

Agenda
Race and Equity Services Working Group
City of Edina, Minnesota
Edina City Hall, Mayor's Conference Room

Monday, July 17, 2017
6:00 PM

- I. Call To Order
- II. Attendance
- III. Approval Of Meeting Agenda
- IV. Approval Of Meeting Minutes
 - a. Meeting Minutes
- V. Ice Breaker
- VI. Discussion Items
 - a. Task Force Update
 - b. Rules of Engagement Discussion
 - c. Review Purpose and Timeline Documents from Task Force
 - d. Next Meeting
- VII. 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.



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

www.edinamn.gov

Date: July 17, 2017

Agenda Item #: IV.a.

To: Members

Item Type:

Minutes

From: Sulekha Mohamed, Executive Assistant

Item Activity:

Subject: Meeting Minutes

Action

ACTION REQUESTED:

Approval of Meeting Minutes.

INTRODUCTION:

ATTACHMENTS:

Meeting Minutes: June 17, 2017



Minutes
City Of Edina, Minnesota
Race and Equity Task Force
City Hall, Community Room/Mayor's Conference Room
June 19, 2017 6:00 PM

I. Call To Order

Chair Allen called the meeting to order at 6:12 pm.

II. Attendance

Members in attendance were Chair Allen, Co-Chair Munro, Alexander, Allison, Hubbard, Nye, Smith

Staff Present: Sulekha Mohamed

Absent Members: Dorvil, Said

III. Approval Of Meeting Agenda

Motion made by Chair Allen to approve the Meeting Agenda. Motion seconded by Member Nye. Motion carried.

IV. Approval Of Meeting Minutes

Motion made by Co-Chair Munro to approve the April 17, 2017 minutes. Motion seconded by Member Allison. Motion carried.

V. Discussion Items

A. Citizens League Introduction

- Sean Kershaw from Citizens League introduced himself to Services Working Group & Facilities Working Group.
- The Task Force and Working Groups will create a framework of action and project plan/calendar.

B. Ice Breaker

- Services Working Group members introduced themselves and provided their background experiences.

C. Task Force Update

- Services Working Group member Smith provided an update to the group about upcoming Task Force meetings.

D. Next Meeting

- Monday, July 17, 2017, at 6:00pm located at Edina City Hall, Mayor's Conference Room.

VI. Adjournment

Motion by Alexander to adjourn the meeting at 7:25 pm. Motion seconded by Allison. Motion carried.



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Date: July 17, 2017

Agenda Item #: V.a.

To: Members

Item Type:

Other

From: Sulekha Mohamed, Executive Assistant

Item Activity:

Subject: Task Force Update

Discussion

ACTION REQUESTED:

INTRODUCTION:

Attached document has been updated by Citizens League.

ATTACHMENTS:

Edina Race & Equity Task Force Process Framework

Edina Race & Equity Task Force

Purpose

Make recommendations on policies, practices and strategies for the City of Edina to address, identify and eliminate racial disparities.

What

Project Scope of Work

- Identify race-based disparities in Edina's city government, facilities, services, and institutions.
- Propose remedies and solutions to the city government policies and operating practices that are creating the disparities.
- Encourage stronger connection and sense of belonging to and in the City of Edina to ensure that Edina is a welcoming community for all people.

How

Framework and Approach

The framework we are using to approach the above project scope of work is the Orange Method (OM), created by Dr. Joi Lewis. The framework is an iterative process of inquiry that promotes transformation of self and systems grounded in radical leadership, radical hospitality and radical self-care.

Outcomes

Learning Objectives for the Edina Community

- Create brave space + self-reflection + establish common ground = provide opportunities to increase trust
- Re-affirm Edina's commitment to social justice and liberation in the context of city and community structure and change
- Increase a sense of belonging through reconnecting with self and others

Facilitation Approach for the Work

A mix-method model facilitation approach will be used in working with the Task Force and the community, grounded in the context of the history and contemporary narrative of the City of Edina and the U.S. in the context of world. This approach will build capacity for the City of Edina to be a more culturally responsive organization internally and externally.

Community Learning Guidelines

BE...

- Open and honest
- Open to new and different experiences

SAY...

- Speak from personal experience - Use "I" statements
- "Step Up" or "Step Back" – Share air time
- Name if you feel triggered
- Say: "Oops!" and "Ouch"

DO...

