

Agenda
Minnetonka Diversity, Equity & Inclusion Task Force Meeting
Tuesday, September 28, 2021
6:30 p.m.
Minnetonka Community Center

DE&I Task Force Charge: Work collaboratively to engage the community, broaden policy outcomes and respond to the community's needs, views, and expectations. The task force will advise the city council.

Meeting Objectives:

- Revisit: our emerging approach to fostering belonging within and between task force members
- Connect and share: maximize connection between task force members
- Review: recap August 24th meeting outcomes and summary, update on data subcommittee's progress
- Design: determine community engagement approach and strategies for remaining months of 2021

Meeting Agenda

1. Roll call
2. Welcome by Acting City Manager
3. (Re)Introductions
4. Acceptance of minutes from the August 24 task force meeting
5. Revisit – approaching this work through connecting, sharing, understanding
6. Connect and share
7. Review – visual summary and data subcommittee
8. Design Community Engagement approach
 - a. Who?
 - b. What?
 - c. How?
 - d. With Whom?
9. Actions
10. Reflect (collaboratively)
11. Adjournment

**Minutes
City of Minnetonka
DE&I Task Force Regular Meeting
Tuesday, August 24, 2021**

Members Present: Mary Pat Noonan, Dr. Nerita Hughes, Sandy Johnson, Dr. Tyrone Carter, Kissy Coakley, Brad Wiersum, Karyn Sciortino Johnson, Rickey Brown

Staff: GERALYN BARONE, SCOTT BOERBOOM, HANNA ZINN

1. Roll call - introduction of task force members

Mayor Wiersum called the meeting to order at 6:39 p.m. and members introduced themselves.

2. Acceptance of minutes from July 27, 2021 task force meeting

The minutes were presented and approved as written.

3. (Re)Introduction of task force members and Turnlane Consulting

Geralyn Barone reviewed her process for finding a facilitator, which included using Task Force recommendations to get a connection to Alex Clark with Turnlane. Alex introduced himself and his organization including the work they perform and various groups they have worked with in the past. He also described his connection to Minnetonka and shared his enthusiasm to serve the community.

Clark reviewed the shared values/connecting guidelines, Task Force charge and the Task Force key objectives to help ground the task force members in their work ahead of them in the evening.

4. Connect, share and understand

During the connect exercise Clark led the group through a few activities about identities and the intersections of those we share. A second activity involved one on one conversations discussing various prompts with each other regarding belonging and exclusions.

The group was asked what would make them feel, individually, included or have a sense of belonging. Various members talked about ways the task force as a whole could reflect the community better or how their own individual experiences impact how they approach various topics in DE&I.

5. Focus for collective success

- a. Revisit task force objectives and charge

After discussing what would make each of the task members have a greater sense of belonging to the task force, three small groups were formed to write down desired outcomes or priorities each individual has for the task force. Common themes that were discussed included uniform data practices and analysis programs to keep data

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the city collects uniform and searchable. A data strategy within the city government to keep track of data and ensure it can be used for the future. Another topic was engaging the community and building trust to keep this work alive. This led into a discussion of internal versus external goals of the task force; internally within the city government and externally engaging with the community. Internal policy goals like looking into hiring practices and contracting vendors should be a priority to ensure the city is committed to continuing this work. External goals like developing community engagement strategies to build trust and keep that trust active, like the work the police department has been doing. This work takes a long time and trust is not built overnight, but can be broken in just one moment.

A larger discussion around what the purpose of the task force is took place, including how the task force defines inclusion, diversity and equity and how relevant these pieces are to the work performed. This included how to continue the effort with the task force because of the limited resources of the city's internal structure and how to utilize various members' special talents and time availability.

Alex brought the task force back to the charge brought forth by the city council to the task force. He discussed the city's strategic priority about community inclusiveness and how it relates to the task force. The third descriptor "actively engage the community by working collaboratively to broaden policy outcomes and respond to community's needs, views and expectations" sets forth an expectation of what the task force is charged with doing.

b. Data subcommittee update

Rickey Brown gave an update on the data subcommittee's work over the last month reviewing city-wide data and outside community engagement group data. He presented the data in a spreadsheet detailing the amount of data analyzed was overwhelming, along with time constraints on the subcommittee members themselves. The recommendations from the subcommittee included finding an outside facilitator or analysis firm to dive further into the data available and deliver meaningful summaries to the task force as a whole.

The subcommittee also identified places of interest where data is missing or unclear. These included the city's hiring practices and contracting policies for candidates of color along with police data surrounding number of stops or arrests made and the race/ethnicity regarding these. The subcommittee concluded these areas should be of interest for the task force and placed with a high priority.

c. What comes next – scope of work in achieving objectives and charge

Alex led the group through one final discussion about what the next steps should be for the task force. He presented a potential timeline segmented out into four phases with the group currently being in phase two, "the convening phase". In order to move along into the final two phases, he suggested the task force utilize Turnlane consulting or find another consultant to facilitate conversations and work plans to

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keep the conversation moving forward. The group vocalized agreement with this plan and were appreciative of Alex for his time.

6. Adjournment

The meeting adjourned at 9:15 p.m.