

**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.

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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.