



Neighborhood and Community Engagement Commission
July 28, 2009 Meeting Notes

MPD Fourth Precinct, 1925 Plymouth Ave N, 55411

NCEC member attendees: Tony Anastasia, Doron Clark, David Crockett, John Finlayson, Bill Helgeson, Mark Hinds, Crystal Johnson, Melanie Majors, Matt Massman, Ed Newman, Matt Perry, Karen Lee Rosar, Breanne Rothstein, Jeffrey Strand, Ami Thompson. **NCEC members absent:** Marcea Mariani

City staff: Jennifer Lastoka, David Rubedor, Pa Vang; **Facilitator:** Anne Carroll

Guests: *None*

Agenda Item	Content	Outcomes/Next Steps (Person Responsible)
<p>1. Welcome and thanks! (Jennifer Lastoka & Anne Carroll)</p>	<ul style="list-style-type: none"> • Welcome back to the second NCEC meeting • Reminded commission members about videotaping and sound triggering the microphones to turn on, assume side conversations are being captured. • Commission members and staff introduced themselves and gave their home neighborhood 	
<p>2. Old Business (Action) (Anne Carroll)</p>	<ul style="list-style-type: none"> • Facilitator asked commission members if any changes were needed to finalize the following documents; there were no changes requested/made. <ul style="list-style-type: none"> • June meeting notes • Group norms • Hopes and fears • Unique contributions 	<p>Outcome:</p> <ul style="list-style-type: none"> • Commission finalized June meeting notes, group norms, hopes and fears and unique contributions <p>Next Step:</p> <ul style="list-style-type: none"> • Staff remove "Draft" from all documents

