

CITY OF CORVALLIS
Public Participation Task Force Minutes
November 7, 2013

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Richard Hervey, Rocio Munoz; Brenda VanDevelder; Lee Eckroth; Penny York; Becki Goslow; George Brown
Members Absent:	Emily Bowling
Staff:	Mary Beth Altmann-Hughes, HR Manager; Claire Pate, Scribe
Visitors:	

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
1. Check in, introductions, review ground rules (Chair)	<ul style="list-style-type: none"> The meeting was called to order at 11am All participants are empowered to do a time check when necessary. 	
2. Review Agenda (Chair)	<ul style="list-style-type: none"> Hervey has comments which will be shared later in the meeting as part of discussions relating to public meetings and scope of boards and committees. The comments relate to Leadership Institute materials and Investment Council meeting. 	
3. Review/Approve 10/17/13 Meeting Minutes	Add to Agenda Item #10, Action column: <ul style="list-style-type: none"> Continue to work on #8 above. Delay talking about City surveys until next meeting. 	Motion by Annette, seconded by Mary Beth to approve the October 17, 2013 minutes, with the two additions to item #10. Motion passed.
4. Minutes template/structure & related topics (Penny)	<ul style="list-style-type: none"> Penny shared a draft minutes template, and a draft Guidelines for taking “Key Discussion Minutes.” Noted that City Attorney had sent some comments about minutes, in which he cautioned about the need for the official B&Cs to meet legal requirements. 	<ul style="list-style-type: none"> Template will be forwarded to staff for comment. (Penny/Mary Beth) After staff’s comments are received and processed, template and guidelines will be refined and then sent to ASC with a recommendation that Council adopt the format for use by all non-quasi-judicial Boards and Commissions.

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	<ul style="list-style-type: none"> • Inclusion of “Checkout” as part of the template was discussed, but no consensus was reached. • Noted that an agenda template might also be a good thing to have. • Noted that another approach to minutes taking would be to have a group or pool of volunteer scribes who would be trained to take minutes. 	<ul style="list-style-type: none"> • This topic will be added to the November 21, 2013 meeting agenda for further discussion.
5. Mayor/City Manager; Department Head Meeting Structure (Kent)	<ul style="list-style-type: none"> • Kent asked for TF members to send him proposed questions that should be asked of the Mayor/City Manager, and Department Heads. • Noted that it would be a more efficient use of time if descriptions of various Boards and Commissions and public participation processes could be sent to PPTF ahead of time, so meeting time could be used to ask/respond to questions. 	<ul style="list-style-type: none"> • Mayor and City Manager will be coming to the December 5, 2013 meeting. • Three Department Heads will be coming to the December 19, 2013 meeting. • Put this on the November 21, 2013 meeting agenda for discussion of the questions and format for the meetings.
6. Draft outline of PPTF outcomes/work Products (Penny)	<ul style="list-style-type: none"> • Penny drafted a document which lists possible “PPTF Outcomes and Work Products.” • Noted that Guiding Principles are a worthy undertaking in order to provide a context for the work of the PPTF. • Suggestion that #6 be changed to be more inclusive: Public Participation: neighborhood connections (which includes neighborhood associations). 	<ul style="list-style-type: none"> • Add to the November 21, 2013 meeting agenda: Discussion relating to products #2 & #5 on the list, and how to proceed with them. (Guiding Principles & Outreach/Inclusiveness) • All members are invited to send to Kent suggestions for the Guiding Principles.
7. Proposals for Upcoming Public Meetings (Annette)	<ul style="list-style-type: none"> • Noted that 509J School District has offered the use of their facilities. • Best location would be a centrally located school close to transit, like Linus Pauling &/or Lincoln schools. 	<ul style="list-style-type: none"> • Decision to focus on having one meeting with target participants being B&C members, League of Women Voters, Neighborhood Associations, OSU Collaboration audience, as well as public, to review drafts of PPTF work products.

