



Boards and Commissions  
Leadership Institute  
A Program of Nexus Community Partners

**2021-2022**

# **BCLI Nomination Packet**

*Please read the entire Nomination Packet carefully.*

**All Nomination Packets are due Friday, June 11, 2021 by midnight via:**

1. **Email:** [clee@nexuscp.org](mailto:clee@nexuscp.org); OR
2. **Post-marked by Friday, June 11, 2021 to:**
  - a. ATTN: Chai Lee, Nexus Community Partners, 2314 University Avenue, Suite 18, Saint Paul, MN 55114.

**Each organization or BCLI alum may nominate one candidate each year.**

*(See Page 3 and 4 for more information about this requirement).*

## **Checklist of Nomination Materials to Submit**

*Nominee is responsible for ensuring all the materials are sent to Nexus;  
See pages 4-6 for details.*

✓ **Completed by Nominator:**

1. **Nomination Cover Sheet** ..... Complete & Included? \_\_\_\_\_
2. **Nominating Letter** ..... Complete & Included? \_\_\_\_\_

✓ **Completed by Nominee:**

3. **Nominee Cover Sheet** ..... Complete & Included? \_\_\_\_\_
4. **Letter of Interest** ..... Complete & Included? \_\_\_\_\_
5. **Resume** ..... Complete & Included? \_\_\_\_\_

*For more information about the Boards and Commissions Leadership Institute, contact Mr. Chai Lee at [clee@nexuscp.org](mailto:clee@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). This program has been adapted from the Boards and Commissions Leadership Institute originally created by Urban Habitat in Oakland, California.*



## BCLI Selection Process Timeline

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The deadline for nominations is **Friday, June 11<sup>th</sup>, 2021 by midnight (or post-marked by June 11<sup>th</sup>)**, but we encourage you to submit your completed Nomination Packet as soon as possible. Selected nominees will be notified by mid to late July for an interview and then interviewed by a selection committee of 5 people consisting of BCLI staff, alumni, and community members. Interviews will be held in August and Nexus will determine and notify the final cohort by early September.

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## Information Sessions

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We will be hosting two virtual information sessions in 2021. Please join us to learn more about the program itself, nomination, and selection process for our 2021-2022 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.**

### Virtual Session

Thursday, May 21, 2021

6 PM – 7:00 PM

Will be a Zoom session, and recorded for future reference online

### Virtual Session

Thursday, June 3, 2021

6 PM – 7:00 PM

Will be a Zoom session, and recorded for future reference online

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### Can't make it to an Information Session?

Please contact Chai Lee to get a video recording of the virtual session  
Please **RSVP** for the information sessions to Chai Lee at [clee@nexuscp.org](mailto:clee@nexuscp.org).



## BCLI Guidelines for Nominations

### 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, or own business in the specified geographic area)
- Commit to serving on a board or commission for a full term after completion of the BCLI (those already sitting on a board or commission in their first term may also apply)
- Commit to attend all **MONTHLY TRAININGS AND ISSUE SERIES** as follows:

Orientation	Thursday, September 23rd, 5:00 – 8:00pm
Launch & Welcome Dinner	Friday, October 8th, 6:00pm-9:00pm
Sat Session 1: Racial Equity Lens Day 1	Saturday, October 9th, 9:00am – 12:00pm
Thu Session 1: Racial Equity Lens Day 2	Thursday, October 14th, 6:00pm – 9:00pm
Sat Session 2: Econ. Development & Land Use Day 1	Saturday, November 13th, 9:00am – 12:00pm
Thu Session 2: Econ. Development & Land Use Day 2	Thursday, November 18th, 6:00pm – 9:00pm
Thursday Night Issue Series #1	Thursday, December 2nd, 5:30 – 8:00pm
Sat Session 3: Workforce Development Day 1	Saturday, December 11th, 9:00am – 12:00pm
Thu Session 3: Workforce Development Day 2	Thursday, December 16th, 6:00pm – 9:00pm
Sat Session 4: Housing Equity Day 1	Saturday, January 8th, 9:00am – 5:00pm
Thu Session 4: Housing Equity Day 2	Thursday, January 20th, 6:00pm – 9:00pm
Sat Session 5: Transit Equity Day 1	Saturday, February 12th, 9:00am – 5:00pm
Thu Session 5: Transit Equity Day 2	Thursday, February 17th, 6:00pm – 9:00pm
Thursday Night Issue Series #2	Thursday, March 4th, 5:30 – 8:00pm
Sat Session 6: Health Equity Day 1	Saturday, March 12th, 9:00am – 5:00pm
Thu Session 6: Health Equity Day 2	Thursday, March 17th, 6:00pm – 9:00pm
Graduation	Thursday, April 7th, 6:00 – 7:00pm

## Nomination Process and Steps

Each candidate should follow these steps in order to be considered for the 2021-2022 BCLI Cohort:

1. **Locate a Nominator.** All BCLI fellows must be nominated by either a BCLI alumni, a community elder, a government agency or by a community organization with which the candidate is affiliated with as a participant, board member or advisor. **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 Your Target Seats.** Discuss with your Nominator which seat you would like to target based on your interest and experience. *(See Pages 9-29 for the full list of target seats for 2021-2022).*
3. **Complete & Submit the Nomination Packet Materials.** *(See pages 6-8).*



## **BCLI Nomination Packet: Materials to Submit**

The **nominee** is responsible for submitting all components, including those completed by the nominator.

1. **A completed Nomination Cover Sheet (see page 6).** 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 of the materials in one packet together to Nexus.
2. **A Nominating Letter** addressed to Nexus Community Partners from the alum, 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 9-29*) 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 on racial and economic equity issues? What is special about this nominee, both professionally and personally?
  - **Connection 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 (see page 7).** This brief cover sheet is to be completed by the nominee and included with the rest of the nomination materials.
4. **A Letter of Interest from the Nominee.** This letter should indicate the nominee's short-term and long-term interests both in their identified seats and any additional racial or economic equity and

career aspirations. The applicant should draw on previous experiences doing advocacy work (at a personal or community level) and navigating or understanding systems to demonstrate their ability to successfully serve on a board or commission. 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.** Please send us your most updated resume.



