



GOVERNANCE STRUCTURE

Work Group 2

Creating the Framework for a Governance Advisory Body

neighborhoods
2020



Governance Structure Work Group
Draft Report 12/11/2018

Community Members:

Erika Dani
Shauna Dee
Janet Court
P. Victor Grambsch
Erin Hart
Alexis Pennie
Nikki Lindberg
Saralyn Romanishan
Stearline Rucker
Kelley Skumautz

Neighborhood and Community Engagement Commission (NCEC) Representatives:

Nick Cichowicz, Commissioner
Jeffrey Strand, Commissioner

Neighborhood Revitalization Program (NRP) Policy Board Representatives:

Don Samuels, Minneapolis School Board Member

Mayoral Representative

Tony Sterle

Minneapolis City Council Representatives:

Council Member Kevin Reich

Neighborhood and Community Relations Department (staff support):

David Rubedor, Director
Karen Moe, Deputy Director
Steven Gallagher, Community Relations Policy Specialist and Neighborhoods 2020 Project Lead
Numan Shaikh, East African Community Specialist and Neighborhoods Support Specialist
Michael Yang, East Asian Community Specialist

Facilitation:

Kelly C. Weiley, CoAct Consulting
Chris Nietupski, Notetaker

The Neighborhoods 2020 process was created by the City Council to look at how the City serves and supports neighborhood organizations both internally and externally via staffing, organizational/advisory board oversight and grant-funded programs. Each piece is important for equitable and high-quality services to be provided to residents. The Neighborhoods 2020 process comprises four important parts:

- consistent funding and programming for neighborhoods and other community-based programs such as the One Minneapolis Fund and the Community Innovation Fund
- proper sizing and oversight of these programs by an advisory body
- a consistent citywide community engagement policy for the City of Minneapolis that incorporates the Core Principles of Community Engagement
- evaluating the Neighborhood and Community Relations Department's service delivery model and making changes if necessary.

As part of the Neighborhoods 2020 process, the City Council created three work groups. "Work Group 2" was charged with developing a framework for a governance advisory structure for neighborhood and community engagement. The work group included five neighborhood organization representatives, three cultural community representatives, two representatives from the Neighborhood and Community Engagement Commission (NCEC), one Neighborhood Revitalization Program (NRP) Policy Board representative, two undoing racism/equity representatives, two representatives of the City Council and one representative from the Mayor's office.

The work group met eight times between July 25 and November 8. On December 11, the Work Group approved the following recommendations to the City Council for a framework for the creation of a new **Community Engagement Commission**. This framework outlines the Work Group's recommendations and outlines the roles and commitments necessary to ensure that this advisory function is equitable, fair and encompassing of the needs of the City.

Community Engagement Commission Scope of Authority

The Community Engagement Commission has a broad scope of authority to ensure all voices are heard within the City of Minneapolis.

The Community Engagement Commission may:

- Oversee proper implementation and administration of a citywide community engagement policy
- Would annually review the City's Community Engagement Policy for effectiveness, ease of use and the status of its implementation.
- should have the ability to make recommendations to revise the policy and review the engagement-related actions of the City and any organizations contracted to assist in this engagement.
- Partner with City departments, including NCR, to research issues and recommend policies and courses of action with a focus on public participation, civic engagement, inclusion and equity, community participation, municipal service delivery, neighborhood organizations, cultural community organizations, and empowering the voices of all residents in the municipal decision-making process.
- Support the community partners that cultivate and sustain long-term relationships across the diverse neighborhoods and communities that comprise Minneapolis.
- Promote broader engagement, increase inclusion and equity, and identify and remove barriers to participation with the City of Minneapolis.
- Promote broader representation and participation among diverse residents on the City's advisory boards and commissions.
- Deliver Biannual reports on progress to the City Council.
- Consider appeals and grievances, and recommend corrective remedies (including a reduction of budgetary funding) to appropriate City authorities, related to the City's, neighborhood organizations and cultural community organizations community engagement efforts.
- In coordination with NCR and other appropriate departments, assist other advisory boards and commissions in community engagement and outreach.
- In coordination with NCR and other appropriate departments, assist other advisory boards and commissions by creating a toolkit to measure relevancy and effectiveness.
- Review, develop and approve recommendations to the City Council for neighborhood and cultural community organization engagement plans
- Final Recommendations of program funding to City Council
- Review and recommend improvements to community engagement policies, guidelines and recommended programmatic funding levels for the City's neighborhood and community cultural organizations.
- Annual evaluation of the Community Engagement Commissions previous term

