

Meeting minutes



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Meeting: Public Engagement Review Committee (PERC)
Date/time: Thursday, July 8, 2021 from 1 to 2:30 p.m.
Place: virtual via Zoom | video recording: <https://vimeo.com/574270815/b83502db1c>
Purpose: Committee Meeting

Attendees – Committee members

Carine Arendes, Member at large
Masha Egorenko, IRCO
Mike Foley, Member at large
Richard Gilliam, Member at large
Mike Pullen, Multnomah County
Lukas Soto, Member at large, facilitator
Max Wedding, Member at large

Absent – Committee members

Melissa DeLyser, Washington County
Libra Forde, Member at large
Vicki Guinn, Member at large
Lee Helfend, Member at large
Mahmood Jawad, Urban League of
Portland
Ana Muñoz, Latino Network
Cameron Ruen, Clackamas County
Rebecca Fisher, Member at large
Amanda Garcia-Snell, Washington
County

Attendees – Metro staff

Clifford Higgins
Chanel Perry

Welcome, agenda review, ice breaker: Design Sprint: Creating a Methodology of Best Practice for community engagement

- I. Current PERC priorities
 1. Design a document of Best Practice for Community Engagement
 - a. Design Sprint
 2. Define individual roles and responsibilities of PERC members
 - a. Schedule the next 4 PERC meetings (Design Sprint sessions)

II. What is a Design Sprint?

Originated from Google Ventures in 2016. Widely adopted globally by companies as a tool for innovation and problem-solving.

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| <ol style="list-style-type: none">1) Time constrained, 5 phase process, rooted in Design Thinking2) Allows designers to design for intended users3) Addresses systematic issues using interdisciplinary approach4) Rooted in Human-Centered Design |
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III. Design Sprint Model (see presentation)

Understand: *This step completed May 2021

Sketch: Ideation exercise, exploration of risk, assumptions and bold transformations

Decide: Pitch individual ideas, vote on top level concepts and have dialogue

Prototype: Outline a draft, define responsibilities, design opportunities to prototype

Test: Make a plan for next steps, refine and finalize

<p>Discussion</p> <ul style="list-style-type: none"> - Request for new member introduction materials. <i>Metro staff will provide</i> - <i>Is the document intended as a complimentary tool for Metro staff to influence Council's decision making?</i> During the Design Sprint there will be a distinction of tools designed for the PERC committee vs Metro staff. - <i>How are we planning the timing of each session, review process and expectations for preparation for each session?</i> After communicating with those available for today's meeting Lukas can check-in with the rest of the committee individually about participation.

IV. Questions that came from the Goal Setting meeting (see presentation)

V. Individual committee member availability

Member	Time preference	Day preference	Limited availability
Richard Gilliam, Member at large	Traditional workday hours	Thursdays	Mondays & Wednesdays
Masha Egorenko, IRCO	Traditional workday hours	Mondays	Wednesdays, Thursday and Friday mornings
Mike Foley, Member at large	Open	Open	Wednesdays, Friday mornings
Mike Pullen, Multnomah County	Weekday afternoon or evenings	Monday and Thursday	Weekday mornings
Carine Arendes, Member at large	Traditional workday hours, Lunch hour or evening	Open	Tuesdays, 1st and 3rd Wednesdays
Lukas Soto, Member at large, facilitator			
Max Wedding, Member at large	After 10 a.m.	Open but schedule may change soon	Open but schedule may change soon
Metro staff	Open	Open	Tuesdays, Wednesdays and Thursdays before noon

VI. Next steps

<ul style="list-style-type: none"> - Lukas will send a doodle poll to schedule the next 4 sessions after communicating with absent committee members. - Lukas will provide more information/resources regarding Design sprints (ie: videos) - A shared google folder will be setup to review and comment on documents
