



Agenda
Minnetonka Diversity, Equity & Inclusion Task Force Meeting
Tuesday, August 24, 2021
6:30 p.m.
Minnetonka Community Center – Dining Room

1. Roll call
2. Acceptance of minutes from July 27, 2021 task force meeting
3. (Re)Introductions of task force members and the Turnlane consulting team
4. Connect, share, and understand
5. Focus for collective success
 - a. Revisit task force charge and objectives
 - b. Data subcommittee update
 - d. What comes next – scope of work in achieving charge and objectives
6. Chart immediate next steps and actions
7. Next meeting: Tuesday, September 28 at 6:30 p.m., Minnetonka Community Center
8. Adjournment

DE&I Task Force Ground Rules

- ❖ Be courageous, authentic, and honest.
- ❖ Come open to learn and listen to understand.
- ❖ Assume positive intent and attend to your impact.
- ❖ Honor lived experiences and center marginalized voices.
- ❖ Acknowledge your own privileges, biases, and discomfort of not knowing all the answers.
- ❖ Allow space for disagreement, while relating to each other with kindness and mutual respect.
- ❖ Move towards solutions or the next wise action.

**Diversity, Equity & Inclusion Task Force
Item #2
Meeting of August 24, 2021**

Brief Description: Minutes of July 27, 2021

Attached are the July 27, 2021 Minnetonka Diversity, Equity and Inclusion Task Force minutes for review and acceptance by the task force.

**Minutes
City of Minnetonka
DE&I Task Force Regular Meeting
Tuesday, July 27, 2021**

Members Present: Mary Pat Blake, Bishop David Johnson, Todd Schoolman, Elena Imaretska, Dr. Nerita Hughes, Karyn Sciortino Johnson, Mary Pat Noonan, Dr. Tyrone Carter, Rickey Brown, Sandy Johnson, Brad Wiersum, Kissy Coakley

Staff: Geralyn Barone, Mike Funk, Scott Boerboom, Hanna Zinn

1. Roll call – introduction of members

Mayor Wiersum called the meeting to order at 6:31 p.m. and members introduced themselves.

2. Acceptance of minutes from June 29, 2021 task force meeting

The minutes from the June 29 meeting were approved. Geralyn Barone gave an update on the search for the city's internal DEI Coordinator position. The previous position profile was updated and included a 5% pay increase from the previous posting. An external firm has been hired to conduct the search which the city hopes will widen the candidate pool. Task force members were asked about participating in panels with prospective candidates once the search had concluded.

3. Focus Groups

An update was provided from City Manager Barone about a potential facilitator for the focus groups. She went through the proposal from the facilitator and asked for feedback from the task force. While discussing the importance of the focus groups, a new conversation started around the intention of these groups along with the experience of the facilitator. Intercultural competencies, trust and DEI awareness were brought up as focus areas a facilitator should have experience in. Two different facilitators/consulting firms were brought up to potentially use: DeYoung Associates and Grassroots Solutions.

Elena Imaretska brought up the importance of focusing on smaller groups to make sure the work and data collected is impactful. A decision on what demographics to target was not decided upon; however, main areas of concern included: BIPOC, LGBTQIA+, the disability community, and students.

While discussing these focus groups a larger conversation about the quantitative or qualitative data wanted was debated. Focus groups can be used to collect qualitative and experience gathering data which can be used to create empathetic storytelling opportunities for the city to use. Data the city or community organizations have already gathered should be utilized as the quantitative data within the group and used to understand demographics and important topics impacting residents. A subcommittee was proposed to go through this data and pick out what is important to better assist the group as a whole. This group consists of Rickey Brown, Dr. Nerita Hughes, Elena Imaretska, and Mike Funk. These folks will compile all data relevant to DEI work and provide a summary report that identifies themes for the group to use in upcoming meetings.

