

**Roseville Human Rights, Inclusion and Engagement
Commission**

Agenda Item

DATE: February 24, 2021

ITEM: 7B.

ITEM DESCRIPTION: February Work Plan Updates

Background

Updates will be shared by the various Lead Commissioners on the 2021 Work Plan.

Work Plan Item	Update	Lead Commissioner	Next Steps
Essay Contest:	The deadline for submissions is March 10. Staff met with Joanna Tzenis and Bri Fisher from the U of M Extension (4H). They are here tonight as they have extensive experience in judging and can serve to help brainstorm ideas on how to recognize submissions.	Richard	Identify ways to recognize entries.
Rosefest Parade Engagement	The Parks department has indicated that two spots in addition to the regular "commission" spot are held.	Etienne/Keith	<ol style="list-style-type: none">1. Identify groups that should be considered (using proclamations or other criteria).2. Choose which groups to reach out to for 2021
Rosefest Parade Commission spot	Typically the commission has had a theme to accompany them in the	Etienne/Keith	<ol style="list-style-type: none">1. Identify theme for 2021 parade.

	parade (ie. LGBTQIA+ proclamation)		2. Attend other commission meetings to gather support.
Community Feedback Response	Subgroup to research how other cities address it.	Grace	
Commission Recruitment	This will be part of the Strategic Racial Equity Action plan and the city's Strategy Team will lead this work in partnership with the DEI consultant and HRIEC.		Beverly will develop recommendations and assist with youth commissioner recruitment. Youth Commissioner.
Commission Interviews			
Commission Onboarding		Richard/Beverly	Finalize details to be included in onboarding draft.
Community Outreach	Clarify details for the Community Contact List and ask commission for existing relationships to add or leverage.	Monica	

Recommendation

Provide updates on each work plan item and next steps for the February meeting.

Attachments

- A. Commissioner Onboarding outline
- B. Our Role (extracted from Parks Commission Primer)
- C. February Work plan

Commissioner Onboarding:

We think each new commissioner should receive:

- The Commissioners Handbook (city provided)
- New Commissioner orientation (city provided)
- From the Parks and Rec Handbook:
 - What is Our Role? page (adapted for HRIEC)
 - What is hoped as a Commissioner page (adapted for HRIEC)
- A list of HRIEC Commissioners with contact information for each
- Copy of current workplan
- Chairperson assigns one current commissioner as a "buddy" to each new commissioner (especially the youth commissioner)
- HRIEC "buddy" makes contact with new commissioner sometime in April (preferably prior to the first meeting):
 - Minimum topics 'buddy" should discuss with new commissioner:
 - How the meetings work
 - The powers of the HRIEC

Introduction

With lots of help from staff, this primer has been compiled by sitting commissioners who wish they had something like it when first starting out. This is the essential stuff that nobody tells you outright, or if they did, you may have missed it due to information overload.

New Parks and Recreation commissioners face a steep learning curve during their first year and our hope is to help you familiarize the concepts and terms you'll hear discussed.

What's our role?

Feeling a little adrift when first starting is a given. We all did. Here are some initial points to consider as members of the Parks and Recreation Commission:

- ***We serve!***

Parks and Recreation Commissioners serve the public, the citizens of Roseville, Roseville businesses, visitors to Roseville and we serve anyone using the parks, programs, facilities and natural resources in the Roseville community.

There are ten of us, including a non-voting youth representative (volunteers all) who have been appointed to serve in an advisory capacity to the mayor, City Council, and Parks and Recreation staff (mostly Lonnie) regarding Roseville Parks and Recreation matters.

- ***We rely on others!***

We rely entirely on staff (and each other) to run the system, provide information, explain what we are supposed to know, outline key issues, stay abreast of all upcoming matters and report to the City Council on a regular basis. We rely on citizens to give us feedback.

- ***We interact with people!***

Our part is to disperse into the community, listen and talk to residents and key stakeholders, relay all relevant information to staff, advise and support the Parks and Recreation staff in whatever way we can.

- ***We volunteer!***

This is a volunteer position. Everyone has different demands on their time. So, start where you are, use the gifts you have, and do what you can.

We appreciate your energy, commitment and input!

What else is hoped of us as commissioners?

It's not expected or mandatory, but...

- **Show up and be seen in the community:** Discover Your Parks (DYP), participate in playground builds, natural resources renewal events, national night out, and other park events. It's a blast.
- **Volunteer extra time as appropriate:** Serve on advisory boards, community meetings, park events, and park projects with other volunteers.
- **Show up and be seen in support of Parks and Rec staff:** Your presence at City Council meetings, relevant public meetings of any kind, and park events is appreciated.
- **Communicate.** Whenever you see a staff member or any park user feel free to walk up and say, "Hi". Also, feel free to stop in to the Parks & Recreation office to meet and discuss your questions, ideas or thoughts with staff.
- **Be a City of Roseville booster:** This is your community. It's a great one and your involvement only makes it better.
- **Practice your Roseville Parks and Rec PR:** When you use the parks talk (*mostly listen*) to park users.
 - Note the topics or questions people have and forward them to Lonnie
 - Get names when possible and contact information
 - Direct people to the website
 - Follow up with people as appropriate
 - Refer anything you can't answer to Lonnie
- **We're volunteers:** As we mentioned at the beginning, this is a volunteer position. Everyone has different demands on their time. So, start where you are, use the gifts you have, and do what you can.

We appreciate your energy, commitment and input!

City of Roseville HRIEC 2021 Work Plan							
	Essay Contest	Rosefest Parade Engagement	Community Feedback Response	Commission Recruitment	Commission Interviews	Commission Onboarding	Community Outreach
Lead	Richard/Beverly	Monica/Etienne/Keith	Grace/Etinne/Beverly	Cat/Beverly			Monica/Etienne/Keith
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.		Clarify details for the Community Contact List & ask commission for existing relationships to add or leverage.
	<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		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.