

City of Roseville HRIEC 2021 Work Plan						
	Essay Contest	Rosefest Parade Engagement	Community Feedback Response	Commission Recruitment	Commission Interviews	Commission Onboarding
Lead	Richard/Beverly	Monica/Etienne/Keith	Grace/Etinne/Beverly	Cat/Beverly		
Goal		Promote inclusivity in our community	Increase community engagement/communication	Increase community participation and diversity of applicants		
JAN			Subgroup to research current state - how does community contact HRIEC currently?	Commission discuss assisting city with spreading the word about open commission seats. Specifically assist with outreach to traditionally underrepresented groups	Cat & Beverly with staff review 2021 interview process and questions, propose revisions.	
FEB		Start theme discussions. May tie into the larger parade them or focus on work of HRIEC. Attend other commission meetings to encourage parade attendance and sign-up.	Subgroup to research what other cities do/ best practices	Beverly develops recommendations and assist with youth commissioner recruitment.	Cat & Beverly with staff bring update and request for feedback.	Cat & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.
MAR		Staff submits application for spot in the parade				
APR	Commissioners submit essay topic suggestions by May meeting	Coordinate with other groups and encourage attendance, may be part of HRIEC parade group.	Subgroup to come up with proposal for response plan.	Cat & Beverly with staff review commission recruitment process and evaluate 2021 process		
MAY	Commission discusses and narrows down topics.	Email commissioners reminders	Subgroup to present plan to commission for discussion.			
JUN	Commission selects final topic for essay and sub group is appointed to finalize wording for essay contest	Order t-shirts if needed. Purchase candy.	Commission approves plan.	Cat & Beverly research best practices, develop recommendations for 2022 recruitment cycle.	Cat & Beverly research best practices, develop recommendations for 2022 interviews	Cat & Beverly research best practices, develop recommendations for 2022 onboarding cycle
JUL	Sub-group submits draft essay topic to commission for discussion/ approval	Parade				
AUG	Final vote by commission on topic wording; contest rules and topic mailed to teachers prior to start of school					
SEP						
OCT	Discuss rubric for scoring					
NOV	Finalize rubric					
DEC						

Other work:

**Renaming of Pocahontas Park** - HRIEC to monitor and participate in Parks and Rec Commission plans as appropriate. (Kathy Macomber to attend meetings as possible.)

**Shoreview Programming** (Rebecca/staff)

**Work with other commissions** (Monica/Etienne) - as needed