

Falcon Heights- Community Engagement Commission
March 19th, 2018
7:00 pm
Agenda

1. Call to Order
2. Approval of Minutes – February 26th, 2018
3. Events Planning
 - a. Spring Together – Please find attached work plan, Flier(s)
 - b. Ice Cream Social
 - c. Science Museum of MN – Training Opportunity (St
4. Outreach Strategies
 - a. Commissioner Recommendations on Recruitment Sheet (attached)
 - b. Scheduling dates for door knocking (2), Phone calls
 - c. Connecting with residents on non-city opportunities (examples – Tim/Shirley/Katie)
5. Task Force Recommendations – See attached letter and materials (including website suggestions)
6. Upcoming Events – All Commissioners
7. Updates
 - a. Council Member Gustafson
 - b. Commissioners
 - c. Staff
8. Adjourn

Present: Kim, Katie, Shirley, Randy (council liaison), Georgiana, Tim (staff), Hibo (new member to be appointed), Dena (new member) **Stacey**

1. Called to order at 8:02 pm

Introductions of the group

2. Minutes of January meeting were made and approved. Motion made and seconded to approve the minutes. Approved.

3. Commission Outreach Efforts

Want to reach out to apartment buildings in advance of events.

Preparing for Spring Together event at Curtis Field. Event has a potluck, some activities, idea is to bring neighborhood together. May 12th, 11am - 2pm. Support from Parks committee and from City is available.

1550 apartment building has a community room. We could host an open house there to meet people and promote the event. Flyers do not work well. We could try door-knocking in the building, ask the management know about the plan. Have postcards ready to handout when we do door-knocking if possible.

May 19th date conflicts with Ramadan, desire to move event to not conflict with Ramadan (May 15 - June 14). March 12-13 overlaps with Mothers Day and fishing opener weekend. Try May 12th.

Plan to use March CEC meeting for event planning. Dena and Stacey offered to assist with promotional materials - postcard and flyer.

Try to schedule door-knocking about 2 weeks before event. Tim offered to contact management of the building about scheduling. Door knocking can include neighborhood near Curtis field generally.

Tim shared draft flyer for volunteering in Falcon Heights. Bring feedback to next meeting.

4. Task Force Recommendations

Review of FHTF recommendations for inclusion. Main recommendations previously discussed for the short- mid- term: website improvements, partner with Science Museum of Minnesota on

training, use newsletter and other promotional materials, build internship and career pathway programs for youth. Youth programs/internships example in Minneapolis is Step-Up (http://www.minneapolismn.gov/cped/metp/step-up_home).

Form subcommittees to review these topics. Each subcommittee could make a few recommendations to incorporate into a letter to the City Council.

- a. Minnesota Science Museum trainings: Stacey and Georgiana will investigate options
- b. Website improvements: Dena and Kim to review and make recommendations
- c. Career and internship youth development: recommend the city participate in youth programs / hire interns if possible in ways that align with the Task Force recommendations. Tim will reach out to a city contact in Roseville to see what they are doing.

Proposed research and presentations on history in our city of restrictive covenants with racial and other restrictions. Look at sharing information about this as part of Human Rights Day.

Information from sub-committees is due one week before our March meeting, March 12th. Send directly to Tim. We can review at the March CEC meeting.

Contact with Sheriff's office to encourage community connections with Sheriff's office, have them attend events.

5. Final Updates

Look for local groups working on topics of diversity and inclusion, e.g., Do Good Roseville.

City was invited by Kettering Foundation to participate in a forum/event based on the task force work in Falcon Heights. City administrators, council members, and others participated in the event. Event gathered representatives from cities across the nation and each shared work they have done. Randy will possibly share learning from that event at a future meeting.

Need to communicate regularly about the steps the city is taking, communicate progress. Newsletter will have an article about the Kettering event.

6. Meeting adjourned, 9:28 pm.

ITEM 3 – SUBSECTION A

Spring Together!

1. Pick date and time of day usually in late May and 11am to 2pm. Be sure that Police and Fire know about the date.

2. Draft up email to be sent to managers of apartment building. The city has contact information for many of the managers. Send the draft to commission members for review before finalizing the email.

This is an initial contact with the managers to determine how we can get the fliers distributed in apartments that are security locked. In the past some managers will duplicate copies of the flier and take care of distribution.

If no response to this email, follow up with a personal email or a in-person phone contact.

