

**CITY OF CORVALLIS**  
**Public Participation Task Force Minutes**  
**January 9, 2014**

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

<u><i>Agenda Item</i></u>	<u><i>Key Discussion Points</i></u>	<u><i>Action or Information Only</i></u>
1. Check in, introductions, review ground rules (Chair)	<ul style="list-style-type: none"> <li>• Announcement: Courtney Cloyd is organizing a Neighborhood Association Summit for February 5, 2014 (Kent)</li> <li>• New Ground rule: Use terminology of “public” and “community” in place of “citizen”</li> </ul>	
2. Review Agenda (Chair)	<ul style="list-style-type: none"> <li>• No changes, except for the order of business.</li> </ul>	
3. Review/Approve 12/19/13 Meeting Minutes (All)	<ul style="list-style-type: none"> <li>• Minutes are being formatted to be slightly more than action minutes, i.e. denoting key discussion items, but without detail of “he said, she said.” Lack of detail is problematic to some.</li> <li>• Staff is giving feedback on format of minutes, and noted that landscape format can be problematic.</li> </ul>	Motion by Brenda, seconded by Mary Beth, to approve 12/19/13 minutes as drafted; motion passed unanimously.

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	<ul style="list-style-type: none"> <li>• There will be a need to draft a recommendation for format of minutes prior to the end of PPTF's work.</li> </ul>	
<p>4. Updates on plans for 1/13/14 public meeting, and "tutorial" on public meeting facilitation (Brenda/Emily/Annette)</p>	<ul style="list-style-type: none"> <li>• Brenda provided an update on plans.</li> <li>• Annette reviewed the directions for Table Leaders (Attachment A)</li> <li>• Emily noted that there were 58 RSVPs.</li> <li>• A Question was added: <i>For which boards or commissions or other city groups do you see the greatest opportunity for collaboration?</i></li> <li>• A plan was formulated to collect input from persons who are turned away due to size of crowd.</li> </ul>	
<p>5. Updates from the 3 New Tiny Task Forces (TTFs) and next meeting dates (Brenda, Annette, Emily)</p>	<ul style="list-style-type: none"> <li>• TTFs gave brief updates, with written drafts to be submitted at a later date.</li> <li>• Key discussion point was the need to ensure members of boards and commissions (B&amp;Cs) have ample opportunity to weigh in before any sunsetting or merging of B&amp;Cs takes place. Agreed that second public meeting and Administrative Services Committee consideration of recommendations from PPTF provide that opportunity.</li> </ul>	
<p>6. Committee for Citizen Involvement (CCI) Dialog (Kent)</p>	<ul style="list-style-type: none"> <li>• TTFs provided brief thoughts on how the CCI could/should be used from each of their perspectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Kent will give/arrange for an overview of CCI's history and current status at 1/23/14 PPTF meeting.</li> </ul>

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7. Visitor's comments, ideas, suggestions	<ul style="list-style-type: none"> <li>• <b>Stewart Wershow:</b> 1) gave an update on Neighborhood Watch groups (189 groups; 30 not active); 2) Made a suggestion that the City/County explore an infrastructure that would merge Neighborhood Associations with Neighborhood Watch activities; 3) Asked that minutes denote that at the 12/19/13 PPTF meeting the Public Works Director indicated that they generally direct the work of the B&amp;Cs instead of the B&amp;Cs giving direction to the department.</li> <li>• <b>Dave Eckert:</b> suggested that consideration be given for establishing a new Board or Commission or a blended one for reviewing early-stage concepts for Public Works' streets and water/storm water projects. The public does not get informed until late in the process, often at the point where a project is at a 95% review status. SW 15<sup>th</sup> Street is an example of how such lack of review can lead to issues, such as pedestrian safety and lack of adequate storm water mitigation.</li> </ul>	
8. PPTF budget review (Mary Beth)	<ul style="list-style-type: none"> <li>• Resources are adequate to continue covering the costs of having a scribe.</li> </ul>	
9. Check-out: Was time used efficiently? Was everyone prepared? Everyone	<ul style="list-style-type: none"> <li>• No breakout sessions due to lateness of meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Second public meeting date tentatively set for April 3, 2014 at Linus Pauling</li> </ul>