**Minutes
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After discussing the qualitative versus quantitative information needed to make decisions or recommendations to council, Bishop David Johnson suggested the first focus group could be the DEI task force itself. With a wide range of backgrounds and experiences, the task force could provide meaningful insight into life in Minnetonka and the policy changes that could be most beneficial. This proposal was supported by the group and the decision was made to hold off on community-wide focus groups and instead perform a focus group with the DEI task force at the next meeting with a facilitator. An agreement was made that another DEI task force meeting should not happen without a facilitator or outside consultant present to facilitate the focus group discussion. Bishop Johnson also suggested publicizing the meeting to include community participation and experiences in the focus group.

4. Minnetonkamatters.com Survey

A decision was made by the group to postpone the use of the Minnetonkamatters survey until more information can be gathered to craft meaningful questions.

5. Other community outreach

After deciding on performing a focus group with the DEI task force before community focus groups, a question was proposed by Sandy Johnson about the current work being done with the city and why this work has not been publicized as it has been in other communities. The group agreed there needs to be more public relations work to publicize how the city is making progress on DEI efforts and highlight the good work already being done in the community. Bishop Johnson described the work being done with his congregation and the police department as a positive example of the city engaging with the community and forming meaningful bonds. Barone mentioned that the community development department in the city is planning on having a welcome booth at a new housing development to engage with new residents in the city and encourage positive relationship building. The group agreed these efforts need to be publicized more to encourage residents that DEI work is being done and prove the city considers this work a priority.

6. Next Meeting: Tuesday, August 24 at 6:30 p.m., Minnetonka Community Center

A decision was agreed upon that the October 11, 2021 joint study session meeting with the city council should be postponed until recommendations can be proposed.

7. Adjournment

The meeting was adjourned at 8:28 p.m.

Diversity, Equity & Inclusion Task Force
Item #3
Meeting of August 24, 2021

Brief Description: (Re)Introduction of task force members and the Turnlane consulting team

Background

At the July 27, 2021 DE&I Task Force meeting, members provided direction to engage a facilitator who could assist the group with telling its own stories and hearing about each other's priorities before doing community engagement and having strategic discussions.

Following referrals from task force members and examining relevant experience, Alex Clark and Delaine Teabout Thomas of [Turnlane](#) were selected to facilitate the group with this effort at the August meeting. Of key interest is Turnlane's experience in assisting the City of Edina with its race and equity task force initiative (see [final report here](#)). Attached is information regarding Turnlane.

Later in the agenda, the task force will discuss next steps, including whether or not to have Turnlane provide future facilitation of the task force's work (such as community engagement and strategic discussions).

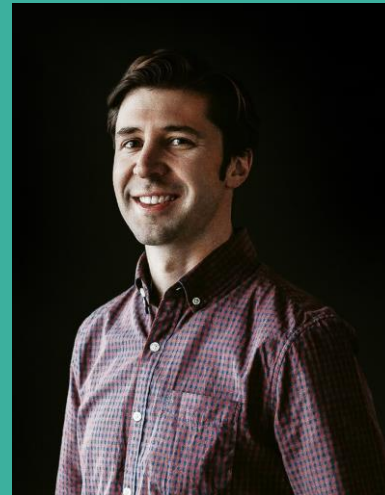
Note that because of the quick turnaround time to find available facilitators between last month's and this month's task force meetings, only Alex can attend the August task force meeting. However, Delaine has been very involved in developing the agenda and exercises for the meeting and would be available for future facilitation if the group decides to work with Turnlane going forward.

About turnlane

Turnlane is an innovative consultancy dedicated to serving organizations and teams as they prepare for a more diverse and equitable future. We do this by facilitating clear conversations, advancing processes, supporting strategy creation, and recommending actions.

