

Meeting Minutes

Neighborhood and Community Engagement Commission Tuesday, January 26, 2015 – Minneapolis Central Library

Meeting attendees: David Boyd, Raya Esmaeili, Nick Cichowicz, Doron Clark, Ishmael Israel, Eric Gustafson, Queen Kimmons, Antione Martinneau, Nasser Mussa, Tessa Wetjen and David Zaffrann.

NCEC members excused: Dennis Houle and Jeanne Montrese.

NCEC members absent: Debra Behrens, Braulio Carrasco, Francisco Segovia.

1. Introductions

Call to order: Chair Ishmael Israel called the January meeting of the Neighborhood and Community Engagement Commission to order at 5:23p.m.

Approve Agenda:

Motion: Zaffrann moves, seconded by Clark, to approve the agenda with one change – move agenda item 7a before agenda item 3a. Motion carried unanimously.

7a. NCR Report – Blueprint for Equitable Engagement

NCR staff members Ayianna Kennerly and Stacy Sorenson presented the updated [Blueprint for Equitable Engagement document](#) for approval of the document and recommend approval by the City Council. Stacy and Ayianna shared that the final document is a result of over two years of community engagement with a wide range of stake holders. It was noted that this document was sent out for (2) 45-day review periods one in May – July 2015, which resulted in significant changes in the language and tone of the document. The second review period was held during October – November, 2015. The NCEC have been involved and have given significant input to the document during these periods.

In addition to the document, the Blueprint for Equitable Engagement was involved in the City's [Creative CityMaking project](#). NCR partnered with two local artists to pilot out a different way to get input from residents. This resulted in the creation of a series of video clips, filmed at community gatherings and events around the City during the summer of 2015. These video clips will be available at a later date – once the Creative CityMaking project comes to an end.

Comments:

- Wetjen noted that Youth are missing from the first strategy. She also stated that while in Strategy 4 it's nice to support other departments, it seems weak in the area of getting departments to comply with proper engagement techniques.

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Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadio aad Caawimaad u baahantahay 612-673-3500.

- Staff responded that this is NCR plan and does not have any ability to control how City departments manage their community engagement efforts.
- Cichowicz asked how NCR staff work with other City departments. It seems that there is always confusion about the path that one would to interact with City departments.
 - Staff interact with other City departments based on a project or initiative basis.
- Esmaeili commented that it would be helpful for NCR to provide case studies of what happened regarding outreach and engagement when NCR was involved in a project. It would be good for transparency.
- Boyd asked who has viewed the Creative CityMaking video besides the NCEC.
 - Only the NCEC and NCR staff have seen the video. The artists will provide NCR with the videos to get the posted and shared.
- Israel shared that it would be helpful for the City to share this information creatively with the Community.
 - There is a plan to hold a screening of the video at the Capri Theater on West Broadway.

Motion: Zaffrann moves, seconded by Esmaeili to approve the Blueprint for Equitable Engagement document and recommend approval by the City Council.

Amendment: Wetjen moves, seconded by Mussa to amend the original motion to add a youth category to Strategy 1 of the Blueprint for Equitable Engagement. Main motion and amendment carried unanimously.

3. Executive Committee Reports

3a. Chairs Report

Israel described the public forum held by the NCEC on December 15th at UROC. He said the Commission had a lively discussion with residents. A summary of the points raised at the meeting are in the packet and have been distributed to participants of the forum. The next steps include putting together a quarterly outreach effort. This will be discussed further at the February 17th Committee of the Whole meeting.

3b. Secretary’s Report

Minutes

Motion: Zaffrann presented the November minutes. Motion by Clark, seconded by Wetjen to approve the minutes. Approved unanimously.

Motion: Zaffrann presented the December minutes. Motion by Esmaeili, seconded by Kimmons to approve the minutes. Approved unanimously.

Attendance Report

Zaffrann reported that 11 members are present. Commissioner Houle is excused.

Bylaws Committee

Zaffrann described the changes to the NCEC Bylaws proposed by the Bylaws Committee. The key revision is to change the terms from two years to three years. Instead of the current limit of three – two year terms, members could serve a maximum of two- three year terms. The purpose of this proposal is to provide more continuity on the commission by avoid the potential for one-half of the members leaving each year. Since the terms are part of the resolution establishing the Commission approved by the City Council and the terms of the elected members were determined by the neighborhood organizations, any action by the Commission would be a recommendation to the

Council and neighborhood organizations. He also noted a change in the attendance requirements which would eliminate excused absences and now state that four absences in a calendar year may result in termination.

Comments:

- Clark asked what outreach has been done on these changes. He also stated he supported the change to three year terms. Zaffrann responded that if the Commission recommends the changes, they would be presented to neighborhood organizations.
- Esmaeili asked for clarification on the attendance requirements. Does it include only regular meetings or all committee meetings? Zaffrann responded that only regular meetings would be counted towards attendance requirements.
- Clark asked about the inclusion of a lifetime limit in terms. He stated that would prevent people from ever again serving on the commission and was not intended when term limits for the commission were first established.
- Boyd stated the lifetime limit was included to expand the pool of people serving on the Commission.
- Commissioners discussed the practical application of having new members be appointed before June. This would be one month earlier than is currently the case. The purpose would be to give new members some experience with the Commission before being as voting members. This would provide more orientation to new commissioners.
- Wetjen suggested that the language for attendance requirements should state that four absences “shall” result in termination. The would clarify the requirement and remove any arbitrary decisions.
- Cichowicz asked for clarification as to how a leave of absence would be considered? It was suggested that more guidance on leaves be provided later in the Policies and Procedures manual.
- Zaffrann suggested that since Commissioner Clark needed to leave, which would drop the attendance below the two-thirds need for bylaw changes, the Commission act on all of the proposed changes except those relating to length of term. The length of term would be a recommendation to the Council and not a change to the bylaws at this time.

