

COO Governance Group Meeting Notes

Friday, Mar 29, 2024 (9 – 11 AM)

Hybrid – UW Community Engagement & Leadership Education Center + Zoom

In-person: Sandhya Nakhasi, Dae Shogren, Kris Hermanns, Joy Sebe, Michael Brown, Matt EchohawkHayashi (Headwater People)

On Zoom: Blishda Lacet, Elsa Batres-Boni, Jackie Vaughn, Cilia Jurdy, Michael Seiwerath, Lydia AssefaDawson, Aaron Garcia, Gloria Ramirez, Jose Camacho, Bilan Aden, Dan Bernard, Sally Gillis, Tera Chea, Yordanos Teferi, Martha Guerrero (Spanish Interpreter) Catherine (Interpreter), Crystal Grosshuesch (Headwater People - *notetaker*)

Meeting began at 9:10 AM PST.

The group discussed the hiring process for the permanent COO Director Position. They also touched on the importance of strategic partnerships and community engagement in advancing the COO's goals. Speakers highlighted the need for a clear understanding of community partners' expectations and the potential for labor unions to play a key role in this area. Additionally, they discussed succession planning and maintaining continuity in the organization, including updates on staffing structure and next steps for the workgroup. Finally, they discussed various strategies for engaging the community in King County's equity and social justice work, including creating a clear and concise campaign to educate partners about the work and its impact.

Action Items

- Send out sign-up sheet for COO director hiring subcommittees.
- Email Blishda by **April 9th** if interested in volunteering for hiring subcommittees. Rank preferences if interested in multiple roles.
- Follow up with Phylis on timeline and opportunities for GG to provide input on Equity and Social Justice Strategic Plan.
- Bring summary of King County's relevant strategic plans to GG for transparency and input.
- Establish working group for Goal 1 (partnerships), Goal 2 (institutional partnerships), and Goal 3 (feedback on initiatives).
- Working groups to decide on first tasks and report back at next GG meeting on **April 26th**.

- Consider changing GG meeting time to **10am-12pm** and encourage in-person participation.
- Announce next set of co-chairs by April 26th GG meeting. Volunteers, please contact Matt and Michael S.
 - matthew@headwaterpeople.com
 - mseiwerath@seedseattle.org

Outline

Hiring process and meeting minutes approval.

- Sandhya discussed agenda items including hiring process updates and governance group work plans.
- January 26 meeting minutes and March 1 Retreat minutes approved.

Hiring process for a career service position.

- King County plans to revise job description and supplemental questions for a career service position, then post the position for at least two weeks for feedback.
- Internal candidates are preferred, but job postings are kept short to avoid bias.

Hiring process for a King County position.

- Blishda explains the hiring process for a position within King County, highlighting the need for revising the job description and developing supplemental questions.
- The process involves engaging with Human Resources Division to ensure questions are appropriate and legal.
- Blishda explains the interview process for a position, including reviewing applications, conducting an anti-bias training, and making recommendations for top candidates.
- The interview panel typically consists of 4 people, and the process takes around an hour and a half per candidate.

Hiring the permanent COO Director.

- Interview process for the permanent COO Director position to begin in two weeks, with two rounds of interviews and a meet and greet with community partners.
- Blishda requests volunteers to review job postings, interview panels, or help with interview questions, but clarifies that each person can only hold one role.
- Michael B encourages volunteers to step in and participate in the interview process.

Strategic plan and staffing updates at Seattle Foundation.

- Seattle Foundation has finalized its strategic plan, which will deepen its impact and evolve its business model without changing its grantmaking priorities.

- The organization is hiring a permanent Chief Impact Officer and a Director of Policy and Civic Action to support its staffing updates and continue its work in the community.
- Sally Gillis provides updates on the strategic plan and staffing changes at Seattle Foundation, including the appointment of a new Chief Impact Officer and two directors.
- Sally appreciates the kind emails from grantees and commits to keeping them updated on future staff changes.

Agenda items and co-chair structure for a meeting.

- Dae pivots agenda to discuss co-chair structure for committee.