3. Contact Park and Rec staff, Tim Sandvik, at 651-792-7617. They can set up games and activities for the event. Arrange for them to put up the tables and chairs(?). Discuss with them if they have a movie for the event. This information can be put into the flier announcing the event. If there is a movie then contact The Lions club for a tent which can be used upon which to project the movie.
4. Determine what the city will contribute. Usually, they will provide the paper plates, utensils, cups, napkins. They also may provide cookies and bottled water (and other stuff?).
5. Contact Ramsey County for trash and recycling bins. More information can be found here <https://www.ramseycounty.us/residents/recycling-waste/recycling-trash-collection/recycling-containers-events>
6. Contact Public Works Director, Tim Pittman, at 651-792-7618 to arrange for a port-a-potty.
7. Draft up a flier and send it to all commission members before finalizing the flier. Be sure and include in a statement about “inclement weather” and what to do.
8. Once the flier is completed follow up with getting it to the managers who will be distributing them. Send the flier out by email to all CERTs and Liaisons and others on the mailing list. Keep this list of contacts for next year.

Arrange for door to door drop off of the flier Specifically target the neighborhoods around or closer to Curtis Field. There maybe also additional businesses or organizations to flier. Keep good notes on the blocks or addresses we flier.
9. Keep a copy of the email sent to managers and the flier distributed for this year in a file folder set up for the event. An electronic folder should also be kept for future years.

10. Set up one table at the event with information about the city and its services as well as our commissions. Have information also about Certs and block clubs and paper and pen to get contact information from people.
11. Arrange for volunteers to help on the day of the event and to manage the table set up for city information.
12. Send out appropriate Thank you notes from the commission.

ITEM 3 – SUBSECTION C

<https://www.smm.org/educators/professional-development-leaders/customized-professional-development>

Project initiation

In designing custom professional development, we start by listening to your needs and goals. We'll share Professional Development modules that we've developed and will customize them to support your goals. We will work closely with you to determine the scope and direction of the project. We will have face-to-face and virtual planning sessions with your organization's project team to reconfirm your project's objectives and to talk through the project timetable and any operational issues and logistics.

The output of our discussions will be a Scope of Work, which details Professional Development goals, describes roles and responsibilities, and outlines a draft program-at-a-glance. Once approved by your organization's representative, it will serve as the overarching plan to guide our work.

Approach to Professional Development

Science House professional development is designed to deeply engage participants through facilitated large and small group discussions, body movement, hands-on investigations, quiet written reflection, and talking circles. In order to support and focus this engagement, we maintain high ratio of facilitators to participants. Our highly integrated work is based on group norms and depends on the full participation of the your organization's community.

Typically, custom Professional Development begins by engaging distributed leadership teams from your organization in sustained and face-to-face Professional Development focused on the intersection of STEM, identity, and distributed leadership. It will be grounded in the Science House Framework for Access and Equity in STEM Education. Your participants will then experience a coherent sequence of selected Professional Development modules that have been customized for your specific goals. Note that some of our clients ask us to work with them on areas that are not related to STEM but rather about creating inclusive environments and/or cross-disciplinary integration.

Our overwhelming experience is that this deep engagement from our participants positively impacts their ability to creatively use Science House modules with their colleagues and/or in their teaching practice. Armed with a wealth of knowledge, tools, and an understanding of community responsibility, your leaders will engage in transformational processes in your organization and/or your educators will make significant changes in their practices—all focused on inclusive learning environments. They will adapt what they are learning and take actions relevant to your organizational contexts (e.g. location, demographics, history, related efforts).

Qualitative and Quantitative Evaluation

We take our commitment to outcome fidelity seriously and see our evaluation efforts as central to improving our professional development and its impact on your organization. We'll use Daily Written Reflections to understand each participant and their learning needs. We'll also use a

pre/post assessment called the KPA Scale Survey. We'll analyze the findings, and present them to you in the form of an engaging, insightful and highly visual data display. We can also present findings through interactive workshops with principals, directors, cabinet and school board members, communities, and any other potential stakeholders.

ITEM 4 – SUBSECTION A



**Ways to get
Involved!**

- Sign up for the Listserv, follow the city on Facebook and Twitter
- Spring Together - Annual event hosted by CEC, potluck style, games, activities for kids/families. Curtiss Field, Saturday, May 19th 11am - 2pm
- Possible June Event/hosted training TBD
- Ice Cream Social - Hot Dog With a Deputy. Thurs July 19th, 5pm - 7pm. Annual summer event, this year co-hosted with RCSO.
- Connect with your block party. Throughout Falcon Heights, there are several block parties throughout the summer. Most are held on National Night to Unite. August 7th...
- Possible August Event/hosted training TBD
- Human Rights Day event. Annual event hosted by the CEC. December 10th
- The City has 4 City Commissions, all volunteers. CEC, Parks, Planning, Environment
- Are there other ways you see yourself volunteering with the city to promote Community Engagement?



Interested in
volunteering
with the City of
Falcon Heights?

