I. Call To Order

II. Roll Call

III. Approval Of Meeting Agenda

IV. Approval Of Meeting Minutes
   A. Meeting Minutes: April 23, 2019

V. Special Recognitions And Presentations
   A. Presentation by Michael D. Melcher, Supervisory Special Agent,
      Minneapolis office, FBI

VI. Community Comment

   During “Community Comment,” the Board/Commission will invite residents to share relevant issues
   or concerns. Individuals must limit their comments to three minutes. The Chair may limit the
   number of speakers on the same issue in the interest of time and topic. Generally speaking, items
   that are elsewhere on tonight’s agenda may not be addressed during Community Comment.
   Individuals should not expect the Chair or Board/Commission Members to respond to their
   comments tonight. Instead, the Board/Commission might refer the matter to staff for
   consideration at a future meeting.

VII. Reports/Recommendations
   A. 2019 Human Rights & Relations Commission Work Plan
   B. Bias Offense Report

VIII. Chair And Member Comments

IX. Staff Comments
   A. Human Services Task Force 2020-2021

X. Adjournment

The City of Edina wants all residents to be comfortable being part of the public process. If you need assistance in the way of hearing amplification, an interpreter, large-print documents or something else, please call 952-927-8861 72 hours in advance of the meeting.
Date: May 28, 2019

To: Human Rights and Relations Commission

From: Jennifer Garske, Executive Assistant

Subject: Meeting Minutes: April 23, 2019

ACTION REQUESTED:
Approve the April 23, 2019 meeting minutes.

INTRODUCTION:
See attached.

ATTACHMENTS:

Human Rights & Relations Commission April 23, 2019 Meeting Minutes
Minutes
City Of Edina, Minnesota
Human Rights & Relations Commission

Edina City Hall, Community Room,
April 23, 2019, 7 p.m.

I. Call To Order
Chair Nelson called the meeting to order at 7:02 p.m.

II. Roll Call
Answering Roll Call: Chair Nelson, Commissioners Meek, Epstein, Arseneault, Edwards, Beringer, Kennedy and Student Commissioner Waldron
Staff Present: MJ Lamon, Community Engagement Coordinator; Heidi Lee, Race & Equity Coordinator; and Jennifer Garske, Executive Assistant
Absent: Commissioner Jones and Student Commissioner Moss-Keys
Arrived late: Stringer Moore

III. Approval Of Meeting Agenda

Motion by Commissioner Arseneault to approve the April 23, 2019 meeting agenda, seconded by Commissioner Kennedy. Motion carried.

IV. Approval Of Meeting Minutes

Motion by Commissioner Arseneault to approve the March 26, 2019 meeting minutes, seconded by Commissioner Meek. Motion carried.

V. Special Recognitions and Presentations
   A. Presentation by Jewish Community Relations Council
      a. Commissioner Epstein introduced Dan Plekkenpol, Director of Community Security for the Jewish Community Relations Council (JCRC) of Minnesota and the Dakotas. Plekkenpol shared that he is a former Plymouth Police Officer, and was last Deputy Chief.
      b. Plekkenpol gave an overview of what the JCRC does, including speaking at schools, grant assistance, connecting with other communities, holding trainings on planning in the Jewish community for intruders, etc. They also do interfaith-based planning, to outreach to other faith-based communities.
      c. He also talked about bias-motivated crime and the work JCRC does with police departments and groups on what is a bias-motivated crime and the process. He helps make sure the reports get done and advocates to the police department.

Stringer Moore arrived at 7:08 p.m.

VI. Community Comment—None
VII. Reports/Recommendations
   A. 2019 Commission Work Plan
      a. The Commission discussed the Work Plan.
      b. Chair Nelson gave an update on the No. 2 item on the Work Plan, a cross
         commission working on naming a city building after BC and Ellen Yancey. The
         commission had a lot of questions after their first meeting. They will continue
         looking at options and whether a working group needs to be formed to include
         Heritage Preservation Commission members in the work.
      c. Commissioner Meek gave an update on the No. 3 Work Plan initiative, cross
         commission working on ensuring artwork and décor at city facilities reflect
         diversity of race and culture. The cross commission met and needs clarification
         on scope of the initiative. Questions will be sent to the staff liaison for help
         seeking answers.
      d. Commissioner Kennedy suggested the Commission invite guest speaker
         Michael Melcher, a special agent with the FBI in the Twin Cities, to present.
         Kennedy indicated the FBI office wants to have connections to cities so people
         who have bias offense incidents reach out to the FBI.

