



**nexus**  
COMMUNITY PARTNERS

# Boards and Commissions Leadership Institute

*Moving Beyond a Seat at the Table to a Vote  
in the Decision-Making Process*

## 2014-2015 BCLI Nomination Packet

**Please read the entire Nomination Packet carefully.**

**All Nomination Packets are due Friday, July 18, 2014 by midnight**  
to [abrown@nexuscp.org](mailto:abrown@nexuscp.org) or post-marked by Friday, July 18, 2014 to ATTN: Angie Brown, Nexus  
Community Partners, 2314 University Avenue, Suite 18, Saint Paul, MN 55114.

**Please note a change in nominations this year:**  
Each organization and each BCLI alum may nominate only **one** candidate each year.  
(See Page 5 for more information about this new requirement).

### Table of Contents

General Information.....	2
Guidelines for Nominations.....	4
2014-2015 Training and Event Dates .....	4
Nominating Cover Sheet.....	7
Nominee Cover Sheet .....	8
2014-2015 BCLI Target Seats .....	10

*For more information about the Boards and Commissions Leadership Institute, contact Ms. Angie Brown at [abrown@nexuscp.org](mailto:abrown@nexuscp.org) or Ms. Terri Thao at [tthao@nexuscp.org](mailto:tthao@nexuscp.org). More information about Nexus can be found at [www.nexuscp.org](http://www.nexuscp.org). Find us on Facebook at [www.facebook.com/nexuscp](http://www.facebook.com/nexuscp).*

# BCLI Nomination Packet

## General Information

### What is the BCLI?

Nexus Community Partners' (Nexus) Boards and Commissions Leadership Institute (BCLI) is a 7-month leadership program that supports, trains and places people of color and other underrepresented community members on city and county publicly appointed boards and commissions<sup>1</sup> that influence and impact equity in the Twin Cities Metro Area in **economic development, health, housing, transit and workforce development**..

### Why the BCLI?

Boards and commissions are often key decision-making bodies on important equity issues. The BCLI supports people of color and underrepresented communities to be a part of that process **from the inside, advocating for their communities and a broader equity agenda at the systems level**. We believe this will build more engaged and powerful communities in our region.

### BCLI Curriculum

The BCLI is a facilitated learning community of fellows who meet face-to-face (one full Saturday and one Thursday evening each month) from October through April. Fellows also complete online assignments together including readings, discussions and webinars, for a total of approximately 80 hours. Fellows are given a small stipend for their commitment to and participation in the program. *(See Page 4 for the dates and times of BCLI required trainings and events).*

Our program includes three core curriculum components:

1. **Knowledge Foundations.** *Fellows learn about the five core issue areas through applied activities during the Saturday trainings such as writing resolutions and designing a multi-modal road.*
2. **Technical Skills.** *Fellows develop technical skills required by commissioners such as Robert's Rules of Order and messaging and media.*
3. **Political Skills.** *Fellows fine-tune their political skills through interactive trainings that cover topics such as negotiation and persuasion and leadership styles.*

### Community Building

#### Knowledge Partners & Navigators

BCLI fellows and alumni serving on boards and commissions have access to a rich network of knowledge partners and navigators in the field who support them in making informed, equitable decisions about economic development, health, housing, transit and workforce development. Partners and navigators support BCLI fellows and alumni through access to quick phone or email exchanges, or impromptu brown bag briefings and one-on-ones.

#### Thursday Night Issue Series

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<sup>1</sup> The BCLI does not target or place fellows onto nonprofit boards for nonprofit organizations. The BCLI targets only publicly appointed city and county board and commission seats in order to shape equitable policies at the systemic level. For more information about diversification of nonprofit boards in the Twin Cities, see Board Repair whose mission is to "create a more effective non-profit sector by increasing participation of people of color on boards:" <https://www.facebook.com/groups/boardrepair/>.

As part of the BCLI, Nexus hosts five Issue Series on current topics related to our five issue areas. These are collaborative, cross-sector events designed to build shared knowledge on broader equity issues. Events are open to the public and required for all fellows (*see Page 4 for dates and times of Issue Series*).

### Alumni Program

The BCLI will offer a rich alumni program that not only will support graduates of our institute, but also serve to structure an interdependent cross-cultural network of progressive commissioners to share learnings, strategies and a vision for equity in the region.

Alumni play a key role in the BCLI by nominating, interviewing and selecting incoming cohort members in following years. They also will help develop and facilitate curriculum, and provide mentorship support to new advocate commissioners.

### Program Cycle and Timeline

The Boards and Commissions Leadership Institute currently supports one cohort per year on the following timeline. Nominations for the 2014-2015 cohort are due July 18, 2014. Our 2014 BCLI Launch Event is October 9, 2014.

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April
Target Seats	■												
Info Sessions		■	■										
Nominations		■	■	■									
Interviews					■								
Cohort Finalized						■							
Leadership Institute							■	■	■	■	■	■	■
BCLI Graduation													■

### About Nexus Community Partners

Nexus Community Partners (Nexus) is a community building intermediary whose mission is to build more engaged and powerful communities of color by supporting community building initiatives that expand community assets and foster social and human capital. Nexus works deep within communities of color in three Twin Cities neighborhoods and the broader Twin Cities region to connect people to opportunities and ensure their participation in decisions that affect them. These efforts allow residents to participate in economic, civic and social activities that contribute toward improving their communities.

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# BCLI Nomination Packet

## Guidelines for Nominations

Please read the entire Nomination Packet carefully.