# Nomination Cover Sheet

## TO BE COMPLETED BY THE NOMINATOR

See the **Guidelines for Nominations** (pg. 3) for instructions to submit a complete nomination packet.

*Nominations are due no later than Friday, June 11, 2021 by midnight.*

**Nominator Name & Title/Position:**

**Nominating Organization Name** (*if applicable*):

**Nominator Address** (*organization or personal*):

**Nominator Email:**

**Nominee Name:**

**Priority board, commission, or committee targeted for nominee** (*see pages 8-25*):

**Additional board, commission, or committee targeted for nominee:**

**Relationship of nominee to nominator: (check only one)**

Staff

Participant

Board Member

Colleague

Other (*Please explain*): \_\_\_\_\_

**Please indicate what types of support, if any, your organization or you as a nominator are willing to provide the nominee once they are 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*): \_\_\_\_\_

*For more information about the Boards and Commissions Leadership Institute, contact Mr. Chai Lee at [clee@nexuscp.org](mailto:clee@nexuscp.org) or Ms. Terri Thao at [tthao@nexuscp.org](mailto:tthao@nexuscp.org). This program has been adapted from the Boards and Commissions Leadership Institute originally created by Urban Habitat in Oakland, California.*



# Nominee Cover Sheet

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## TO BE COMPLETED BY NOMINEE

See the **Guidelines for Nominations** (pg. 3) for instructions to submit a complete nomination packet.

***Nominations are due no later than Friday, June 11, 2021 by midnight.***

**Name:**

**Address:**

**City, State, Zip:**

**Telephone:**

**Email:**

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1. **How did you hear about the BCLI?**
2. **Are you currently serving on a city, county, state or Metropolitan Council board or commission? If so, which one?**
3. **What is your current age?**
4. **What is your gender identity? (Please circle one)**
  - a) Man
  - b) Woman / Womyn
  - c) Genderqueer / Queer
  - d) Transgender
  - e) \_\_\_\_\_ (*fill in the blank*)
  - f) Prefer not to disclose
5. **What is your race or ethnicity? (Please circle one)**
  - a) Black/African American
  - b) Afro-Latino
  - c) Afro-Caribbean
  - d) African
  - e) African Born
  - f) Asian
  - g) East Asian
  - h) South Asian
  - i) Southeast Asian
  - j) Arab/Middle Eastern
  - k) Hispanic/Latino(a)/Latinx
  - l) American Indian or Alaska Native

- m) Native Hawaiian or Pacific Islander
- n) Multi-racial
- o) White/European American
- p) Other (*please specify*: \_\_\_\_\_ )

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## 2020-2021 BCLI Target Seats

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See the **Guidelines for Nominations** (pg. 3) for instructions to submit a complete nomination packet.

***Nominations are due no later than Friday, June 11, 2021 by midnight.***

### **Tips on Targeting Seats:**

1. *Browse the below list and descriptions and discuss with your Nominator/Nominee which 2-3 seats to target based on your experience and interest.*
  2. *Individuals may target any of the seats on this list provided they meet residency and other commission requirements.*
  3. *Any new commissioners currently serving their first term may also be nominated.*
  4. *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.*
  5. *Vacancies on each target board or commission are subject to change and are not guaranteed throughout the recruiting period or program year.*
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### **City of Brooklyn Center**

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

### **City of Brooklyn Park**

- Budget Advisory Committee
- Charter Commission
- Citizen Long-range Improvement Committee (CLIC)
- Human Rights Commission
- Planning Commission
- Parks and Recreation Advisory Commission

### **City of Minneapolis**

- Capital Long-Range Improvement Committee (CLIC)
- Charter Commission
- Citizen's Environmental Advisory Committee (CEAC)
- Commission on Civil Rights
- Homegrown Minneapolis Food Council
- Housing Board of Appeals
- Minneapolis Arts Commission
- Minneapolis Workforce Development Board (MWDB)
- Neighborhood and Community Engagement Commission (NCEC)
- Pedestrian Advisory Committee
- Planning Commission
- Public Health Advisory Committee

- Public Housing Authority Board
- Violence Prevention Steering Committee
- 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
- Charter Commission
- 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
- Port Authority
- Public Housing Agency
- Transportation Committee
- Truth in Sale of Housing Board of Evaluators

## **City of Roseville**

- Finance Commission
- Human Rights, Inclusion and Engagement Commission
- Parks and Recreation Commission
- Planning Commission
- Public Works, Environment and Transportation Commission
- Variance Board

## **City of Woodbury**

- Economic Development Commission (EDC)
- Parks and Natural Resources Commission
- Planning Commission

## **Hennepin County**

- Capital Budgeting Task Force
- Hennepin County Workforce Investment Board (WIB)
- Human Resources (HR) Board
- Adult Mental Health Local Advisory Council
- Race Equity Advisory Council (REAC)

## **Ramsey County**

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

## **Metropolitan Council Committees**

- Livable Communities Advisory Committee (LCAC)
- Land Use Advisory Committee (LUAC)
- Metropolitan Parks and Open Space Commission (MPOSC)
- Transportation Accessibility Advisory Committee (TAAC)
- Transportation Advisory Committee (TAB)

## State of Minnesota

- Advisory Task Force on Expanding Economic Security of Women
- American Indian Advisory Council
- Community Solutions Advisory Council
- Council for Minnesotans of African Heritage
- Council on Asian-Pacific Minnesotans
- Crime Victims Reparations Board
- Cultural and Ethnic Communities Leadership Council (CELC)
- Governor’s Advisory Council on Climate Change
- Governor's Community Council on Inclusion and Equity
- Governor's Workforce Development Council
- Health Equity Advisory and Leadership Council (HEAL)
- Housing Finance Agency
- Launch Minnesota
- Maternal and Child Health Advisory Task Force
- Minnesota Council on Latino Affairs
- Minnesota State Board of Trustees
- State Advisory Council on Mental Health
- State Community Health Services Advisory Committee
- Task Force on Missing and Murdered Indigenous Women

