

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	Subgroup to come up with proposal for response plan.	Cat & Beverly with staff review commission recruitment process and evaluate 2021 process		
APR	Commissioners submit essay topic suggestions by May meeting	Coordinate with other groups and encourage attendance, may be part of HRIEC parade group.				
MAY	Commission discusses and narrows down topics.	Email commissioners reminders	Subgroup to present plan to commission for discussion.	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
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.			
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

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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.		Clarify details for the Community Contact List & ask commission for existing relationships to add or leverage.
	Certificate of involvement from City Discuss gift card depending on # of submissions Post some submissions on website? Consider some honorable merit & interviewed on CTV Use gift cards from local businesses to support them as well	Ensure groups reached out to are apolitical Are 2 spots held each year? Commissioner Djevi volunteered as liaison to parade committee Make a list of communities not typically involved in local government & rotate through those groups each year Rebecca to clarify if 2 spots in addition to HRIEC/Commission spot	Reviewed what commissions and city & city departments are doing Grace will send compiled research. It will be in Feb packet Next month looking at what other cities are doing.	This is part of Strategic Racial Equity Action Plan. Tracking demographics of who are applying & how often & who is interviewed. How many are applying? This is "on hold" for HRIEC work plan as it is being discussed with consultant.	This is "on hold" for HRIEC work plan as it is being discussed with consultant.	Youth commissioner voting Rebecca will provide staff report for Feb meeting Onboarding team - process (make time/commitment to meet&greet) - Richard Before first meeting - talk to new commissioners ahead of time Forward P&R handbook to Richard/Beverly	Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison Rebecca resend google form linkS
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.		Richard & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.	Begin collecting names, institutions, and businesses. 10 minute brainstorming session at commission meeting.

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Etienne reached out to Native American group.

Brainstormed ideas with Joanna. Subgroup will bring back suggestions for March meeting. Contest ends March 15. Once we know # of submissions, will be able to refine showcase. Have a summary to discuss

Last year highlighted a proclamation (LGBTQIA) - could this be a criteria? Didn't do the event with the Hispanic group. With renaming Park, could tie that to Native American. Beverly would like young Asian Americans because discrimination is occurring. Decision: Asian American proclamation - (inviting KOM) and Native Americans (Allen & Plan Hispanic Heritage Month for 2022 Theme: COVID vaccine - wearing masks decorated solidarity

Looked into what other cities did. Making progress. Next month can present recommendations

Address application under youth commission item

Send Dept. of Admin link to open meeting law videos to Richard. Will look to get feedback from upcoming commissioners.

Passing this off to Keith. Attach list to each month agenda.

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JAN	<p>Certificate of involvement from City</p> <p>Discuss gift card depending on # of submissions</p> <p>Post some submissions on website?</p> <p>Consider some honorable merit & interviewed on CTV</p> <p>Use gift cards from local businesses to support them as well</p>	<p>Ensure groups reached out to are apolitical</p> <p>Are 2 spots held each year?</p> <p>Commissioner Djevi volunteered as liaison to parade committee</p> <p>Make a list of communities not typically involved in local government & rotate through those groups each year</p> <p>Rebecca to clarify if 2 spots in addition to HRIEC/Commission spot</p> <p>Review proclamations for participation</p> <p>May 1st is deadline for groups to be in place.</p> <p>KOM, Native American group (tie in with Pocahontas park renaming), Grand Marshal idea?</p> <p>Look to confirm group at March meeting</p>	<p>Reviewed what commissions and city & city departments are doing</p> <p>Grace will send compiled research. It will be in Feb packet</p> <p>Next month looking at what other cities are doing.</p>	<p>This is part of Strategic Racial Equity Action Plan.</p> <p>Tracking demographics of who are applying & how often & who is interviewed. How many are applying?</p> <p>This is "on hold" for HRIEC work plan as it is being discussed with consultant.</p>	<p>This is "on hold" for HRIEC work plan as it is being discussed with consultant.</p>	<p>Youth commissioner voting</p> <p>Rebecca will provide staff report for Feb meeting</p> <p>Onboarding team - process (make time/commitment to meet&greet) - Richard</p> <p>Before first meeting - talk to new commissioners ahead of time</p> <p>Forward P&R handbook to Richard/Beverly</p>	<p>Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison</p> <p>Rebecca resend google form links</p>
FEB		<p>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.</p>	<p>Subgroup to research what other cities do/ best practices</p>	<p>Beverly develops recommendations and assist with youth commissioner recruitment.</p>		<p>Richard & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.</p>	<p>Begin collecting names, institutions, and businesses. 10 minute brainstorming session at commission meeting.</p>
March	<p>Brainstormed ideas with Joanna.</p> <p>Subgroup will bring back suggestions for March meeting. Contest ends March 15. Once we know # of submissions, will be able to refine showcase. Have a summary to discuss</p>	<p>Etienne reached out to Native American group.</p> <p>Last year highlighted a proclamation (LGBTQIA) - could this be a criteria? Didn't do the event with the Hispanic group. With renaming Park, could tie that to Native American.</p> <p>Beverly would like young Asian Americans because discrimination is occurring.</p> <p>Decision: Asian American proclamation - (inviting KOM) and Native Americans (Allen & Xie work on KOM)</p> <p>Plan Hispanic Heritage Month for 2022</p> <p>Theme: Covid vaccine - wearing masks</p>	<p>Looked into what other cities did. Making progress. Next month can present recommendations</p>	<p>Address application under youth commission item</p>		<p>Send Dept. of Admin link to open meeting law videos to Richard. Will look to get feedback from upcoming commissioners.</p>	<p>Passing this off to Keith. Attach list to each month agenda.</p>