**All Nomination Packets are due Friday, July 18, 2014 by midnight**  
to [abrown@nexuscp.org](mailto:abrown@nexuscp.org) or post-marked by Friday, July 18, 2014 to ATTN: Angie Brown, Nexus  
Community Partners, 2314 University Avenue, Suite 18, Saint Paul, MN 55114.

### Who Participates in the BCLI?

Community members who are representative of, and accountable to, communities of color and underrepresented communities in the Twin Cities are invited to apply to the BCLI. Nominees at varying levels of their community engagement – **whether currently serving in their first term on a board or commission, or those who have never served on a board or commission – are encouraged to apply.**

All fellows are given a small stipend for their participation in the program, as we value the commitment of time away from families, costs associated with travel and child care, as well as time away from other commitments or engagements.

#### Nominees must:

- Be **personally focused on advancing equity** for people of color and underrepresented communities
- Be **18** years of age
- **Meet the residency requirements** of the board or commission you are interested in sitting on (i.e. live, work, own business)
- **Commit to serving on a board or commission** for a full term after completion of the BCLI
- **Commit to attend all monthly trainings and Issue Series as follows:**

Orientation	Thursday, September 18, 2014, 5:30 – 8:00pm
Launch Event	Thursday, October 9, 2014, 5:30 – 8:00pm
Training 1	Saturday, October 25, 2014, 9:00am – 5:00pm
Issue Series 1	Thursday, November 6, 2014, 5:30 – 8:00pm
Training 2	Saturday, November 22, 2014, 9:00am – 5:00pm
Issue Series 2	Thursday, December 4, 2014, 5:30 – 8:00pm
Training 3	Saturday, December 13, 2014, 9:00am – 5:00pm
Issue Series 3	Thursday, January 8, 2015, 5:30 – 8:00pm
Training 4	Saturday, January 24, 2015, 9:00am – 5:00pm
Issue Series 4	Thursday, February 12, 2015, 5:30 – 8:00pm
Training 5	Saturday, February 21, 2015, 9:00am – 5:00pm
Issue Series 5	Thursday, March 12, 2015, 5:30 – 8:00pm
Training 6	Saturday, March 21, 2015, 9:00am – 5:00pm
Graduation Event	Thursday, April 9, 2015, 5:30 – 8:00pm

## Nomination Process and Steps

Each candidate should follow these steps in order to be considered for the 2014-2015 BCLI Cohort (*Nomination Packets are due Friday, July 18, 2014 by midnight*):

1. **Locate a Nominator or Nominee.** All BCLI fellows must be nominated by either a BCLI alumnus, or by a community organization with which the candidate has been affiliated. **Each organization and each BCLI alum may nominate only one candidate each year.** This is to ensure shared accountability throughout the communities in which we are targeting seats and a diverse cohort of multiple networks. *If you do not know of an affiliated organization who can serve as your Nominator, contact BCLI staff to try to identify an organization in your interest area to serve as your Nominator.*
2. **Identify Target Seat.** Discuss with your Nominator which seat you would like to target based on your interest and experience. (*See Pages 9-20 for the full list of target seats for 2014-2015*).
3. **Complete & Submit the Nomination Packet.** (*See below*).

## Nomination Packet: Materials to Submit

Nomination packets include five items, which can be sent via email to [abrown@nexuscp.org](mailto:abrown@nexuscp.org) or regular mail to **Nexus Community Partners, ATTN: Angie Brown, 2314 University Avenue, Suite 18, Saint Paul, MN 55114**, or may be hand delivered to the Nexus Community Partners office. *All Nomination Packets must be emailed by midnight on (or post-marked by) Friday, July 18<sup>th</sup>, 2014.*

**The nominee is responsible for making sure all of their components are submitted, including those completed by the nominator** (*nominating letter, nomination cover sheet*).

1. **A completed Nomination Cover Sheet.** This brief cover sheet is to be completed by the nominating organization and then forwarded, along with the nominating letter, to the nominee who submits all materials together to Nexus.
2. **A Nominating Letter** addressed to Nexus Community Partners from the Executive Director, a board member, or equivalent decision-making person of the nominating organization. This letter should clearly indicate at least two target commission seats (*see Pages 9-20*) for which the nominee is well suited (or already seated on), and must address the following:
  - **Endorsement of the nominee.** For how long and under what circumstances has the nominee been involved with the organization? Why would this individual be a valuable addition to the cohort, given our goal to advance equity for communities of color and other underrepresented communities in regional equity issues, as specifically listed above? What is special about this nominee, both professionally and personally?
  - **Content links between the targeted commission and the organization.** Given their placement on the commission seats indicated, what do you hope the nominee can achieve for communities of color and other underrepresented communities? What attributes do you feel the candidate will bring to such commission service, and how do these attributes resonate with your organization's values and mission? In what structured ways will you continue to interact with the nominee, if seated, around these issues?
3. **Nominee Cover Sheet.** This brief cover sheet is to be completed by the nominee and included with the rest of the nomination materials.

4. **A Letter of Application from the Nominee.** This letter should indicate the nominee’s short-term and long-term interests in both their identified seats and any additional social justice and career aspirations. The applicant should draw on previous experiences to substantiate her or his ability to serve successfully on a board or commission as a representative of the interests of communities of color and other underrepresented communities, particularly given the qualifications listed above. The applicant should also speak to how they will continue to remain accountable to the community throughout their work, especially as they become an appointed commissioner.
5. **The Nominee’s most recent resume.**

## What is the Selection Process Timeline?

The deadline for nominations is **Friday, July 18<sup>th</sup> by midnight (or post-marked by July 18<sup>th</sup>)**, but we encourage you to submit your completed Nomination Packet as soon as possible. Selected nominees will be interviewed by a selection committee of 5 people consisting of BCLI staff, alumni, and community members. Interviews will be held in mid-August, and Nexus will determine and notify the final cohort by the end of August or in early September.

