

# Task Force on Community Engagement Meeting Notes: October 22, 2015

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## Executive Summary

On October 22, 2015, all members of the Task Force on Community Engagement (TFCE) attended the meeting at the Street-Jones Building.

## Member Attendance List

Mike Clark-Madison		Joe Green
Richard Fonte	Navvab Taylor	Celso Baez
Irfan Syed	Sara Torres	Koreena Malone (phone)
Chris Howe	Margarita Decierdo	Ken Rigsby
Andrea Hamilton	Christopher Ledesma	

## Decisions Made

- Official meeting minutes from September 24 approved. No meeting was held on October 8 due to lack of quorum.
- Survey response deadline was set for November 25. Survey reminder to be distributed November 16.
- Promotional posters will be designed by Task Force, produced by CPIO, and distributed by members of Task Force.
- December 31 meeting cancelled due to holidays.
- Joe Green has joined the Task Force, and the City Department and the Underrepresented Workgroups.

## Action Items

Who	What	When
All	<ul style="list-style-type: none"> <li>• Post product of workgroups – including summary of outreach efforts -- on Bloomfire</li> </ul>	ASAP and on-going
Diane Miller	<ul style="list-style-type: none"> <li>• Create Bloomfire post regarding the project Roadmap that group can review and consider as starting point for structure of their final report.</li> <li>• Distribute updated version of Timeplan.</li> <li>• Draft talking points for Task Force members to use in conversation with their individual Council Members. Include questions previously identified by members.</li> </ul>	10/28  10/28  10/26
Mike Clark-Madison	<ul style="list-style-type: none"> <li>• Process open-ended comments from surveys through analytical software and provide to TF.</li> </ul>	On-going; initial run by 11/5
CPIO	<ul style="list-style-type: none"> <li>• Provide export of initial Board &amp; Commissions survey responses.</li> <li>• Promote survey via Nextdoor.</li> <li>• Produce copies of Ledesma’s promotional poster and provide to Task Force members.</li> <li>• Announce reminder about survey deadline a week in advance of the 11/25 deadline.</li> </ul>	ASAP 10/26 11/5 11/18
All	<ul style="list-style-type: none"> <li>• Each TF member contact their Council member’s office to set appointment to provide update and gather input.</li> </ul>	11/19
Mike Clark-Madison	<ul style="list-style-type: none"> <li>• Send interview requests to city departments.</li> </ul>	10/30
All	<ul style="list-style-type: none"> <li>• Review materials on Bloomfire regarding potential best practices. Use comment sections to add own comments about each posting.</li> </ul>	No deadline set
All; Facilitators	<ul style="list-style-type: none"> <li>• 11/5 meeting will have plenary session 6-7pm; Break into workgroups for remaining time. Groups will decide how long to meet in their workgroup</li> </ul>	11/5

	session.	
C. Ledesma All	<ul style="list-style-type: none"> <li>Design poster (English &amp; Spanish) promoting survey. Post to Bloomfire.</li> <li>Respond to draft of poster. Post comments on Bloomfire.</li> <li>Final to CPIO for reproduction.</li> </ul>	Draft – 10/29 11/2 Final - 11/4
??	<ul style="list-style-type: none"> <li>Determine consistent format for output of focus group sessions.</li> </ul>	No date set

## Meeting Notes

### Citizen input

- No comments made.

### Status of Surveys

- Spanish version was delayed, but is now ready.
- English version has been made available.
- Asian languages versions delayed – problem with translations.
- Promotion has only occurred through Speak Up so far.
- Have received 183 completed surveys already.
- Lots of open-ended comments.
- Some organizations contacted said they couldn't distribute to members – technology deficiencies, not enough resources/etc.
- Survey closing date set for November 25.
- Reminder will be sent in advance of closing date.

### Actions by CPIO promoting surveys to date

- Media release.
- Electronic platforms.
- Neighborhood contact teams.
- Community registry – may not be up to date/accurate.

### Promotional Poster

Ledesma volunteered to design a poster. CPIO will reproduce. Task Force members will distribute.

Potential locations for distributing posters include grocery stores, Laundromats, school take-home packets, libraries, etc.

### Workgroup Actions: Status Updates

#### Business Groups

- Plan to distribute information by 10/26/15.

#### Civic & Non-Profit Groups

- Have done outreach to contacts.
- Asked them to send to their members.
- Focus groups are scheduled for next week.
- Results by 11/19.
- One-Voice meeting: they agreed to distribute. Expect focus group to be held by 11/19.
- Meeting with church reps one-on-one.

