

TO: Members of the Neighborhood and Community Engagement Commission

FROM: Howard Blin, Community Engagement Manager

DATE: August 22, 2012

SUBJECT: **August 28<sup>th</sup> NCEC Meeting**

## **Meeting Location**

The meeting will be held at the Minneapolis Central (Downtown) Library. Parking is available in the Library garage with the entrance off 4<sup>th</sup> Street. We can validate your parking tickets.

## **Agenda**

### **Agenda Item 2 – Selection of Facilitation Committee**

The current Commission bylaws call for selection of a four member Facilitation Committee each year at the August meeting. The section of the bylaws describing the duties of the Facilitation Committee and the selection process for the Committee is attached to this memorandum.

It is anticipated that the Facilitation Committee will serve only until the new bylaws are adopted and a Chair, Vice Chair and other officers are selected. The new bylaws are expected to be presented for initial Commission review in September.

The selection process calls for nominations for the four members of the Facilitation Committee and, if more than four nominations are received, a ballot to select the Committee.

### **Agenda Item 4 – Task Force Reports**

#### **A. One Minneapolis Fund Task Force**

Funding totaling \$110,000 for the One Minneapolis Fund was included in the 2012 NCR BUDGET. The purpose of the fund is to develop leadership and encourage civic engagement in Minneapolis cultural communities. Earlier in the year \$48,000 from the fund was provided to support work on the Memorandum of Understanding between the American Indian community and the City.

The remaining \$62,000 is to be awarded in two or three grants to non-profit organizations with leadership building and engagement projects. The NCEC created a Task Force to develop the application process and funding criteria for the One Minneapolis Fund. The Task Force met on August 21<sup>st</sup> to finalize a request for proposals (RFP) for use in the program. This RFP will be distributed to the NCEC for review prior to the August 28<sup>th</sup> meeting. Action will be requested to adopt the process and RFP.

**B. Bylaws Task Force**

The Task Force has been working to revise the existing bylaws to reflect the December 2011 City Council Resolution which reorganized the Commission. The key change was the requirement for a Chair and Vice-Chair to be selected by the Commission. The Task Force will report on this ongoing revision process at the meeting.

**C. Boards and Commissions Diversity Task Force**

At the July meeting staff reported on the results of the recent survey of Minneapolis Boards and Commissions. It was suggested that the NCEC establish a task force to explore strategies for promoting greater diversity on boards and commissions.

The process of establishing a force is for the full Commission to approve a charge for the group and select up to eight members to serve on the task force. A suggested charge for the task force is attached to this memorandum.

**Agenda Item 5 – Report of the Grievance Committee**

On August 20<sup>th</sup> the Committee met to review an appeal of a decision made by the NCR Director on a grievance brought against the Jordan Area Community Council by Peter Rickmyer. The Committee will present its findings at the meeting. No action is necessary on this report from the full Commission other than to receive the report.

**Special Meeting**

At the conclusion of the regular meeting, scheduled for 6:00 PM, the Commission will reconvene in a special meeting to discuss the Blueprint for Equity and organizational development strategies for the NCEC. Repa Mekha from Nexus Community Partners will be present to describe the process for developing the Blueprint. The purpose of the discussion is to brief the Commission on the effort, and, most importantly, to hear ideas and suggestions from commissioners on development of the Blueprint. In addition, Lissa Jones, who has been consulting with Commission on organizational development, will lead a discussion on strategies to improve the effectiveness of the NCEC.

A light lunch will be served at the start of the special meeting. Please contact staff if there are any specific dietary requirements.

### *Excerpt from NCEC Bylaws*

#### **Section 3. Facilitation Committee:**

A facilitation committee consisting of four commissioners shall be annually selected at the August regular meeting of the commission. The purpose of the committee is administrative in nature only and is limited to providing for meeting management and coordinating agendas consistent with the adopted work plan of the commission. Responsibility for developing recommendations for action items where necessary to carry out the mission of the commission rests with other work groups, whether established as ad hoc or permanent committees, subject to the will of the commission.