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heard? Meeting process okay? Can we do better? Agenda for next meeting? (Richard/All) Breakout into new TTFs for future planning discussions and decisions (Richard)		Middle School. <ul style="list-style-type: none"> <li>• Jeff Hess should be invited to attend a PPTF meeting to share his views.</li> <li>• CCI function discussion will be on agenda for 1/23/14 meeting.</li> </ul>
10. PPTF Meeting Adjourns	<ul style="list-style-type: none"> <li>• The meeting was adjourned at 1:05 pm</li> </ul>	

Respectfully submitted, Kent Daniels, Chair

Next Meeting: January 23, 2014

**Connected Communities: a world café conversation  
January 13, 2014**

**DIRECTIONS FOR TABLE LEADERS**

**BEFORE the meeting begins:**

- Arrive at the public library meeting room between 5:30 and 6:00 pm.
- Pick up your name tag, which will have a table number on it. Find your table.
- The tables will be covered with three sheets of butcher paper. Materials at your table will include a tent card with discussion guidelines, one marker for each person, and a stack of index cards.
- As people begin to arrive, you can do some networking, enjoy refreshments, etc.
- Be at your table by 6:40 pm to welcome people to your table and identify yourself as the table leader.

**DURING the meeting**

**Table Discussion #1: Strengthening the System** (20 minutes – following Emily's presentation)

- Introductions around the table: name + primary affiliation (B/C, neighborhood association, organization, school, etc.). This should be quick – 2 minutes max. Model a brief introduction by being the first to introduce yourself.
- Restate the question, which will be on the screen at the front of the room.

**QUESTIONS:**

- **Based on your experience, where do you see the greatest opportunities for collaboration between boards and commissions?**
- **How could we improve the current board/commission process and neighborhood association efforts?**
- Make sure everyone has a chance to speak.
- Encourage everyone to write their ideas on the butcher paper.
- During the transition to the second table, fold up butcher paper #1 and label it. These will be collected from the tables.

**Table Discussion #2: Building Community** (20 minutes – following 5-minute transition)

- Introductions around the table: name + affiliation (B/C, neighborhood association, organization, school, etc.). This should be quick – 2 minutes max.
- Restate the question, which will be on the screen at the front of the room.

## **QUESTIONS:**

- **What could be done to engage a greater diversity of community members in boards, commissions, and neighborhood associations?**
- **How can we encourage more proactive efforts on boards, commissions, and neighborhood associations?** (Examples: emergency preparedness, neighborhood plantings, etc.)
- Make sure everyone has a chance to speak.
- Encourage everyone to write their ideas on the butcher paper.
- During the transition to the third table, fold up butcher paper #2 and label it. These will be collected from the tables.

### **Table Discussion #3: Enhancing Communication** (20 minutes – following 5-minute transition)

- Introductions around the table: name + affiliation (B/C, neighborhood association, organization, school, etc.). This should be quick – 2 minutes max.
- Restate the question, which will be on the screen at the front of the room.

## **QUESTIONS:**

- **How can we improve communication between and among**
  - **Boards/commissions**
  - **Neighborhood associations**
  - **Community members**
  - **City Council**
- Make sure everyone has a chance to speak.
- Encourage everyone to write their ideas on the butcher paper.

### **Whole Group Sharing: Emerging Ideas**

- Distribute note cards.
- Everyone take one minute to write down the best idea they've heard.
- Collect note cards, and take them to Kent at front of room.
- Kent will share a few ideas from the cards.

### **At the CLOSE of the meeting:**

- Thank attendees for their participation.
- Fold up butcher paper #3 and take it, along with other materials (table tent, markers, cards), to front of room and place in appropriate boxes.

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## ***TIPS FOR LEADING DISCUSSION***

As the table leader, you are responsible for creating and maintaining an open and welcoming environment so that all participants are comfortable sharing.

### **General Guidelines**

- Welcome everyone as they arrive at the table.
- Your primary role is to hear from participants and to encourage participants to record their ideas on the butcher paper.
- Be open.
- Encourage everyone to participate but do not allow anyone to dominate. *“We’ve heard from \_\_\_\_\_ . Would anyone else like to share?”*
- Keep the discussion moving by summarizing and synthesizing.
- Start and end each segment on time.

### **Specific Guidelines**

- Emphasize that there are no “right” or “wrong” responses. Create an environment of acceptance.
- Follow the agenda. If the discussion is off-subject, bring it back to the original question.
- Make sure there’s time for everyone to share. *“Does anyone else have anything to add?”*
- Thank everyone for participating.