

**CITY OF FALCON HEIGHTS**  
Falcon Heights Task Force  
City Hall  
2077 West Larpenteur Avenue

**AGENDA**  
January 3, 2017  
7:15 P.M. to 9:30 P.M.

- I. Call to Order
- II. Review Meeting Minutes
- III. Review Draft Participation Agreement
- IV. Review Work Plan
- V. BREAK (5 Minutes)
- VI. Community Values
- VII. Updates
- VIII. Next Meeting – January 10, 2017
- IX. Adjourn

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**CITY OF FALCON HEIGHTS**  
 Falcon Heights Inclusion and Policing Task Force  
 City Hall  
 2077 West Larpenteur Avenue

**MINUTES**  
 December 13, 2016 at 7:15 P.M.

1. CALL TO ORDER: 7:15 p.m.

ROLL CALL:

ANDREWS	X		JOHNSON-POWERS	X
BALLENTINE	X		LEEHY-CO CHAIR	X
COLOND	X		THOMPSON	X
DEMERATH	X		WADE	X
JOHNSON	X			

STAFF PRESENT:

MAYOR LINDSTROM	X
CO-CHAIR/COUNCIL MEMBER GUSTAFSON	X
CO-FACILITATOR QUICK	X
CO-FACILITATOR MORRIS	
ADMINISTRATOR THONGVANH	X

2. WELCOME from CO-CHAIRS – Co-Chairs Leehy and Gustafson thank the members for their commitment and involvement on the Task Force.

3. APPROVAL OF MINUTES: N/A

4. REVIEW OF COUNCIL CHARGE – The Task Force Members reviewed the charge of the Council

5. INTRODUCTION OF TASK FORCE MEMBERS - Each Member expressed their reasons for submitting an application to be a part of the task force.

6. PRESENTATION FOR MEETING LAWS AND DATA PRACTICE - Attorney James Monge of Campbell Knutson, Pa, the City’s Attorney’s office had a presentation of Open Meeting Laws and the Minnesota Government Data Practices Act (MGDPA). Task Force members

asked an array of questions that were answered that included, but not limited to quorum, members communicating with members, and that Administrator Thongvanh will be the vehicle for mass communication to the members, co-facilitator, co-chairs and will represent the City and the Task Force as it relates to public affairs for the media.

## 7. ORIENTATION

- A. CITY EMAILS – Administrator Thongvanh explained that all members will be assigned a city email to be used for communication during their participation on the Task Force and gave an overview of the importance of using the City of Falcon Heights email for consistency and to make it easier for data information request.
- B. GROUP PARTICIPATION AGREEMENT – Co-Facilitator Quick explained that a draft copy will be create before the next Task Force meeting for review, but wanted input from the members to craft a final draft for the next meeting.
- C. STEPPING STONES – Co-Facilitator Quick explained and discussed the process of the stepping stones.
- D. MEETING PLAN AND SCHEDULES – Co-Facilitator Quick explained that there will be a total of thirteen (13) meetings. The last meeting on May 9<sup>th</sup> will be used for closing business or work on any follow up from the May 2<sup>nd</sup> recommendations

## 8. ADJOURNMENT: 9:45 p.m.

# Falcon Heights Inclusion and Policing Task Force

## Participant Process Agreement

**Proposed for Adoption by Task Force January 3, 2017**

This Participant Process Agreement is a complement to the charge given by the Falcon Heights City Council to the Task Force and to the guidance given by the City Attorney and city staff regarding open meetings laws, communication with the public and media and others on behalf of the task force, and other policies governing City of Falcon Heights bodies. This agreement documents the mutually agreed principles that the task force members have adopted for their participation, process, and engagement.

### *Active participation*

The Task Force will have many meetings because we have ambitious goals, and the work requires a high level of sustained work and commitment. Members are expected to fully participate in all meetings, to arrive prepared by having reviewed the relevant materials, and to remain at the table to hear the full discussions in order to make informed judgments when decision making occurs. Should a Task Force member feel unsafe to express themselves or feel that an unusual burden is being placed on them to defend or represent a view or group, he or she is welcomed to step out of the meeting and consult with one of the facilitators.

