

MEETING SUMMARY

Public Engagement Review Committee, April 22, 2025

Members present:

Amara Pérez
Alisa Kajikawa
Cameron Ruen
Makerusa Porotesano
Muni Kalenandi
Michelle Carter
Morgan Dewey
An Bui

Members absent:

Michael Foley

Presenters:

Gloria Pinzon-Marin, Metro Communications (facilitator)

Lia Waiwaiole, *Director of Communications, Metro*

Shay Starling, *Communications Coordinator, Metro*

Purpose:

Members of the Public Engagement Review Committee (PERC) convened virtually to get to know each other as a new team, receive an orientation, hear highlights on recent or upcoming Metro public engagement, and discuss the future of the committee.

Meeting topics:

1. New member introductions
2. Committee orientation
3. Updates about engagement at Metro
4. Discussion on the future of the committee

Notes summary

New member introductions

All committee members took turns introducing themselves including their names, pronouns, role on PERC. They also shared their motivations for practicing inclusive community engagement in their own practice.

Committee orientation

Staff provided an overview of Metro's broad range of work and the committee's responsibilities. The presentation also included an overview of committee achievements including the adoption of Metro's new Guiding Principles for Meaningful Public Engagement and the Public Engagement Guide, and the creation of the definition of "meaningful public engagement."

The discussion included questions from the committee members:

Makerusa: expressed it was interesting to look back after all these months and think “we did that?” in response to the report back on how much the committee achieved including the definition of “meaningful inclusive engagement.”

Muni: If we’re unable to attend a meeting or will miss part of the meeting, how will we be able to give feedback or ask questions?

Gloria: My understanding of the public meetings laws is that questions are fine through email; however, feedback will need to wait until the next meeting.

Muni: CODI (Committee on Disability Inclusion) allows members to provide feedback outside of the meeting.

Gloria: Will discuss with Sabine about what the standard is.

Alisa: If we know we’re going to miss the meeting, can we send notes for staff to read during the meeting?

Gloria: These are good questions. Let me talk with our internal attorneys about this discussion and I will follow up with more details. We want to ensure there is transparency in our discussion and also make it as accessible as possible for members to provide input.

Open public comment

There was no public comment.

Engagement updates and what’s new at Metro

Gloria provided a long overview of recent and upcoming engagement opportunities at Metro’s various departments. She also included a summary of the ways that Metro staff has implemented the Public Engagement Guide. Lia then wrapped up the conversation with an overview of current happenings at Metro related to budget cuts and the budget adoption process. The discussion included feedback from the committee:

Cameron: Appreciation for how Gloria illustrated beautifully how the engagement guide was used. She is also modeling “closing the loop.”

Discussion on the draft bylaws and the future work of the committee

Metro staff requested feedback from committee members regarding the current draft of the current and a proposed versions of the committee’s bylaws, which was shared as reading material before the meeting. Staff mentioned there were items on the bylaws that may no longer comply with updated public meetings laws, and noted there were some items listed as responsibilities or tasks for the committee that no longer feel relevant.

Staff asked the committee about one item on the proposed updates to the bylaws related to committee officers. Officers are members of the committee who would facilitate and preside over the meetings.

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Most other agency-wide committee's like PERC at Metro have an appointed chair who leads the meetings and is supported by Metro staff. Staff noted that since the reconvening of PERC in 2023 after a significant break and the loss of several members, including the previous facilitator officer, Metro staff had facilitated the committee.

No member expressed interest in stepping into a facilitator role. Below is a summary of the committee's response to the question about having a co-chair to facilitate the meeting:

Muni: I think it would be better to have a revolving facilitator. I've been chair/co-chair of committees like this, and it's a huge responsibility. rotating the responsibility spreads it out and makes it easier

Alisa: Doesn't want to continue to put the full responsibility on Gloria but has felt the facilitation has been great and knows she personally doesn't have the capacity to step in. Alisa suggested adding language to bylaws that provide for the option for either an officer or Metro staff to facilitate.

Alisa then asked what does the future work look like? If it stems from internal Metro processes then (as it has in the past) it's helpful to have Metro staff continue to lead discussions.

Gloria: Main focus of committee's work revolves around Metro's work.

Staff asked the committee about their future aspirations for how the PERC could spend their time in between updates to the Public Engagement Guide, which takes place every 3-5 years. Gloria shared some ideas including having the committee oversee the implementation of the recently adopted Public Engagement Guide. She also listed other ideas, including the committee evaluating topics around communications strategy, implementation of engagement plans, advice on practices or facilitation,

An and Alisa: interested in evaluation of engagement work

Gloria: agreed this could be a great use of their time, especially since Metro needs needs support in this area.

Cameron: Perhaps project managers in the development stage could relay their plans and we could ask questions or give suggestions.

Michelle: Asked what would evaluation of engagement look like?

Gloria: shared examples of ways engagement and communication activities could be evaluated. Then she showed Appendix H from the public engagement guide as examples.

Other items, adjourn

Action items

- Check with Sabine about what the feedback/questions communication rules are. (per Muni's question)
- Q: If we know we're going to miss the meeting, can we send notes for staff to read during the meeting? (Alisa)

- Muni (chat): can you forward that [Marissa's read remarks] in writing to us, please?
- Q: Is federal funding going to affect contracting opportunities for businesses at Metro?
- Send out waste collection flyer.
- Cameron (chat): Would appreciate an email about testifying resources, please.