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## City of Brooklyn Center

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### Charter Commission

- *Meets quarterly. at Brooklyn Center City Hall*  
*E-mail [cityclerk@ci.brooklyn-center.mn.us](mailto:cityclerk@ci.brooklyn-center.mn.us) (Call 763-569-3306)*
- *There are 15 seats. Terms are 4 years*
- *Time commitment is low to moderate*

The Charter Commission reviews the existing charter, considers proposed changes and makes recommendations to the City Council, and safeguards the concept of Home-Rule under the existing charter and Home Rule provisions in the State Statutes.

### Financial Commission

- *Meets the 3<sup>rd</sup> Thursday each month at 6:30 p.m. at Brooklyn Center City Hall*  
*E-mail [cityclerk@ci.brooklyn-center.mn.us](mailto:cityclerk@ci.brooklyn-center.mn.us) (Call 763-569-3306)*
- *There are 7 seats. Terms are 3 years*
- *Time commitment is low to 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*

E-mail [cityclerk@ci.brooklyn-center.mn.us](mailto:cityclerk@ci.brooklyn-center.mn.us) (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  
E-mail [cityclerk@ci.brooklyn-center.mn.us](mailto:cityclerk@ci.brooklyn-center.mn.us) (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 Parks & 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  
E-mail [cityclerk@ci.brooklyn-center.mn.us](mailto:cityclerk@ci.brooklyn-center.mn.us) (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.

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## **City of Brooklyn Park**

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### **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  
Contact LaTonia Green 763-493-8150
- 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.

### **Charter Commission**

- Meets the 2<sup>nd</sup> Wednesday each month at 7:00 p.m. at Brooklyn Park City Hall  
Contact Devin Montero 763-493-8180
- There are 11 at-large seats. Terms are 4 years
- Time commitment is low, 2-4 hours each month

The Charter Commission is for you if you think reading laws is interesting and love details:

-Study the City of Brooklyn Park's charter and make recommendations to the City Council if improvements are needed

- Determine if the city's charter guidelines are keeping up with the needs of the community
- Periodically reviews the Charter and recommends necessary amendments to the city council that does not conflict with state law
- Has the authority to submit proposed amendments to the voters
- Addresses election issues, Mayor and Council powers and procedures, taxation and finance procedures; and miscellaneous provisions related to the officials newspaper, acquisition and sale of property and other general provisions

### **Citizen Long-Range Improvement Committee**

- *Meets the 2<sup>nd</sup> Thursday each month at 7:00 p.m. at Brooklyn Park City Hall  
Contact Jesse Struve 763-493-8114*
- *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  
Contact Wokie Freeman-Gbogba 763-493-8005*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is low to 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  
Contact Cindy Sherman 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 6:30 p.m. at Brooklyn Park City Hall  
Contact Jody Yungers 763-493-8337*
- *There are 12 seats. Terms are 3 years*
- *Time commitment is low, 5-10 hours each month*

The Parks and Recreation Advisory Commission helps determine and plan the future of the park system and recreational opportunities. The commission is great for those who want to ensure there are fun places to go and things to do in Brooklyn Park:

- Give input on parks issues, everything from replacement of playground equipment to noise ordinances

- Give input on recreational activities to ensure they are affordable and equitable for all
- Assist in the future planning of the park system
- Serve as ambassadors for the parks and recreation department

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## City of Minneapolis

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### 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.

### Charter Commission

- *Meets the 1<sup>st</sup> Wednesday of the month*
- *There are 15 seats. Terms are 4 years*
- *Time commitment is moderate, 4-6 hours each month*

The Charter Commission reviews and formulates Charter proposals by soliciting ideas from citizens, city staff and elected officials. A city charter is the constitution governing the municipal government that defines the powers the citizens agree to give their city government and how the government is to be structured. The charter defines which officials are elected, their term lengths, duties, powers and responsibilities and establishes the lines of authority for the departments.

### Community 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 19 seats. Terms are 2 years*
- *Time commitment is moderate, 4-6 hours each month*

CEAC 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 Advocates, Environmental Expertise, Community representatives, and Business representatives.

### Commission on Civil Rights

- *Meets the 3<sup>rd</sup> Monday of the month at 6pm in City Hall, Room 241*  
*Contact [MCCR@minneapolismn.gov](mailto:MCCR@minneapolismn.gov) (612) 673-2091*
- *There are 21 seats. Terms are 3 years*
- *Time commitment is low to 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*
- *There are 21 seats, 15 of which are public, and 6 are from city departments. Terms are 2 years*

- *Time commitment is low to moderate, 2-4 hours each month. Contact Tamara Downs Schwei [Tamara.DownsSchwei@minneapolismn.gov](mailto:Tamara.DownsSchwei@minneapolismn.gov) (612) 673-3553*

Homegrown Minneapolis is a citywide initiative expanding the community's ability to grow, process, distribute, eat and compost healthier, 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 (3 are non-voting). Terms are 2 years*
- *Time commitment is low to moderate, 2-4 hours each month. Compensated \$50/mtg and parking validation*

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 3 years*
- *Time commitment is low to 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 Development Board (MWDB)**

- *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*
- *Time commitment is low*

The MWDB 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 612-673-3166)*

- *There are 16 seats, Neighborhood organizations appoint 8 residents, City Council 5, Mayor 2, and the Park and Recreation Board appoint 1 resident. Terms are 2 years*
- *Time commitment is low to 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.