## Information Sessions

We will be hosting four information sessions in 2014. Please join us to learn more about the nomination, interview, and selection process for our 2014-2015 BCLI cohort. You are welcome to contact BCLI staff with any questions you may have about the process, but are also encouraged to attend one of the information sessions before nominating a candidate or applying to be a fellow.

<p><b>North Minneapolis</b>  Thursday, May 29, 2014  5:30 PM – 7:00 PM  UROC  2001 Plymouth Avenue North  Minneapolis, MN 55411</p>	<p><b>Saint Paul</b>  Tuesday, June 17, 2014  5:30 PM – 7:00 PM  CLUES, McKnight Room  797 East 7<sup>th</sup> Street  Saint Paul, MN 55106</p>
<p><b>South Minneapolis</b>  Thursday, June 5, 2014  9:00 AM – 10:30 AM  Hope Community, Inc., 3<sup>rd</sup> Floor Loft  611 East Franklin Avenue  Minneapolis, MN 55404</p>	<p><b>Brooklyn Center</b>  Thursday, June 19, 2014  6:30 PM – 8:00 PM  Brookdale Library, Room AB  6125 Shingle Creek Parkway  Brooklyn Center, MN 55430</p>

**Please RSVP for the information sessions to Angie Brown at [abrown@nexuscp.org](mailto:abrown@nexuscp.org).**

**Be sure to indicate which session you plan to attend.**

*Light refreshments will be provided.*

*For more information about the Boards and Commissions Leadership Institute, contact Ms. Angie Brown at [abrown@nexuscp.org](mailto:abrown@nexuscp.org) or Ms. Terri Thao at [tthao@nexuscp.org](mailto:tthao@nexuscp.org). More information about Nexus can be found at [www.nexuscp.org](http://www.nexuscp.org). Find us on Facebook at [www.facebook.com/nexuscp](http://www.facebook.com/nexuscp).*



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### Nomination Cover Sheet

TO BE COMPLETED BY THE NOMINATING ORGANIZATION

See the **Guidelines for Nominations** for instructions to submit a complete nomination packet.

*Nominations are due no later than Friday, July 18, 2014 by midnight.*

Nominating organization:

Nominating individual (name and position):

Nominee:

Priority board, commission, or committee targeted for nominee:

Additional board, commission, or committee targeted for nominee:

Relationship of nominee to organization (check only one):

- Staff  
 Participant  
 Board Member  
 Other (Please explain).

Please indicate what types of support, if any, your organization is willing to provide the nominee once seated (check all that apply):

- Regularly scheduled check-ins around policy and project topics.  
 Work space, computer, or other office equipment support.  
 Release time (if employee) for work on a board or commission that furthers your organization's mission.  
 Policy briefings for nominee and other cohort members, as appropriate.  
 Other (Please explain).

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### Nominee Cover Sheet TO BE COMPLETED BY NOMINEE

See the **Guidelines for Nominations** for instructions to submit a complete nomination packet.

*Nominations are due no later than Friday, July 18, 2014 by midnight.*

NAME:

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

EMAIL:

What is your current age?

What is your gender identity (circle one)?

- a) Man
- b) Woman
- c) Trans\*
- d) \_\_\_\_\_ (fill in the blank)
- e) Prefer not to disclose

What is your race/ethnicity (circle one)?

- a) White (non-Hispanic)
- b) African American / Black
- c) African Born
- d) Asian / Pacific Islander
- e) Hispanic / Latino(a)
- f) American Indian
- g) Multi-racial
- h) Other (please specify: \_\_\_\_\_ )

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# 2014-2015 BCLI Target Seats

See the **Guidelines for Nominations** for instructions to submit a complete nomination packet.

*Nominations are due no later than Friday, July 18, 2014 by midnight.*

The target boards and commissions below are arranged geographically as follows: City of Brooklyn Center, City of Brooklyn Park, City of Minneapolis, City of Saint Paul, Hennepin County, and Ramsey County. See Pages 11-20 for more information about each board and commission.

- Individuals may be nominated for any of the seats on this list provided they meet residency and other commission requirements.
- Any new commissioners currently serving their first term may also be nominated.

## City of Brooklyn Center

- Financial Commission
- Housing Commission
- Parks and Recreation Commission
- Planning Commission

## City of Brooklyn Park

- Budget Advisory Committee
- Citizen Long-range Improvement Committee
- Human Rights Commission
- Planning Commission
- Parks and Recreation Advisory Commission

## City of Minneapolis

- Bicycle Advisory Committee
- Capital Long-Range Improvement Committee (CLIC)
- Citizen's Environmental Advisory Committee (CEAC)
- Civil Rights Commission
- Homegrown Minneapolis Food Council
- Housing Board of Appeals
- Minneapolis Arts Commission
- Minneapolis Workforce Council
- Neighborhood and Community Engagement Commission (NCEC)
- NRP Policy Board
- Pedestrian Advisory Committee
- Planning Commission
- Public Health Advisory Committee
- Public Housing Authority Board
- Zoning Board of Adjustment

## City of Saint Paul

- Board of Water Commissioners
- Board of Zoning Appeals
- Business Review Council (BRC)
- Capital Improvement Budget (CIB) Committee
- Community Health Services Advisory Committee
- Cultural STAR Board
- Food and Nutrition Commission
- Human Rights & Equal Economic Opportunity Commission

- Neighborhood STAR Board
- Parks and Recreation Commission
- Planning Commission
- Public Housing Agency
- Transportation Committee
- Truth in Sale of Housing Board of Evaluators