Values

- **Human-Centeredness:** We aim to see the whole person/people in each of our clients, with unique backgrounds, stories, social-locations, and outlooks.
- **Community:** We believe community members are closest to the challenges and the solutions and are, therefore, our greatest partner and asset.
- **Sound Process:** We are discerning and skilled practitioners of equity and process, who employ the science and art of facilitation and strategy to meet client goals.
- **Fidelity:** We keep true to the charge and purpose of the client organizations and teams that entrust us; your agenda is our agenda.
- **Transformation:** It is our ultimate aim to leave organizations and teams more effective, more collaborative, and holding greater clarity.



Alex Clark, MHA, MA

Founder & Lead Strategist at Turnlane

Alex serves as a consultant, strategist, and facilitator to dozens of organizations that are working at the forefront of community innovation and problem-solving.

Alex's sweet spot is elevating community voice to inform strategy development processes. Leveraging his energy and passion for equity and anti-racism, he serves a broad range of organizations across many sectors that are cultivating community-level well-being.



Delaine Teabout Thomas

Facilitator & Strategist at Turnlane

Delaine partners as an equity specialist and facilitator with communities, teams, and organizations across all sectors.

Delaine believes every community has the potential to transform through compassionate listening, thoughtful design, and clear strategy. With her ability to move conversations into action, Delaine brings a depth of experience in the areas of health administration, DEI, policy, and community organizing.

turnlane Approach & Relevant Experience

Approach

Turnlane works alongside organizations to bring forth information and perspectives that support equity-driven strategic action.

We believe that, when done well, community engagement has the power to give voice to the people at the center of communities and to address patterns and systems of inequity. To ensure we are able to do this work well and tap into the full potential of lifting up community insight, we ground our community engagement efforts in two of our values—**Community** and **Sound Process**.

Relevant Experience for the Minnetonka DE&I Task Force

Edina Race & Equity Task Force. Turnlane, along with Citizens League and Joi Unlimited, was selected through an RFP process to serve as the neutral conveners for the Race & Equity Task Force. Turnlane designed the community engagement process, which included conducting one-on-one interviews, hosting community conversations and listening sessions, and administering an anonymous online survey. Community input was synthesized into a report, which was used by the Task Force to generate final recommendations to the City Council.

Senior Community Services. Turnlane served as the consultative partner to Senior Community Services, a Minnetonka-based nonprofit, in developing a new strategic framework and launching the organization's first Diversity, Equity, and Inclusion (DEI) Committee. In this capacity, Turnlane facilitated work at the board and staff levels to fully leverage the knowledge, wisdom, and energy of those serving Senior Community Services' mission.

Learn more about our work at www.turnlane.org/work.

Diversity, Equity & Inclusion Task Force
Item #4
Meeting of August 24, 2021

Brief Description: Connect, share and understand

Background

Turnlane will facilitate several exercises intended to maximize the connection between task force members through sharing stories, lived experiences, and the priorities and agenda(s) that each person brings to their service on the task force.

In advance of Tuesday's meeting, task force members are asked to prepare for engaging in these exercises by [viewing this video](#) prepared by Alex Clark and Delaine Teabout Thomas. The video is about 22 minutes in length and includes an introduction of Alex and Delaine, along with demonstrations of the exercises.

Diversity, Equity & Inclusion Task Force
Item #5
Meeting of August 24, 2021

Brief Description: Focus for collective success

This item is intended to revisit the task force charge, objectives, and scope of work, and learn about the data subcommittee's latest work before considering what's next for the DE&I Task Force.

Task Force Charge, Objectives, and Scope of Work

Earlier this year, the Minnetonka City Council authorized a community based Diversity, Equity & Inclusion Task Force that would be advisory to the city council. The group's charge is to work collaboratively to engage the community, broaden policy outcomes and respond to the community's needs, views and expectations.

