

# Meeting Minutes

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## City Department Engagement Committee

August 31, 2016

### Crown Roller Mill

**Meeting attendees:** Nick Cichowicz, Marcus Mills, Shannon Bean, Raya Esmaeili, Nasser Mussa and Kenya Weathers.

**Others Present:** Howard Blin, NCR Staff

The meeting opened at 6:10 PM.

#### Agenda Item 1 – Organizational Business

The agenda was approved.

Nick Cichowicz was selected as the Committee Chair.

Adding non-NCEC members such as members of neighborhood organization boards or City staff to the Committee was discussed. Committee members had the following comments:

- The decision on whether to add members and who they could be can wait until the focus groups with neighborhood organizations are completed.
- Others could be brought in later as needed on specific topics.

#### Agenda Item 2 – Review of Previous Work of the Committee

The report issued by the City Department Engagement Task Force was reviewed. Blin described those recommendations which had been implemented and which had not. The receptivity of the suggestion by various City Departments was discussed. The Committee suggested bringing the report to the Neighborhood 2020 Committee.

Blin described the Engagement Design Team (formally known as the Engagement Action Team) which the City recently formed. This is a committee established to review and provide suggestions to City Departments with plans for public participation on projects and policy development. The committee consists of the Directors of the Communications Department, NCR and 311 along with the City's Manager of Equity and Inclusion and the Arts and Culture Director. The Committee discussed:

- It was suggested that the Committee should have a more detailed discussion on how the how the Engagement Design Team operates perhaps with a case study of a project it reviewed.

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- The City Department Engagement Committee should also provide feedback on the work of the Design Team.

### Agenda Item 3 – Community Engagement Process Model Guidebook

Blin presented the Guidebook which was developed in the City’s Communications Department in 2006-2007. It is a very thorough guide on how City staff should conduct engagement activities. Unfortunately it was not widely adopted by City departments and is now not in use. In meetings over the past few months, the City Department Committee decided the Guidebook should be updated and distributed to departments. The Committee discussion included the following comments:

- The Guidebook should be updated.
- It should be combined with the 2102 report of the Task Force.
- Neighborhood Organizations would be familiar with the Guidebook, if only in an abbreviated fashion.
- NCR staff should be more fully integrated into the process.

It was agreed that the Committee would review the changes to the Guidebook proposed at previous meetings and discuss it further at the September meeting

### Agenda Item 4 – Committee Work Plan

Cichowicz provided an overview of the Committee Work Plan for the period through the end of the year. This work plan was developed at the last meeting of the Committee. The Committee agreed to the general direction of the plan. It was agreed that the September meeting would be taken up primarily with work on the Guidebook. Staff would take the Committee suggestions and redraft the guidebook for the October meeting.

### Agenda Item 5 – Self Evaluation Tool

Blin described the concept of a questionnaire which would be used by departments to evaluate their work on community engagement. This grew out of earlier discussion of the Committee where it was determined that a self-evaluation process would be better received and more useful than having the NCEC conduct the evaluation.

### Agenda Item 6 – Other Business

An evaluation of the program to be conducted by an outside evaluator will be conducted. NCR Director David Rubedor has stated there is some small amount of funding for the evaluation. Tessa Wetjen and Howard Blin will work on selecting a consultant. Committee comments included:

- It may be difficult for departments to be objective in a self-evaluation.
- If the evaluation is not made public, departments may be more likely to be objective.
- A similar tool should be developed for neighborhood organizations to evaluate departments.
- There may be a broader package of evaluation measures beyond just the questionnaire.
- Perhaps a survey could be developed for neighborhoods or residents to rate city engagement after a project is completed.

The Committee agreed that the evaluation concept should be pursued.

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It was determined that the Committee would meet on the fourth Thursday of each month at 6:00 PM. The next meeting would be on September 22<sup>nd</sup>.

The meeting adjourned at 7:42 PM

Submitted by Howard Blin

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