### **Hennepin County**

- Capital Budgeting Task Force
- Hennepin County Workforce Investment Board (WIB)
- Human Resources (HR) Board

### **Ramsey County**

- Capital Improvement Program Citizens Advisory Committee
- Continuum of Care Governing Board
- Human Services Citizens Advisory Council (CAC)
- Ramsey County Parks and Recreation Commission
- Ramsey County Workforce Investment Board (WIB)

**Please keep in mind that the information provided on this sheet is subject to (and likely to) change over the course of our recruiting period. If you have any questions or for more information on individual seats, please contact Angie Brown at [abrown@nexuscp.org](mailto:abrown@nexuscp.org).**

# City of Brooklyn Center

## **Financial Commission**

- *Meets the 3<sup>rd</sup> Thursday each month at 6:30 p.m. at Brooklyn Center City Hall (Call 763-569-3306)*
- *There are 7 seats. Terms are 3 years*
- *Time commitment is low-moderate, 2-4 hours each month; 4-6 hours during the budget planning process*

The Financial Commission assists the City Council in evaluating and developing fiscal policies, fiscal procedures, Mayor and Council Member total compensation, budgetary and capital matters, and such other issues as may be assigned to the Commission by the City Council or referred to it by the City Manager. The Financial Commission also meets in joint session with the City Council during the budget planning process.

## **Housing Commission**

- *Meets the 3<sup>rd</sup> Tuesday each month at 7:00 p.m. at Brooklyn Center City Hall (Call 763-569-3306)*
- *There are 7 seats. Terms are 3 years*
- *Time commitment is low, 2-4 hours each month*

The general purpose of the Housing Commission is to provide citizen input in the development of a housing program to supplement the activities of the City Council.

## **Parks and Recreation Commission**

- *Meets the 3<sup>rd</sup> Tuesday each month at 7:00 p.m. at Brooklyn Center City Hall (Call 763-569-3306)*
- *There are 7 seats. Terms are 3 years*
- *Time commitment is low, 2-4 hours each month*

The general purpose of the Park & Recreation Commission is to monitor and reflect the attitudes and concerns of the citizens of Brooklyn Center relative to the conservation of environmental resources in Brooklyn Center and to the park system and recreation programs, and to advise the City Council of citizen attitudes and policy matters relevant to the conservation, park, and recreation functions in Brooklyn Center.

## **Planning Commission**

- *Meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursday each month at 7:00 p.m. at Brooklyn Center City Hall (Call 763-569-3319)*
- *There are 7 seats. Terms are 2 years*
- *Time commitment is moderate, 4-6 hours each month*

The Brooklyn Center Planning Commission typically meets at 7:00 p.m. at the 2nd and 4th Thursday of each month at City Hall. The Planning Commission advises the City Council on issues related to comprehensive planning of land use and redevelopment, platting, rezoning, and special use applications, plan approval, variances, and appeals. Commissioners serve a two-year term. The Commission is composed of a Chairperson and six members.

# City of Brooklyn Park

## **Budget Advisory Committee**

- *Meets the 4<sup>th</sup> Tuesday each month August through May at 7:00 p.m. at Brooklyn Park City Hall (Call 763-493-8186)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is moderate, 4-6 hours each month*

The Budget Advisory Committee's mission is to ensure the long-term fiscal health of the City of Brooklyn Park by providing strategic direction to the Council. Projections and measurements are used to establish priorities that align with the City's Strategic Plan, ensuring resources are invested appropriately to meet the vision and mission of the City.

## **Citizen Long-range Improvement Committee**

- *Meets the 2<sup>nd</sup> Thursday each month at 7:00 p.m. at Brooklyn Park City Hall (Call 763-493-8005)*
- *There are 15 seats. Terms are 3 years*
- *Time commitment is low, 2-4 hours each month*

Citizen Long-range Improvement Committee (CLIC) members study long-term trends and makes recommendations to the City Council on improvements to Brooklyn Park's future.

Issues range from promoting business development, making transit connections, using of social media and mobile technology and partnering with groups in the community. The Citizen Long-range Improvement Committee also reviews the City's infrastructure planning (streets, sewers, and public buildings) where public funds will be involved.

## **Human Rights Commission**

- *Meets the 3<sup>rd</sup> Thursday each month at 7:00 p.m. at Brooklyn Park City Hall (Call 763-493-8159)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is low-moderate, 2-5 hours each month*

The Human Rights Commission seeks to ensure equal opportunity in employment, housing, public accommodations, public services and education. It assists the Minnesota Department of Human Rights in implementing state laws against discrimination and advises the City Council on long-range programs to ensure that human service needs are met.

## **Planning Commission**

- *Meets the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday each month at 7:00 p.m. at Brooklyn Park City Hall (Call 763-493-8051)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is high, 12 hours each month*

The Planning Commission holds public hearings on a wide variety of development issues, including zoning, platting, conditional use permits and variances. In addition, it develops long-range plans to guide the physical development of the community through a comprehensive planning process.

## **Parks and Recreation Advisory Commission**

- *Meets the 3<sup>rd</sup> Wednesday each month at 7:00 p.m. at Brooklyn Park City Hall (Call 763-493-8337)*
- *There are 12 seats. Terms are 3 years*
- *Time commitment is low, 2-3 hours each month*

The Parks and Recreation Advisory Commission studies issues relative to public parks and recreation.

