

MULTNOMAH COUNTY CHARTER COMMITTEE

COMMITTEE MEETING 2

October 20, 2021, 5:30pm – 7:30pm via Zoom

Attendees

Staff:

- Allison Brown (she/her), JLA Public Involvement
- Ariella Frishberg (she/her), JLA Public Involvement
- Kali Odell (she/her), Charter Review Committee Program Coordinator
- Katherine Thomas (she/her), Assistant County Attorney
- J'reyesha Brannon (she/her)
- Jude Perez (they/them)
- Maja Harris (she/her)
- Marc Gonzales
- Nina Khanjan (she/her)
- Samantha Gladu (she/they)
- Salma Sheikh (she/her)
- Theresa Mai (she/her)
- Timur Ender (he/him)

Committee Members

- Ana González Muñoz (she/ella)
- Annie Kallen (she/her)
- Danica Leung (she/her)
- Georgina Miltenberger (she/her)

Absent:

- *Donovan Smith (he/him)*
- *Ana del Rocio (she/her)*
- *Meikelo Cabbage*

In addition, members of the public were welcome to observe the meeting as non-participatory attendees. There were no public attendees during the meeting.

Welcome and Introductions

Allison Brown, JLA Public Involvement, kicked off the meeting with an overview of Zoom logistics and etiquette. She explained that the Zoom chat is part of the public record, including direct messages to the hosts. The Zoom chat can be found in Appendix A.

A member of the committee who was not present at the first meeting introduced herself and shared her answers to some brief introductory questions.

Group Agreements: Discussion

Allison Brown, JLA Public Involvement, facilitated a round robin discussion about the group agreements. Committee members received a draft list of group agreements, compiled by Allison. Allison called on each

committee member and asked them, “What is most important to you when trying to reach agreement with people with different points of view?”

A draft version of the agreements that reflect the group’s discussion can be found [in this PDF](#) on the Committee’s website.

Roles As Public Officials: Presentation

Katherine Thomas, Assistant County Attorney, followed up on questions that arose from the first meeting. Committee members were encouraged to contact Kali Odell if they have additional or more specific questions.

- Public records
 - Anything generated (not just written word), in the service of the committee can count as public record.
 - Documents must be retained for a length of time; this is dependent on the type and content of the document. Committee members can follow up with staff to learn what is required. Or they can opt to save everything and turn over all their documents and records to staff during or at conclusion of service in order to be in compliance.
 - If members receive a public records request, please communicate with staff to ensure compliance with legal requirements. Not all records are required to be disclosed, so don’t assume all records must be immediately turned over to a request.
- Political activity
 - Members cannot promote or oppose political committee initiative, referral, referendum, recall petition, measure, or candidate *while acting* in their official capacity as a member of the Charter Review Committee.
 - Measures that the Charter Review Committee might refer out to the public do not have restrictions until paperwork is filed with the Elections Division.
- Ethics and community engagement
 - There are no restrictions on who members engage with or how members engage.
 - The only restrictions are on decision making conversations when there is a quorum of committee members.
 - Government ethics law does not restrict who members engage with; however, they cannot promote something that would benefit themselves or their associates financially.
 - Members should still be transparent to the group and share interactions with the public on Charter Review.
 - If a member gets a formal media request, they should let staff and co-chairs know and refer for official statement or viewpoint. Members should never discuss their own viewpoints on behalf of the committee; however, they can speak as themselves. The communications office can be a resource if members receive a media request (Kali can connect if needed).

Committee Bylaws: Presentation and Discussion

Kali Odell, Multnomah County, walked members through an overview of the Committee Bylaws document. The bylaws define the structure and governance of the Committee. Kali presented a draft of bylaws as a reference

and stated that many members who have served on other committees might have other ideas to add. Kali went through different sections of the bylaws and discussed potential changes. Co-chairs and subcommittees were a main focus of bylaw discussion, with some time at the end to discuss general questions, concerns, and ideas.

A member suggested the acronym “CRC” be changed to “MCCRC” to differentiate from other charter review processes currently happening in the region. Committee members agreed to this change.

The draft bylaws can be found [in this PDF](#) on the Committee's website.

Co-chairs discussion:

- Q: Do the bylaws allow for rotating co-chairs? Could we add the option for that if there is interest in that?
 - If there is a lot of interest or if people are feeling like the responsibilities are too burdensome, we could talk about that as an option.
- Q: Is there a set number of co-chairs?
 - No, but we want to be conscious of the amount of work members are asked to do and ease of scheduling and logistics. Members will also have leadership opportunities through chairing subcommittees.
- Q: In what context would the co-chairs act as spokespeople for the Committee?
 - If the Committee agrees to it, the chair would be the spokesperson on behalf of the committee for formal media requests.
- Q: Can we remove the co-chair duty of providing feedback to staff on how to improve process and engagement, since the entire committee is open to do that?
 - Allison stated that it could be added to the group agreements and the group agreed.
- Q: What is modified consensus in how co-chairs are chosen?
 - That is something that will be addressed at the next meeting, when we cover decision-making processes.

Allison summarized the discussion so far. The Committee indicated they were ready to move on from this subject. Allison asked people to think about whether they want to serve as a co-chair and staff would be in touch after the meeting to find out who is interested.

