



Neighborhood and Community Engagement Commission
Tuesday, July 23, 2013 DRAFT Meeting Minutes
Minneapolis Central Library – Doty Board Room

NCEC member attendees: Jeffrey Martin, Andres Hortillosa, Denis Houle, Doron Clark, Brittany Lewis, Tessa Wetjen, Ishmael Israel, Jeffrey Strand, Kirk Roggensack, Marcea Mariani, Kenya McKnight, Carol Pass.

NCEC members excused: Abdirahman Muse, Mariah Levison

NCEC members absent: Saciido Shaie

Commission staff: David Rubedor, Howard Blin, Lance Knuckles, Robert Thompson.

Content

1. Introduction and Agenda (Action)

Introductions. Chair Israel noted that there are new members of the Commission attending their first meeting, Andres Hortillosa, Brittany Lewis and Kirk Roggensack. In addition, the Park Board has in the past few days appointed Mariah Levison who is not able to attend the meeting.

Motion: Clark, seconded Strand to accept the agenda with the removal of the One Minneapolis Report. Agenda approved unanimously.

2. Executive Committee Reports (Informational and Action)

Chair Report:

- Chair Israel noted that the Committee of the Whole did not meet since the last Commission meeting. He further noted that under the new business section of the agenda he would like to discuss the accessibility statement which is required as part of communications issued by neighborhood organizations. A few neighborhoods have reported that the statement is causing them some issues and he would like to have a quick discussion on the statement

A. Secretary Report:

- A. **Minutes.** Secretary Strand presented the meeting minutes from June 25, 2013, noted that due to the Independence Day public holiday the draft minutes were out to members a day or two beyond the 10-days ideal time period. Strand moved, and Mariani seconded, the Motion to approve the minutes of the June 25, 2013 Commission meeting. Minutes accepted unanimously.
- B. **Attendance Report:** Strand reported that since Mariah Levison was only recently appointed by the Park Board, she notified NCR staff of her inability to attend today's meeting and should be listed as an excused absence.

3. NRP Policy Board Report
(Action)

Summary:

NRP Policy Board Chair Strand reported that the Policy Board met on July 16th and reviewed the CPP Guidelines and neighborhood allocations, which was done at the request of the NRP Chair as an informational item for NRP Policy Board members. The Policy Board also discussed a preliminary grievance against the Cedar Riverside NRP organization and determined it must revise its grievance policy before hearing the grievance.

Strand reported that in speaking with Commissioner McKnight and others, it was suggested that the selection of NCEC representatives to the Policy Board be delayed until the August meeting. This would allow all Commissioners to be present and allow new members to gain an understanding of the roles of the representatives.

Motion Strand, seconded by Mariani, to postpone the selection of officers until the August meeting and extend the terms of the current commissioners through August.

Motion Mariani, seconded by Pass, to offer a substitute to the motion on the floor to extend the terms of the representatives to the NRP Policy Board and to make a procedural change to move the selection of the NRP

Policy Board representatives to the August meeting of each year.

Comments:

- It was noted that the bylaws calling for the selection to occur in July were just approved in February and the Commission should follow the bylaws. The timing of the selection was discussed extensively during the review of the bylaws. The new member orientation offers an opportunity for members to become acquainted with one another. Many City boards and commissions elect officers on the first meeting after new members have been selected.
- A member questioned whether the motions are consistent with the bylaws. Strand reviewed the City Council language in the revised NRP Ordinance and NRP Resolution and suggested that the proposed NCEC appointments to the NRP Policy Board did not conflict with those documents.
- A member suggested that the selections should be moved two months to allow new members to understand what is involved with sitting on Commission subcommittees.
- It was noted that representatives to the Policy Board appointed from other jurisdictions typically serve on a calendar year basis.
- It was stated that if the selection of the Executive Committee and Policy Board representative were moved two months, it could create a long gap if sitting members did not return to the Commission due to term limits or not being reappointed or reelected.
- It should be noted that the discussion does not reflect on the abilities of the new commissioners and that we respect the experience and abilities of the new commissioners.