## **City of Minneapolis**

### **Bicycle Advisory Committee**

- *Meets the 4<sup>th</sup> Wednesday each month from 4:00-6:00 p.m. at Minneapolis City Hall, Room 333 (Call 612-673-2129)*
- *There are 27 seats. Terms are 2 years*
- *Time commitment is moderate, 4-6 hours each month*

The role of the Minneapolis Bicycle Advisory Committee (BAC) is to promote both commuter and recreational bicycling, to advocate for bicycling infrastructure improvements, to encourage safe riding, and to involve people interested in bicycling issues throughout the city.

### **Capital Long-Range Improvement Committee (CLIC)**

- *Meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month (Call 612-673-3496)*
- *There are 33 seats. Terms are 2 years*
- *Time commitment is moderate, 4-6 hours each month*

The Capital Long-Range Improvements Committee (CLIC) makes recommendations to the City Council and Mayor on capital improvement program development and annual capital improvement budgets.

### **Citizen's Environmental Advisory Committee (CEAC)**

- *Meets the 2<sup>nd</sup> Thursday from 3:30-5:30 pm each month in City Hall Room 132 (Call 612-673-2931)*
- *There are 16 seats. Terms are 2 years*
- *Time commitment is moderate, 4-6 hours each month*

Provides a forum for discussion, comment and taking action on environmental issues/projects of concern to the City. Members represent a broad cross section of the community: Environmental Advocacy, Environmental Expertise, Community representatives, and Business representatives.

### **Civil Rights Commission**

- *Meets the 3<sup>rd</sup> Monday of the month at 6pm in City Hall, Martin Luther King, Jr. Conference Room (Call 612-673-2339)*
- *There are 21 seats. Terms are 3 years*
- *Time commitment is low-moderate, 2-4 hours each month*

The Civil Rights Commission implements the City's Civil Rights policies through public information, education, mediation, conciliation and enforcement as stated in the Minneapolis Code of Ordinances. The primary objective of the Commission is to promote and protect the civil rights of the citizens of Minneapolis.

### **Homegrown Minneapolis Food Council**

- *Meets 3<sup>rd</sup> Wednesday of the month from 3-5pm at various locations (Call 612-673-2027)*
- *There are 15 seats. Terms are 2 years*
- *Time commitment is low-moderate, 2-4 hours each month*

Homegrown Minneapolis is a citywide initiative expanding the community's ability to grow, process, distribute, eat and compost more healthy, sustainable, and locally grown foods. The purpose of the Homegrown Minneapolis Food Council is to develop innovative policies and strategies surrounding healthy food access, processing and consumption; to advise the Mayor, City Council, and Park Board on food system related opportunities and challenges; to advance the food system in directions that are health promoting, environmentally sustainable, and equitable; to assist in the development, implementation, and evaluation of Homegrown Minneapolis recommendations; to provide technical expertise and recommendations to the City; to provide leadership and support to regional food systems work; and to assist with opportunities to celebrate food and its role in strengthening Minneapolis' communities and cultures.

### **Housing Board of Appeals**

- *Meets the 2<sup>nd</sup> Wednesday of every other month starting in January (Call 612-673-5850)*
- *There are 15 seats. Terms are 2 years*
- *Time commitment is low-moderate, 2-4 hours each month*

The Housing Board of Appeals hears and acts upon appeals brought forth by property owners or responsible parties for a property that has received orders defining a violation of the Housing Maintenance Code. The property representative and the inspector who issued the orders present relevant facts to the board. These facts, along with matters "useful to a reasoned balancing between the public objectives...and the probable economic and social consequences to all persons ... concerned" are weighed prior to the final decision of the board. All decisions of the board are final.

### **Minneapolis Arts Commission**

- *Meets 3<sup>rd</sup> Wednesday of each month from 5-7:30pm in Minneapolis City Hall, Room 317 (Call 612-673-2032)*
- *There are 17 seats. Terms are 2 years*
- *Time commitment is low-moderate, 2-4 hours each month*

The Minneapolis Arts Commission works closely with the staff of the Department of Community Planning & Economic Development-Planning Division, and shares their goal of developing a strong and vital arts community throughout Minneapolis. The goals of the Commission are to foster development of the arts, stimulate participation in and appreciation of the arts by residents, encourage cooperation and coordination between artists, seek financial support for the arts, act as an advocate for the arts before private and public agencies, advise the city council with respect to arts related matters, strive for high standards of quality in the arts, and to represent the arts whenever possible.

### **Minneapolis Workforce Council**

- *Meets at least 4 times a year, additional meetings may be called at discretion of the Chair (Call 612-673-6226)*
- *There are 19 seats. Terms are 2 years*
- *Vacancies include up to 5 seats in 2014*
- *Time commitment is low*

The Minneapolis Workforce Council determines the directions and set policies for training and placement activities aimed at reducing the unemployment of Minneapolis residents and promoting School-To-Work Transition Programs. The Council oversees the operation of Workforce Centers within the City of Minneapolis.

### **Neighborhood and Community Engagement Commission (NCEC)**

- *Meets the 4<sup>th</sup> Tuesday of each month, 5-7pm at Minneapolis Central Library, Doty Board Room (Call 612-673-3737)*
- *There are 16 seats. Terms are 2 years*
- *Time commitment is low-moderate, 2-4 hours each month*

Representatives of Minneapolis neighborhood and cultural communities sit on the NCEC and advise the Mayor and City Council on a wide range of community engagement issues. The NCEC is responsible for developing guidelines for the City's principal neighborhood funding program, the Community Participation Program. The Commission also works to broaden participation on advisory boards and commissions, develops recommendations for improving the City's public participation process, and reviews the business plan for the Neighborhood and Community Relations Department.