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	<ul style="list-style-type: none"> • Noted that meetings can be a lot of work to organize, with sometimes not a lot of participation. • Noted that there needs to be a clear focus for the meeting, and a “hook” to bring people in. • Noted that one public meeting technique involves participants sending “tweets” and “texts” as a way of participating and responding to questions/surveys. • Noted that there are varying perspectives on how involved the citizenry already is with regard to public participation. 	<ul style="list-style-type: none"> • Kent will work with Brenda on location for a meeting. • Annette and Brenda will work together on framework for meeting and bring it back to next meeting.
8. Review TTF draft/plans for contacting other cities/organizations – next steps (Kent)	<ul style="list-style-type: none"> • Noted that comparator cities should include Albany and Bend, which are cities that Corvallis routinely uses as comparators. • Proposed questions are suggestions only, and can be followed up with others. • The core questions are looking at best practices and creative ideas relating to public participation. • Add a question like: “What strategies do you use to reach diverse groups and different ethnic populations?” 	<ul style="list-style-type: none"> • City assignments are: <ul style="list-style-type: none"> ○ Lake Oswego – Annette ○ Ashland – Brenda ○ Pasadena, CA – Penny ○ McMinnville – Becki ○ Salem, Ithaca – Richard ○ Woodburn – Rocio (website review) ○ Eugene, Springfield, Benton Co. – Kent ○ West Linn – George (website review) • Will remain on November 21, 2013 meeting agenda.
9. Visitors Comments	<ul style="list-style-type: none"> • No visitors present. 	
10. TTF for Scope of Boards & Commissions – Report (Brenda/Richard)	<ul style="list-style-type: none"> • Brenda had sent out a draft document listing all the B&C’s and staff assignments. • Richard shared that the City’s Investment Council might be sunsetted with its work assigned to Council’s ASC. • Noted that there are some areas of 	<ul style="list-style-type: none"> • Agreed that the work of this TTF should be put off until January.

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	<p>interest for which there are no B&Cs.</p> <ul style="list-style-type: none"> • Noted that one idea would be to look at merging the assignments of MLK Commission and CCI under a broader scope, such as a Diversity Commission. 	
<p>11. TTF for Neighborhood Associations – Report (Richard)</p>	<ul style="list-style-type: none"> • TTF met and decided to do a phone survey of NA’s. The questions to be asked include: <ul style="list-style-type: none"> ○ Is your neighborhood association active? ○ How often do you meet? ○ How do you announce your meetings? ○ What would you like from the City in terms of support? ○ What types of activities do you have? ○ How do you recruit new members? ○ Do you have bylaws? ○ When is the last time you had an election? ○ Do you have a treasurer? • Councilor Beilstein has some thoughts that he could share with the TTF. 	<ul style="list-style-type: none"> • Each member of the TTF will be calling assigned neighborhood associations, and will report back to the next TTF meeting. • Invite Mike Beilstein to the next TTF meeting.
<p>12. TTF for Survey of City Directors on Cost Factors - Report</p>	<ul style="list-style-type: none"> • Survey was sent out to Senior Staff, and Mary Beth and Penny are working on digesting the feedback. 	<ul style="list-style-type: none"> • Summary document will be brought back to PPTF for next meeting.
<p>13. Agenda for November 21, 2013, meeting.</p>		<ul style="list-style-type: none"> • Reports back from TTFs • Discussion relating to Guiding Principles, Outreach/Inclusiveness work products. • Questions/format for meetings with City Manager/Mayor/Senior staff. • Continued review of Minutes Taking Template/Guidelines

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		<ul style="list-style-type: none"> • Status Report on feedback from comparator cities. • Review summary of senior staff survey results.
14. Check-out: Time used efficiently? Everyone heard? Feedback about process?	<ul style="list-style-type: none"> • Feedback was given about the process, which seemed to go well. • Good discussion about the public meetings. 	
15. Adjourn	The meeting was adjourned at 12:54 pm	

Respectfully submitted, Kent Daniels, Chair

Next Meeting: November 21, 2013