A vote on the motion to substitute the Mariani motion for the Strand motion. It carried on a vote of 6-yes, 5-no and 1 abstention.

A vote was taken on the substitute motion. It carried on a vote of 7-yes, 3-no and 2 abstentions.

4. Proposal to Waive Bridge Funds (Action)

Summary:

A proposal was presented by staff to waive the requirement that Bridge Funds be repaid by neighborhood organizations that received the funds. The funds were provided to seven neighborhoods in 2010 to provide funding to neighborhoods that had no remaining NRP funds prior to the availability of funding from the Community Participation Program (CPP). A requirement of receiving the funding was that neighborhoods would pay the money back from future CPP funds. Due to the time that has elapsed, it is recommended that the repayment requirement be waived.

It was noted that letters had been submitted from four neighborhood organizations supporting the proposals.

Comments:

- At least one neighborhood was unaware that the funds had to be repaid.
- A question was asked that if the funds were repaid, where the money would go. Thompson responded that the money would go back to the City's general fund.
- A concern was raised about communication with neighborhoods about this matter. Since we knew this item would be on the agenda a few weeks ago, perhaps the affected neighborhoods should have been notified earlier. Also has concerns about whether this would be an equitable approach among all neighborhoods. Would this set a precedent?
- Due to the transitional nature of neighborhood programs when the Bridge Funds were distributed, this does not set a precedent.
- It was agreed that the neighborhoods who received funding were playing by the rules but got caught in changes to funding programs.

- Can staff explain the three year time lag in not addressing the repayment? Thompson provided the background on the Bridge Funds stating that the original concept was directed by the Mayor and City Council. The time lag was due to development of the CPP guidelines, which included a provision for repayment but there was no schedule for repayment.
- Why does action need to be taken this month? Thompson responded that the CPP allocations are going forward at this time and staff would like to determine what the allocations for individual neighborhoods will be.

Motion Lewis, seconded by Roggensack to recommend to the City Council that the requirement to waive the requirement for repayment of the Bridge Funds.

A vote on the motion was taken and it carried on a vote of 12-yes and 1-no.

5. Voter Ambassador Program
(Informational)

Knuckles described the program which is intended to engage cultural communities and underrepresented communities to this year municipal election. The ambassadors key task will be to explain ranked choice voting. It is also hoped that the ambassadors will also serve as election judges. Commissioners are asked to share the information on the program with those they are in contact with. In addition, Commissioners who are able are encouraged to serve as ambassadors.

Comments:

- It would be helpful if a one page summary of the program were available for distribution at National Night Out.
- Since those 16 years old are allowed to participate, youth groups such as Step-Up Interns should be asked to be involved. It would be a tremendous opportunity for youth involved in their city government.

- This appears to be a great opportunity to involve more people in the elections, particularly people of color in the city.

6. Blueprint for Equity
(Informational and Discussion)

Knuckles provided background on the program. Thus far, two discussion sessions have been held in the Kingfield and Hawthorne neighborhoods. Also the goal is to include community organizations in the discussion in addition to neighborhood organizations.

Comments:

- Commissioner Strand participated in the meeting with Hawthorne Neighborhood Council and was asked to comment about the process. Strand noted that the discussion in Hawthorne was constructive, productive and valuable. It will be important to have a fast turnaround on documentation of the discussions back to neighborhoods.
- A question was asked about what the final product of the effort will be? Knuckles responded that the product will be a series of practices that may also become part of the NCR Business Plan.
- Commissioner Martin requested a 1-page executive summary. An executive summary on the results of the first two sessions would be helpful to allow consistency of approach among all commissioners.
- A timeline for the project is still needed. Also it is important that there be a form of evaluation of neighborhoods on the basis of equity.
- Commissioner Jimenez stated that based on his experience with the first few meetings, the Commission must be realistic on the time this effort will take. Based on the initial experience, one hour may not be enough. It will take much planning and outreach to make the effort successful.
- Commissioner McKnight noted a concern about persons not of color shaping what racial equity looks like.
- Knuckles stated that the effort must be strategic

about engagement and equity that may live inside the next iteration of the CPP Guidelines.

