



MEMO

TO: Board of County Commissioners

FROM: Mary-Margaret Wheeler-Weber, Staff Assistant

SUBJECT: Citizen Involvement Committee Vacancy Notifications and Recruitment

CC: Chair Kafoury, Nancy Bennett, Chief of Staff, Jenny Madkour, County Attorney

DATE: November 4, 2016

The Citizen Involvement Committee (CIC) was established by County Charter in 1984 to facilitate direct communication between the citizens and the board of county commissioners. In accordance with County Code 3.251 the CIC shall be composed of fifteen members, with three nominated from each of the four County Districts and three nominated at large.

Members appointed according to commission district shall be nominated by neighborhood and community associations, neighborhood coalitions and community groups within the respective district. The three at-large members shall be nominated by incorporated community organizations. *Multnomah County Code, 3.251 (B) (2)*

As of August 2016, there were five members of the CIC, or one-third of the membership set by county code. There were two openings in each district and two at-large openings.

In recognition of the need for a robust CIC with membership at levels in alignment with county code, Chair Kafoury assigned staff to conduct a CIC recruitment drive on behalf of the Board of Commissioners. Staff were directed to consult with the Office of Citizen Involvement, invite public participation, and work towards the goal of recruiting nominees for appointment that reflect the diversity of the population of the county.

Chair Kafoury announced the recruitment drive, vacancies and the opportunity to nominate members at the Board of Commissioners Briefing on September 20, 2016.

The Chair's Office encouraged and welcomed outreach and recommendations for potential candidates from county officials and staff, including the Board of

Commissioners, Office of Citizen Involvement and current CIC members. Board staff conducted outreach to community organizations and individual community members and notified neighborhood associations and organizations of the opportunity to nominate and/or apply to the CIC.

Email messages were sent to a variety of organizations and individuals notifying them of the opportunity to nominate and apply for membership in the CIC. See attachment A for an example email message. Specific emails included:

- September 20, 2016, an email was included in Chair Kafoury's email newsletter sent to over 5,500 subscribers.
- October 3, 2016, an email was sent to a 573 member list consisting of community organizations, neighborhood associations and coalitions obtained from the Office of Neighborhood Involvement, the City of Gresham, Board Staff, and the Office of Citizen Involvement (attachment B). This email had a 47% open rate.
- October 11, 2016, an email was sent to a 536 member faith-based organization list provided by the Office of Citizen Involvement. This email had a 27% open rate.
- October 11, 2016 an email was sent to a 28 member list of state and federal elected officials provided by Multnomah County's Office of Government Relations. This email had a 25% open rate.

Notification of the vacancies and information about how to nominate or apply was posted on the front page of multco.us on Sept. 20, 2016. An application form was placed online (attachment C).

Phone calls were made to all the neighborhood coalitions and a number of the community groups.

Hard copy flyers were placed in board room and lobby of the Multnomah Building (attachment D).

As of November 2, 2016, nominations and applications were received from twenty individuals, including five who had been previously been identified for consideration by the Office of Citizen Involvement. The application packets were forwarded to the Board of Commissioners, the Office of Citizen Involvement and CIC members with an invitation to provide input and make recommendations.