



## **Request for City Council Committee Action from the Office of the Neighborhood and Community Relations Department**

**Date:** May 9, 2013  
**To:** Council Member Robert Lilligren, Chair, Committee of the Whole  
**Referral to:** City Council  
**Subject:** **Boards and Commissions Diversity**

### **Recommendation:**

- 1) That the City Council authorize the following new procedures for appointments to advisory boards and commissions. Recommendations to the full City Council for appointments to individual boards will be made by the City Council Committee to which that board reports. The Vice-Chair of each Committee will organize a panel to review applications and make recommendations. The panel will consist of no more than three members of the Council Committee as well staff of the Clerk's Office and the staff of the board or commission under consideration. In recommending candidates for appointment, a key consideration of the review panel will be achieving the City's goal of increasing diversity of the boards and commissions.
  - a. The initial focus on broadening diversity on boards and commissions should be on the 18 boards and commissions in categories Development Boards and General Advisory Boards with appointments through the open appointments process. Staff for each board and commission will participate with the NCR Department and the Clerk's Office to perform outreach targeted at increasing applications from members of diverse communities in the city. Training of staff will be provided by the NCR Department and the Clerk's Office.
- 2) The Clerk's Office is directed to draft the necessary documentation to establish uniform policy standards related to the management of appointments.
- 3) The Clerk's Office and NCR Department are directed to conduct orientation sessions for new appointees to boards and commissions and to make the necessary changes to the City's website to improve the ability of residents to apply to boards and commissions.

### **Previous Directives:**

February 6, 2009 - As part of the consideration of appointments to the Neighborhood and Community Engagement Commission the City Council adopted the following motion:

Hodges moved to amend the report to direct NCR staff to forward a request to the NCEC to develop and recommend recruitment strategies for NCEC board member selection for both city and neighborhood appointments that promote racial, ethnic, gender, and geographic diversity on the NCEC board. Staff should request that the recommendation include evaluation methods and an annual report to the NCR's reporting committee, and that the NCEC report back with its recommendation to Committee of the Whole no later than August 13, 2009.

August 31, 2012 - The Committee of the Whole reviewed the results of the 2012 Boards and Commissions Diversity Survey and approved the following action:

- a) That the Director of the Department of Neighborhood and Community Relations be directed to work with the Neighborhood and Community Engagement Commission (NCEC) to:
  - 1. Develop draft principles or guidelines that support increased diversity on the City boards and commissions for the City Council and the Mayor to consider when filling vacancies;
  - 2. Review and make recommendations on the selection process, including an examination of successful models in the City and the use of alternates in advisory boards;
  - 3. Report back to the Committee of the Whole by January 31, 2013; and
- b) That the City Clerk be directed to review eligibility requirements for the City's boards and commissions to ensure their relevancy and to recommend to the City Council by January 31, 2013, where possible, the elimination of unnecessary requirements.

On February 7, 2013 the Committee of the Whole took the following action:

Approve recommendations relating to broadening diversity on boards and commissions; and direct staff to review existing policies, procedures, and practices with respect to the administration and operation of the City's appointed boards and commissions and present recommendations to the Committee of the Whole in April, 2013 on potential process improvements.

### Department Information

Prepared by: Casey Carl, City Clerk Howard Blin, Community Engagement Manager
Approved by: Casey Carl, City Clerk _____ David Rubedor, Neighborhood and Community Relations Director _____ Paul Aasen, City Coordinator _____
Presenters in Committee: Howard Blin, Casey Carl

**Financial Impact:** No financial impact.

### Community Impact:

Fostering greater diversity on City Boards and Commissions helps achieve the following City Goals:

#### One Minneapolis

Family friendly opportunities and amenities abound, New arrivals are welcomed, diversity embraced, Race and Class gaps are closed in employment and housing, seniors stay and talents are tapped.

#### A City that Works

Shared democracy empowers residents as valued partners, 21st Century and reform minded, Transparency, accountability and fairness are our hallmarks

## **Supporting Information**

In previous reports to the Committee of the Whole it was noted that although the number of residents applying for positions on boards and commissions has increased, the overall diversity of these boards and commissions has remained unrepresentative of the city as whole. In this context, board and commission diversity means achieving broad representation across gender, racial, age, sexual orientation and income groups.

In the February 7, 2013 report to the Committee of the Whole, staff recommended the following general strategies:

1. Continue and enhance outreach in the open appointments process (to be implemented by the NCR Department and Clerks Office).
2. Expand existing city processes to increase the Applicant Pool (to be implemented by the NCR and Clerks Office)
3. Adopt Policies Regarding Appointments (implemented by the City Council).
4. Initiate an Orientation Process for New Members (implemented by the Clerk's Office, NCR, and Commission staff).

In response to the direction of the Council, it is recommended that the work of broadening diversity begin with those 18 boards and commissions in the categories of Development Boards and General Advisory Boards for which members are appointed through the open appointments process. This will allow the City's efforts to be focused on those boards with the broadest representation of Minneapolis residents.

To create a deliberate process for considering diversity in appointments to these boards, it is further recommended that each City Council Committee create a panel during the open appointments process to review all applications for boards and commissions which report to that committee. The panel would be comprised of the Committee Vice-Chair and two additional members, staff from the Clerk's Office, and staff of the board and commission under consideration.

Finally, it is recommended that the Clerk's Office be directed to prepare the necessary documents to establish uniform policies for the management of appointments, including requirements for attendance, limitations on terms of service, and providing for alternate members for designated boards/commissions. Standardizing the policy-level control of boards and commissions will help create additional opportunities necessary to increase the diversity and inclusivity of the City's appointed boards and commissions, making them more accessible to a broad range of residents and community interests.