

Selection Diversity Task Force:

Approved Plan

March 22, 2011

Introduction

The Neighborhood and Community Engagement Commission (NCEC) established a Selection/Diversity Task Force at its November 16, 2010 regular meeting. The purpose of the task force is to work with the neighborhood organizations to establish uniform election procedures and to develop and recommend recruitment strategies that promote racial, ethnic, gender, age and geographic diversity on the Commission.

The City Council and Mayor gave authority and responsibility to neighborhood organizations for the selection of their representatives to serve on the Neighborhood and Community Engagement Commission (NCEC). Resolution No. 2008R-402 (enabling Resolution) determined that 8 members shall be “selected by the City’s officially recognized neighborhood organizations through a process defined by the officially recognized neighborhood organizations.”

In formulating its Bylaws, the Commission outlined its role in this process in its “Membership” section that reads, the commission will work with the neighborhood organizations to establish uniform selection procedures.”

The NCEC and the Selection and Diversity Task Force are limited to making advisory recommendations on selection procedure changes and recruitment strategies by the selecting authorities which include neighborhood organizations, the City Council, the Mayor and the Minneapolis Park and Recreation Board.

Background

The Task Force adopted a set of operating assumptions to guide its work:

- Diversity on the NCEC = Strong Sustainable Outcomes (diversity = stability); Diversity is not an end point but it's a means to a sustainable commission
- Missing people are key to getting knowledge we don't have
- Respect Neighborhood Organizations as independent non-profit organizations (who are beneficiaries of city funds)
- The NCEC is a City of Minneapolis Commission
- A successful NCEC is meaningful and relevant to all Minneapolis residents. This will open the door to allowing everyone to self-identify with the title Commissioner
- NCEC doesn't have control over all the factors that determine the commission's diversity

The work of the Task Force can be broken down into three tracks which can inform each other and intersect at different points. These are:

- Develop Recommendations Promoting Commission Diversity
- Work with Neighborhood Organizations to Develop Uniform Selection Procedures
- Facilitation of Neighborhood Election Process will be available from the Neighborhood and Community Relations Department.

In each of the three tracks the role of the Task Force and the Commission is either advisory or facilitation.

The Task Force has focused on engaging with stakeholders, researching selection processes by other municipalities and defining diversity. Engagement with stakeholders including the appointing/selection authorities has and will continue to shape the work and recommendations of the task force.

II. Deliverables

The task force was charged with the following:

For NCEC approval

- Develop a proposed plan for engaging and working with neighborhood organizations to establish uniform selection procedures that will establish membership on the NCEC for the 8 neighborhood-selected positions
- Develop recommendations to neighborhood organizations outlining elements of the selection process that will allow for or promote racial, ethnic, gender, age and geographic diversity on the NCEC.
- Develop recommendations to the City Council outlining elements of an appointment process that will allow for or promote racial, ethnic, gender, age and geographic diversity on the NCEC.

Informational to the NCEC

- Develop an outline of uniform selection procedures for establishing membership on the NCEC for the 8 neighborhood-selected positions
- Develop an outline of roles/responsibilities between neighborhood organizations, NCR, and NCEC for implementation details to execute the uniform selection process.

III. Roles and Responsibilities

Consistent with actions of the NCEC in creating and charging the Selection and Diversity Task Force; the enabling Resolution and the NCEC Bylaws; the Commission through its Selection and Diversity Task Force wishes to restate the Roles and Responsibilities of Neighborhood Organizations and the NCEC regarding selection of representatives in Neighborhood Districts 1, 3, 5, and 7 seats that are up for election in 2011:

Neighborhood Organizations: The City's officially recognized neighborhood organizations through a process defined by those officially recognized neighborhood organizations shall be responsible for selecting the 4 members of the commission to represent Neighborhood Districts 1, 3, 5 and 7.