The expectation is that each member will attend at least 75% of all Task Force meetings. In the event that illness or another demand occasionally interferes with participation, members are encouraged to provide their input to a co-chair in advance of any meeting they will be unable to attend, and must accept that the group will proceed with decision-making in their absence.

### *Community connections*

Participation in Task Force meetings will be restricted to members, unless the co-chairs set aside time for an invited guest or other input.

In conjunction with the Task Force meetings proper, there will be series of facilitated community dialogues in which any members of the interested public will be encouraged to provide their perspectives to inform the work of the Task Force.

Task Force members speak for themselves, not on behalf of or as representatives of other groups. Members are very strongly encouraged to communicate actively with their connections in the community, to keep them informed about the deliberations and to seek their input.

### *Learning environment*

The Task Force has responsibilities to articulate community values, guide well-informed understanding of issues, and craft meaningful and sustainable solutions. To accomplish those goals, members are expected to strive to bridge gaps in understanding, to seek creative resolution of differences, and to engage thoughtfully in sharing their knowledge and learning with one another. Task Force members agree to be active learners where values and experiences diverge, to view those differences as a source of strength and opportunity for their own learning. Members will also strive to not overburden some members with the responsibility to educate, explain, or do most of the emotional labor of the group's work on difficult issues.

To facilitate an open and collaborative discussion, members agree to: speak to their interests and concerns; ask questions and promote group learning; actively listen and be open to changing their mind; contribute to discussion without simply re-stating positions; and be mindful of how long they speak and ensure that all voices are heard. Members are asked to speak their own truth, keep an open mind, and not make assumptions about others' views or what groups or views do and do not represent. Members are expected to communicate concerns, interests, and ideas openly and to make the reasons for their statements and any disagreements clear. Where there are conflicts, members are asked to address their concerns directly to the person(s) with whom they have concerns, in the meeting or soon afterwards. Alternatively, they may request the assistance of the facilitators.

Trust and risk-taking are essential to discovering opportunities to affirm inclusion in the community, strengthen connections, and to promote and sustain reform. Task force members request and grant permission of one another to try on ideas, to ask questions, and to have misunderstandings. Members agree to assume the best of one another, to give credit where it is due, to take risks by sharing what is really important to them, to be ready to change their minds, to admit mistakes, and to attempt to remedy misunderstandings. Trust will be strengthened by a combination of genuine caring, open communication, consistency between word and deed and over time, and competence in speaking from a well-informed place.

### *Consensus orientation*

Task Force members are diverse in terms of identities, life experiences, and interests. This is a rich asset for creative problem solving and for the legitimacy of the Task Force, provided that members listen actively and openly, speak for their own views, and sustain a commitment to exploration, learning, and finding solutions.

If members have serious reservations with a proposed outcome or approach to decision-making, they should express and explain their reservations and make every effort to craft an alternative that is mutually agreeable. The group will reach consensus on an issue when it agrees upon a proposal and each member can honestly say all of the following: I believe that other members understand my point of view; I believe I understand other members' points of view; and whether or not I prefer this decision, I support it because it was arrived at openly and fairly and it is the best solution for us at this time.

The group will strive for consensus, on the principle that engaging different views and perspectives produces better informed, more transformative solutions with greater legitimacy and staying power. To the extent that the Task Force generates consensus, members agree to support and advocate for those decisions.

### *Information*

Task force members may want additional information to guide their deliberations, for example in the forms of data, an issues brief, a consultation with a content matter expert, or a consultation with a person who can provide a missing and crucial perspective on the problem or implementation of solutions. Members will convey those requests to the city administrator, preferably as soon as they recognize the need. The city administrator will work with the design team to try to find resources to address the need.

### *Facilitation*

Facilitation will be provided by Ken Morris and Kathy Quick, who are part of a larger design team which includes skilled individuals who are helping with overall process organization, finding resources, and facilitating the community dialogues. The purpose of facilitation is to support the Task Force to engage in creative, courageous deliberation that generates meaningful and sustainable progress on high-stakes issues. The facilitators will advocate for a fair, effective, and credible process, but remain neutral with respect to the specific substantive outcomes of the deliberations. The facilitators will work with the co-chairs to create an overall process design and agendas for each meeting; facilitate meetings (or parts of meetings) as requested by the co-chairs; provide support for members; identify and synthesize points of

agreement and disagreement and provide guidance to discover creative, sustainable problem-solving; and monitor and support compliance with this participant process agreement.