         Motion by Commissioner Kennedy to invite FBI Agent Michael Melcher to
         speak, seconded by Commissioner Edwards. Motion carried.

      e. Commissioner Arseneault shared information on the Days of Remembrance
         event scheduled for April 28, 2019.
      f. Topics still being considered for Sharing Values, Sharing Community event
         set for Oct. 6, 2019.

   B. Attendance Count for Arts & Culture Commission Visioning Session
      a. Chair Nelson asked who would be able to attend the meeting about public art.
         Commissioners Epstein, Meek, Stringer Moore and Waldron will all try to
         attend.

VIII. Chair and Member Comments
   A. Commissioner Arseneault thanked Staff Liaison Lamon for her service to the
      Commission, as it was Lamon’s last meeting as Commission liaison.

IX. Staff Comments—None

X. Adjournment

Motion by Commissioner Kennedy to adjourn the meeting, seconded by Commissioner
Arseneault. Motion carried.

Meeting adjourned at 8:18 p.m.
CITY OF EDINA
4801 West 50th Street
Edina, MN 55424
www.edinamn.gov

Date:      May 28, 2019

To:        Human Rights and Relations Commission

From:      Jennifer Garske, Executive Assistant

Subject:   Presentation by Michael D. Melcher, Supervisory Special Agent, Minneapolis office, FBI

Agenda Item #: V.A.

Item Type: Other

Item Activity: Information

ACTION REQUESTED:
None.

INTRODUCTION:
Michael D. Melcher, Supervisory Special Agent in the Minneapolis office of the FBI, will be a guest speaker at the meeting.
ACTION REQUESTED:
None.

INTRODUCTION:
2019 Work Plans were approved by Council in December 2018. The attached Work Plan has been updated with progress reports in each area.

ATTACHMENTS:

2019 Human Rights & Relations Commission Work Plan with Updates
Commission: Human Rights and Relations Commission
2019 Annual Work Plan

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<tr>
<th>Initiative # 1</th>
<th>Council Charge (Proposed Charge Completed by CM)</th>
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<tbody>
<tr>
<td>☑ 1 (Study &amp; Report)</td>
<td>☑ 2 (Review &amp; Comment)</td>
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<tr>
<td>☑ 3 (Review &amp; Recommend)</td>
<td>☑ 4 (Review &amp; Decide)</td>
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</tbody>
</table>

Initiative Type: ☑ New Initiative ☐ Continued Initiative ☐ Ongoing Responsibility

Target Completion Date: Q2 2019

Budget Required (Staff Liaison): ☐ Funds available
Funds are available for this project.

☐ Funds not available
There are not funds available for this project (explain impact of Council approving initiative in liaison comments).

Staff Support Required (Staff Liaison): ☐ Staff Liaison: Hrs_1__

☒ CTS (including Video)

☐ Other Staff: Hrs____

R&E 8.D. Review and comment on staff (Communications Dept) developed protocol and procedures for applying a race and equity lens to communication content.

Lead Commissioners: Nelson/Arseneault/Jones


4.12.19 – Emailed CTS to get status and CTS is looking for GARE communications information to get introductory guidance.

5.8.19 – CTS will be creating a draft of protocol and procedures for applying race and equity lens to communication content then will send HRRC to review and comment on draft.
**Initiative # 2**

**Council Charge (Proposed Charge Completed by CM)**
- □ 1 (Study & Report)
- ☒ 2 (Review & Comment)
- □ 3 (Review & Recommend)
- □ 4 (Review & Decide)

**Target Completion Date**
- **December**

**Budget Required (Staff Liaison)**
- ☐ Funds available
- ☒ Funds not available
- There are not funds available for this project (explain impact of Council approving initiative in liaison comments).

