

## Roseville HRIEC 2020 Workplan

Activity	Timing	Assignment	Notes
<b>Community Engagement Toolkit</b> <ol style="list-style-type: none"> <li>1. Refine documents to recreate 101 training, pre-program planning template, techniques doc, and initial strategies</li> <li>2. Gather staff feedback on documents</li> <li>3. Finalize draft documents at commission level</li> <li>4. Present toolkit and recommendations to City Council</li> <li>5. Refine documents based on feedback</li> <li>6. <i>TBD</i></li> <li>7. <i>TBD</i></li> <li>8. <i>TBD</i></li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. April</li> <li>5. April/May</li> </ol>	<ol style="list-style-type: none"> <li>1. Cat</li> <li>2. Rebecca</li> <li>3. All</li> <li>4. All</li> <li>5. TBD</li> </ol>	
<b>Community Outreach</b> <ol style="list-style-type: none"> <li>1. Develop initial community contact list to include key institutions and businesses.</li> <li>2. Brainstorm/discuss possible outreach/engagement strategies</li> <li>3. <i>TBD</i></li> <li>4. <i>TBD</i></li> <li>5. <i>TBD</i></li> <li>6. <i>TBD</i></li> <li>7. <i>TBD</i></li> <li>8. <i>TBD</i></li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. March</li> <li>4. March</li> <li>5. April</li> </ol>	<ol style="list-style-type: none"> <li>1. TBD</li> <li>2. TBD</li> <li>3. TBD</li> <li>4. TBD</li> <li>5. TBD</li> </ol>	
<b>Participate in Rose Parade</b> <ol style="list-style-type: none"> <li>1. <i>TBD</i></li> <li>2. <i>TBD</i></li> <li>3. <i>TBD</i></li> <li>4. <i>TBD</i></li> <li>5. <i>TBD</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>TBD</i></li> <li>2. <i>TBD</i></li> <li>3. <i>TBD</i></li> <li>4. <i>TBD</i></li> <li>5. <i>TBD</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>TBD</i></li> <li>2. <i>TBD</i></li> <li>3. <i>TBD</i></li> <li>4. <i>TBD</i></li> <li>5. <i>TBD</i></li> </ol>	
<b>Essay Contest</b> <ol style="list-style-type: none"> <li>1. Finalize essay contest prizes and selection process</li> <li>2. Review and score essays</li> <li>3. Discuss Spanish language essays with reviewers</li> <li>4. Select winning essays &amp; determine prizes</li> <li>5. Winning essays read at City Council meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. March/April</li> <li>4. April</li> <li>5. May</li> </ol>	<ol style="list-style-type: none"> <li>1. All at Commission mtg</li> <li>2. All individually</li> <li>3. All at Commission mtg</li> <li>4. All at Commission mtg</li> <li>5. N/A</li> </ol>	

<p><b>Proclamation Display Case</b></p> <ol style="list-style-type: none"> <li>1. TBD</li> <li>2. TBD</li> <li>3. TBD</li> <li>4. TBD</li> <li>5. TBD</li> </ol>	<ol style="list-style-type: none"> <li>1. TBD</li> <li>2. TBD</li> <li>3. TBD</li> <li>4. TBD</li> <li>5. TBD</li> </ol>	<ol style="list-style-type: none"> <li>1. TBD</li> <li>2. TBD</li> <li>3. TBD</li> <li>4. TBD</li> <li>5. TBD</li> </ol>	
<p><b>Work with city staff and other commissions to integrate proclamations into existing program plans</b></p> <ol style="list-style-type: none"> <li>1. TBD</li> <li>2. TBD</li> </ol>	<ol style="list-style-type: none"> <li>1. TBD</li> <li>2. TBD</li> </ol>	<ol style="list-style-type: none"> <li>1. TBD</li> <li>2. TBD</li> </ol>	
<p><b>Advise on commission recruitment, interview, and onboarding processes to support better community participation and increased diversity of Applicants.</b></p> <p><i>* This work ties directly to the community outreach work that was identified as a priority by City Council and any recommendations will be considered as part of that work. In addition, City staff can bring questions/items for feedback to the commission at any time.</i></p>			
<p><b>Advise city departments and commissions on proposed activities or events as it relates to engagement, diversity, and inclusions</b></p> <p><i>* Work on this will be dependent upon city staff or commissions bring items to the HRIEC for consideration or feedback. No committee assignment is necessary.</i></p>			
<p><b>Review hiring/contracting practices and policies to ensure inclusion and equity</b></p> <ol style="list-style-type: none"> <li>1. Receive updated from staff on current practices/policies/procedures</li> <li>2. Bring back to mid-year City Council check-in for further conversation</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. July</li> </ol>	<ol style="list-style-type: none"> <li>1. TBD</li> <li>2. TBD</li> </ol>	