<p>3. Search and Screening Subcommittee (Informational) <i>(Doron Clark)</i></p>	<ul style="list-style-type: none"> • Doron Clark provided an update to the commission about the Search and Screening Subcommittee's charge, work and upcoming work/timeline. • Subcommittee members include: Ami Thompson, Breanne Rothstein, Doron Clark, Karen Lee Rosar and Ed Newman • In early July, the subcommittee developed with City Coordinator a set of "Desired Leadership Characteristics". The themes include: collaborative neighborhood and community relations, approachable and visible leadership, politically savvy, effective administrator, inspirational communicator • Currently the ACC/NCR Director position is being reviewed by Council committee and HR staff is currently developing and finalizing the job announcement. • Timeline presentation for the rest of hiring process: <ul style="list-style-type: none"> • August 3-21: Job posted and open for application • Late August: Subcommittee will review resumes and select candidates to interview • Early-mid Sept: Subcommittee will interview candidates and forward at least three candidates to City Coordinator • Late September: City coordinator selects and interviews "finalists" • October: City Coordinator selects NCR Department Director • This process is subject a State Statute (13.43) that specifies that Personnel Data, including applications is private information until the individuals are 'finalists' and therefore all resumes and names of applicants that come in are private unless they become 'finalists'. • Commission members were asked to help facilitate getting the word out and recruiting applicants themselves or to pass the information along. • Q/A period: Staff clarified that the timeline presented by Doron is subject to whether or not council members approve the ACC/NCR Director position. Staff also clarified that two positions were being reviewed by council for approval: NCR Director and Deputy Director and that two other positions are being developed for neighborhood vitality and access and outreach. 	<p>Outcome:</p> <p>Next Step:</p> <ul style="list-style-type: none"> • Search and Screening Subcommittee will continue working towards helping to hiring an NCR Department Director and provide updates to commission • Commission members help with job recruitment
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<p>4. Leadership and Decision-making Task Force (Action)</p> <p><i>(John Finlayson, Matt Perry, Jeff Strand)</i></p>	<ul style="list-style-type: none"> • Matt Perry provided an introduction about the Leadership and Decision-making Task Force and its charge + task force members: <i>Tony Anastasia, David Crocket, John Finlayson, Bill Helgeson, Mark Hinds, Crystal Johnson, Matt Perry.</i> (Matt Massman originally signed up to be on the task force but due to scheduling problems he was unable to attend either meeting). • Jeff Strand presented the task force Rotating Facilitator Leadership Structure recommendation. There are two goals the task force wants the leadership structure to incorporate which the task force believes the recommended model contains: 1) distribute work load and participation among commission members 2) develop leadership. • The meeting moved to a clarifying question/answer period related to the task force’s leadership structure recommendation Clarified points: <ul style="list-style-type: none"> • Role of associate facilitator is to help with the NCEC meeting preparation work • The task force choose 8-months to allow 5 people to have at least one facilitating role and thought 8-months is more of a full cycle than 4-months • Facilitators work with City staff to set agenda • Matt Perry presented the task force Consensus-seeking or Consensus/Voting hybrid decision-making process recommendation. There are three goals the task force wants the decision-making process to achieve: 1) decisions made have broad support and commitment by the commission 2) discussions are rich and encourage all voices to be heard 3) meetings are both efficient and effective. • The meeting moved to a clarifying question/answer period related to the task force’s decision-making process recommendation. Clarified points: <ul style="list-style-type: none"> • Anne and other commission members provided examples of when the commission may decide to use other decision-making processes such as voting, random choice, drawing lots, etc • Commission discussed both Rotating Facilitator Leadership Model and Consensus-seeking or Consensus/Voting hybrid decision-making process recommendations <ul style="list-style-type: none"> • Some commission members expressed concerns about lack of formality of the decision-making recommendation and the 8-month trial period • Some commission members expressed support for both recommendations: “new and innovative”, “consensus is a powerful outcome”, “buys time to commission members to get to know each other” • Commission member suggested “training” for facilitators 	<p>Outcomes:</p> <ul style="list-style-type: none"> • Commission will pilot the rotating leadership structure and consensus-seeking or consensus/voting hybrid decision-making process for the next 8 months as recommended by the Leadership and Decision-making Task Force beginning in August. • The commission will revisit the leadership and decision-making structure after the 8-month pilot phase or as needed • Facilitators during the pilot phase (<i>in order</i>) are: John Finlayson, Ami Thompson, Tony Anastasia, Crystal Johnson, Ed Newman • Bylaws Task Force members: Jeff Strand, Crystal Johnson, Bill Helgeson, John Finlayson, Matt Perry, Matt Massman, Melanie Majors <p>Next Step:</p> <ul style="list-style-type: none"> • August facilitators
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	<ul style="list-style-type: none"> • Commission members had a brief discussion about whether facilitating would be required or volunteer-based. The group decided to revisit this after the pilot phase. • John Finlayson presented the task force Bylaws Task Force recommendation <ul style="list-style-type: none"> • Commission agreed to allow as many commission members on the task force as interested • Commission member suggested that the Bylaws Task Force include in their discussions the topic of alternates. • Staff and commission members drew lots for the 5 meeting facilitators during the 8-month pilot phase. The order of the names drawn determined the sequencing. Commission members interested in facilitating during the pilot phase included: Ami Thompson, Doron Clark, Crystal Johnson, John Finlayson, Ed Newman, Mark Hinds, Matt Perry, Tony Anastasia 	<p>will be John Finlayson (primary facilitator) and Ami Thompson (associate facilitator)</p> <ul style="list-style-type: none"> • Bylaws Task Force will meet, prepare drafts for online review and update the commission about progress at the August 25, 2009 meeting
<p>5. NCEC Timeline (Discussion)</p> <p><i>(Jennifer Lastoka, Anne Carroll)</i></p>	<ul style="list-style-type: none"> • City Staff gave a brief presentation about the updated timeline/work plan (working document) and explained that it is to be used as a guide. • Brief clarifying Q/A period about the timeline • Commission member suggested to include updates on funding (ex. Consolidated Redevelopment TIF Plan) • Commission member suggested including item end date/deadline particularly for items that have specific dates as deadlines (ex. Block Clubs). 	<p>Outcomes:</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • Staff will try to invite another City Staff in Finance to present more information about neighborhood funding