### **Pedestrian Advisory Committee**

- *Meets are 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 to 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 up to twenty-two (22) members composed of fourteen (14) Resident Members, up to six (6) Other Representative Members. Two (2) ex-officio non-voting representatives may join the committee as needed. Terms are 2 years. No member can serve more than 3 consecutive terms*
- *Time commitment is low to 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 (one resident from family-type property, one resident from a high-rise), appointed by mayor and council. Terms are 3 years*
- *Time commitment is low to 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. The commissioners are responsible for approving the agency's annual budget and for setting policy.

### **Violence Prevention Steering Committee**

- *The Steering Committee consists of no more than 31 members, including not more than 21 voting members with up to ten members appointed by the Mayor and up to eleven members appointed by the City Council. The membership shall reflect the ethnic and the cultural diversity of Minneapolis and be co-chaired by one community representative and one government representative.*
- *Time commitment is low to moderate*
- *Staff contact: Jean Sawyer (612) 673-3548 [jean.sawyer@minneapolismn.gov](mailto:jean.sawyer@minneapolismn.gov)*

The Violence Prevention Steering Committee oversees the process of reviewing and updating the City's comprehensive violence prevention strategic plan, promotes and engages a cross-section of community stakeholders and partnerships in the implementation of the City's violence prevention strategic plan, explores and maintains strategies related to community-police relations, and identifies and recommends potential resources to advocate for funding for broader public safety and violence prevention strategies.

### **Zoning Board of Adjustment**

- *Meets every other Thursday at 4:30 PM 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 citizens committee that works with the staff of the Community Planning and Economic Development - Planning Division.

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## **City of Saint Paul**

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### **Board of Water Commissioners**

- *Meets 2<sup>nd</sup> Tuesday each month at 5pm, City Hall, Room 330  
Contact Steve Schneider, 651-266-6274, [waterinquiries@ci.stpaul.mn.us](mailto:waterinquiries@ci.stpaul.mn.us)*
- *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  
Contact Jerome Benner II, [Jerome.Benner.II@ci.stpaul.mn.us](mailto:Jerome.Benner.II@ci.stpaul.mn.us) or 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 7:30am in Lower Level of City Hall (Call 651-266-9123)*
- *There are 25 seats. At least 21 and no more than 25 members. At least 75% of the members must represent business, but members shall also represent labor, neighborhoods, and City enforcement staff. Terms are 3 years. Contact Robert Humphrey, DSI - 651-266-9123, [robert.humphrey@ci.stpaul.mn.us](mailto:robert.humphrey@ci.stpaul.mn.us)*
- *Time commitment is low to 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*  
*Contact John McCarthy at 651-266-8800 [john.mccarthy@ci.stpaul.mn.us](mailto:john.mccarthy@ci.stpaul.mn.us)*
- *There are 18 seats. Terms are 3 years*
- *Time commitment is low to moderate, 4-6 hours each month depending on bonding cycle*

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.

### **Charter Commission**

- *Meets quarterly*  
*Contact Noel Nix 651-266-8509 [Noel.Nix@ci.stpaul.mn.us](mailto:Noel.Nix@ci.stpaul.mn.us)*
- *There are 16 seats. Terms are 3 years*
- *Time commitment is low*

The Charter Commission is responsible for: improving the government of Saint Paul by studying and analyzing issues and concerns of the City; educating citizens about the Charter and encouraging involvement in the Commission's work; serving as a resource and providing oversight in solving problems that are deemed unsolvable by the City Council or inappropriate for the Council to address; hearing petitions regarding the Charter from the public and the City Council; and, keeping the Charter current by reviewing the provisions and language to keep it up-to-date and coordinated with State laws.

### **Community Health Services Advisory Committee (CHSAC)**

- *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. 23 members, of which the Mayor appoints 10 and the Ramsey County Board appoints 13. Terms are 2 years*
- *Time commitment is low to 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. Contact Joe Spencer at 651-266-8524*
- *There are 9 seats, but only 5 are appointed by the St. Paul Mayor. Terms are 3 years*
- *Time commitment is low to 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 first Monday of each month (Contact Carissa Glatt at [Carissa.Glatt@co.ramsey.mn.us](mailto:Carissa.Glatt@co.ramsey.mn.us))*
- *There are 14 seats. Seven appointed by City and Seven are appointed by County. Terms are 3 years*
- *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 3rd Tuesdays each month at 6pm, locations vary. Contact Gessner Rivas at 651-266-8966*
- *There are 21 seats. Terms are 3 years. St. Paul residency required for majority of members*
- *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*
- *There are 21 seats. Terms are 4 years. Contact Michele Swanson at 651-266-6574*
- *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*
- *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*
- *Time commitment is moderate, 4-6 hours each month, with subcommittee duties*

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 across the city.

### **Port Authority**

- *Meets the fourth Tuesday of the month at 2 pm. Tom Collins at 651-224-5686*
- *There are 7 seats, of which 5 are citizen representatives. Terms are 6 years*
- *Time commitment is moderate*

The Port Authority, originally established to administer the Port Authority of Saint Paul and develop marginal lands along the Mississippi River for business and industry, has expanded to act as a Citywide development agency, which generates its own revenues and funds its own budget.

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

- *Meets 4<sup>th</sup> Wednesday each month at 9am in the Public Housing Agency office, Suite 400  
Contact Al Hester - (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 to 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**

- *Mainly monthly, but for 2018, as needed on certain Mondays from 4-5:30pm at City Hall Annex, 13<sup>th</sup> Floor Conference Room. Contact Bill Dermody at [bill.dermody@ci.stpaul.mn.us](mailto:bill.dermody@ci.stpaul.mn.us)*
- *There are 12 seats. Terms are 3 years*
- *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 at the DSI (Dept. of Safety and Inspections) office (Call 651-266-8989)*
- *There are 9 seats. Terms are 3 years*
- *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.

