

CITY OF CORVALLIS
Public Participation Task Force Minutes
December 19, 2013

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Richard Hervey; Lee Eckroth; Penny York; George Brown; Brenda VanDevelder; Rocio Munoz; Emily Bowling (at 11:50am)
Members Absent:	Becky Goslow
Staff:	Mary Beth Altmann-Hughes, HR Manager; Claire Pate, Scribe
Visitors:	Stewart Wershow

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
1. Check in, introductions, review ground rules (Chair)		
2. Review Agenda (Chair)	<ul style="list-style-type: none"> • Same items; different order. 	
3. Review/Approve 12/5/13 Meeting Minutes (All)		<ul style="list-style-type: none"> • Minutes approved, with one revision to item #4.
4. Review Plans for January 13 Public Meeting (Brenda, Emily, Annette)	<ul style="list-style-type: none"> • Brenda presented the outline of plans (Attachment 2 from 12/19/13 PPTF Packet) • Assignments were made for various tasks • Discussion about childcare & need for translation services 	<ul style="list-style-type: none"> • Meeting process/plans approved. • Assignments: Lee – will contact provisioners; coordinate low waste/composting; secure supplies. Richard – will do table tents Rocio/Annette – Welcome table Penny/Kent – transcription of meeting

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		Rocio – facilitate/translate for Spanish table.
5. Dialog with Dept. Heads Emery, Steckel and Gibb	<ul style="list-style-type: none"> • Questions were addressed by all three (Attachment 3 from 12/19/13 PPTF Packet) • Key discussion points: Training/orientation needed for B&C Chairs/Vice Chairs B&Cs meet very different needs; one size does not fit all. CD has a proposal to provide support for Neighborhood Empowerment programs (Attachment A) 	
6. Visitor’s comments	<ul style="list-style-type: none"> • Stewart Wershow spoke on importance of promoting public safety/emergency preparedness groups; Neighborhood Watch is a good model. 	
7. Updates/Information on Tiny Task Force (TTF) meetings held since 12/5/13 (Emily, Brenda, Annette, Mary Beth)	<ul style="list-style-type: none"> • All three groups gave updates • It was agreed that the B&C TTF would have primary responsibility to draft recommendations for CCI and task forces. 	<ul style="list-style-type: none"> • TTFs set meeting dates prior to the January 9, 2014 meeting.
8. Breakout into TTFs for future planning discussions and decisions		
9. Check-out: Was time used efficiently? Was everyone prepared? Everyone heard? Meeting process okay? Can we	<ul style="list-style-type: none"> • Meeting was structured well 	<ul style="list-style-type: none"> • Items for next agenda (January 9, 2014): Tutorial on public meeting facilitation Feedback/Reports from TTFs (all)

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do better? Agenda for next meeting? (Richard/All)		Review/adjust calendar if necessary (Kent) Analyze budget (Mary Beth)
10. Adjourn	The meeting was adjourned at 1 pm	

Respectfully submitted, Kent Daniels, Chair

Next Meeting: January 9, 2014