- Participate fully (at your own comfort level)
- Trust that through dialogue we will reach deeper levels of understanding and acceptance
- Listen respectfully
- Take Risks: Lean into discomfort
- Respect and maintain confidentiality
- Note and name group dynamics in the moment

Grounding Phase

The City of Edina and the Task Force initiated the following steps in launching this effort:

- City Council solicited nominations for the Task Force and selected Task Force members
- Task Force convened for orientation/formation
- Task Force Working Groups convened for orientation/formation
- Task Force selected and hired a facilitator

Deliverables/Outcomes:

Task Group formed | Facilitator hired

Working Group listening session held

Timing: January – July

Phase 1: Assess

What are some of the race-based disparities in the Edina City Government?

One-on-one meetings, small group discussions with:

- Race & Equity Task Force and the Working Groups members
- City Council members
- the City Manager and staff
- Task Force meetings
- Working Group meetings
- Co-Chairs
- members from the GARE team
- members of the broader Edina community

Deliverables/Outcomes:

Synthesis of Themes | Talking Points

Timing: May – August 2017

Phase 2: Plan

Pursuing Community Conversation Design, Strategy, and Methodology

A series of facilitated race-based discussions led by Dr. Joi Lewis and OMies and the Race & Equity Task Force, using the Orange Method (OM) created by Dr. Joi Lewis.

Deliverables/Outcomes:

Synthesis of Community Input | Talking Points

Prioritized Data Requests for the City

Timing: August – September 2017

Phase 3: Act

Creating Action for Impact

Assist the City of Edina in facilitating and leading a process to compile the prioritized list of desired outcomes (elicited from the one-on-one meetings and community dialogues).

Deliverables/Outcomes :

Talking Points and Action Plan

Timing: September - November 2017

Phase 4: Evaluate

Measuring and Reporting Our Work

We will compile and review all evaluation activities to gauge progress in meeting objectives and achieving process and outcome measures. We will identify long-term outcomes and measures that can be tracked over time as part of ongoing continuous improvement and accountability efforts for the City.

Deliverables/Outcomes:

Talking Points and a Project Report

Timing: December 2017 – March 2018

Race & Equity Task Force



The CITY of
EDINA

**Plan to Meet
Scope of Work**

Additional Detail and Overall Timeline for Phase 1 (Assess): May – August 2017

One-on-one meetings will begin with the Race & Equity Task Force members. They will be given an online link the week of July 10 to begin signing up for 1-hour slots for the period July 17-31.

Race & Equity Task Force

- May 15 Task Force Meeting
- June 12 Task Force Meeting
- July 6 Co-Chair Prep Meeting
- July 10 Task Force Meeting
- **July 17-31 one-on-one Meetings**

**One-on-one meeting schedule:
July 17-31**

One-on-one and/or small group meetings will take place with Working Group members August 1-20. Chairs and members will be given an online link the week of July 17 to begin signing up for 1-hour slots.

Working Groups

- June 13 Institutions
- June 19 Facilities and Services
- July 11 Institutions
- July 17 Services
- July 24 Facilities
- **August 1-20 one-on-one/small groups**

**One-on-one/small group schedule:
August 1-20**

One-on-one and/or small group meetings will take place with city staff, GARE, and broader community members August 14-20. The schedule will overlap with Working Group schedule. Staff and GARE members will be given an online link the week of July 24 to sign up for timeslots. For broader community, we will use different invitations/engagements strategies.

Staff & Community

- City Council
- Mayor, City Manager, other staff
- GARE
- Members of broader community
- **August 14-31 one-on-one/small groups**

**One-on-one/small group schedule:
August 14-31**

Goal: Key themes of race-based disparities emerge from across the community

Deliverables/Outcomes: Synthesis of themes and talking points for Phase 1



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To: Members

Item Type:

Other

From: Sulekha Mohamed, Executive Assistant

Item Activity:

Subject: Next Meeting

Information

ACTION REQUESTED:

INTRODUCTION:

All Race & Equity Working Groups will meet together on August 21, 2017, from 5:00pm-8:00pm at Edina Public works, 7450 Metro Blvd. Citizens League will be facilitating the August 21, meeting.