Motion: by Esmaeili, seconded by Cichowicz, to amend the NCEC Bylaws as proposed, with the exception of Sections 6.1.2 and 6.1.3 which pertain to length of terms. These amendments would also include the replacing the word “may” with “shall” in Section 7 Attendance Requirements. Motion was approved unanimously.

Regarding the proposed change in length of terms, the following discussion followed.

- Wetjen stated that she believed prospective commissioners would be more willing to commit to two years rather than three.
- Esmaeili stated that she had the opposite opinion, a three term would encourage people to be more invested in the commission and make a more educated decision to apply.
- Boyd spoke in favor of the three year term which would provide more continuity and reduce turnover.
- Martinneau stated he supported the three year term, a tree year commitment is not too much to ask. . He also supports the earlier appointment just approved which will enhance the formal mentorship of new members.
- Mussa stated that two years in usually sufficient to accomplish work on the Commission.
- Regarding whether term limits should apply over a persons lifetime, Zaffrann spoke in favor or a lifetime term limit stating there are other commissions and avenues for people to serve the City .
- Esmaeili spoke in opposition to a lifetime limit, stating that it would increase the pool of possible commissioners. It should be left to the appointing bodies to determine who best to appoint.
- Wetjen stated that no lifetime term limits should be imposed. She suggested that those leaving the Commission should have to sit out an entire term, or three years, before they could be reappointed.

Motion: Zaffrann moved, seconded by Cichowicz to recommend approval of the proposed changes in the term limits, with the replacement in Section 6 of the term “lifetime” with a requirement that members who reach the term limit may not be reappointed or elected until one full term has passed. Motion approved unanimously.

Zaffrann asked if members were interested in working on a task force to consider improvements to the orientation process for new members. This item was held to be discussed at the end of the meeting.

4. Neighborhoods

4a. Update on Neighborhoods 2020 Committee

Eric Gustafson, Chair of the Neighborhoods 2020 Committee gave a brief update to the commission. He thanked the committee members who’ve been involved in the process to date. The Committee has been meeting since early summer and has been charged with looking at the future of neighborhoods past the year 2020. The committee has been doing stakeholder engagement with neighborhoods via an online survey and focus groups. Currently the group is discussing draft recommendations to bring to the NCEC at their February meeting. These recommendations will be made to City departments and the City Council. The committee will also bring forth a proposal to engage council leadership.

4b. Update on Community Participation Program Guidelines

Robert Thompson, NCR staff gave highlights regarding the process that the updates to the Community Participation Program (CPP) guidelines will take. The draft revisions to the guidelines will go out for a 45-day review period. Staff is looking to take the revisions to the guidelines to City Council in June or July of 2016.

Comments:

- Wetjen questioned NCEC role regarding the guidelines. She mentioned that in the past the NCEC had approved the guidelines rather than just making a recommendation to Council for approval. She also questioned the role of the NRP Policy Board in the process.
 - The role of the NCEC is to review the guidelines. The NRP Policy Board is required by state law. They do not approve the guidelines either.
- Israel asked for clarification by NCR staff of the roles of the two boards before the next NCEC meeting. He also questioned whether or not this should be on the next Committee of the Whole meeting agenda or at the Full Commission Meeting.
 - The group determined that they will add CPP revisions to the February Committee of the Whole agenda and take the item up if there is time, if not it will be forwarded to the March Committee of the Whole.

5. Community Engagement

5a. One Minneapolis Fund Schedule

NCR staff reported that City Council Health, Environment and Community Engagement approved the RFP on January 25th and is expected to be approved by the Full Council on January 29th. The RFP will be posted on Wednesday, February 3rd.

Wetjen reported that the committee is looking for non-NCEC reviewers of the proposals. The Committee will be recommendations to the February meeting.

Motion: Zaffrann moves, seconded by Boyd to table item 5b to the February NCEC meeting. Motion carried unanimously.

5c. Community Connections Conference

NCR staff reported that the theme of this year's conference will be Big Ideas: Your Minneapolis and will serve as the kick-off to the planning for Minneapolis' next 10-year Comprehensive Plan. The conference will be held Saturday, April 2nd from 8:00a.m. to 3:00p.m. at the Minneapolis Convention Center. The conference is FREE to all participants.

Commissioner Cichowicz mentioned that he will be working with the commission to determine a role for the commission.

Community Connections Conference

6. Policy Community Engagement

6a. Preparation for February Committee of the Whole

Members of the Executive Committee suggested that the agenda items for the February Committee of the Whole will be to discuss a plan for the feedback from the December community forum. They would also like to discuss ways to hold events/meetings in other parts of the City.

They also discussed allowing time on the agenda to discuss the revisions to the Community Participation Program guidelines. If there is time at the February meeting this time will be discussed if not, there will be a March Committee of the Whole.

3b. Orientation Improvement

Motion: Wetjen moves, seconded by Boyd to form a list of recommended changes to enhance the NCEC Orientation process working with NCR staff and the Executive Committee. Motion Carried.

There will be a limit of 8 members with up to 2 non-NCEC members. The group will begin work now until April 2016. The members from the NCEC will be Esmaeili, Cichowicz and Boyd. Esmaeili will be the group's convener.

Adjournment: Meeting adjourned at 7:07p.m.