

Community Engagement Task Force

Voting Worksheet

The purpose of this voting exercise is to try to gauge opinion in order to create a report that reflects the views of task force members. We will use the information gathered in this process to continue refining the information in the Task Force Report. Ultimately you will have the opportunity for a formal vote on the report as a whole.

During this voting exercise, we will review three sets of information:

- ◇ The Minneapolis **Core Principles** of Community Engagement
- ◇ **Characteristics of organizations** that can receive funding to engage the community
- ◇ Specific Task Force **Recommendations**

Instructions:

Please be prepared to vote on each of the principles, characteristics and recommendations listed below. Because we have limited time we will not be able to discuss each item during the voting, however we have provided space on this worksheet to include additional information and opinions and can continue these discussion during our remaining meeting time. Please provide additional input!

The voting categories are:



I support this principle, characteristic or recommendation



I do not support this principle, characteristic or recommendation



I am ambivalent about this principle, characteristic or recommendation (I do not have a strong opinion, I do not have enough information, etc.)

Minneapolis Core Principles of Community Engagement

Principle #1 – Right to be involved



Public participation is based on the belief that those who are affected by a decision have a **right to be involved** in the decision-making process.

___ ___ ___ 1

Qualities of this principle:

- Community engagement should be a **fundamental value** and should be part of the regular culture of how things are done.
- Community engagement should be **consistent** regardless of who you are or who is in charge at any given time.

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Principle #2 – Contributions will have influence

Public participation includes the promise that the public's **contribution will influence the decision.**

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Qualities of this principle:

- Engagement should happen as **early in the process** as possible - before momentum is difficult to redirect.
- All participants should be humble and open to different viewpoints—**all views should be “thoughtfully considered.”**
- Community engagement should include a **deliberative process** of weighing pros and cons.

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Principle #3 – Recognize the needs of all

Public participation promotes sustainable decisions by **recognizing and communicating the needs and interests of all participants**, including decision makers.

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Qualities of this principle:

- Engagement should be **about what the community needs** not only about what the city needs input on at any given time.
- The process must be fair—not everyone gets their way, but **everyone has a place at the table.**
- Communication must be **two-way.**
- Notifications should be **broad.**
- **Formal and informal** relationships should be identified, recognized and valued.
- The city should **coordinate with other jurisdictions**, such as parks, schools and libraries, on community engagement.

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Principle #4 – Seek out involvement



Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision. ___ ___ ___ 15

Qualities of this principle:

- Potential community engagers should be **creative** in their techniques to gain participation. ___ ___ ___ 16
- Efforts should be made to identify barriers and **make the path to participation easier** for those who are least likely or able to participate. ___ ___ ___ 17
- **Resources** should be allocated or available to groups with community engagement mandates. ___ ___ ___ 18
- Groups that receive resources to provide participation should have **accountability and measurable outcomes** including how the group is representative. ___ ___ ___ 19

Principle #5 –Participants design participation

Public participation seeks **input from participants in designing how they participate.** ___ ___ ___ 20

Qualities of this principle:

- There should be **established expectations and roles.** ___ ___ ___ 21
- There should be **clear expectations and mutual accountability** for core principles. ___ ___ ___ 22

Principle #6 – Adequate information

Public participation **provides participants with the information they need** to participate in a meaningful way. ___ ___ ___ 23

Qualities of this principle:

- There should be a **systematic way to regulate** community engagement—a clear understanding of what will be communicated and how. ___ ___ ___ 24
- Communication should be **well-defined, timely, fair, clear and transparent.** ___ ___ ___ 25
- Communities should be **made aware of how decisions will affect them.** ___ ___ ___ 26
- **Legal requirement** for notice should be clearly stated and understood by all. ___ ___ ___ 27

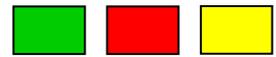
Principle #7 – Known effect of participation

Public participation **communicates to participants how their input affected the decision.** ___ ___ ___ 28

Qualities of this principle:

- There should be two-way **follow-up to “close the loop”** about what happened and why. ___ ___ ___ 29

Recommendations



Principle #1 Recommendations – Right to be involved

- a) Document the value of and commitment to community engagement by approving “Minneapolis Core Principals of Community Engagement” 30

Principle #2 Recommendations – Contributions will have influence

Principle #3 Recommendations – Recognize the needs of all

- a) Develop more formal way to include independent government boards in the community engagement system (ex. School Board, Park Board, County, etc.) 31
- b) Informally connect with the County, schools, parks, and libraries by inviting them to community organization meetings 32
- c) Develop a system for citywide engagement regarding citywide issues. 33
- d) Develop a system to coordinate input from the Neighborhood Revitalization Program to City departments 34
- e) Develop a system to get increased citizen input into the planning process 35