## Under-represented Populations

- Contacts still need to be completed.
- Attended recent CM Houston community meeting.

## Neighborhood Groups

- Attending next ANC meeting to request they send survey out broadly – Ken
- SEC contact team/Park Ridge HOA – Sara
- FAN/Canyon Creek HOA
- South River City/Southwood – Navaab
- Colony Park – Margarita had conversation with CM Houston regarding community engagement.

## Boards and Commissions

- Survey information distributed.
- Workgroup needs to meet to decide if Chair interviews are needed.

## City Departments

- Refining the list of departments to contact.
- By 10/30, Mike will email interview requests.
- Target for completion is 11/19.

## Council Members

- The questions (from 8/18/15 TFCE meeting):
  - What forms of feedback does each Council Member office prefer?
  - What expectations does the Council Member have regarding Council Agenda item feedback?
  - How has 10-1 affected City staff's community engagement efforts? Are they synchronized?
- New questions (from 10/22/15 TFCE meeting):
  - How does your office view your own role at venues for community engagement? Should it be larger? Do you need tools? How do you want to work with staff?
- Additional information to share with Council Member:
  - Request/reaffirm getting TFCE information about survey out to their constituents.
  - Give Council member an update on TFCE's work, including a heads-up about time-line.
- Each Task Force member to contact CM's office to schedule time to get input / provide update by 11/19.

## Identifying Best Practices

After considering several ideas about accumulating, reviewing, and analyzing information about best practices around the country, the Task Force members decided to review materials posted on Bloomfire, make comments using comment section on each posting, and be prepared to discuss during Task Force meetings. Task Force members will continue to contribute additional materials for review at any time.

## Revised Timeline

Based on a better understanding of the work to be completed, the Task Force reassessed the project time plan and made adjustments.

The January 31, 2016 date will be the deadline for submitting draft recommendations to City Council Members for their review and feedback. A final report will be prepared after that feedback has been received by the Task Force; tentative date is end of February 2016.

Following is the amended time plan. Note that the actions already completed are included in this rendition.

Revised Project Time Plan: 8/27/15 - 2/28/16					
<b>TF Meeting Date</b>	<b>8/13/2015</b>	<b>8/27</b>	<b>9/10</b>	<b>9/24</b>	<b>10/8</b>
<b>TASK</b>					
Brainstorm info needed / methods to gather					
Develop questions and plan for gathering info					
Gather information - current state					
Delegate Tasks					
Gather Best Practice information					
Discuss engagement frameworks / purpose of engagement					

<b>TF Meeting Date</b>	<b>10/22</b>	<b>11/5</b>	<b>11/19</b>	<b>12/3</b>
<b>TASK</b>				
Brainstorm info needed / methods to gather				
Develop questions and plan for gathering info				
Gather information - current state				
Delegate Tasks				
Gather Best Practice information				
Discuss engagement frameworks / purpose of engagement				
Develop criteria for evaluating Current and Best Practices				

Discuss potential content and structure of final report						
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TF Meeting Date	12/3	12/17	1/14/2016	1/28	2/11	2/25
<b>TASK</b>						
Evaluate information re current state & needs						
Discuss assessment of needs						
Evaluate Best Practices						
Propose recommendations						
Identify criteria for prioritizing recommendations						
Prioritize recommendations						
Decide on recommendations						
Draft recommendations for Sponsors						
Develop methods for getting feedback on draft						
Deliver Draft Recommendations to Sponsors						
Get feedback on draft report						
Write final recommendation report						
Deliver final Recommendation Report						

**Revised Meeting Structure**

The Task Force members discussed making changes to the meeting structure. Options considered were:

- Setting aside time during each meeting for workgroup conferring.
- Skip 11/5 meeting and use time to do individual work throughout the week.
- Make 11/5 meeting a working session for the workgroups.
- Use portion of next meeting as working session for workgroups.

The Task Force decided to amend the 11/5 meeting as follows:

- The first hour (6-7pm) will focus on structure of final report and review of early survey results. Then workgroups will use the rest of the time for work sessions. Each workgroup will decide how long to stay.

## Meeting Evaluation

### Worked well:

- Got clarity on time-line.
- Have a concrete work plan.
- Decided to have draft recommendations by end of January, with full report to follow in February.
- Small-group work done at the break was productive.

### Improve:

- Create more workgroup time during meeting.
- More conversation versus facilitation.
- Respect letting others finish comments before adding own.
- Each of us follow the thread of the conversation.

DRAFT