

**Diversity, Equity & Inclusion Task Force  
Item #2  
Meeting of July 27, 2021**

**Brief Description:** Minutes of June 29, 2021

Attached are the June 29, 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 Special Meeting**  
**Tuesday, June 29, 2021**

**Members Present:** Brad Wiersum, Kissy Coakley, Mary Pat Blake, Mary Pat Noonan, Sandy Johnson, Dr. Nerita Hughes, Dr. Tyrone Carter, Bishop David Johnson, Rickey Brown

**Staff:** GERALYN BARONE, SCOTT BOERBOOM, RACHEL MEEHAN, HANNA ZINN

1. Roll call - introduction of task force members

Mayor Wiersum called the meeting to order at 6:36 p.m. and members introduced themselves.

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

Based upon a recommendation from Karyn Sciortino Johnson, who was unable to attend the meeting, Barone proposed amending Section 3 of the June 29 minutes as follows:

~~Finalize t~~Task force ground rules

Wiersum read the draft ground rules as discussed at the first task force meeting and asked for feedback. Following group discussion, the task force made amendments and asked Barone to do final wordsmithing. The proposed revisions are as follows: ~~amended its ground rules to read as follows:~~

This change to the minutes was agreed upon by the task force.

- 2a. Finalize task force ground rules

Comments were opened for moving forward with two options for establishing the ground rules:

- a. Using the updated version in the minutes from the last meeting
- b. Using the updated version submitted by Karyn Sciortino Johnson and included in the meeting addendum

The task force agreed to accept the task force ground rules recommended by Sciortino Johnson as follows:

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.

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A short discussion was held about open meeting laws and not hitting “reply all” on emails. The suggestion was made to blind copy members on future correspondence to avoid potential violations.

3. City DE&I efforts

Barone highlighted internal and external DE&I efforts underway in the city.

4. Community DE&I efforts

Barone noted the list of community-based groups independently involved in DE&I efforts. She indicated that since the last meeting packet, the YMCA’s Equity Innovation Center of Excellence was added to the list because there are two YMCA locations in Minnetonka.

Coakley suggested adding two other groups as potential partners: Community Mediation & Restorative Services and Minnetonka Housing Coalition.

5. Community engagement/feedback

Wiersum reviewed the questions and answers provided in the materials and asked for comments. Barone asked about important issues the task force members are looking for with community engagement efforts.

Brown suggested capturing progress and growth and see how things get done. He asked about what we are doing with the data we already have and what we are doing to move forward with the things we’ve done. He discussed having a specific target audience in place to get people to show up and participate. Brown desired a yearly opportunity to keep track of updates or changes in public needs/wants. He expressed the importance of looking at the future and vision of Minnetonka. He asked about how we sell what the future of Minnetonka is and how it can be understood from a survey today.

Coakley mentioned her work with the Minnetonka Collective and voiced frustration with doing the same things over and over again in the city. She made suggestions of how and where to engage with residents and the community. Her ideas included Resource West and ICA, calling people and knocking on doors to ask people to participate, going to apartment buildings or community rooms in those buildings to host a community conversation, and being at Cub foods or other common places where people gather to do extensive community engagement.

Dr. Hughes asked what the final question is we’re trying to ask people when trying to engage them, especially with how to engage and who to engage. She proposed hosting a community conversation to present the data and show what has been done and what could be done in the future. She asked about how to make intentional outreach possible.

Wiersum referenced data collected by the community survey and Minnetonka Collective and asked how to get meaningful data from underrepresented groups

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across the city. He noted dissatisfaction is an important measure that isn't really represented in our city's survey data.

Blake asked about using city resources to conduct a large research project across the community to reach respondent groups and get deeper understanding from their answers to different surveys already taken. She said taking on two or three big issues would be desired.

Dr. Carter brought up targeting underrepresented groups in order to more accurately discover issues within Minnetonka, rather than trying to get a larger sample all at once.

Chief Boerboom offered connecting with apartment complexes that have parties or gatherings on Night to Unite in order to show up and collect information.

Bishop Johnson offered up his church to host meetings or opportunities for engagement with the community. He emphasized the need to focus on a specific topic, rather than trying to fan the interests of the group. Establishing relationships has to happen first, which takes time.

Noonan added the virtual connection is still important to have.

Barone asked about utilizing relationships to make impactful change and reaching out to folks with opposing views. She discussed the opportunity to use a survey on Minnetonka Matters with a focused approach. Wiersum discussed the idea of doing a combination Minnetonka Matters and focus groups with targeted topics for discussion. Brown offered using the current survey data we have to curate questions and either validate this data or show blind spots to questions being asked.

Task force members discussed issues of interest to include in the survey and focus groups, including policing practices in Minnetonka, perceived discrimination in the Minnetonka School District and the impact of open enrollment on the community. The group expressed interest in hearing from students and families.

The group discussed finding a facilitator with a marketing background to ensure the right questions are asked and utilizing MinnetonkaMatters in a targeted way to ensure the platform is catching the desired audience. A concern was expressed about the potential for getting duplicate responses (e.g., individuals responding more than once to a survey). The task force also expressed a strong interest in reaching out above and beyond the people that are most likely to participate vs. those that never participate. Several members offered to use their contacts to ensure that could happen.

For the next task force meeting on July 27, Barone will investigate and report on using a market researcher to conduct focus groups, along with preparing a survey for placement on the city's MinnetonkaMatters website.

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6. Adjournment

The meeting adjourned at 8:51 p.m.