### **Neighborhood Revitalization Program (NRP) Policy Board**

- *Meets 3<sup>rd</sup> Tuesday each month at 5pm at Minneapolis Central Library, Room N-270 (Call 612-673-3737)*
- *There are 11 seats. Terms are 1 year*
- *Time commitment is low-moderate, 2-4 hours each month*

The NRP Policy board reviews and approves the NRP plans and reviews the Community Participation Plan submissions from neighborhood organizations.

### **Pedestrian Advisory Committee**

- *Meets on the 1<sup>st</sup> Wednesday of each month from 4-6pm at Minneapolis City Hall, Room 333 (Call 612-333-2450)*
- *There are 15 seats. Terms are 2 years*
- *Time commitment is low-moderate, 2-4 hours each month*

The mission of the Pedestrian Advisory Committee is to advise the Mayor and City Council on policies, programs, and actions for improving pedestrian safety, mobility, accessibility, and comfort; for promoting walking for transportation, recreation, and health purposes; and for strengthening the linkage between the pedestrian environment and public transportation.

### **Planning Commission**

- *Meets Mondays on the weeks of City Council meetings at 4:30pm in Minneapolis City Hall, Room 317 (Call 612-673-3710)*
- *There are 10 seats. Terms are 2 years*
- *Time commitment is moderate, 4-6 hours each month*

The Planning Commission is charged with long-range planning for the City and is responsible for advising the City Council on matters of development, zoning, and capital improvements. It is a citizens' committee that works with the staff of the CPED-Planning Division on the development of plans and the review of development applications.

### **Public Health Advisory Committee**

- *Meets the 4<sup>th</sup> Tuesday each month, 6-8pm at Minneapolis City Hall, Room 132 (Call 612-673-2144)*
- *There are 22 seats. Terms are 2 years*
- *Time commitment is low-moderate, 2-4 hours each month*

The Public Health Advisory Committee is responsible for advising the City Council regarding policy matters affecting health of Minneapolis residents, as well as the general roles and functions of the Department of Health and Family Support. The Committee reviews the proposed priorities of the Department of Health and Family Support and makes recommendations to the City Council. The Committee also considers complaints and views expressed by residents affecting delivery of public health services in Minneapolis, forward those concerns, and make recommendations as necessary to the City Council and/or the Department of Health and Family Support.

### **Public Housing Authority Board**

- *Meets the 4<sup>th</sup> Wednesday of each month (except November and December) at 1:30pm at the Public Housing Authority (Call 612-342-1400)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is low-moderate, 2-4 hours each month*

The Public Housing Authority Board of Commissioners provides well-managed, high quality housing for eligible families and individuals, works to increase the supply of affordable rental housing in the metropolitan area, and assists public housing residents in realizing their personal goals for economic independence and self-sufficiency.

### **Zoning Board of Adjustment**

- *Meets Thursdays, not less than twice each month from 9:30-11:30am in City Hall, Room 317 (Call 612-673-2615)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is moderate, 4-6 hours each month*

The Zoning Board of Adjustment hears matters of zoning appeals, zoning variances, and the establishment of legal nonconforming rights. It is a citizen's committee that works with the staff of the Community Planning and Economic Development - Planning Division.

## **City of Saint Paul**

### **Board of Water Commissioners**

- *Meets 2<sup>nd</sup> Tuesday each month at 5pm, City Hall, Room 330 (Call 651-266-6274)*
- *There are 7 seats. Terms are 4 years*
- *Time commitment is low, 2 hours each month*

The Board of Water Commissioners operates the Water Utility, prepares budgets, recommends issuance of revenue bonds and water rates, and condemns and acquires land.

### **Board of Zoning Appeals**

- *Meets every other Monday at 3pm in City Hall, Room 330 (Call 651-266-9080)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is moderate, 4-6 hours each month*

The Board of Zoning Appeals holds public hearings on administrative appeals and zoning variances.

### **Business Review Council (BRC)**

- *Meets 1<sup>st</sup> Wednesday each month at 7:30pm in Lower Level of City Hall (Call 651-266-9123)*
- *There are 25 seats. Terms are 3 years*
- *Time commitment is low-moderate, 2-6 hours each month*

The Business Review Council is responsible for reviewing the regulations and procedures of the City that pertain to businesses, making recommendations for improvements and changes to reduce or simplify unnecessary regulations while maintaining essential protection for public health and safety and the fiscal responsibility of the City regulatory functions. The Council is

responsible for increasing coordination between various City enforcement and regulatory agencies, and for reviewing all proposed legislative and procedural changes that materially affect the regulatory environment of business and industry in the City. The Council makes recommendations to the Mayor and City Council concerning the approval and implementation of such changes, and the impact that they would have on business and industry.

### **Capital Improvement Budget (CIB) Committee**

- *Meets 2<sup>nd</sup> Mondays each month 3:30-5:30pm at Central Library, 4<sup>th</sup> Floor Meeting Room (Call 651-266-8800)*
- *There are 18 seats. Terms are 3 years*
- *Time commitment is moderate, 4-6 hours each month*

CIB reviews and ranks all proposals for physical improvements to public land and buildings in Saint Paul, recommending a bi-annual budget to fund capital improvements such as street reconstruction, park improvements and the renovation of libraries and recreation centers, as well as reviewing all proposed amendments to the approved budget.

### **Community Health Services Advisory Committee**

- *Meets 1<sup>st</sup> Wednesday each month from 5-7pm at Ramsey County Public Health, 1<sup>st</sup> Floor Plato Conference Room (Call 651-266-2454)*
- *There are 23 seats. Terms are 2 years*
- *Time commitment is low-moderate, 2-3 hours each month*

The board advises, consults with and makes recommendations to the Saint Paul City Council and the Ramsey County Board of Health on matters relating to policy development, legislation, maintenance, funding, and evaluation of community health services.