Neighborhood and Community Engagement Commission: The NCEC shall be responsible for working with the neighborhood organizations to establish uniform selection procedures. Further, the NCEC shall be responsible to advise and assist with implementation of the directive of the City Council and Mayor in the enabling Resolution that, "Appointments should reflect the diverse interests and perspectives of the Minneapolis community," and that, "The recruitment process should be designed to ensure diversity of representation and ideas and take into consideration the City's commitment to civil rights, affirmative action and geographic distribution whenever possible." The NCEC established a Selection and Diversity

Task Force and provided it with a charge, and defined deliverables for recommendations for NCEC approval, to help it fulfill its role and responsibilities in this area.

The NCR, in cooperation with the NCEC and neighborhood organizations, will facilitate the citywide all neighborhood meeting that will review strategies for promoting diversity and consider changes to the current election process.

The NCR will administer the Elections at a central election meeting. If a NCEC district chooses to hold their own election, the NCR will provide the necessary materials needed to do so.

IV. Major Milestones and High Level Time Line

Some dates and activities will be dependent on decisions made by the selection authorities. It is expected that time line will continue to evolve in the near future. This section includes the high level time line and major milestones as well as those influencing factors. Also included are high level descriptions of some of the key major milestone activities.

1. Decisions coming out of the citywide all neighborhood organization meeting could affect the time line but so could decisions of the appointing authorities (Mayor, City Council, Minneapolis Park and Recreation Board).
2. The Selection and Diversity Task Force will be working with the Commission, the NCR department and the selection authorities so that the selection process will be completed in time for the July 2011 NCEC meeting.
3. Stakeholder engagement with neighborhood organizations has been through electors or a neighborhood organization representative. The Task Force is reviewing additional engagement activities.
4. One preliminary conclusion from the interviews is a need for an easily understood application process with clear expectations. Templates are being developed to address this.
5. Another preliminary conclusion is a need for better information about what the commission is responsible for and what commissioners do. Educational material and communication will be created toward this end including an election website. An informational open house for people considering seeking election is being considered. The City, through the NCR, conducts an informational open house twice yearly for those positions selected through the City's open appointment process.
6. The NCR and NCEC in cooperation with neighborhood organizations will conduct a citywide all neighborhood meeting to review strategies to promote diversity on the commission and consider changes to the election process.
7. The 2011 city-wide all neighborhood meeting will use similar processes for conducting business as were used at the 2009 citywide all neighborhood organization meeting at which the district model was adopted. As in 2009, each neighborhood organization will be asked to grant authority to their representative to be able to make decisions on their behalf at the meeting bylaws

permitting. A change to note: representatives will be from each neighborhood rather than neighborhood organization.

8. Commissioners will be seated at the July 26 NCEC meeting.

DRAFT: Major Milestones and High Level Time Line (dates and activities subject to change)

January/February 2011:

- Engagement with stakeholders (participants in 2009 election process including election candidates, those seeking appointment, electors and current commission members)
- Begin review of other cities board and commission diversity practices
- Evaluation of 2009 processes, election and appointment, in context of feedback from stakeholders
- Develop Working draft of strategies for promoting diversity through the reduction of barriers in the selection process
- Begin development of NCEC Job Description and Application Guide Book
- Begin Review/Revision of Application Form
- Report of stakeholder interviews completed

March 2011:

- Publish detailed draft time line and milestones
- Publish draft recommended changes to election procedures
- Publish strategies for promoting diversity (election and appointment)
- Mayoral and City Application period begins (March 1)

First Half April 2011:

- Complete research of diversity promoting strategies by other municipalities
- Finalize NCEC Job Description and Application Guide Book
- Finalize Election Application Form
- Citywide All Neighborhood Organization Meeting (April 16)
- Mayoral and City Council Application period ends (April 4) (subject to change)

Second Half April 2011:

- Publish draft recommended changes to appointment processes (City, Mayor, MPRB)
- Elected Application period begins
- Informational Open House for prospective appointed and election candidates

May 2011:

- Elected Application period ends
- Neighborhood Organization Voter Guide published
- Neighborhood Organization NCEC District Elections

June 2011:

- Appointment of Minneapolis Park and Recreation Board appointee
- Appointment of Mayoral and City Council appointees (potential dates range from early June to July 1)

July 2011:

- Training session for new commissioners
- NCEC Meeting July 26