**Staff Support Required (Staff Liaison)**
- ☐ Staff Liaison: Hrs_1__
- ☐ CTS (including Video)
- ☐ Other Staff: Hrs____

**R&E 2.A.** Serve on cross-commission committee to review the naming a public facility in the Grandview area after the BC and Ellen Yancey.

**Lead Commissioners:** Stringer-Moore/Epstein/Nelson

**Partners:** Human Rights & Relations Commission and Parks & Recreation Commission [LEAD]

**Progress Report: 3/26/2019:** MJ sent email to SFaus on 3.26.2019

4.12.19: Emailed SFaus and PARC sent an email on 4.9 to coordinate cross-commission meeting times.

4.23.19: HRRC met with PARC and had conversations about the scope and direction of the initiative.

5.21.19: Emailed HRRC Lead Commissioners for status update.
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<tr>
<td>Target Completion Date</td>
<td>Budget Required (Staff Liaison)</td>
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<td>December</td>
<td>☐ Funds available Funds are available for this project.</td>
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<td>☐ Funds not available Funds are not available for this project</td>
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<td>(explain impact of Council approving initiative in liaison comments).</td>
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**R&E 18.E.** Chair/co-chair a cross-commission committee (see partners) to ensure City facility artwork and décor reflects diversity of race and culture.

**Lead Commissioners:** Meek/Stringer-Moore/Kennedy/Moss-Keys/Keys

**Partners:** Arts & Culture Commission, Human Rights & Relations Commission [LEAD], and Heritage Preservation Commission


**4.23.19:** Visioning meeting with cross commissions on 4.25.19 to discuss scope and vision. Staff liaison responded to HRRC Commissioner with guiding questions about public art.
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<tr>
<th>Initiative # 4</th>
<th>Council Charge (Proposed Charge Completed by CM)</th>
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<th>Budget Required (Staff Liaison)</th>
<th>Staff Support Required (Staff Liaison)</th>
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<td>☒ 1 (Study &amp; Report) ☐ 2 (Review &amp; Comment) ☒ 3 (Review &amp; Recommend) ☐ 4 (Review &amp; Decide)</td>
<td>December</td>
<td>☐ Funds available  Funds are available for this project. ☒ Funds not available  There are not funds available for this project (explain impact of Council approving initiative in liaison comments).</td>
<td>☒ Staff Liaison: Hrs_3__ ☐ CTS (including Video) ☐ Other Staff: Hrs_____</td>
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**Lead Commissioners:** Edwards/Waldron/Stringer-Moore/Moss-Keys  
**Partners:** Human Rights & Relations Commission [LEAD] and Parks & Recreation Commission

**Progress Report: 3.26.2019:** All cross commission members email sent to Cindy Edwards. Julie Strother (PARC), Bryne Osborne (PARC), Brenda McCormick (PARC) on 3.26.2019 by MJL
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<tr>
<th>Initiative # 5</th>
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<th>Target Completion Date</th>
<th>Budget Required (Staff Liaison)</th>
<th>Staff Support Required (Staff Liaison)</th>
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<td>☐ 1 (Study &amp; Report) ☒ 2 (Review &amp; Comment)</td>
<td>Q2 2019</td>
<td>☐ Funds available</td>
<td>☐ Staff Liaison: Hrs_1__</td>
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<td>☐ 3 (Review &amp; Recommend) ☒ 4 (Review &amp; Decide)</td>
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<td>☒ Funds not available</td>
<td>☐ CTS (including Video)</td>
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Initiative Type: ☒ New Initiative ☐ Continued Initiative ☐ Ongoing Responsibility

R&E 21.C. Review and comment on the Race and Equity policy statement developed by City staff (Parks and Recreation Dept).

Lead Commissioners: Epstein/Edwards/Arseneault/Jones

Progress Report: 3.26.2019: Heidi will follow up with P&R staff: R&E #34

4.16.19: Emailed SFaus to get update on policy statement to review and comment.