### **Cultural STAR Board**

- *Meets during grant cycles, meetings vary (Call 651-266-8524)*
- *There are 9 seats. Terms are 3 years*
- *Vacancies include up to 3 seats in 2014*
- *Time commitment is low-moderate during grant cycles*

The Cultural Sales Tax Revitalization (STAR) Program uses a local half-cent sales tax to support economic development in the City of Saint Paul. Ten percent of the total tax revenue from this program is designated for grants and loans for cultural projects. The STAR Board establishes priorities for the use of the Cultural STAR sales tax proceeds and reviews the applications for grants and loans.

### **Food and Nutrition Commission**

- *Meets monthly, meeting location and times vary (Contact [Juliane.Seiber@co.ramsey.mn.us](mailto:Juliane.Seiber@co.ramsey.mn.us))*
- *There are 14 seats. Terms are 3 years*
- *Vacancies include up to 3 seats in 2014*
- *Time commitment is low, 2 hours each month*

The Food and Nutrition Commission is a forum for public and private stakeholders to assess how local food systems are operating and suggest policies, share information and plan for increased access to safe, affordable and nutritious foods. The Commission will create an action plan laying out a comprehensive vision of Ramsey County's future in terms of access to healthier foods and sustainable local food systems for food production, distribution and consumption.

### **Human Rights and Equal Economic Opportunity (HREEO) Commission**

- *Meets 3<sup>rd</sup> Tuesdays each month at 6pm, locations vary (Call 651-266-8966)*
- *There are 21 seats. Terms are 3 years*
- *Current vacancies include 3 seats*
- *Time commitment is moderate, 4-6 hours each month*

The HREEO Commission hears and determines discrimination complaints, serves in an advisory capacity to the Human Rights Director, reviews the performance of the Human Rights Director, determines if a violation of the Human Rights Ordinance has occurred, and serves as the Fair Housing Council.

### **Neighborhood STAR Board**

- *Meets 2<sup>nd</sup> Wednesdays each month from 8-10am at various locations (Call 651-266-6693)*
- *There are 21 seats. Terms are 4 years*
- *Vacancies include 1 seat from Ward 7*

- *Time commitment is moderate-high during grant cycles*

The Neighborhood Sales Tax Revitalization (STAR) Program Board awards loans and grants for capital improvements to applicants through an annual competitive process.

### **Parks and Recreation Commission**

- *Meets 2<sup>nd</sup> Wednesday each month from 6:30-8pm (Call 651-266-6404)*
- *There are 9 seats. Terms are 3 years*
- *Vacancies include up to 3 seats in 2014*
- *Time commitment is low, 2-3 hours each month*

The Parks and Recreation Commission is responsible for advising the Mayor and City Council on policies concerning the programming, maintenance, development and acquisition of the City's parks and recreational facilities.

### **Planning Commission**

- *Meets every other Friday at 8:30am in City Hall, Rooms 40A and B (Call 651-266-6404)*
- *There are 21 seats. Terms are 3 years*
- *Vacancies include up to 10 seats for 2014*
- *Time commitment is moderate, 4-6 hours each month*

The Planning Commission consists of four sub-committees: the Zoning Committee, Comprehensive Planning Committee, Transportation Committee, and Neighborhood Planning Committee. The Planning Commission is responsible for land use policy.

### **Public Housing Agency (PHA)**

- *Meets 4<sup>th</sup> Wednesday each month at 9am in the Public Housing Agency office, Suite 400 (Call 651-292-6173)*
- *There are 7 seats. Terms are 5 years for non-tenants, 2 years for elderly representatives, 3 years for family representatives*
- *Time commitment is low-moderate, 2-4 hours each month*

The Board sets policy for the PHA, which owns and manages almost 4,300 units of low-income housing with funding from HUD. The PHA administers over 4,300 Section 8 rent subsidies used in privately owned units.

### **Transportation Committee**

- *Meets bi-weekly as needed from 4-5:30pm at City Hall Annex, 13<sup>th</sup> Floor Conference Room (Contact hilary.holmes@ci.stpaul.mn.us)*
- *There are 12 seats. Terms are 3 years*
- *Vacancies include up to 2 seats in 2014*
- *Time commitment is moderate, 4-6 hours each month*

The Transportation Committee advises the Planning Commission on transportation planning and project decisions, and creates a transparent public forum for such discussions. The committee's work helps the Planning Commission better integrate land use and transportation decisions as they relate to zoning neighborhood and comprehensive planning, and infrastructure investments.

### **Truth in Sale of Housing Board of Evaluators**

- *Meets quarterly (Call 651-266-1935)*
- *There are 9 seats. Terms are 3 years*
- *Current vacancies include up to 3 seats in 2014*
- *Time commitment is low*

The Truth in Sale of Housing Board of Evaluators serves as a watchdog for home buyers by ensuring that information on the physical condition of homes for sale is available. It also develops and enforces a code of ethics as well as testing standards for truth-in-housing evaluators.

## Hennepin County

### Capital Budgeting Task Force

- *Meets average of 10 times a year in the afternoon for three hours at the Hennepin County Government Center, Minneapolis, with occasional morning or dinner meetings. When task force is considering annual budget and preparing its recommendation to County Board, meets approximately 7-8 times per month between June and August. (Call 651-266-6274)*
- *There are 11 seats. Terms are 4 years*
- *Compensation includes \$50 per meeting, parking provided*
- *Time commitment is moderate-high, 3-15 hours each month depending on time of year*

The Capital Budgeting Task Force submits to the Hennepin County Board a recommended annual capital budget and five-year capital improvement program. Administrative staff assigned to the task force prepares and detail data for the task force to analyze, and the staff coordinates task force reports and subject matter. The task force is required to read, study, discuss, and make recommendations concerning capital projects.

