



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

**Date:** January 14, 2010

**To:** City Council Member Lilligren, Chair, Committee of the Whole

**Referral to:** City Council

**Subject:** Open appointments process for City of Minneapolis boards and commissions

**Recommendation:** Approve the work to streamline the City of Minneapolis' open appointments process by making City appointments two times a year through formal City Council and Mayoral processes (including provisions for an interim process to be used as needed).

### Department Information

Prepared by: Jennifer Lastoka, Community Engagement Coordinator and Pa Vang, Program Assistant

Approved by: David Rubedor, NCR Director

Presenters in Committee: Jennifer Lastoka, Community Engagement Coordinator

### Financial Impact

- No financial impact

### Supporting Information

With over 50 volunteer-based boards and commissions the work and advice from the hundreds of volunteers constitutes a major component of the City's community engagement work. With the City of Minneapolis' focus on keeping its community engagement work dynamic and relevant, updating and improving the process by which these volunteers are identified and appointed is important.

**Staff is recommending that in May of 2010 appointments will be made to City boards and commissions two times per year. An interim process will be outlined to accommodate appointments made mid-cycle on an as needed basis.**

Streamlining the appointments process is intended to create:

- A process that is more transparent, consistent and understandable by all stakeholders;
- An increased pool of applicants with a diversity of backgrounds and experiences;
- Reduced overall staff time by using standard processes for the enterprise.

This work is the initial component of a larger strategy to support improved effectiveness of all City boards and commissions.

## Timeline for Making Appointments

This timeline maximizes the recruiting opportunities; considers timing of activities for various stakeholders and avoids significant steps during holiday times.

Recruiting & Publicizing: All month targeting local newspapers, Neighborhood & elected official newsletters, publicizing the upcoming vacancies.

Open House: Held in the middle of the month for prospective applicants to talk with City staff about the various volunteer opportunities on boards.

Application: Due at beginning of the month which is 2-3 week after open house and allows 6 weeks to review apps, screen, interview & select finalists.

Appointments: Made in the middle of the month through formal City Council/Mayor processes.

Orientation: Opportunity for all new members to attend orientation in first half of the month.  
(Each board or commission could choose to make the 1<sup>st</sup> meeting in either June/July or December/January if so desired.)

<b>Jan</b>	<b>Jul</b>	
<b>Feb</b>	<b>Aug</b>	Recruit/Publicize
<b>Mar</b>	<b>Sep</b>	Recruit/Open House
<b>Apr</b>	<b>Oct</b>	Application deadline
<b>May</b>	<b>Nov</b>	Appointments made
<b>Jun</b>	<b>Dec</b>	Orientation

## Next Steps

- Work with City Attorney's Office to draft proposed changes to board and commission resolutions and ordinances including updates to the open appointments process ordinance
- Begin implementing streamlined open appointments process in February 2010

Boards and commissions created through **resolutions** (9 in this category)

- Nicollet Mall Special Service District Advisory Board
- Animal Care and Control Advisory Board
- Citizen Environmental Advisory Committee (CEAC)
- Disabilities, Minneapolis Advisory Committee on People with
- Latino Community Advisory Committee to the Mayor and City Council
- Neighborhood and Community Engagement Commission
- Public Housing Authority, Minneapolis (MPHA)
- Senior Citizen Advisory Committee to the Mayor and City Council
- Youth Violence Prevention Executive Committee

Boards and commissions created through **ordinance** (22 in this category)

- Arts Commission, Minneapolis
- Capital Long-Range Improvements Committee (CLIC)
- Civil Rights Commission, Minneapolis
- Civilian Police Review Authority
- Heritage Preservation Commission (HPC)
- Housing Board of Appeals
- Public Health Advisory Committee (PHAC)
- Zoning Board of Adjustment
- Special Service Districts:
- Bloomington - Lake
- Central Avenue
- Chicago - Lake
- Dinkytown
- East Lake
- Franklin Avenue East
- Hennepin Theatre District
- Linden Hills aka 43rd St W and Upton Ave So
- Lyndale-Lake
- Nicollet Avenue South
- South Hennepin Avenue
- Stadium Village
- Uptown (aka Hennepin-Lake)

Boards and commissions created through the **charter** (2 in this category):

- Civil Service Commission
- Planning Commission

Boards and commissions created through **other enabling actions** (6 in this category):

- Bassett Creek Watershed Management Commission
- Family Housing Fund (Mc Knight) Private Corporation. See Bylaws.
- Workforce Council, Minneapolis (Private Industry Council) Public Law 97300 (Job Training Partnership Act)
- Telecommunications Network, Minneapolis Articles of Incorporation
- Shingle Creek Watershed Management Commission
- Sports Facilities Commission, Metropolitan MN Statute