The full NCEC and not the Facilitation Committee is responsible for:

- communicating on behalf of the commission;
- prioritizing the items contained in the work plan;
- negotiating solutions on behalf of the commission; or
- developing proposals for consideration and approval by the commission.

In fulfilling the responsibilities of the Facilitation Committee, its members are expected to function as a group rather than identifying individual members to be fully responsible for selected commission meeting agendas.

#### **Section 4. Facilitation Committee Membership, Selection and Terms:**

The first action item at the August regular meeting shall be the selection of a Facilitation Committee. Commissioners shall be nominated for the Committee by themselves or by other commissioners. If more than four commissioners are nominated, and in the absence of a consensus to do otherwise, the meeting facilitator must proceed to a vote by the full commission to determine the membership of the Facilitation Committee from among those nominated. Each member present may vote for up to four commissioners from among those nominated and the vote shall be cast by secret ballot. The votes shall be tallied by a commissioner selected by the meeting facilitator who may not be a nominee. The four commissioners receiving the most votes shall serve as the Facilitation Committee. The names of the four commissioners who received sufficient votes to be elected shall be read aloud. In the case of a tie vote among the nominees receiving the lowest number of votes being necessary to fill all four positions on the Facilitation Committee, subsequent votes shall be taken as necessary to fill all four positions from among those nominees not already having received a sufficient number of votes needed to be selected for the Committee. Facilitation Committee members shall serve for one year and may be re-elected.

#### **Section 5. Meeting Facilitators:**

One primary facilitator and one associate facilitator must be present for each meeting. Each member of the Facilitation Committee shall facilitate at least one and not more than six full commission meetings.

**Section 6. Meeting Facilitator Role:**

The primary role of the meeting facilitator is to ensure discussions are conducted in the spirit and manner of consensus based decision making as outlined in these bylaws. They are responsible for providing an opportunity for all points of view to be heard on items before the commission and guiding the progress of discussions toward decisions with broad based support that reflect viewpoints held by the majority of commissioners adjusted, as is possible, by concerns of the remaining commissioners.

The meeting facilitator is expected to be an advocate for reaching a consensus decision. The group generally defers decision-making process matters to the meeting facilitator but maintains responsibility for the content of the action item before it.

The primary and associate meeting facilitators are encouraged to work together to ensure efficient meeting management, keep time as needed, ensure commissioners wanting to speak are afforded equal access to the discussion, and listen for commonalities and opportunities for consensus.

**Section 7. Authentication of Meeting Actions:**

Any correspondence communicating actions taken by the NCEC shall be authenticated by the commissioner who facilitated the meeting at which the decision was made.

***Proposed Charge for Boards and Commissions Diversity Task Force***

**NEIGHBORHOOD and COMMUNITY ENGAGEMENT COMMISSION  
City Boards and Commission Diversity Force (2012)**

*Established \_\_\_\_\_, 2012*

**Purpose:**

Recent surveys have shown a lack of racial, cultural and economic diversity among members of City appointed boards and commissions. The task force will explore strategies for broadening the membership of the boards and commissions.

**Charge/Deliverables:**

- To examine the existing application and appointment process for boards and commissions.
- Prepare a report to the NCEC on strategies to increase diversity on the boards and commissions

## **Membership:**

- Not more than 8 NCEC members
- NCR staff member(s) participate as active members of the task force on topics related to implementation details to be performed by the NCR department, if any.
- NCEC Members serving on the Task Force include:
- One commissioner from the task force members will be identified to work with staff on convening the first meeting. At the first meeting the task force may select a permanent meeting facilitator or chair for this task force. (per NCEC Bylaws) The members who met to create this proposed charge concurred on Commissioner Ed Newman as the primary facilitator and Commissioner Crystal Johnson as the associate facilitator if this charge is approved by the NCEC.

## **Duration/Anticipated time commitment:**

- Two to three meetings in September and October 2012.