

## Neighborhoods 2020 Committee of the Neighborhood and Community Engagement Commission

### Neighborhoods 2020 Committee: Meeting Minutes November 19, 2015

Location: Harrison Neighborhood Association, 503 Irving Ave. N., #100, Minneapolis

Present: Eric Gustafson, NCEC, Co-Chair; Denis Houle, NCEC; David Boyd, NCEC ; Antoine Martinneau, NCEC; Jeffrey Strand, resident, Shingle Creek; Christina Kendrick, NCR staff; Michelle Chavez, NCR staff; Harrison N.A. staff.

Absent: Mohamed Mohamed, resident, West Bank; Shauen V. T. Pearce, resident, Harrison N.A., Co-Chair; Ishmael Israel, NCEC; Raya Esmaeili, NCEC; Jennifer Arnold, resident, Lyndale; Robert Thompson, NCR staff.

1. The Neighborhoods 2020 committee meeting was convened at 6:14pm by Chair Eric Gustafson, who provided copies of the meeting agenda and October 2015 meeting minutes. Gustafson noted members who were unable to attend tonight's meeting. Jeffrey Strand volunteered to serve as meeting secretary and Antoine Martinneau volunteered to serve as meeting timekeeper. The Agenda was approved without objection.
2. Gustafson discussed meeting with NCR Director David Rubedor, NCEC Chair Ishmael Israel and the NCEC Executive Committee about the timeline for delivery of the Neighborhoods 2020 Committee work product on the Community Participation Program guidelines. Based on need for the NCEC to receive the committee report in December 2015, the committee has the November and December meetings before finalizing its recommendations to the full NCEC. Gustafson suggested two buckets for findings: a) Community Participation Program Guidelines; b) Resources and Trainings, and provided a copy of Draft recommendations for discussion.
3. **Approve Minutes:** The approval of October 22, 2015 Meeting Minutes from the meeting held at Corcoran Neighborhood Organization office was in order. Motion Boyd, Second Strand, to approve the minutes. Motion carried.
4. **Scheduling Neighborhoods "Peer Tables" Meetings:** The committee discussed meetings with Neighborhoods Peer Tables to be scheduled for Northside, Northeast, Southwest, and South (already held). Gustafson discussed the notes from the meeting with the Southside United Neighborhoods conducted 11/16/2015. The Northside Neighborhood Council was suggested. Some North Minneapolis groups do not participate and it was suggested that an additional venue will be needed (e.g. Folwell, Shingle Creek, McKinley, Webber-Camden). Boyd mentioned he recently was able to have Lind-Bohanon begin to participate. Strand agreed to facilitate outreach to the groups that do not participate with NNC. It was also noted that Downtown Minneapolis organizations are represented by District 5 but may not be covered in the list. Houle agreed to facilitate a meeting with the Southwest Minneapolis groups. Gustafson indicated he has worked with some Northeast neighborhoods (e.g. Beltrami, Gail Bonneville). Strand suggested District 4 Commissioner Doron Clark should be contacted about meetings with Northeast neighborhoods that he represents.

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- 5. Community Participation Program Guidelines Revisions:** Michelle Chavez from NCR Department spoke to changes that the department anticipates for the next cycle. Bob Cooper and Robert Thompson have been working on the Grievance Policy. They are looking at adding a statute of limitations (e.g. 6 months deadline for filing). Michelle said she is revising the CPP applications into a more active voice. Committee members and Michelle discussed what additional items should be added to the CPP applications process (e.g. Bylaws, List of Board members, Diversity Survey makeup. Michelle said that gathering demographic information may eliminate the need to conduct the diversity survey.

Questions and Answers were discussed: Timing of the NCR Department review; List of neighborhood organization's staff and organization chart; List of organizational budget; Grievance procedures. Strand expressed concerns about the shortened Neighborhoods 2020 time frame on the CPP Guidelines revisions and the small amount of neighborhood organization engagement conducted by the committee. He had prepared a Gantt chart based on the last meeting direction, but copies were not distributed at the meeting. The committee then offered ideas for improvements and revisions to the Community Participation Guidelines (See Photos with Notes from Hang-sheets used to document the discussion that was had.) Harrison Neighborhood staff joined and observed the meeting. One topic mentioned was funding for food for engagement—NCR staff agreed that City management needs to review this item with the lawyers.

There was brief discussion about the recommendations for neighborhood organizations' funding after 2020 that is part of the charge given to the committee (e.g. engagement with City Council members; importance of 2016 Legislative elections).