Structure of the Community Engagement Commission (CEC)

The recommended CEC would be created to provide neighborhood organizations, cultural community organizations and the City of Minneapolis with guidance in an array of areas related to community engagement. A large board (see attachment) is recommended to allow for expertise, experience and equity across the spectrum of community engagement activities.

Membership and Selection

The membership of the CEC is recommended to consist of four distinct elements to incorporate the expertise, experience and equity needed for this work. The recommended selection process of members for each of these four components is equally distinct because each section is designed to represent defined, strong and vibrant communities within the City.

The selection of the membership of each sub category has unique viewpoints and needs. Allowing each sub category, the ability to elect/appoint their own representation empowers those residents to equitably self-select.

It is recommended that City of Minneapolis employees, in general, be prohibited from serving on the CEC. However, a waiver process should be available for exceptions to this rule. These waivers would be granted as part of the selection process described in the next section.

All election or selection process should be open to the public to demonstrate transparency, integrity and trust.

Neighborhood Representation:

Neighborhood organization are a vital community resource for community engagement. The CEC would tap the expertise of place-based representation to provide it with diverse geographic viewpoints.

It is recommended that neighborhood representation follow City Council Ward boundaries, resulting in 13 CEC members selected to represent neighborhoods. These representatives would be expected to:

- increase community involvement and connections
- develop strong relationships and partnerships with neighborhood organizations, leading to a shared understanding of their needs, aspirations and priorities
- help to inform neighborhood organizations and assist with advocacy
- support transparency and accountability to demonstrate integrity and trust
- increase communication between neighborhood organizations within wards
- ensure that neighborhoods have a strong voice in any policy, funding or administrative decisions
- assist in bringing together place-based and people-based organizations in discussions, cooperation and joint membership

The Work Group recommends the following framework for the selection of Neighborhood Representatives:

- self-identified neighborhood interest using a standard application
- allowing neighborhood organizations to endorse a candidate(s)
- Neighborhood Representatives would be selected at the City’s annual Community Connections Conference
 - pre- applied candidate information would be distributed prior to the conference
 - nominations also would be taken at the conference
 - only residents of a district (ward) would be able to vote for the representative for that district
 - residents should be allowed to vote for candidates during a one-week period
 - candidates receiving the highest vote total for that district would be appointed as its representative to the CEC

A Neighborhood Representative would not have to be a current member of any neighborhood organization, but should have experience in working with neighborhood organizations. Staff members of neighborhood organizations would not be eligible to serve on the CEC. However, board members of funded neighborhood organizations may be eligible.

Cultural Community Representation:

Cultural community organizations have many experiences within the City of Minneapolis that would assist the CEC in the areas of community engagement, equity and inclusion. The CEC would tap the expertise of *people-based* representation to provide it with diverse cultural viewpoints. The Work Group recommends the City Council engage cultural communities with the purpose of establishing a Cultural Community Commission.

It is recommended that Cultural Communities be represented by seven individuals that have experience in working with various cultural communities. These representatives would be expected to:

- increase community involvement and connections
- develop strong relationships and partnerships with community cultural organizations
- help to inform cultural communities and assist with advocacy
- support transparency and accountability to demonstrate integrity and trust
- increase communication between cultural community organizations
- ensure that cultural communities have a strong voice in any policy, funding or administrative decisions
- assist in bringing together place-based and people-based organizations in discussions, cooperation and joint membership

The Work Group recommends the following framework for the selection of Cultural Representatives:

- self-identified cultural community interest using a standard application
 - allow for assistance in application preparation

- allowing cultural community organizations to endorse a candidate(s)
- Cultural Representatives would be selected at the City’s annual Community Connections Conference
 - pre- applied candidate information would be distributed prior to the conference
 - nominations also would be taken at the conference
 - only City residents would be able to vote
 - a late-voting mechanism should be created to allow for votes from residents who do not attend the conference
 - candidates receiving the seven highest vote totals would be appointed as its representative to the CEC

The Work Group expressed concerns that a one-size-fits-all nomination process may not be practical for cultural community representation. Alternative processes may need to be considered, such as:

- allowing cultural community organizations to design their internal election process
- individuals who self-identify through an application process be selected through the City’s standard appointment process

Employees of funded cultural community organizations would not be eligible to serve on the CEC. However, board members of funded cultural community organization may be eligible.