<p>6. Communications (Discussion)</p> <p><i>(Jennifer Lastoka)</i></p>	<ul style="list-style-type: none"> • Commission members are interested in having a detailed roster for internal use • Staff presented and asked commission members if there was an interest in creating a Google group to help manage any interim work and be as transparent as possible. Only commission members and staff would be members of the group but the public would have access to view and follow the Google group. • Commission member referenced a similar system used for another group using NING • Commission member suggested enabling Google analytics to see how often the site is used (possibly providing information about use and to be able to promote the group more if needed). • Staff provided latest update on the Open Meeting Law that the NCEC is not officially subject to the Open Meeting Law according to the State law; however, the Resolution states that the commission will operate under the Open Meeting Law "when possible". Additionally, openness and transparency is fundamental to community engagement. • Staff informed commission members that they can now subscribe to get email updates about NCEC meetings by visiting the NCEC meetings page at www.ci.minneapolis.mn.us/ncr/NCEC_Meetings.asp 	<p>Outcomes:</p> <ul style="list-style-type: none"> • Staff will manage collecting information for the detailed roster via email • Staff will set up an NCEC Google group and provide instructions and details to commission members about using Google groups (Bylaws Task Force will launch the use of the NCEC Google group)
<p>7. Administrative Items (Informational)</p> <p><i>(Jennifer Lastoka)</i></p>	<ul style="list-style-type: none"> • <u>Commission Member Oaths</u>: Distributed oath and explained the expiration dates listed is based on when members appointed/elected date. Staff further explained that the City is working towards re-engineering its appointments process and that timing of expiration dates is included in the conversation. The appointment and expiration dates will be assigned through the re-engineering of the City's appointments process. <ul style="list-style-type: none"> • Staff clarified that the Neighborhood Elections Task Force recommended odd districts to have 2-year terms and even districts to have 3-year terms • <u>Public Roster</u> is now available on-line • <u>Biographies</u>: Reminded commission members to submit a short biography to be posted on the City's Web site if they have not done so. Staff gave an examples of what the biography might include (member's volunteer work, how member is active in the community, etc). A commission member pointed out that there are biography examples on page 9 of the Community Engagement Task Force Recommendations document provided in the NCEC binders • <u>Announcements</u>: <ul style="list-style-type: none"> • City's elections division is looking for volunteers to help educate neighbors about ranked choice voting. Staff distributed flyers. • The Lyndale Neighborhood Association comments on the Consolidated TIF District Plan was sent to commission members 	<p>Outcomes:</p> <ul style="list-style-type: none"> • Attending commission members oaths were signed and returned • Members agreed that letter sent to the commission be posted on the City's Web site as part of the commission's official record. <p>Next Steps:</p> <ul style="list-style-type: none"> • Facilitators John Finlayson (primary) and Ami Thompson (associate) will meet with City Staff to create August agenda based on the

	<ul style="list-style-type: none"> • Commission member discussed various ways of presenting and making available meeting materials (one PDF, one PDF per agenda item, mailing materials) • Staff clarified that members are not required to print their own meeting material and that they can request staff to bring hard copies of meeting materials • Staff summarized outcomes and next steps from today's meeting • <u>Upcoming Meeting Topics:</u> Commission members helped August facilitators (and other future facilitators) by identifying topics they would like to see on future agendas including: <ul style="list-style-type: none"> --Information on Consolidated Redevelopment TIF Plan (<i>August if possible</i>); --Update on the Brookfield loan that is part of the funding of Phase 2 of NRP (<i>August if possible</i>); --Bylaws update (<i>August</i>) --Commission discussion around a formal communication with NRP Policy Board; --2-way communication between commission members and community members (what hearing from the community); --expectations of reporting back to neighborhoods (the neighborhood-elected members have an expectation of reporting back and discuss how the other appointed members could/should handle this) --discussion about items on the timeline 	<p>list of future agenda items the commission put together</p>
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