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## **City of Roseville**

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### **Finance Commission**

- *Meets typically meets on the 2nd Tuesday of the month at 6:30 p.m. but there are occasional schedule changes.*
- *Terms are 3 years*
- *Contact Chris Miller at 651-792-7031; [Chris.Miller@cityofroseville.com](mailto:Chris.Miller@cityofroseville.com)*

The commission has seven members. The duties and functions of the commission are:

- Advise on short- and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies
- Recommend budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds and spending levels
- Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public
- Review and recommend the annual timeline and process for creating city budgets
- Review the annual financial information, the annual audit report and management letter, and the city's investment policy and portfolio

### **Roseville Human Rights, Inclusion and Engagement Commission**

- *Third Wednesday of the month at 6:30 p.m. in City Council Chambers*
- *Terms are 3 years*
- *Contact Rebecca Olson at 651-792-7446; [Rebecca.Olson@cityofroseville.com](mailto:Rebecca.Olson@cityofroseville.com)*

The Commission acts in an advisory capacity to the City Council on matters of human rights, inclusion and engagement. The commission has nine members. The scope, duties and functions of the commission are to:

- Evaluate – The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities and engagement opportunities to ensure the best and the most equitable practices are being used to engage residents and businesses with the work of the City.
- Advise – The commission shall advise the city council on strategies to improve outreach and communication and increase engagement, equity and inclusiveness in the City's efforts to foster a sense of community with residents and businesses.
- Engage – the commission may engage residents and businesses through city council-approved programs, events and projects that support the commission's purpose.

### **Parks and Recreation Commission**

- *Held the 1st Tuesday of every month at Roseville City Hall, 2660 Civic Center Drive*

- *Meetings begin at 6:30 pm, unless otherwise noted*
- *Terms are 3 years*
- *Contact Lonnie Brokke at 651-792-7101; [Lonnie.Brokke@cityofroseville.com](mailto:Lonnie.Brokke@cityofroseville.com)*

The Roseville Parks and Recreation Commission is an advisory committee that makes recommendations to the Director of Parks and Recreation, the City Manager and the Roseville City Council on all matters relating to parks and recreation programs, facilities and services.

### **Planning Commission**

- *Regular Meetings: First Wednesday of the month at 6:30 p.m.*
- *Special Meetings (Comp Plan): Fourth Wednesday of the month at 6:30 p.m.*
- *Contact Thomas Paschke at 651-792-7074; [Thomas.Paschke@cityofroseville.com](mailto:Thomas.Paschke@cityofroseville.com)*

The Planning Commission is comprised of seven members and:

- *Identifies and addresses issues concerning development plans, policies, and specific applications*
- *Offers recommendations to the city council for final action on planning cases*
- *Provides a forum for citizen input concerning specific planning applications*

### **Public Works, Environment and Transportation Commission**

- *Meetings begin at 6:30 p.m., unless otherwise noted, inside City Hall*
- *Terms are 3 years*
- *Contact Marc Culver at 651-792-7041; [Marc.Culver@cityofroseville.com](mailto:Marc.Culver@cityofroseville.com)*

The Public Works, Environment and Transportation Commission has 7 members and:

- *Advises the city council, city manager and the director of public works on public works, environmental and transportation matters*
- *Maintains an interest in and an understanding of the Roseville Public Works Department and in federal, state, county, regional and other services that impact the city’s public works function*

### **Variance Board**

- *Meets first Wednesday of the month prior to the Planning Commission, typically at 5:30 p.m.*
- *Terms are 3 years*
- *Contact Thomas Paschke 651-792-7074 [Thomas.Paschke@cityofroseville.com](mailto:Thomas.Paschke@cityofroseville.com)*

The Variance Board hears applications for variances on property and has the power to adopt them directly by resolution. Appeals of Variance Board decisions go before the city council.

## **City of Woodbury**

### **Economic Development Commission (EDC)**

*Meet generally three times per year*

- *The EDC consists of 11 members appointed by the City Council to three-year staggered terms.*
- *The commission meets several times a year as projects or programs are reviewed and discussed. Meetings are held at 7:30 a.m. in City Hall. Terms are 3 years*
- *Contact: E-mail [woodbury@woodburymn.gov](mailto:woodbury@woodburymn.gov) or call 651-714-3500*

As an advisory commission to the City Council, the Economic Development Commission (EDC) is responsible for developing a strategic plan for economic development for the city, including long-range strategies for economic development. The commissioners recommend economic development policies and programs to the City Council and

work with the City Council and staff to promote the city, attract economic growth and development, and retain businesses in the community.

### **Parks and Natural Resources Commission**

- *Meetings are generally scheduled at the HealthEast Sports Center, upper level conference room, for the first Tuesday of every month at 7 p.m*
- *Terms are 3 years*
- *Contact: E-mail [woodbury@woodburymn.gov](mailto:woodbury@woodburymn.gov) or call 651-714-3500*

There are three functional areas of the Parks and Natural Resources Commission: parks, natural resources and recreation. The commission is responsible for advising the City Council and other advisory commissions regarding matters relevant to parks, natural resources, and recreation functions reflecting the attitudes and concerns of the citizens of Woodbury. The commission encourages the conservation and preservation of natural resources in order to achieve a more sustainable community. The commission also encourages the dissemination of information to, and coordination with, individuals and organizations interested in parks, natural resources and recreation functions such as garden clubs, civic organizations, other communities and other groups providing recreation programming in the city such as athletic groups.

### **Planning Commission**

- *Meets the first Monday of each month at 7pm. If additional meetings are needed, they will be scheduled on the third Monday of the month.*
- *Terms are 3 years*
- *Contact: E-mail [woodbury@woodburymn.gov](mailto:woodbury@woodburymn.gov) or call 651-714-3500*

Planning Division provides staff support to the Planning Commission, which serves as an advisory body to the City Council by making recommendations regarding commercial/industrial site plans, subdivisions, conditional use permits, planning, zoning and sign regulations, and other planning related items. The Planning Commission consists of seven residents appointed by the City Council to three-year staggered terms and two high school students appointed for a one-year term. The commission meets on the first Monday of each month at 7 p.m. If additional meetings are needed, they will be scheduled on the third Monday of the month.

