    - Different dynamic and relationship, staff is supportive; citizens in charge
- Communication, participation, decision-making, and general outcomes
  - Easy flow of information from city government to citizens
  - Citizens empowered before decisions reached.
  - Create environment to give input in public forum
  - Things/outcomes happen faster
  - Go to the people and ask (invest now) rather than react
  - Renewed faith in city government
  - City Council and city staff see citizens/volunteers positively
- Neighborhoods
  - Increased interdependence between neighbors
  - Visibility of neighborhood associations
  - Neighborhood associations proactive, not reactive
- Inclusiveness/diversity
  - Non-traditional strategies to reach non-traditional populations (language)
  - Funds to ensure all people can participate
  - Recognize different levels of involvement