

*Neighborhood and Community Engagement Commission (NCEC)
City Department Engagement Task Force*

March 20, 2014

5:00 PM

Neighborhood and Community Relations Office

Minutes

Commissioners Present: Jeff Strand, Ishmael Israel, Doron Clark, Matthew Dobratz, Kenya Mc Knight (by telephone)

Others Present: Howard Blin, NCR Staff

1. Agenda. The agenda was approved with the addition of a discussion of an evaluation system for departments under other business.

2. Review Work of First Task Force. The minutes of the February 24th meeting were approved.

3. Review of Best Practices

The Seattle guide was reviewed.

Commissioners had the following comments:

- The City needs to broaden stakeholder identification in community engagement, so we are not going to the same people for every issue or project.
- We should check with Seattle and Portland to determine if they are using the guide and are evaluating their progress. A conference call should be set up.
- A Task Force member expressed a preference for the Portland approach on the basis of it is simpler and easier to understand.

4. Review of Community Engagement Checklist

- In reference to the Process Model Guidebook, on the checklist we haven't reached the first step in the process, which is organizational commitment.
- The objectives of the Task Force should be developing a checklist, establishing a rating process for departments and establishing an evaluation process.
- The efforts of the Organizing Apprenticeship Program (OAP) were described in relation to racial equity issues. Included in the work is evaluating City departments on engagement.
- While the OAP has a different mission than the Task Force, there are areas of overlap. We could ask them to review our work.

- Interested stakeholders who could be involved in reviewing the evaluation tool developed by the Task Force include: OAP, neighborhood organizations, past and present One Minneapolis Fund applicants, City departments, groups the NCR Access and Outreach Specialists work with, City Council, and Mayor.
- A set of principles similar to those in Portland are needed and should be married to a checklist.
- There was discussion on whether the evaluation covers only the process used or also the outcome of the project.
- It would be interesting to look at department budgets and what activities are included in community engagement.
- City community engagement efforts should meet the needs of the people, whatever communities need. This should not become too structured.
- Community engagement strategies should be customized to the population served. One size does not fit all.
- The final report of the Task Force should include some case studies.
- Agreement was reached on the following points: 1) A ratings process should be established; 2) Staff should collect data on engagement activities; 3) NCEC performs evaluations

5. Next Steps

- Determine whether to use the International Association of Public Participation principles or something similar to those used in Portland.
- Look at Portland document. Examine the involvement principles. Are they acceptable as is or should they be revised for Minneapolis. Also use a racial equity lens in the review.
- Set up a conference call with Portland staff.
- Task Force members should look at Portland indicators and determine which to keep or modify.

6. Next Meeting.

The next meeting will be held on April 16th.

The meeting adjourned at 6:30 PM

Submitted by Howard Blin