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## **Hennepin County**

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### **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 612-348-7718) Contact Allen Rezac [allen.rezac@hennepin.us](mailto:allen.rezac@hennepin.us)*
- *There are 11 seats. Terms are 4 years, serve at will of appointing commissioner or until end of term*
- *Time commitment is moderate-high, 3-15 hours each month depending on time of year, compensation is \$50 per meeting*

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 Innovation and Opportunity Board (WIOB)**

- *Meets 2<sup>nd</sup> Monday each month from noon to 1:30pm at various locations (Call 612 596-743)*
- *There are 19 seats. Terms are 3 years. Contact Kristin Checco at [kristin.checco@hennepin.us](mailto:kristin.checco@hennepin.us)*
- *Time commitment is low, 2-4 hours each month (lunch provided during meetings)*

The Hennepin County WIOB 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 (612) 348-3389) Contact Susan Indarte at [susan.indarte@hennepin.us](mailto:susan.indarte@hennepin.us)
- There are 7 seats. Terms are 4 years
- 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.

### **Adult Mental Health Local Advisory Council**

- Meets the third Thursday of each month from 1:30 to 4:00 p.m. at the Hosmer Library, 347 E. 36th St., Minneapolis (Call (651) 596-9331) Contact Jan Harrington at [jan.harrington@hennepin.us](mailto:jan.harrington@hennepin.us)
- There are 23 seats. Terms are 3 years with two term limits
- Time commitment is moderate, 3 hours each month

This council advises the County Board, County Administration, and other agencies about policy, programs and services affecting persons with mental illness; to advocate for persons with serious mental illness; and to monitor, review, and evaluate mental health services with the County.

### **Race Equity Advisory Council (REAC)**

- There are at least 15 seats, no more than 23 – staff contact: Mercy Das [mercy.das@hennepin.us](mailto:mercy.das@hennepin.us) (612) 543-0548
- Terms are two years, running April 1 through March 31, with two term limits
- This body meets monthly the third Thursdays from 6-8 pm virtually but has subcommittees too
- Time commitment is moderate, 4-8 hours each month

The REAC develops needs statements outlining unmet needs of residents focused on reducing racial disparities and advise on the community engagement plan for disparity reduction and racial equity. This council will report recommendations regarding strategies and ideas targeting reducing racial disparities for the residents annually to the County Board.

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## **Ramsey County**

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### **Capital Improvement Program (CIPAC) 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) Contact Abby Goldsmith at [abby.goldsmith@co.ramsey.mn.us](mailto:abby.goldsmith@co.ramsey.mn.us)
- There are 14 seats. Terms are 2 years
- Time commitment is low to moderate, 2-6 hours each month, alternating from quarterly to monthly meetings depending on bonding year

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 Health Services Advisory Committee**

- Meetings held monthly at Plato Building, Plato Conference Center, 1st Floor
- 90 West Plato Blvd, Saint Paul 55107 (Call 651-266-4423)
- Seats vary. Terms are 2 years.
- Time commitment is low, with two hour monthly meetings in the evening (5:30-7:30)

The Community Health Services Advisory Council (CHSAC) was established to give citizens the ability to influence policy decisions related to services delivered by the Community Human Services Department (CHS). The Saint Paul – Ramsey County Community Health Services Advisory Committee (CHSAC) advises the Ramsey County Board of Commissioners and Saint Paul's mayor and city council on issues related to public health.

## **Heading Home Ramsey (formerly Continuum of Care Governing Board)**

- Meets 3<sup>rd</sup> Friday each month at 9-11am at Lutheran Social Services Main Office. Contact Maria Wetherall at [maria.wetherall@co.ramsey.mn.us](mailto:maria.wetherall@co.ramsey.mn.us)
- There are 25 seats. Terms are 3 years
- Time commitment is moderate, 2-4 hours each month, with subcommittee duties

Heading Home Ramsey is the federal Continuum of Care Governing Board body of the Housing and Urban Development (HUD) 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 various locations (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 Rebecca Milbrandt at [rebecca.milbrandt@ramseycounty.us](mailto:rebecca.milbrandt@ramseycounty.us)
- There are 33 seats. Terms are 2 years
- Time commitment is moderate, 4-6 hours each month (including subcommittees)

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.

## **Ramsey County Food and Nutrition Committee**

- Meets 1<sup>st</sup> Monday each month from 5:30 – 7:30 p.m. at the Hallie Q. Brown Rec Center, 270 N. Kent St., St. Paul, MN 55102, (Call 651-266-2400)
- There are 14 seats, 7 are appointed by St. Paul and the other 7 by Ramsey County. Terms are 3 years
- Time commitment is moderate, with at least 2 hours each month but also has task force meetings too

The Ramsey County Food and Nutrition Committee advise the City of Saint Paul and the Ramsey County Board of Commissioners on how to achieve the goal of making the consumption of safe, affordable, and healthful foods a reality for all county and city residents. Among other activities, this commission assesses local food systems; makes formal recommendations to governing and policy-making bodies; and supports community wellness through various activities related to healthful food consumption.

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# **Metropolitan Council Committees**

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## **The Livable Communities Advisory Committee (LCAC)**

The Livable Communities Advisory Committee (LCAC) reviews and recommends funding awards to the Council under the Livable Communities Demonstration Account and Transit-Oriented Development grant categories. This is a 15-member technical review group with broad expertise that reviews complex development and redevelopment proposals against the program's criteria for connected development patterns that link housing, jobs and services.