Key objectives and scope for the group are to:

- Share and explore existing DE&I efforts and activities already occurring in Minnetonka
- Gain an understanding of community views and expectations on DE&I using community survey results and the tools available through the community engagement platform
- Review best practices in other communities
- Identify potential community partners for DE&I activities to leverage resources (e.g., nonprofits, faith community, schools, businesses)
- Define DE&I vision and mission
- Identify short and long term goals
- Report recommendations to the city council

Data Subcommittee Report

The DE&I Task Force requested a subcommittee be created to review current data on demographics, opinions, and experiences from the residents on Minnetonka. Four members volunteered to be part of this subcommittee and these members reviewed information from multiple city owned reports, community group owned reports, and community conversation data.

The DE&I Task Force Data Subcommittee consisting of Rickey Brown, Elena Imaretska, Dr. Nerita Griffin Hughes, and Mike Funk met on Tuesday, August 3 and Tuesday, August 17. The core focus of the subcommittee was to review key data points and to identify common themes. The subcommittee data mined hundreds of pages of data from the following sources:

- City of Minnetonka community survey results, including corresponding executive summaries from 2016-2021.
- Minnetonka Police Department arrest data
- Minnetonka Police Department stop data

- Summary of the city's community engagement activity (by department)
- Minnetonka Collective, You Belong Model (themes and recommendations)
- Healing to Hope. Community Conversation (themes, notes, and suggestions)
- We Are Better Together, Community Conversation (themes, notes, and suggestions)

The committee acknowledged this was a lot to absorb. Further, much of the data received from the Minnetonka Police Department is raw and unfiltered, which makes it challenging to synthesize general themes. The committee concluded it would be beneficial to utilize someone specialized in analytics to sift through the information effectively. The committee is also interested in identifying a problem statement. It is presumed that once a problem statement is outlined, it would be a matter of closely identifying and aligning data to monitor progress.

Other questions the committee discussed included the following:

- How might we design and implement a cross-department data gathering and analysis strategy to monitor and if needed address disparities in how city services are delivered? (e.g. police: who and how is the data analyzed to drive decisions and interventions) - follow up: what resources do we need such as a data analyst, etc.
- What indicators might we pick to metric our stated goals from the strategic profile in terms of inclusion? How could we measure belonging?
- How might we define and communicate broadly common terms such as 'welcoming' or 'inclusive' especially when we are surveying citizens. How might we bring those terms to life through storytelling, visuals and examples?
- How might we design and implement a frequent, multi-modal strategy to engage with and hear from the community, ensuring representation of all diversity dimensions?
- How might we utilize and embed the DEI Taskforce moving forward into city DEI work - given the personnel changes and internal goals.
- How might we marry qualitative and quantitative data to gain a full picture of the experience of BIPOC, LGBTQ+, folks with disabilities when we make decisions, set policy, and engage with the community? How might we build in processes and practices to mitigate bias in all levels of decision making?

Based on review of available data sources referenced above, the subcommittee recommends that a professional facilitator be assigned to our taskforce to assist us with extracting and utilizing the data most pertinent to developing DE&I specific recommendations for each of the stated objectives assigned. It also recommends that taskforce members be integrated (included) on future subcommittees created to implement recommendations.

The subcommittee would like to present a brief summary of its findings and next step suggestions at the upcoming meeting on August 24.

What comes next – scope of work for achieving charge and objectives

The DE&I Task Force will engage in a facilitated conversation about what measures the group would like to take in order to meet the objectives as defined by the city council and how those can be achieved in the months ahead. This may include, but is not limited to, community engagement, further data gathering and analysis, and finally strategic discussions for future action based on themes that emerge from these activities. The conversation will also include identifying who should support the future work of the task force (e.g., Turnlane or others?).

Diversity, Equity & Inclusion Task Force
Item #6
Meeting of August 24, 2021

Brief Description: Chart immediate next steps and actions

Based on the outcome of the DE&I Task Force's discussion on agenda item 5 regarding the group's overall scope of work, the task force should identify immediate next steps, the agenda for its September 28, 2021 meeting, and any actions to be taken prior to that meeting.