5.21.19: Drafts of Race and Equity policy are being researched and created by Parks & Recreation.
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<th>Initiative # 6</th>
<th>Council Charge (Proposed Charge Completed by CM)</th>
<th>Target Completion Date</th>
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<th>Staff Support Required (Staff Liaison)</th>
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<td>August</td>
<td>☐ Funds available Funds are available for this project. ☒ Funds not available There are not funds available for this project (explain impact of Council approving initiative in liaison comments).</td>
<td>☐ Staff Liaison: Hrs_8__ ☒ CTS (including Video) ☐ Other Staff: Hrs_____</td>
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<td>Initiative Type:</td>
<td>☒ New Initiative ☐ Continued Initiative ☐ Ongoing Responsibility</td>
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<td>Bias Offense Response Plan review to determine if the plan should be broadened to include offenses outside of the state statute’s definition of bias offense. (Review Racial Equity Recommendation 3. A.)</td>
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<td>Lead Commissioners: Kennedy/Nelson/Epstein/Meek</td>
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<td>Progress Report: 3.26.2019: Discussed using the last sample incident as an example using the current plan.</td>
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<td>Initiative # 7</td>
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<td>April</td>
<td>☒ Funds available Funds are available for this project.</td>
<td>☐ Staff Liaison: Hrs_12_ ☒ CTS (including Video) ☐ Funds not available ☐ Other Staff: Hrs_____</td>
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<td></td>
<td>Days of Remembrance Event</td>
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Lead Commissioners: Arseneault/Edwards/Moss-Keys/Epstein/Beringer/Waldron

Progress Report: 3.26.2019: In process. Discussed pricing for Star Tribune ($650 for 5x8 ad) and Sun Current ($350 for Edina + $300 for SLP + $300 Richfield). Student Members discussed putting DOR event in Schoology. Eventbrite discussed as another promotion.


4.28.19: Days of Remembrance Event took place, approximately 250 people attended event. Artwork from Normandale Elementary displayed at event, then two weeks in City Hall, and then will be hosted at Edina Library in June. CTS provided audio and video support for event.

HUMAN RIGHTS AND RELATIONS COMMISSION
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<th>Initiative # 8</th>
<th>Council Charge (Proposed Charge Completed by CM)</th>
<th>Target Completion Date</th>
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<td>☒ 1 (Study &amp; Report) ☐ 2 (Review &amp; Comment) ☒ 3 (Review &amp; Recommend) ☐ 4 (Review &amp; Decide)</td>
<td>October</td>
<td>☒ Funds available Funds are available for this project.</td>
<td>☐ Staff Liaison: Hrs_12_ ☒ CTS (including Video)</td>
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<td>Initiate Type: ☒ New Initiative ☐ Continued Initiative ☐ Ongoing Responsibility</td>
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<td>☒ Funds not available There are not funds available for this project (explain impact of Council approving initiative in liaison comments).</td>
<td>☐ Other Staff: Hrs_____</td>
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<td>Serve on a cross-commission committee (see partners) to complete requirements for Edina to receive the AARP City Designation.</td>
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<td>-Complete Walk Audit Tool Kit provided by AARP</td>
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<td>-October Senior Expo &amp; Designation</td>
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<td>Lead Commissioners: Beringer/Edwards/Nelson</td>
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<td>Partners: Community Health Commission [LEAD], Human Rights &amp; Relations Commission, Parks &amp; Recreation Commission, Transportation Commission</td>
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<td>4.15.19: JBrown sent an email to cross-commission members to coordinate meeting time.</td>
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<td>Initiative # 9</td>
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Initiative Type: ☐ New Initiative ☐ Continued Initiative ☒ Ongoing Responsibility

2019 Tom Oye Award

Lead Commissioners: Arseneault/Kennedy/Stringer-Moore

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<td>☐ Funds not available</td>
<td>☐ Other Staff: Hrs_____</td>
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<td>Sharing Values, Sharing Communities (One Event)</td>
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**Lead Commissioners:** Meek/Stringer-Moore/Beringer/Kennedy

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<th>Council Charge (Proposed Charge Completed by CM)</th>
<th>Target Completion Date</th>
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<td>May 2019</td>
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**Initiative #11:**
- **Council Charge (Proposed Charge Completed by CM):**
  - ☐ 1 (Study & Report)
  - ☒ 2 (Review & Comment)
  - ☐ 3 (Review & Recommend)
  - ☐ 4 (Review & Decide)