- | | |
|---|---|
| <input type="checkbox"/> Spring Together | <input type="checkbox"/> Human Rights Day |
| <input type="checkbox"/> Ice Cream Social | <input type="checkbox"/> Commissioner |
| <input type="checkbox"/> Block Parties | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> _____ |

Email: _____

Phone: _____

For more information:

- Register for the Weekly City E-News (falconheights.org - click "Contact Us")
 - Find us on Facebook!
 - Follow us on Twitter!

ITEM 5

Falcon Height Webpage Improvement Suggestions:

1. Create a more colorful event calendar than the existing grey scale. Color code the different events. This will be used to highlight all the area activities including monthly meetings. Keep the calendar up-to-date when changes are made.

Current Calendar:



Possible calendar idea:



2. Increase the working space of the website to utilize more of the dead space. This is an effective way of getting more information out to the residents. Currently seems very crowded.



3. Use the home page to highlight activities or use as a reminder to the residents, but keep it active with new and informative information. The same information is displayed about “Falcon Heights – The City that Soars” and “Featured Announcements” and rarely changes. Need to start communicating events right as soon as possible: Spring Together...etc. Can use to communicate shoveling, yard maintenance, helping neighbors.

4. If the idea is to communicate more with the residents and get more involvement, then the page needs to be more exciting. Add pictures, communicate what’s happening and what has happened in the previous weeks (include pictures). Use pictures from last year to show how much fun an event can be. Don’t rely strictly on the calendar, newsletter or Facebook. Get the events on the page as soon as they are planned. This is necessary for engagement.

5. Many of the links are no longer working: Example Calendar archive for 2004 to 2010.

6. Add pictures of the Mayor and City Council. Talk about what they are doing to help mend Falcon Heights: Seminars attended, etc..

7. Provide more material on neighborhood liaisons than the information provided under “Resources for Renters”, where it encourages residents to act as a liaison and gives a city phone number, including a dead link for more information on the program. It would be great to increase visibility to this information.

8. Display what residents are doing to encourage community engagement. Can there be a section on the website for that? We could borrow from Union Park and call it "Neighborhood Matters" or "Neighborhood Happenings". This would be a great place for photos and contact information to get activity details to make replication easier for other neighborhoods. Maybe this could go through neighborhood liaisons. Reports of these types of activities could also be shared with City staff, for entry on the Facebook page.

9. Young adults are more likely to use social media versus website, emails and city newsletter as an information source. It’s important to keep the Facebook page up-to-date with more information besides job opportunities. Make the Facebook link more visible. It currently resides at the bottom of the “home” page. Add another tab for ways to communicate: Link to Facebook, Link to newsletter, Link to sign up for emails.

To: Falcon Heights City Council
From: Falcon Heights – Community Engagement Commission
Date: March 19th, 2018
RE: Falcon Heights Task Force Recommendations – Priorities

Mayor Lindstrom, Council Members-

Over the past several months the Community Engagement Commission has been working to better understand the desires of the community created by the Falcon Heights Task Force on Policing and Inclusion. Starting in the fall of 2017, the CEC was tasked by the City Council to create 'priorities' and recommendations for the implementation of preliminary goals.

As the city has now received funds through a granting opportunity, the Community Engagement Commission recommends the following (an initial) Action Plan to implement measurable outcomes for the Council's consideration.

1. Communication – The CEC believes there are a variety of ways to promote inclusion in our community through general communications including the city website. Items include:

- Updating the City Calendar to be more comprehensive and easier to follow
- Utilizing the homepage by promoting city activities (in a more active fashion)
- Promote resident involvement
- General updating (including dead links)
- Update bios of elected officials including photos, and seminars, trainings, etc... they have attended
- Update the many aspects of "Resources for Residents" page
- Create a page on the site dedicated to Community Engagement
- Utilize Social Media

Implementing these strategies will require a dedication of resources. If made a priority, staff time will have to be taken from other areas of focus. Additionally, staff has met with vendors who provide services to address dead-links and ensure our website is ADA compliant (it is currently not).

2. Training Opportunities – The CEC would like to further explore Training Opportunities provided by organizations like the Science Museum of Minnesota. These trainings could benefit Elected Officials, Commissioners, Residents and staff as desired by Council. Their approach to professional development includes the use of qualitative and quantitative evaluation to better understand the success of the stakeholders. Trainings such as these include a cost potentially funded by recent grant funding received by the City.

3. Career and Internship Opportunities/Youth Development – The CEC believes there are opportunities for the City to partner with local organizations and schools to participate in youth development opportunities. The Parks and Recreation Department currently exercises these philosophies, but the CEC would like the City to better understand how Falcon Heights could work with existing programs who promote youth development.

Respectfully submitted

Falcon Heights – Community Engagement Commission