- 6. March Community Connections Conference:** NCR staff asked for someone to step up and volunteer to work with the department. Commissioner Boyd volunteered.
- 7. Resources and Trainings for Neighborhood Organizations:** The committee discussed draft recommendations on the subject of services, resources and trainings. The importance of shared best practices was noted. Gustafson noted that trainings need to be tailored for resource levels and capacities of organizations. The committee then offered ideas for resources and trainings for neighborhood organizations (See Photos with Notes from Hang-sheets used to document the discussion that was had.)
- 8. Scheduling Next Meeting:** The next meeting for Neighborhoods 2020 will be Thursday, December 17, 2015, 6:00-8:00pm at Armatage (Commissioner Denis Houle to make arrangements).
- 9. Draft Meeting Minutes prepared by Jeffrey Strand, subject to review and approval at the next meeting (scheduled for 12/17/2015).**

### **Recommendations (draft) to Improve Resources and Support for Neighborhoods**

1. In brief: City needs to a.) ask about needs for coming year, b.) better spec out what City / non-City resources are available, c.) research and bundle needed / relevant resource offerings
2. The City of Minneapolis ("City") will conduct an annual customer satisfaction survey of neighborhood and cultural organizations ("customers") on what trainings and support they need to do their work and to better meet City funding objectives e.g. Community Participation Program (CPP).
3. The City will publish the full results of the survey in a timely, transparent, and consistent manner.
4. The City will respond to the survey by putting in place a comprehensive menu of trainings and resources offered by credible, qualified providers. To a large extent this will be an exercise in researching, bundling, and in some cases partnering with existing resources offered by 3<sup>rd</sup> party providers. In some cases the City may be the provider. Including but not limited to:
  - a. Best practices
  - b. Fundraising skills and upcoming opportunities
  - c. Encourage partnerships, merger explorations, and "sister" neighborhoods
  - d. Encourage peer groups based on geography (e.g. northeast Mpls staff) or issue (e.g. citywide renters coalition)
  - e. Intranet or other tool to communicate between neighborhoods
  - f. Board member onboarding and orientation guidelines
  - g. Minimum qualifications for neighborhood staff, and examples of job descriptions and work plans, e.g. Executive Director
  - h. Example job descriptions for board members, e.g. Treasurer, Secretary roles
  - i. Clarify role of City support staff, how they interact with neighborhoods and NCEC
5. The City will put in place a credible, customer-driven system (similar to Angie's List) for rating the quality of providers and resources so that over time, the City is offering the best possible resources ("best practices") as defined by the customer.
6. The City will train its customer support staff to be qualified to respond to requests for assistance by recommending and connecting customers to best practice resources.
7. The above system must meet the needs of orgs of varying size, capacity, and context, e.g. areas with concentrated poverty or housing decline vs. affluent areas
8. City or NCEC establish "Congress of neighborhoods" (City-funded, community-controlled) to provide trainings or approve offerings. Does this replace N'hoods 2020 committee?

### **Recommendations (draft) to revise Community Participation Program (CPP)**

9. Move from passive to active language in CPP guidelines, i.e. "encourage" → "require"
10. Allow spending on Food. (Use general fund / other as needed.)

11. Require clear strategies to reach and build leadership and involvement within underrepresented groups, for example:
  - a. Committees or projects aimed at involving specific groups, e.g. renters
    - i. Recognize various committees and projects draw different segments of the neighborhood
  - b. Encourage collaboration with community organizations (including faith-based) within a given neighborhood geography
12. Require stronger outcomes related to representative engagement and participation, for example:
  - a. Quotas (but how to measure and enforce?)
  - b. Other ideas TBD (needs work)
  - c. Standard expectations for boards of directors and related policies, such as:
    - i. Term limits
    - ii. Size of the board
    - iii. Clear time commitment to serve on board. May vary by individual and circumstance.
    - iv. Onboarding process for new board members
    - v. Avoid "closely held" boards
    - vi. Bylaw standards
    - vii. Grievance policies
    - viii. Transparency-related policies, when / how to publish minutes, etc.
13. Require clear strategies for helping residents participate in and influence City decisions
14. Stronger Enforcement esp. around board eligibility, voting rights, exclusion, violations of CPP requirements
15. Revise allocation formula: replace "foreclosures" with another housing criterion, e.g. VBR
16. Establish minimum staff qualifications / training regarding:
  - a. financial management
  - b. other key topics
17. Strengthen NCEC role and engagement related to neighborhood work
  - a. Clarify expectations for how / when NCEC commissioners meet with constituent neighborhood orgs
  - b. Stronger oversight role by NCEC, e.g. review all CPP applications and annual reports. On geographic NCEC rep basis?
18. The above recommendations could be implemented in phases over time.

**"Parking Lot"**

19. Explore City's conflict of interest with CPP program purpose #2 ("influencing City decisions and priorities")
20. Better define expectations of neighborhoods re. engagement
21. Better define info neighborhoods should share with public
22. Better education for neighborhoods on closed meetings