6. Officer Elections

Motion Strand, second Martin to extend the terms of the Executive Committee until the August meeting and postpone the election of new members one month due to the extenuating circumstance of the Park Board appointment to the Commission being made less than 24 hours ago.

Comments:

- We cannot assume that attendance will be any better next month, the motion should not be approved.

A vote on the motion was taken and it carried 12-yes and 1-no.

7. Community Participation Program Allocations

Summary:

Staff described the proposed process to take the funding allocations for neighborhoods to the City Council in August. No changes are proposed to the guidelines. The guidelines and allocation formula developed by the Commission in 2011-2012 will be used for the next funding cycle. NCR Community Engagement Manager Blin stated the department's intention to take the CPP Guidelines to the City Council on August 1.

Comments:

- A question was asked if the NCEC has the ability to change the guidelines. Staff responded that the Commission initially developed the guidelines and does have the ability to revise the guidelines. Given that we are not through with the first funding cycle of the guidelines and we have heard of no significant issues from neighborhoods, it is not recommended that the guidelines be revised

at this time.

- Commissioner Strand stated that at an NCEC meeting several months ago, he had suggested that the Commission review the guidelines. Director Rubedor at that time stated that it be done sooner rather than later. However, the Commission did not address the guidelines in the time since. So while the guidelines should be reviewed, at this time it is important that the allocations go out to neighborhoods. Strand asked that Director Rubedor commit to exploring how to bring the Commission closer to the CPP process and neighborhood organizations, to develop an evaluative process for the CPP, and to work with NCEC to define what kind of process be developed for making recommendations for changes to the CPP Guidelines. A robust discussion of the guidelines should be undertaken at the August Committee of the Whole meeting.
- NCR Director Rubedor responded that at the Committee of the Whole we discuss the background of the program, discuss how to bring the work of the CPP closer to the Commission without being more burdensome to neighborhoods and to begin to look at evaluation of the program. We would commit to working with the NCEC to bring the Commission closer to the program.
- Commissioner Israel commented about the CPP.
- Commissioner Strand asked that NCR staff provide to members the time line for City Council review and action on the CPP Guidelines.
- There was general agreement among commissioners and staff to discuss the CPP Guidelines and topics discussed above to the next NCEC Committee of the Whole meeting. NCR staff suggested a tentative date for the next CoW as August 14. Members asked that a meeting Doodle or process be put out to help ensure maximum attendance at the next CoW meeting.

8. Task Force

B. Policies and Procedures Task Force.

Reports

Commissioner Israel, chair of the Task Force, reported that the Task Force completed work on the draft Policies and Procedures Manual on Monday, July 22nd. This did not give time to get the draft manual on the agenda for this meeting. An electronic copy of the manual will be circulated to the commission in advance of the August meeting with a recommendation to approve the manual being placed on the August NCEC agenda.

C. One Minneapolis Fund. The interim report of the Task Force will be presented at the next meeting. Commissioner Mariani had concerns about an element of the draft One Minneapolis Fund interim report, the \$500,000 recommendation from the General Fund and the direction to NCR Department staff to work with neighborhood organizations to have projects funded from neighborhood funds. Other commissioners responded to some of the concerns.

D. Strand mentioned a housekeeping matter to add Commissioner Mariani back to the Policies and Procedures task force. Motion Strand, seconded by McKnight, to do so. Motion carried.

9. Adjourn

Adjourn. Motion Wetjen, Seconded by Clark to adjourn. Motion carried. The meeting adjourned at 7:22 PM