

Meeting Minutes
Minnetonka Diversity, Equity & Inclusion Task Force Meeting
Thursday, March 24, 2022
6 p.m.
Minnetonka Community Center

Meeting Agenda

Called to order by Alex Clark with Turnlane at 6:07 p.m.

1. Welcome by Turnlane

Alex Clark gave a short welcome and thanked the task force members for attending the meeting.

2. Roll call

Members Present: Mary Pat Blake, Sandy Johnson, Dr. Tyrone Carter, Mary Pat Noonan, Dr. Nerita Hughes, Rickey Brown

Staff: Mike Funk, Scott Boerboom, Sarissa Falk

Guests: Alex Clark and Delaine Thomas

3. Acceptance of Minutes from the October 26 Task Force Meeting

Minutes were not ready and therefore not accepted at this meeting.

4. Comments from Acting City Manager by Mike Funk

Mike Funk provided a short welcome, thanked the members for their leadership and participation and highlighted the importance of their work. Mike briefly talked through work that had been completed by the council and the IDC (Internal Diversity Committee), and confirmed the council and the city staff supports the task force. Mike further described a presentation he saw from Peter Leatherman which stated 40% of Minnesotans thought race relations in the last five years have gotten worse. Mike concluded this proves the task force has more work to do and they must keep moving forward in a positive way. After Sarissa Falk, Executive Assistant was introduced, Mike reaffirmed Mayor Brad Wiersum and council member Kissy Coakley will no longer serve on the task force. Mike also reassured city staff is to serve as resources and support the task force.

5. Review of Work Since Our Last In-Person Meeting in October

Delaine Thomas with Turnlane introduced an ice breaker for the entire group, and each person said one exciting thing that happened since the last time they met as group in October.

Delaine briefly talked through the meeting agenda and stated the objectives of the meeting. Alex explained the timeline and tasks for the upcoming months with the desire to provide the council recommendations in the September. Delaine and Alex reviewed where the group left off with the October meeting and explained what Turnlane completed even though the task force was unable to meet due to a variety of reasons. This included the community survey

opening on November 10, Turnlane distributing a survey to the task force and meeting with ICA and MCEE. The task force distributed flyers for community survey participation and held a virtual community conversation on December 9. In January Turnlane chatted more deeply with some folks from the task force, half of the IDC and all seven of the council members to gather a more robust context. They agreed on the dual track process of reconvening the task force to a smaller group and committing to the long-term development of a permanent commission.

Alex then provided a space for members to ask questions and members reiterated frustrations with quorum issues and thanked city staff and Turnlane for reconvening the group.

Delaine highlighted key takeaways from the conversations Turnlane conducted with the IDC, the task force and the council, and shared council's DEI vision statement which was adopted at the March 21 council meeting. Members described the vision statement as softy and lofty and felt it needed to be changed. Alex and Mike suggested the task force provide recommendations to the council regarding the vision statement and offered that this may be a task for the permanent commission.

Turnlane asked what lessons were learned from the first year of the task force. Members were proud of identifying actionable initiatives and developing a focus group but thought sixteen members was too large. A sense of trust was also built within the task force and they are looking forward to using the data collected to make informed decisions. Distributing community survey flyers was described as a really good experience because it allowed members opportunities to visit different buildings within the community.

6. Reconvene The Task Force

Delaine listed the members who concluded their term with the task force and explained those members had scheduling and participation challenges and other priorities. Additionally, elected officials were no longer serving on the task force with the intent of elevating residents' voices.

Alex introduced the addition of appointing co-chairs and their responsibilities, and explained in detail the commitments, requirements, expectations and principles of the task force. Members expressed frustrations with not receiving updates on the hiring status of the DEI coordinator and disappointments in the entire process of the task force. Mike explained the city had two unsuccessful recruitments but the current posting closed and interviews were underway. With the frustrations being expressed Alex asked the members if there were other ongoing items that should be included in future meetings on a regular basis. Members responded with wanting information on the IDC including their practices and knowing which city departments serve on the committee. They also wanted to have IDC representatives attend their DEI meetings. Members again expressed frustrations in the lack of communication from Turnlane and the city, and the absence of meetings since October. Turnlane stated they too experienced frustrations with the engagement from the group and the challenges with quorum, and explained they had been communicating with the city on how to move forward with the task force over the past few months. Turnlane acknowledged that they could have been more open with the task force on what they were trying to accomplish. Mike offered information on the different dynamics that occurred within the city and the task force and how the dynamics caused dysfunction. He confirmed that members of any board or commission are the voices for the community, and the staff liaison, including Turnlane, are there to support.