**Target Completion Date:** May 2019

**Budget Required (Staff Liaison):**
- ☐ Funds available
- ☒ Funds not available

**Staff Support Required (Staff Liaison):**
- ☐ Other Staff:

**Initiative Type:**
- ☒ New Initiative
- ☐ Continued Initiative
- ☐ Ongoing Responsibility

**Serve on a cross-commission committee (see partners) to review the Public Art Program and recommend a 3-year plan for the program.**

**Lead Commissioners:** Kennedy/Stringer-Moore/Meek

**Partners:** Arts & Culture Commission [LEAD] and Human Rights and Relations Commission

**Progress Report: 3.26.2019:** On 4.25 an Arts & Culture Commission visioning session with HRRC members will take place.

**5.21.19:** Cross-commission committee is creating strategic document that includes three-year public initiative that includes cross-commission committee mission, roles, and activities.

**HUMAN RIGHTS AND RELATIONS COMMISSION**
Parking Lot: (These items have been considered by the BC, but not proposed as part of this year’s work plan. If the BC decides they would like to work on them in the current year, it would need to be approved by Council.)

School District Partnership (Stringer-Moore/Meek)
Date: May 28, 2019

To: Human Rights and Relations Commission

From: Jennifer Garske, Executive Assistant

Subject: Bias Offense Report

ACTION REQUESTED:
None.

INTRODUCTION:
Chair Jim Nelson will give an update on a bias offense report.
ACTION REQUESTED:
None.

INTRODUCTION:
We are looking for one member from each board or commission to serve on the Human Services Task Force for 2020-2021. See attached invitation.

ATTACHMENTS:

Invitation to Human Services Task Force 2020-2021
Dear Board Member or Commissioner:

Each year the City appropriates approximately $80,000 from its General Fund to pay human services agencies to provide outsourced services to Edina residents. The process for appropriating these funds starts with a Council-appointed group called the Human Services Task Force, which is comprised of members of the City’s various citizen advisory boards and commissions.

The Human Services Task Force will again consist of one representative from each of our official boards and commissions. The ad hoc Task Force will be created for this process only, and then it will be dissolved. To reduce the time commitment for the Human Services Task Force volunteers, City Staff will support the Task Force in developing the Request for Proposal (RFP) to reduce the number of meetings. If you are interested in serving on the task force, please make sure you are open on the following dates:

1) **July 17, 2019**, 5:30 – 7:00PM (meal provided), City Hall Mayors Conference Room, to convene task force to update process and create selection criteria. The RFP will be sent to Task Force members before this meeting. Members will have until July 29 to review the RFP and send feedback and comments to staff for incorporation.

2) **Sept 16, 2019**, 5:30 – 7:00 PM meal provided), to review the proposals for funding, City Hall Mayors Conference Room

3) **October 9, 2019**, 5:30-8:30 PM (meal provided), to hear from the providers who have requested funding, City Hall Community Room

4) **October 21, 2019**, 5:30-7:30 PM (meal provided) to form and approve a recommendation for human services funding, City Hall, Mayors Conference Room

5) **November 6**, 5:30 PM, to bring the recommendation for human services funding to the City Council Work Session for discussion, City Hall, Community Room

6) **November 19**, 7:00 PM, to bring the recommendation for human services funding to the City Council for approval, City Hall Council Chambers

I urge you to consider serving on this important task force. Our goal is to have one member from each Board and Commission. No co-appointees please. It is important that volunteers be available and willing to attend all meetings of the task force. While it is desirable that each Board and Commission be represented on this task force, it is not mandatory.

If you are interested in serving, notify your staff liaison as soon as possible. Boards and Commissions are required to name their appointed member by June 28.

This year the Human Services Task Force efforts will be coordinated by Casey Casella, City Management Fellow. If you have any questions or require clarification, please contact MJ at ccasella@edinamn.gov or 952-826-0429.

Thanks,

Casey Casella
City Management Fellow