We the undersigned agree to abide by this participant process agreement for the Falcon Heights Inclusion and Policing Task Force.

_____	_____	_____	_____
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# Falcon Heights Inclusion and Policing Task Force

## PROPOSED Work Plan

For discussion at January 3 task force meeting. This schedule is subject to change. Please consult Task Force website for meeting agendas.

<p>1. December 13: Orientation and launch</p>	<ul style="list-style-type: none"> <li>√Overview of charge</li> <li>√Orientation to open meeting laws, data practices, and</li> <li>√Introductions. Discussion of Task Force members' aspirations, concerns, and pictures of success for the Task Force.</li> <li>√Orientation to overall process plan</li> <li>√Discussion of desired process / participation plan elements</li> </ul>
<p>2. January 3: Articulating community values for inclusion, equity, safety, and healing</p>	<p>Adoption of process / participation agreement  <i>Start</i> articulation of community values around inclusion, equity, safety, and healing. → Create <u>draft</u> statement for additional discussion and elaboration through community meetings.            Discussion of process for gathering community input (what, when, how)</p>
<p>3. January 10: Policing contest</p>	<p>Policing foundational context: elements of the current policing contract (service provision guidelines, timelines, etc.)  <i>Start</i> discussion of general principles for policing, grounded in community values            Setting agenda for additional discussion and work (not yet at recommendation / decision point)</p>
<p>Date TBD</p>	<p><b>2 community meetings</b>, open to all interested members of the public. The first community discussion will respond to and elaborate the Task Force <u>draft</u> statement on <b>community values</b>. The second will begin articulating how community members would like to see the <b>community values be implemented, in policing and other areas of governance and community life</b>. Both meetings will be facilitated by volunteers trained by the design team. All Task Force members are very strongly encouraged to participate.</p>
<p>Date TBD</p>	
<p>4. January 31: Statement on community values for inclusion, equity,</p>	<p>Processing of input from community into TF statement of community values on equity, diversity, and inclusion (general, not exclusive to policing)            Adoption of a provisional statement on community values, to help guide upcoming work</p>

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safety, and healing	
5. February 7: Becoming familiar with different approaches to policing	Informational presentations and discussion of how the community values might be operationalized in different approaches to policing, with a few illustrative examples Discussion of pros & cons of different policing models
Check-in week	No regular Task Force meeting. Key time for Task Force members to check in w/their community connections.
6. February 21: Current policing in FH: what is working well, what is not?	Review of data about and contracting arrangement for the current policing arrangement and performance in Falcon Heights Discussion: What is working well and should be sustained? What are key problems to fix? What improvements could be made?
Check-in week	No regular Task Force meeting. Key time for Task Force members to check in w/their community connections.
7. March 7: Exploring models of policing approaches and best practices	Best practices for anti-racist, equity-oriented community policing Pros, cons, lessons learned from recent innovations in community policing Discussion
8. March 14: Exploring measures & accountability instruments for desired policing	Performance standard statements and measures for desired policing outcomes
9. March 21: Policing performance standards	Discussion of desired components of policing performance standards for FH. Include discussion of what to sustain as well as what to change in current model.

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## PROPOSED Work Plan

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Date TBD	<p><b>2 Community meetings</b>, open to all interested members of the public. The first meeting will gather input to inform the Task Force’s forthcoming <b>recommendations on policing</b>. The second will provide input to the Task Force’s forthcoming recommendations on policies or programming to promote inclusion, equity, safety, and healing in <b>other areas of community work and governance</b>. Meetings will be facilitated by volunteers trained by the design team. All Task Force members are very strongly encouraged to participate.</p>
Date TBD	
10. April 11: Processing community input on policing standards	Processing of input from community meetings into draft TF statement of community values in policing
11. April 18: Finalizing recommendation to council on policing performance standards	Finalizing recommendations to council on the community’s desired policing approaches, policies, standards, or resources.
Report finalization week	The charge to the Task Force requires a report and recommendations regarding policing from the Task Force in time for the first City Council meeting of May (May 3).
12. May 2: Accomplishing community culture of inclusion, equity	Creation of recommendations on programming and policies to sustain, in an ongoing way, work on the inclusion, equity, safety, and healing goals for governance and other areas of community life. This is to be Informed by prior community meeting. Final preparation for presentation of Task Force recommendations at May 3 city council meeting.
May 3 City Council meeting	<b>City Council</b> will receive and deliberate about the Task Force’s recommendations about policing standards and policies. It is the Council’s decision as to how to translate that into choices regarding the policing contract.