Principle #4 Recommendations – Seek out involvement

- a) Develop a system to allocate resources to organizations that are asked to engage the community 36
- b) Approve “Characteristics of organizations that can receive funding to engage the community” 37
- c) Develop a system of accountability for organizations that receive funding to engage the community 38
- d) Utilize and support current community engagement projects and initiatives including the Neighborhood Revitalization Program 39
- e) Formally integrate block clubs into the community engagement process and consider an outreach plan to new block residents – welcome packets, welcome teams/committees 40
- f) Host an annual or biennial gathering/celebration of the community that includes community organizations, city departments, libraries, schools and parks 41
- g) Implement a system of field hearings – hold more meetings at times and locations that are convenient to the affected community 42
- h) Identify or create locations around the city for meetings, etc. 43

Principle #5 Recommendations – Participants design participation

- a) Require all partners involved in the community engagement process to incorporate the Minneapolis Core Principles of Community Engagement in their work. 44
- b) Seek input about and include community engagement partners in decisions regarding changes to the community engagement system. 45



Principle #6 Recommendations – Adequate information

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| a) Create a department or commission for public engagement within the City of Minneapolis with adequate staffing | ___ | ___ | ___ | 46 |
| b) Provide more information “on demand” (more video recordings of meetings) | ___ | ___ | ___ | 47 |
| c) Utilize technology, including the Web and WIFI, to provide information to encourage and increase informed community engagement | ___ | ___ | ___ | 48 |
| d) Create a central location that informs people of the various avenues and resources available for participation | ___ | ___ | ___ | 49 |

Principle #7 Recommendations: - Known affect of participation

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|--|-----|-----|-----|----|
| a) Establish policies that require reporting the results of a decision, particularly to those who provide input. | ___ | ___ | ___ | 50 |
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Characteristics of organizations that can receive funding to engage the community



(Note: these characteristics are the ones used in the City's [Citizen Participation Guidelines](#) for neighborhood associations. We listed them here as a starting point for developing a citywide set of guidelines for community engagement. * There were a couple pieces that were added because it seemed like from what we've heard, the Task Force may supportive of the additions)

The City may provide resources including administrative funding, training or staff assistance to eligible groups that desire to work to engage the community. ___ ___ ___ 51

Characteristics:

- | | |
|---|-------------------------|
| 1. Represent a geographically defined neighborhood (in its entirety) within Minneapolis as identified by the most current Minneapolis Communities and Neighborhoods Map as amended and approved by the City Council, *or be another type of organization that represents a community, but not necessarily geographically. | ___ ___ ___ 52 |
| 2. Represent, and provide for the participation of, the interests of all segments of the entire community , including, but not limited to, homeowners, renters, property owners, business owners, immigrants, non-English speakers, low-income residents and communities of color. Groups that primarily represent the interests of one segment of the community or concentrate primarily on one issue are not eligible. | ___ ___ ___ 53 |
| 3. * The group must be able to demonstrate how it is representative. | ___ ___ ___ 54 |
| 4. * The group must incorporate the Minneapolis Core Principles of Community Engagement in their work. | ___ ___ ___ 55 |
| 5. Ensure that membership is open with no barriers to participation or membership (such as membership dues, requiring attendance at a certain number of meetings before voting rights are conferred, etc.). | ___ ___ ___ 56 |
| 6. Hold regular open meetings and take positive steps to encourage all interested parties in any issue to attend and participate. Also, all written information of the organization (including books, minutes, membership lists, etc.) must be available for review by any member of the organization. A group may deviate from this rule only in case of labor and legal disputes. | ___ ___ ___ 57 |
| 7. The group must be incorporated (or identify an appropriate fiscal agent) and have adopted by-laws. The group must also have a grievance procedure by which its members may have their concerns addressed by the organization, and a conflict of interest policy and procedures. | ___ ___ ___ 58 |
| 8. The group must have a board of directors elected annually by the membership of the organization. The board must represent a fair cross-section of the community; neighborhood residents must comprise no less than 60% of the organization's board. An elected board must be in place for a minimum of one year prior to the beginning of the contract year to be considered eligible for funding. | ___ ___ ___ 59 |
| 9. The group must have the ability to properly manage and account for grant funds . This includes, but is not limited to, being current on all reporting on previous grants. | ___ ___ ___ 60 |

Additional Information

Why I voted Yellow

Please provide information about your yellow votes – let us know why you are ambivalent:

What I think is missing

Missing principles/principle qualities:

Missing characteristics of organizations:

Missing recommendations:

Other comments