

At our September commission meeting we started a discussion about our 2020 workplan. At our October meeting, we'll need to finalize our workplan so we can be prepared to present our proposed workplan to City Council in November.

To inform the conversation at our next meeting, please use the evaluation information below to rank proposed workplan items. Send your completed rankings to Rebecca by Friday, October 11th. We'll combine the total scores for each item and used that information to guide our discussion at the meeting.

As you consider which activities should be included in our commission work plan, please consider the three following factors:

- 1) **Does the activity align with the duties and functions outlined for our commission by the city and City Council?** *See additional information below or online here:*
<https://www.cityofroseville.com/3166/HRIEC-Duties-and-Functions>
- 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?

Human Rights, Inclusion and Engagement Commission Duties and Functions:

Evaluate the City's outreach efforts, policies, activities, and engagement opportunities to ensure the best and the most equitable practices are being used to engage residents and businesses with the work of the City.

- Review policies and actions taken by the City that may inhibit full inclusion for those of diverse or underrepresented backgrounds.
- Understand the demographics of the community.
- Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business, and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.
- Have an awareness of human rights related matters in the community and assist the City Council in identifying opportunities to address those matters.

Advise the City Council on recommendations and strategies to improve outreach and communication and increase engagement, equity, and inclusiveness in the City's efforts to foster a sense of community with residents and businesses.

- Advise the City Council with respect to providing for equitable opportunity through the City's policies and actions.

- Review and recommend ways to improve the City's interactions with residents, businesses, and community and neighborhood organizations through:
 - Communication efforts to facilitate effective two-way communication whenever possible.
 - Public participation processes, to identify under-represented groups, to remove any barriers and to engage and promote increased participation, including with the community's various visioning efforts.
 - Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.
 - Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the City Council innovative ideas, including the latest trends, technologies, tools and methods.

Engage residents and businesses through developing or supporting City Council-approved programs, events, and projects that support the commission's purpose, including:

- Education programs and community dialogues to assist in creating equitable opportunity and eliminating discrimination.
- Events or projects that promote connections in the community
- Events or programs that engage residents and businesses with their city government, facilitating community feedback.

Workplan Activity Ranking:

Proposed Activity	Alignment with duties of HRIEC. (1 = Yes 0 = No)	Alignment with my interests/skills. (1 = Yes 0 = No)	Do I have the time to commit to working on this outside of meetings? (1 = Yes 0 = No)	Total
Community Engagement Toolkit 1) Finalizing toolkit document 2) Train staff/commissioners to improve engagement strategies and practices	4	3	3	10
Community ambassadors and contact list 1) Develop list of community contacts 2) Outreach to underrepresented communities to build relationships and identify community ambassadors	4	3	1	8
Refine commission recruitment, interview, and onboarding processes to improve diversity of applicants and community participation.	4	4	4	12
Work with city staff and other commissions to integrate proclamations into existing program plans (specifically Parks and Rec Commission).	4	4	4	12
Monthly Proclamation Display Case Each commissioner would pick a month to work with the city and a volunteer design to design a display tied to a proclamation. This takes about 2 hours of work.	4	3	4	11
Participate in Rose Parade and coordinate involvement of other commissions. The parade takes place in June and is about 2 hrs day of commitment. Coordinating involvement of other commissioners and planning is roughly 5-10 hrs of work outside of meetings.	3	1	3	7
Party in the Park This would be a day-long commitment on July 4 th and about 5-10 hours of work outside of meetings depending on the activity that is planned.	2	0	0	2

Essay Contest It takes about 5-8 hrs to read and score essays.	4	4	4	12
Provide feedback on proposed city activities or events – This could include evaluating events proposed by City Council, providing feedback to city departments on new projects (i.e. the Fire Department Close before you Doze project). This work would take place during monthly meetings but may require additional research outside of meetings.	4	4	3	11
Participate in hiring of staff	0	0	0	0
Participate in the process of contracting between the city and companies for respect for human rights.	2	0	0	2
Activities tied to Human Rights	3	1	2	6
TOTAL	38	27	28	

Additional Commission Priorities

- Develop onboarding process/procedure for HRIEC
- Define commission norms and roles and responsibilities for activities