- Meets 3<sup>rd</sup> Thursday mornings from August-October
- There are 15 seats. Terms are 3 year terms and 1 year terms
- Time commitment is low to moderate

## **Land Use Advisory Committee (LUAC)**

- Meets 3<sup>rd</sup> Thursday every other month; or monthly as determined at 4pm at Metropolitan Council, Lower Level A. Contact Debra Detrick at [debra.detrick@metc.state.mn.us](mailto:debra.detrick@metc.state.mn.us) or 651-602-1327
- There are 17 seats. Terms are 3 years
- Time commitment is low to moderate-high, 2-4 hours every other month

The Council's Land Use Advisory Committee (LUAC) provides advice and assistance to the Council on regional land use and comprehensive planning, and in matters of metropolitan significance as requested by the Council.

### **Metropolitan Parks and Open Space Commission (MPOSC)**

- Meets 1<sup>st</sup> Tuesday each month at 4pm at the Metropolitan Council, Lower Level A. Contact Emmett Mullin 651.602.136 [Emmett.Mullin@metc.state.mn.us](mailto:Emmett.Mullin@metc.state.mn.us)
- There are 9 seats. Terms are 4 years
- Time commitment is low to moderate, 2-4 hours each month

The Metropolitan Parks and Open Space Commission (MPOSC) helps the Council develop a long-range plan and an acquisition and development program that includes funding priorities for regional parks. MPOSC works in coordination with ten regional park implementing agencies (counties, cities and special park districts).

### **Transportation Accessibility Advisory Committee (TAAC)**

- Meets 1<sup>st</sup> Wednesday each month at 12:30-2:30pm at the Metropolitan Council Chambers. Contact Allison Senior Administrative Assistant (651.602.1701)
- There are 16 seats. Terms are 4 years
- Time commitment is low to moderate, 2-4 hours each month

The Transportation Accessibility Advisory Committee (TAAC) advises the Council on management policies for public transportation services in the region from the perspective of riders with disabilities. Created by the Minnesota Legislature, the TAAC includes riders and advocates for older people and the disability community, as well as representatives of service providers and other appropriate agencies.

### **Transportation Advisory Board (TAB)**

- Meets 3<sup>rd</sup> Wednesday each month at 12:30pm at the Metropolitan Council Chambers. Contact Elaine Koutsoukos at [Elaine.Koutsoukos@metc.state.mn.us](mailto:Elaine.Koutsoukos@metc.state.mn.us) or 651-602-1717
- There are 33 seats. Terms are 4 years
- Time commitment is low to moderate, 2-4 hours each month

The Transportation Advisory Board TAB is instrumental in shaping regional and state transportation plans, and every three years it adopts the federally funded regional Transportation Improvement Program from projects it selects.

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## **State of Minnesota**

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### **Advisory Task Force on Expanding Economic Security of Women**

- Meets virtually monthly: staff contact Sadaf Rahmani (651) 296-6197 [sadaf.rahmani@ag.state.mn.us](mailto:sadaf.rahmani@ag.state.mn.us)
- There are 11 seats
- Time commitment is low to moderate, with 2-4 hours per month

Members of the Task Force will have three charges: 1) Identify the barriers that prevent gender equity in the workplace and limit women's equal participation in the economy, including: gender-based pricing (the "Pink Tax") in consumer goods and services, barriers that fall disproportionately on women of color and immigrant women, and the disproportionate economic impacts of the COVID-19 pandemic on women; 2) Explore best practices to advance the economic security of women; and, 3) Develop a comprehensive set of recommendations that protect and support women's economic security in Minnesota.

### **American Indian Advisory Councils (MIACs)**

- Meets quarterly, times and locations vary. Quarterly meetings last 1-3 PM. Contact Donald Moore at [donald.w.moore@state.mn.us](mailto:donald.w.moore@state.mn.us) or (651) 431-2461
- There are 11 seats from each tribal nation, with other members from the governor's staff and cabinet. Terms are 4 years
- Time commitment depends on committee, from quarterly, to bimonthly to 6-8 meetings per year

MIACs are the official liaison between the State of Minnesota and the 11 tribal Governments within the state. The Councils provides a forum for and advises state government on issues of concern to urban Indian communities. The Councils administer three programs designed to enhance economic opportunities and protect cultural resources for the state's American Indian constituencies.

**The three councils are:**

- **American Indian Advisory Council on Chemical Dependency** - The 17-member American Indian Advisory Council on establishes policies and procedures for American Indian chemical dependency programs, and reviews and recommends proposals for funding. The council includes one member from each of the 11 reservations, two members from Minneapolis, two members from St. Paul, one member from Duluth and one member from International Falls. Meetings are held around the state every other month, with each reservation taking turns hosting the meetings. Appointing authority: Commissioner of Human Services. Compensation: \$55 per diem plus expenses.
- **American Indian Child Welfare Advisory Council** – one representative from each 11 Minnesota Native reservations plus one from the Duluth Urban Indian Community, three from the Minneapolis Urban Indian Community and two from the St. Paul Urban Indian Community. They meet 6 to 8 times a year
- **American Indian Mental Health Advisory Council** - The council is comprised of 15 American Indian individuals representing each of the seven Chippewa reservations and four Sioux reservations. In addition, the membership also comprised of four individuals representing the urban American Indian population of Duluth, St. Paul and Minneapolis. Reservation representatives are selected for appointment by the governing body of each reservation

### **Community Solutions Advisory Council**

- *Meeting schedule is anticipated to be biweekly October-November 2019, monthly in 2020, and then quarterly*
- *Staff contact: Helen Jackson Lockett-El (651) 201-5801 [helen.jackson.lockett-el@state.mn.us](mailto:helen.jackson.lockett-el@state.mn.us)*
- *There are 12 seats. Terms are 4 years*
- *Time commitment is low to moderate*

The Community Solutions Advisory Council shall advise the commissioner on the development of the request for proposals for community solutions health child development grants. In advising the commissioner, the council must consider how to build on the capacity of communities to promote child and family well-being and address social determinants of healthy child development; review responses to requests for proposals and advise the commissioner on the selection of grantees and grant awards; advise the commissioner on the establishment of a transparent and objective accountability process focused on outcomes the grantees agree to achieve; advise the commissioner on ongoing oversight and necessary support in the implementation of the program; and support the commissioner on other racial equity and early childhood grant efforts.