April

Potentially do interviews with CTV, Certificate Blurb in newsletter directing to website Recognition at City Council meeting Richard will contact CTV, Rebecca can reach out to students regarding specific privacy release	Keith reached out to KOM - will get back to him. Etienne reached out to NA community. Reaching out to others in the area. 10 -15 members for KOM Etienne will reach out to other commissions w/ date and what we hope to do.	Wait until April provide email update	Pushing info to students in late May or even early July. Ask Cmsr. Xie to help spread word	Strategy team working on this in a larger capacity	Onboard new commissioners	
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Lead	Richard/Beverly/Paul/Laura	Etienne/Keith	Grace/Etienne/Beverly/Laura	Strategy Team		Richard/Beverly	Richard/Kathy/Paul/Etienne	Etienne/Keith/Amanda/Peju
Goal		Promote inclusivity in our community	Increase community engagement/communication	Increase community participation and diversity of applicants				Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison Rebecca resend google form linkS
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May	Invited participants to May 3 CC On website In newsletter Presented topics for 2022 Essay contest: Which may work? What other suggestions/ideas? Reactions? (Send to Richard)	Potential for parade being cancelled. As soon as that is known, staff will notify commission	Need to compile info. Come up with list of suggestions/recommendations for full commission.	Send out Strategy Team job description and membership along with aggregate demographics		New members provide feedback on orientation/onboarding materials		Passing this off to Keith. Attach list to each month agenda.
June	Final topic: Following the pandemic, how can you and your fellow students become more involved in helping to improve, reconnect, and unite the Roseville community?: subgroup is working to finalize details for the fall	Subgroup remains the same: may change for 2022 Rosefest Parade	New subgroup has been formed	Staff is working to improve commissioner recruitment through SREAP			A new proclamations subgroup was formed to review commitments to support monthly proclamations	This group needs to identify what engagement looks like for HRIEC with all of the various stakeholders in the city
July	Final topic: Following the pandemic, how can you and your fellow students become more involved in helping to improve, reconnect, and unite the Roseville community?: subgroup is working to finalize details for the fall	On hold	In process	Staff is working to improve commissioner recruitment through SREAP			Ongoing	Ongoing
August	Staff is ramping up to send out essay content to schools and include in city communications	On hold	Ongoing subgroup discussion	Staff is requesting commission assistance in recruiting commissioners for fall 2021			Ongoing subgroup discussion	Ongoing subgroup discussion
September	All Roseville area schools - public, private, and charter - have been contacted via email	On hold	Ongoing subgroup discussion	Staff is requesting commission assistance in recruiting youth commissioner			All commissioners are expected to pick 2 proclamations they'll work to support in 2022	Amanda presented the Community Outreach Plan
October	Staff working through ways to continue communication	On hold	Ongoing subgroup discussion	Staff is requesting commission assistance in recruiting youth commissioner			Commissioners assigned to proclamations to support in 2022	Community Outreach working through 2022 plan
November	Staff working through communication - newsletter, additional emails, website, social media, etc.	ON HOLD	Ongoing subgroup discussion	Staff is requesting commission assistance in recruiting youth commissioner			Native American Heritage Month added to November 2022	Subgroup will report updates at December meeting
December	Staff working through communication - newsletter, additional emails, website, social media, etc.	ON HOLD - Parks and Rec will be working with the committee to hold a couple spots for BIPOC organizational recruitment	This work is on hold indefinitely. Staff will work to ensure community is responded to.	Commission is working through identifying ways to recruit diverse commissioners in 2022			Commission to discuss support to occur for January proclamations	Workgroup will be reporting recommendations for 2022 outreach
Jan-22	admin Essay entries are due end of January; reminders have gone out to building	Workgroup is hoping to prioritize an American Indian group: likely musicians	Will be removed from 2022 workplan	Will be removed 2022 workplan		Will be removed from 2022 agenda: HRIEC is recommending buddy system for all city commissions	Comm Relations is working proclamation support for January: Etienne and Keith are developing plan for Black History Month	Workgroup summary attached to agenda; Amanda met with Corey Yunke