

2019 Workplan Review and 2020 Proposal

2019 in Review:

Proclamations	Revised/updated/removed current proclamations for the City of Roseville and presented them to City Council for approval.
	Developed a plan to highlight 2 proclamations each year. Planned and coordinated several events for Human Traffic Awareness Month in January as a test case.
	Developed a theme for the city display case each month at city hall to highlight proclamations relevant for the month. Tied the monthly theme to the Rosefest parade.
Hispanic Heritage Month	Identified and worked with representatives from the Hispanic community to plan an event for Hispanic Heritage Month that was rained out.
Essay Contest	Approved scoring matrix, read and scored over 100 essays, forwarded winners to City Council. Research and voted on next year's essay question.
Rosefest Parade	Attended other commission meetings to encourage more participation, designed theme and t-shirts, engaged community members & members of the LGBTQIA+ community to participate. Increased attendance by other commissioners to participate in the parade.
Engagement Project	Continue to work on community engagement assessment tool kit for City Council approval.
Onboarding new members	3 new commissioners joined in 2019
Engage and Advise	Advised on ideas for Fire Department "Close before you Doze" campaign
	Advised on Census engagement. Reviewed census tract data and produced a summary to help identify where to focus engagement opportunities.
Youth Commissioner	Discussed recruitment, developed a position description for the role.
Work plan	Developed a proposed work plan for 2020

2020 Proposed Work plan:

The HRIEC has dedicated significant time to discussing our proposed 2020 workplan. To inform our discussion, commission members were asked to complete a survey. The survey included the following questions:

- 1) From the commissions existing workplan, what work would you like to see the commission continue in 2020? The 2019 workplan included: proclamation updates and pilot programs, community engagement special project, middle school essay question, participating in Rosefest parade, and Party in the Park activity.
- 2) What new programs or activities would you like to see the commission undertake over the next couple of years?
- 3) Are there areas of the commissions workplan, processes, or structure that you don't understand? If so, what would you like additional information on?
- 4) How would you like to be engaged in the work of the commission? (Examples might include: I want to attend meetings and provide thoughts/feedback on key questions, or I want to help plan activities, or I'm interested in representing the commission in the community, etc.)
- 5) What areas of expertise, interest, or skills do you have that relate to the work of the commission? (This question is intended to determine how we can better engage all commission members in our work.)

Using the responses from the survey, we developed a list of activities that we would consider including in our workplan. Commissioners were asked to review the proposed list of activities and rank the items based on three factors:

- 1) Does the activity align with the duties and functions outlined for our commission by the City and City Council?
- 2) Does the activity align with my interests and or skill set?
- 3) Is this an activity that I'm willing to commit time to work on? Please also think about how much time you are willing/able to commit outside of commission meetings and is the activity something you're willing and able to work on outside of commission meetings?

Listed below is the proposed 2020 work plan for the Commission.

2020 Work plan Activities

Proposed Activity	Timing
Community Engagement Toolkit <ol style="list-style-type: none"> 1) Finalizing toolkit document 2) Provide toolkit to staff and commissions and discuss how kit can be used to improve engagement strategies and practices 	<ol style="list-style-type: none"> 1) December 2) February -May
Community ambassadors and contact list <ol style="list-style-type: none"> 1) Develop list of community contacts 2) Develop strategies related to outreach to underrepresented communities to build relationships and identify community ambassadors 	<ol style="list-style-type: none"> 1) Ongoing 2) Ongoing
Advise/provide feedback on proposed activities or events as it relates to engagement, diversity, and inclusion – This could include evaluating events proposed by City Council and providing feedback to city departments on new projects.	Ongoing as needed
Review and provide recommendations of how to improve commission recruitment, interview, and onboarding processes to support increasing diversity of applicants and community participation.	May - August
Work with city staff and other commissions to integrate proclamations into existing program plans.	<ol style="list-style-type: none"> 1) January discussion on prioritizing proclamations 2) Feb invite Parks Dept. to commission meeting to discuss opportunities. Define next steps for this at that meeting.
Monthly Proclamation Display Case	<ol style="list-style-type: none"> 1) December review proclamations and assign commissioners to manage display case design in conjunction with city volunteer.
Participate in Rose Parade	March - June
Essay Contest	February - August
Review hiring and contracting practices and policies to ensure inclusion and equity	Ongoing