### Hennepin County Workforce Investment Board (WIB)

- *Meets 2<sup>nd</sup> Monday each month from noon to 1:30pm at various locations (Call 651-348-0837)*
- *There are 27 seats. Terms are 3 years*
- *Compensation includes lunch at each meeting*
- *Time commitment is low, 2-4 hours each month*

The Hennepin County WIB proposes, develops, and studies innovative programs to provide employment opportunities for unemployed persons in suburban Hennepin County and Carver County by increasing the involvement of the business community in employment and training activities. The WIB continually analyzes needs for employment, training, and related services within the Workforce Service Area, submits recommendations to the Hennepin County Board and State of Minnesota regarding program plans and basic goals, policies, and procedures. The WIB also monitors and evaluates employment and training programs, recommends strategies to increase private sector employment opportunities for economically disadvantaged persons, and appoints local Workforce Youth Council and oversees their activities and operations.

### Human Resources (HR) Board

- *Meets 1<sup>st</sup> Wednesday each month at Human Resources Department, A400 Government Center, Minneapolis (Call 651-348-3389)*
- *There are 7 seats. Terms are 4 years*
- *Compensation includes \$50 per meeting, parking provide, mileage reimbursement*
- *Time commitment is moderate, 4-6 hours each month*

The HR Board establishes rules for the classified service, makes investigations pursuant to the Human Resources Act, hears and decides appeals, and submits an annual report to the County Board on the activities of the Human Resources Department.

## Ramsey County

### Capital Improvement Program (CIP) Citizens Advisory Committee

- *Meets 2<sup>nd</sup> Thursday each month at 7:30am at Parks and Recreation White Bear Avenue Administrative Building (Call 651-266-8063)*
- *There are 14 seats. Terms are 2 years*
- *Time commitment is low-moderate, 2-6 hours each month*

The Capital Improvement Program Citizens Advisory Committee provides participation for the planning process of the County's Capital Improvement Program. The members advise the County Board in setting priorities on proposed capital expenditures within Ramsey County.

### Community Human Services Citizens Advisory Council

- *Meetings held monthly, dates and times vary (Call 651-266-4423)*
- *Seats vary. Terms are 2 years.*
- *Time commitment is moderate-high, 5-10 hours each month*

The Community Human Services Citizens Advisory Council (CAC) was established to give citizens the ability to

influence policy decisions related to services delivered by the Community Human Services Department (CHS). The CAC consists of representatives from these 7 advisory committees: the Children's Mental Health Advisory Council, the Low Income Committee, the Children's Services Review Panel, the Adult Services Committee, the Chemical Health Committee, the Intellectual and Developmental Disabilities Committee, the Mental Health Advisory Council. The CAC is designed to shape policy and share knowledge and opinions with the Ramsey County Board. Committees represent a different population served by the Department.

### **Continuum of Care Governing Board**

- *Meets 3<sup>rd</sup> Friday each month at 9-11am at Lutheran Social Services Main Office (Contact Jim Anderson at [jim.anderson@co.ramsey.mn.us](mailto:jim.anderson@co.ramsey.mn.us))*
- *There are 25 seats. Terms are 3 years*
- *Time commitment is low-moderate, 2-4 hours each month*

The Continuum of Care Governing Board is responsible for communication with the County Board, the City Council and the Mayor on issues affecting people experiencing homelessness. The Board is charged with recommending policy changes to further implementation of the Five Year Low Income and Homeless Service Plan.

### **Ramsey County Parks and Recreation Commission**

- *Meets 3<sup>rd</sup> Wednesday each month at 6:30 pm at Parks and Recreation White Bear Avenue Administrative Building (Call 651-748-2500)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is low, 2-4 hours each month*

Members of the Ramsey County Parks and Recreation Commission serve as an advisory body to the Ramsey County Board on matters relating to planning, development and operation of parks, trails, open space and recreation areas.

### **Ramsey County Workforce Investment Board (WIB)**

- *Meets 1<sup>st</sup> Thursday each month from 2:30-4:30pm (Contact Patricia Brady at [patricia.brady@co.ramsey.mn.us](mailto:patricia.brady@co.ramsey.mn.us))*
- *There are 33 seats. Terms are 2 years*
- *Time commitment is moderate, 4-6 hours each month*

The Ramsey County Workforce Investment Board (WIB) is a legislatively mandated entity whose role is to set public policy and provide community input and direction on workforce development issues in Ramsey County. The WIB helps maintain the economic health of Ramsey County by identifying current and emerging workforce issues and needs, and creates partnerships to serve the needs of businesses and job seekers. The WIB also oversees publicly-funded workforce programs in Ramsey County.

#### **\*\*PLEASE NOTE\*\***

All vacancies for board and commission seats vary each year depending on number of current commissioners who get reappointed or leave that board or commission. Therefore, **all vacancies are subject to change and may not be available immediately after completion of the BCLI.**

BCLI staff is committed to assisting fellows get placed successfully on a board or commission within one year after graduation of the BCLI.

*For more information about the Boards and Commissions Leadership Institute, contact Ms. Angie Brown at [abrown@nexuscp.org](mailto:abrown@nexuscp.org) or Ms. Terri Thao at [tthao@nexuscp.org](mailto:tthao@nexuscp.org). More information about Nexus can be found at [www.nexuscp.org](http://www.nexuscp.org). Find us on Facebook at [www.facebook.com/nexuscp](http://www.facebook.com/nexuscp).*

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