Facilitator discussion:

- Q: Should the co-chairs also be involved in the drafting of meeting agendas and materials?
 - Yes, typically we all meet and discuss what should go on the agenda, and Allison is the one who is responsible for putting it on paper for everyone to approve. The co-chairs can be as involved in this process as they would like to be.
- Comment: An important role for the facilitator as we get into discussion is to make sure that there is shared language around complex issues. This is so we can make decisions that are based in a similar understanding.
 - Allison replied: Absolutely, and I know I will miss some things, so please send a message in the chat and let's hold ourselves accountable to clarify language.

- Kali added that this was something that can be added to the group agreements rather than the bylaws.
- Comment: We have a limited time to get things done, so it's really great to have a facilitator to keep us moving to our destination.

Questions from the chat:

- Q: Can we nominate chairs?
 - Yes, with their consent. Reach out to them prior to nomination to ask how they feel about it.
- Q: Is it possible to revise bylaws at a later date?
 - Yes, and something to discuss at the next meeting is how challenging you want that to be. Many groups require a two-thirds majority, which can sometimes make it more difficult to amend bylaws, versus a simple majority.

There were no questions surrounding the roles of the Program Coordinator or the County Attorney's Office.

Kali then discussed how subcommittees could function within the MCCRC and asked if there should be a chair or co-chair within the subcommittees to work with her on agendas. If there were no chair or co-chairs, all discussion would happen within a public meeting. Committee members agreed that time was valuable, and that subcommittees should have one chair to lead, but to keep it open to co-chairs if subcommittees get large and need multiple people as leaders.

Additional Topics: Discussion

The Committee did not have time to dive deeply into potential topics for Charter review. Kali Odell, Program Coordinator, briefed the committee on different ways they can solicit public comments for discussion in the next meeting.

- An emphasis on written public comment can save time during meetings.
- Time can be set aside in meetings for hearing public comment, which allows people to talk for a few minutes each.
- A subcommittee can listen to public comment outside of normal meeting times.
- People can be invited to give public testimony.

Allison asked the group if there was interest in rotating co-chairs, and the group agreed there was.

- Comment: If we have rotating chairs, you can be a co-chair and also chair of a subcommittee. Then if you are passionate about something, you can switch with someone to focus on that.
 - Allison replied: We also have a process diagram and can bring that back around to refresh our memories on the proposed process.

Next Steps and Closing

Allison and Kali wrapped up the meeting with the following items:

- The group should think about how to address public comment and different ways to engage people for the next meeting.

- Members consider whether they want to serve as co-chairs of the group as a whole or a chair of a subcommittee.
- Members read through and confirm group agreements, bylaws, and additional readings that outline charter decision making processes.
- Watch their emails for a survey, additional resources, and homework ahead of the next meeting.
- Think about common tools and language surrounding equity. There will be an additional meeting on Wednesday, December 1 to talk about how to apply an equity lens to group decisions.

Appendix A: Zoom Chat

Ariella Frishberg: Hi everyone!

Annie Kallen: Welcome Salma!

Ariella Frishberg: I have my camera off because I'm keeping the cats company in a room with poor lighting. ;)

Danica Leung: Me too - my wifi is pretty unstable today so I'm keeping my camera off for right now

Danica Leung: Could you put the questions in the chat as well?

Allison Brown: Question: what's most important to you when trying to reach agreement with people with different points of view?

Allison Brown: Annie, Maja and Marc to start

Allison Brown: Theresa, Jay and Jude

Allison Brown: UP next, Samantha, Nina and Salma

Allison Brown: Let's go to Ana, Georgina and Danica next

Nina Khanjan: Yes! Reflect!

Nina Khanjan: Sorry my internet cut out I missed that

Allison Brown: Timur, you're next, then staff!

Ariella Frishberg: I think this group covered it!

Ana González Muñoz: Can you make it a little larger?

Annie Kallen: Thanks Katherine!

Georgina Miltenberger: Can we nominate chairs?

Danica Leung: Is it possible to revise bylaws at a later date?

Samantha Gladu: A really cute symbol I've seen used before is holding a hand in the shape of a giraffe - with pointer and pinky up, and thumb meeting two middle fingers - "jargon giraffe"

Allison Brown: I love that Samantha!

Ariella Frishberg: I've never heard of jargon giraffe, but that's SO good.

Theresa Mai: Total fan of it, Samantha!

Samantha Gladu: So good! Nice to have a visual cue too in case there isn't an easy break in conversation or chat function

Samantha Gladu: I think that's a really cool idea!

J'reyesha (Jay) Brannon: If there are more than one co-chairs interested, let's see

J'reyesha (Jay) Brannon: Who knows - there may only be 1 or 2

Annie Kallen: But more people might be interested if they know it's not as big of a commitment.

Samantha Gladu: Maybe we could define a term - for example if we had rotating co-chairs, could it look like every two or three months we have a different duo serving as co-chairs?

Ariella Frishberg: as a side note, having co-chairs (and/or having a rotation of co-chairs) can provide development opportunities for committee members with less experience to develop those skills in a supported way.

Jude Perez: Rotating co chairs could help avoid burnout

Theresa Mai: +1 Jude

Theresa Mai: Burnout is a serious thing, especially right now.

Salma: ^

Samantha Gladu: ++

Allison Brown: You'll get this via email, but next meeting Nov 17th and equity session on Dec 1st

Samantha Gladu: Thanks all!