# Falcon Heights Inclusion and Policing Task Force

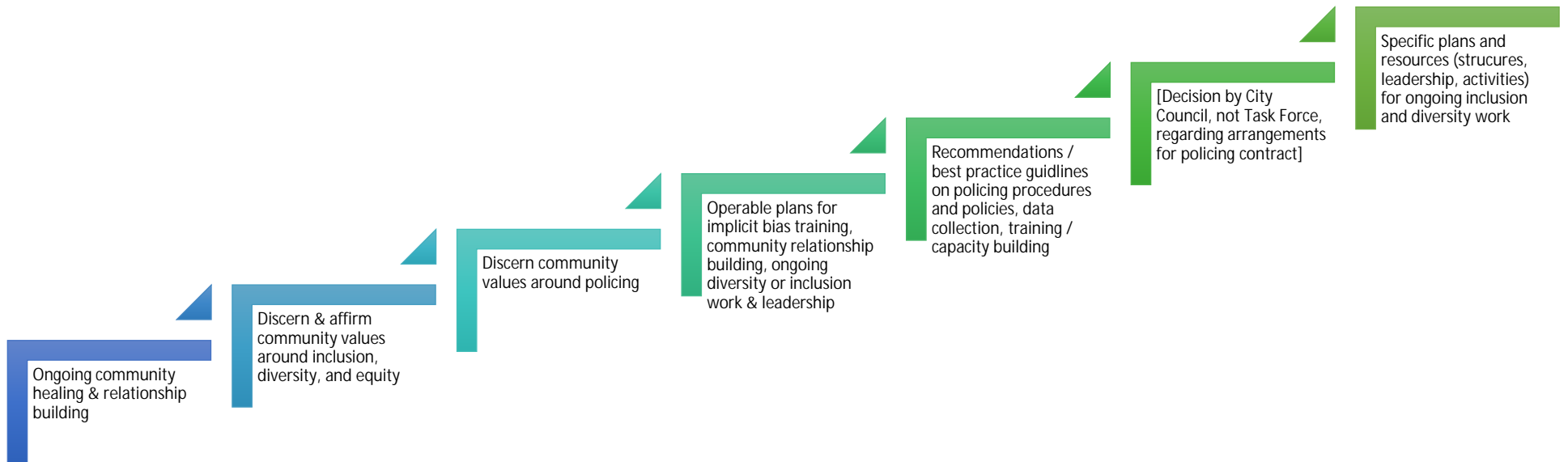
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13. May 9: Response to council, closure	Take up any final requests from the City Council to the Task Force Finalize recommendations for ongoing inclusion and equity activities Close
Date TBD	<b>City Council</b> will receive and deliberate about the Task Force’s final recommendations regarding ongoing support for community and governance work on inclusion, equity, safety, and healing.
Date TBD	<b>Community meeting</b> , open to all interested members of the public, to recognize successes and renew commitment to the ongoing work. Meeting will be facilitated by volunteers trained by the design team. All Task Force members are very strongly encouraged to participate.

# Falcon Heights Inclusion and Policing Task Force

## Process Plan: Over-arching Goals and Sequencing of Activities



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## Falcon Heights Inclusion and Policing Task Force Meeting Dates

Note: Meetings are scheduled from 7:15 P.M. to 9:30 P.M. at City Hall – Council Chambers, 2077 W. Larpenteur Ave, Falcon Heights, MN 55113

### **MEETING DATES**

1. December 13, 2016
2. January 3
3. January 10
4. January 31
5. February 7
6. February 21
7. March 7
8. March 14
9. March 21
10. April 11
11. April 18
12. May 2
13. May 9 (Last Meeting –Closing Business)