It was collectively decided that the official vote for the co-chairs would wait until the next meeting since two members requested to be taken off the list and two other members were absent. Sandy Johnson and Rickey Brown offered to serve as the acting co-chairs until the official vote in April.

7. Review Data Methods

Turnlane and the members discussed the process of data collection and analysis from the community surveys. Turnlane recommended the research of best practices and emerging standards within other city governments should fall under the new permanent commission's scope. It was decided to come back to this topic later in the meeting because members explained they were hoping to do this work.

Delaine reviewed the research methods the members decided upon at previous meetings. This included conducting one survey, two community conversations, five focus groups and a few small group circles. One community conversation was completed in December, no focus groups were held to date and no small group circles occurred due to the fast rise of omicron variant of Covid-19, and desire to keep all community members and Turnlane safe. Delaine presented Turnlane's proposed path forward which included hosting one more community conversation and three more focus groups, and the small group circles were to be determined based on availability. Members commented on the importance of hosting focus groups, targeting certain populations and ensuring diversity within the groups. The demographics from the community survey was presented by Alex. They had 859 responses and after cleaning the data this number decreased to 554 responses. Criteria for exclusion included submitting answers for at least 25 percent of the questions. Alex provided a snapshot of the responses to community member type, racial demographics, gender identity, limits in daily activity, sexual orientation and identity and income level. Age was asked as an open field but the data still needed to be organized. Members discussed how to analyze the data to understand whether it represents Minnetonka's population with particular attention to the racial demographics. It was concluded that more work needs to be done in order to have a well-represented sample in the broad data set. A full review of the data analysis will occur in April and the members agreed to proceed with the research methods plan Turnlane presented.

The subcommittee provided an update on their police data analysis. They reviewed data on traffic stop reports, pedestrian stop reports and adult arrest reports which was provided to them by Minnetonka's police department. The data collection came from three resources: Hennepin County, Logis System and Minnetonka. The subcommittee explained that analyzing the data was difficult because the data was inconsistent, incomplete or duplicated, and race data was not carried in the records. They further stated the need to determine how to analyze the data to pull a report to spot issues or trends. In order to do this the systems must be reengineered to gather the data they need to prove as evidence that Minnetonka has or does not have a bias base profile issue. The subcommittee provided an example on what a best practice data set and analysis would look like. A second example showed best practices for racial profiling within traffic stops through tables and bar charts; and how to determine disparities between the percentage of the population and percentage of people stopped in each race and ethnicity category. It was explained that individuals pulled over in Minnetonka are not always residents of Minnetonka but are visitors from other areas.

After the subcommittee provided their update, Scott Boerboom, Police Chief, showed a public

dashboard used by the police department to establish bench marks for officer initiated activity. Once the bench mark data is established they will be able to view police officer performance and determine outliers. Scott and Mike clarified that the police department is limited in what data they provide for traffic stops and arrest reports because the data collection softwares they utilize do not belong to Minnetonka. Scott concluded that he is working with the subcommittee to improve the police data collection process and analysis. Members were impressed by the dashboard but expressed the need for the city to better communicate with the task force and the community on systems being utilized and how to navigate them.

8. Renew Timeline

Turnlane and the members discussed which communities they wanted to reach out to for the focus groups. Turnlane recommended Resource West and ICA and after discussion members decided on Bishop Johnson and ICA.

Data collection for the community survey will stop in May, and Turnlane explained the data from each method will be looked at collectively at one time but will be segmented separately.

Future meetings were not scheduled due to time constraints at the meeting.

The meeting ended with members suggesting Scott or a representative from the police department go through the dashboard with the task force at another meeting. It was agreed that presentation would occur.

9. Roles and Responsibilities in Advancing Next Steps

10. Adjournment

The meeting was adjourned at 9:34 p.m.

Respectfully submitted,

Sarissa Falk

Sarissa Falk
Executive Assistant