Existing Commission Representatives:

Issues that arise tomorrow are not necessarily the same as the issues that we face today. The Work Group recommends that seven individuals dedicated to select issue areas be included in the membership of the CEC. The CEC would tap the expertise of topic-based representatives to ensure that issues of utmost importance are always in front of the board and the City of Minneapolis.

The City has over 50 appointed boards and commissions that also could identify individuals who could cross-represent their interest to those on the CEC. These representatives would be expected to:

- develop strong relationships and partnerships within interest-based communities, leading to a shared understanding of their needs, aspirations and priorities
- be a source of evidence-based information that presents a wider perspective on issues and supports future planning and service activities
- support transparency and accountability to demonstrate integrity and trust
- ensure that informed decision-making occurs and issues are addressed
- help to inform and assist with advocacy
- contribute to more sustainable outcomes
- represent a key component of community engagement activities in City actions and decision making
- provide valuable insight, help shape key policy decisions and community based input

Examples of existing commission representation may include:

- race and equity
- housing
- homeless
- renters
- youth
- elderly
- people with disabilities

The Work Group recommends that existing commission representatives be selected through the City's standard appointment process. These representatives may be:

- selected from other city specialized boards and commissions (e.g., the Racial Equity Community Advisory Committee)
- appointed through an application process (standardized application)
- recruited through service organizations specializing in select issue areas

Mayor and City Council Representation:

The Work Group recommends that the Mayor and City Council have the opportunity to select six individuals to the CEC to ensure overall equity and geographic representation, and to ensure that Mayoral and Council priorities are considered.

The Work Group recommends that interested Mayor and City Council Representatives be selected through the City's open appointment process.

City Staff Liaison(s)

Staffing for the CEC should be provided by the Neighborhood and Community Relations Department (NCR). The complexity of the Work Group's proposal for a CEC calls for a department that has expertise in Neighborhood Organizations, Community Cultural Organizations and engagement policies and practices.

The Cultural and Neighborhood program staff shall be represented at the CEC meetings.

Training

On an annual basis, the CEC should receive training in the International Association of Public Participation (IAP2) model for community engagement as described in the Work Group 3 report.

Neighborhood Revitalization Program Policy Board

NRP programming and expenditures by neighborhood organizations is ongoing. Program modifications, administrative decisions and monitoring is mandated by the State NRP Law to be done by an NRP Policy Board.

The State NRP Law defines the elected officials required to serve on the Policy Board. Further, the Policy Board must meet, on at least a quarterly basis, for the NRP to continue and NRP funds to be spent. The Work Group recommends that the NRP Policy Board continue to operate as an independent advisory board, separate from the proposed CEC.

The State NRP Law does allow for the elected officials on the Policy Board to appoint additional community interest members. The 13 Neighborhood Representatives of the CEC will also be appointed to the NRP Policy Board.

Staffing for the NRP Policy Board should continue to be provided by NCR.

Information flow

The CEC shall have direct access to the City Council by directly presenting on a biannual basis.

The structure, informational gathering and review come from a bottom up structure which adheres itself to the grass-roots style of programs which the CEC will oversee. This is an important aspect of the work as it encompasses an array of both City, Neighborhood and Community Cultural Organizations program(s).

Time Consumption and Stipend

The Work Group identified the need for dedicated volunteers to be members of the advisory board. A broad experience and willingness to extend their duties past basic meeting times leads to the expectation that the membership will have a stipend for their work.

The Work Group also recommends all Advisory Board and Commission become stipend based on need of the specific member.

Recognition

The CEC will be formally recognized by the Minneapolis City Council in its scope of authority, work plan and authority.