**Background: BPI and the Appointments to Boards and Commissions team**

The City of Minneapolis has a Business Process Improvement (BPI) Initiative that is intended to provide employees with the tools, techniques, and opportunities to improve City processes and products; thereby helping manage increasing work demands and customer expectations. As part of the second 'wave' of BPI projects, a team was established by the City Coordinator to make recommendations for how to improve the process for making appointments to City of Minneapolis' boards and commissions. The appointments process for City boards and commissions became a BPI project because:

- The City has over 50 boards and commissions, each with their own appointment schedules;
- The appointments process is often unclear for community members;
- The appointments process can be confusing and inefficient in terms of City staff time
- The roles and responsibilities for City staff members of each board and commission, the City Clerk's Office, and Elected Officials can be inconsistent between boards.

The current process can:

- Negatively impact the effectiveness of recruitment
- Discourage citizens from becoming engaged which can lead to underutilization of the volunteer commitment of community members
- Create wasted time and inefficient use of staff time

## May and November Cycle Assignments for Open Appointments Process

Home Committee	MAY		NOVEMBER	
<b>CD</b>	Family Housing Fund (Mc Knight), Minneapolis/St. Paul	None. It is a private Corporation. See Bylaws.	Public Housing Authority, Minneapolis	Resolution
<b>RE&amp;E</b>	Workforce Council, Minneapolis (Private Industry Council)	Public Law 97300 (Job Training Partnership Act)	Citizen Environmental Advisory Committee	Resolution
<b>PS&amp;H</b>	Animal Care & Control Advisory Board	Resolution	Civilian Police Review Authority	Ordinance
			Housing Board Of Appeals	Ordinance
			Public Health Advisory Committee	Ordinance
			Senior Citizen Advisory Committee To The Mayor And City Council	Resolution
			Youth Violence Prevention Executive Committee	Resolution
<b>T&amp;PW</b>	Bassett Creek Watershed Management Commission	Joint Powers Agreement	Shingle Creek Watershed Management Commission	Joint Powers Agreement
	Pedestrian Advisory Committee	Resolution		
	*SSD: Bloomington - Lake	Ordinance		
	*SSD: Central Ave	Ordinance		
	*SSD: Chicago Ave (48th St E & Chicago Ave S	Ordinance		
	*SSD: Chicago - Lake	Ordinance		
	*SSD: Dinkytown	Ordinance		
	*SSD: East Lake	Ordinance		
	*SSD: Franklin Avenue East	Ordinance		
	*SSD: Hennepin Theatre District	Ordinance		
	*SSD: Linden Hills (43Rd St W & Upton Ave So)	Ordinance		
	*SSD: Lyndale-Lake	Ordinance		
	*SSD: Nicollet Ave S	Ordinance		
	*SSD: South Hennepin Ave	Ordinance		
	*SSD: Stadium Village	Ordinance		
*SSD: Uptown (aka Hennepin-Lake)	Ordinance			
*SSD: Nicollet Mall	Resolution			
<b>W&amp;M/B</b>	Telecommunications Network, Minneapolis (MTN)	Articles of Incorporation	Capital Long-Range Improvements Committee	Ordinance
<b>Z&amp;P</b>	Planning Commission, Minneapolis City	Charter	Arts Commission, Minneapolis	Ordinance
	Heritage Preservation Commission (HPC)	Ordinance		
	Zoning Board Of Adjustment	Ordinance		
<b>EC &amp; W&amp;M/B</b>	Civil Service Commission	Charter		
<b>CoW</b>	Neighborhood and Community Engagement Commission (NCEC)	Resolution	Civil Rights Commission, Minneapolis	Ordinance
	Latino Community Advisory Committee To The Mayor and City Council (LAC)	Resolution	Disabilities, Minneapolis Advisory Committee On People With	Resolution
<b>IGR</b>			Sports Facilities Commission, Metropolitan	MS Statutes
May Cycle Totals (27): Charter = 2 Ordinance = 16 Resolution = 5 Other = 4			Nov Cycle Totals (13): Charter = 0 Ordinance = 6 Resolution = 5 Other = 2	

**CD** - Community Development    **RE&E** - Regulatory, Energy & Environment    **PS&H** - Public Safety & Health  
**T&PW** - Transportation and Public Works    **W&M/B** - Ways & Means/Budget    **Z&P** - Zoning & Planning  
**CoW** - Committee of the Whole    **IGR** - Intergovernmental Relations (sub-committee of CoW)

\* SSD = Special Service District (15 total)

Home committees to be finalized by City Council. Changes due to new standing committees.

These assignments are being finalized with staff from each board and commission; some minor changes could be made prior to formal action.