Co-chair roles and next steps for COO.

- Sandhya and Dae discuss their roles as co-chairs of COO, including setting the agenda, supporting the retreat, and facilitating ongoing support for staff members and initiatives.
- Highlights of Matt's role as a continual thread in the co-chair process, including his involvement in reviewing the presentation on the co-chair schedule.
- Co-chairs discuss potential challenges and opportunities for continuity in leadership transition.
- Developing a work plan and continuing the next body of work is a priority for the group.
- Michael S expresses interest in the next round of co-chairs.
- Next meeting (April 26) the new co-chairs will be announced that will start the beginning of May.
- Groups report out on their progress.

Group 1

Original Goal: Present COO's model with other funders and decision-makers and bring them on board

Members: Bilan, Michael S, Yordanos, Jackie, Joon-Ho, José, Sandy

Group 2

Original Goal: Facilitate strategic partnerships with institutions and funded partner organizations

Members: Lydia, Joy, Cilia, Catherine, Dan

Group 3

Original Goal: Provide feedback and advice to general King County and Public Health Community

Engagement programs

Members: Matias, Gloria, Aaron, Roxana, Robin

Group 4

Original Goal: General support of COO and GG's work

Members: Michael B, Sili, Sally Whitney, Shannon

Improving participation and engagement in a remote work group.

- Dae suggests shifting meetings to encourage in-person participation, with snacks and beverages to foster community.
- Co-chairs take on maintenance of ongoing strategic planning work.

Strategic partnerships and power mapping for social impact.

- Committee formation is key to facilitating strategic partnerships.
- Committee member expresses regret for not having a clear goal or resource for community partners.
- Committee members discuss potential strategic partnerships with institutions and funded partners to support community engagement and power mapping.
- Matt identifies potential for partnerships with unions to address labor needs in the region.

Community engagement and public health initiatives.

- Aaron Garcia emphasizes community empowerment in public health initiatives.
- Aaron proposes a 3-part campaign to engage with systems, educate them on community requests, and empower the community in return.

Equity and social justice strategic plan.

- Discussion of King County's equity and social justice strategic plan refresh with Office of Equity, Racial and Social Justice.
- Phylis is requesting feedback on the ESJ Strategic Plan refresh, and volunteers are being asked to have a follow-up conversation with her.
- Phylis previously presented to another group and had three main questions, with a 45minute discussion.

Group engagement for transition management.

- Questions whether only Group 3 will provide feedback on Antonio's work, given their previous expectations of a workgroup with Antonio.
- Philips and her team will follow up on internal disruptions to address unexpected changes.

Aligning King County initiatives with strategic plan.

- Group seeks to codify alignment process for Seattle Foundation initiatives.
- Speakers discuss opportunities for community groups to influence King County's strategic plan, with some expressing frustration at the lack of centralized coordination.

Language access and translation support.

- Gloria highlights language access challenges in the community, including lack of support for indigenous language interpretation and translation.

Gathering information for strategic planning.

- Catherine shares her experience of not being able to interpret language axes, despite being a member of the community.
- GG seeks input on curating a digested summary of BSK implementation plan for better understanding and governance.
- King County staff requested to gather information on plans guiding strategic decisions.

Unique governance model for philanthropy.

- Group discusses what makes COO and governance distinct from other foundations, focusing on potential draw for funders.
- Jackie notes the unique aspect of Governance Group is co-strategizing with community partners.

Leveraging 10-year anniversary to recruit funders for collective impact initiative.

- Speaker 13 suggests forming a working group to educate potential partners and bring them on board with CEO's collective impact model.
- The group discusses leveraging CEO's 10-year anniversary to showcase the model and recruit new supporters.

Funding for community-led solutions.

- Marissa at Seattle Foundation may be a helpful contact for funders seeking to support community-led solutions.
- Participants discuss establishing working groups to tackle goals related to partnerships, change management, and staff engagement.
- Co-chairs recognized for their efforts; participants appreciated for their involvement.

Meeting adjourned at 11:02 AM

Next meeting: **Friday, April 26th** (9 – 11 AM)