### **Council for Minnesotans of African Heritage**

- *Meets 2<sup>nd</sup> Tuesday of each month from 6:00-7:30pm, at the 1st National Bank Building in downtown St. Paul. Contact Executive Director Justin Terrell at [justin.terrell@state.mn.us](mailto:justin.terrell@state.mn.us) or 651-757-1751*
- *There are 9 seats. Terms are 2 years*
- *Time commitment is low, 2 hours a month*

The Minnesota Legislature empowered the Council on Black Minnesotans (its former name) to ensure that people of African heritage fully and effectively participate in and equitably benefit from the political, social, and economic resources, policies and procedures of the State of Minnesota.

### **Council on Asian-Pacific Minnesotans (CAPM)**

- *Meets 3<sup>rd</sup> Thursday every other month at 5pm at the Centennial Building 658 Cedar St., St Paul, MN 55155. Contact Executive Director Sia Her at [sia.her@state.mn.us](mailto:sia.her@state.mn.us) or 651-757-1741*
- *There are 15 seats. Terms are 2 years*
- *Time commitment is low, 2 every other month*

The Council on Asian-Pacific Minnesotans (CAPM) was created by the Minnesota State Legislature in 1985 pursuant to Minnesota Statute 3.9226, subdivision 1, to fulfill three primary objectives: to advise the Governor and members of the Legislature on issues pertaining to Asian Pacific Minnesotans; to advocate on behalf of those issues; and to serve as the bridge for and between Asian Pacific Minnesotans and non-Asian Pacific Minnesotans.

### **Crime Victims Reparations Board**

- *Meets 2<sup>nd</sup> Thursday every month at Department of Public Safety 445 Minnesota Street, Suite 2300, St. Paul, MN 55101. Contact [dps.justiceprograms@state.mn.us](mailto:dps.justiceprograms@state.mn.us)*
- *There are five seats. Terms are 4 years*
- *Time commitment is moderate-high, at least 4 hours each month*

The Minnesota Crime Victims Reparations Board is a state program that was established by the Legislature in 1974 to help victims with their financial losses and aid in their recovery from a violent crime. Their mission is to reduce the economic impact of violent crime on victims and their families by providing direct financial assistance; and to hold criminal offenders accountable for the costs of crime through improved collection of restitution and civil awards.

### **Cultural and Ethnic Communities Leadership Council**

- Meets third Friday of each month except December from 12:30 – 3 pm with workgroup time scheduled from 3-4 p.m.
- There are no less than 15 seats and no more than 25: staff contact Helly Lee [helly.lee@state.mn.us](mailto:helly.lee@state.mn.us) (651) 431-2762
- Time commitment is low to moderate, with at least 3 hours each month

The purpose of the council is to advise the commissioner of the Minnesota Department of Human Services (DHS) on reducing disparities and inequities that affect racial and ethnic groups with in DHS programs. The council, consisting of 15 to 25 members appointed by the commissioner, is charged with reviewing DHS policies for racial, ethnic, cultural, linguistic and tribal disparities and providing an annual report regarding equitable delivery of services.

### **Governor’s Advisory Council on Climate Change**

- Meets quarterly: staff contact Frank Kohlasch (651) 757-2500 [frank.kohlasch@state.mn.us](mailto:frank.kohlasch@state.mn.us)
- There are 15 seats. Terms are 3 years
- Time commitment is low

The purpose of the council is to advise the commissioner of the Minnesota Department of Human Services (DHS) on reducing disparities and inequities that affect racial and ethnic groups with in DHS programs. The council, consisting of 15 to 25 members appointed by the commissioner, is charged with reviewing DHS policies for racial, ethnic, cultural, linguistic and tribal disparities and providing an annual report regarding equitable delivery of services.

### **Governor's Community Council on Inclusion and Equity**

The Community Council will advise and collaborate with the One Minnesota Council in achieving its goals to design, create, and implement effective, inclusive, and equitable practices for the State to address disparities and inequities in our communities. The Community Council, in collaboration with the One Minnesota Council and state agencies, must prepare a report to the Governor on an annual basis. The report will provide an update on the status of the Community Council’s work and any recommendations for an effective, inclusive, and equitable State government. This is a brand new committee and everything is TBD. Staff contact is Crystal Fairchild [crystal.d.fairchild@state.mn.us](mailto:crystal.d.fairchild@state.mn.us) (612) 417-7583

### **Governor’s Workforce Development Council**

- Meets quarterly in Minnesota Room at the DEED offices in First National Bank Building in downtown St. Paul. Contact 651-259-7688
- There are 28 seats. Terms are 3 years
- Time commitment is low to moderate, about 4 hours each month they meet

The GWDB’s mission is to analyze and recommend workforce development policies to the governor and legislature toward talent development, resource alignment and system effectiveness to ensure a globally competitive workforce for Minnesota.

### **Health Equity Advisory and Leadership Council (HEAL)**

- The Council will meet every other month (a minimum of 6 times annually) for the first year. Meeting frequency may be adjusted as needed after the first year.
- There are at least 15 members and no more than 25. Staff contact Christy Nguyen (651) 201-5652 [christy.nguyen@state.mn.us](mailto:christy.nguyen@state.mn.us)
- Time commitment is low to moderate, about 3 to 5 hours every two months

The MDH HEAL Council is not a governing board, but serves to advise the Minnesota Department of Health (MDH). Members are representatives of community and professional stakeholder organizations that can have an influence on the health of various populations. MDH will rely on the advisory council to provide forthright and constructive feedback on the strategic direction of the Center for Health Equity and MDH. Goals include evaluating short-and long-term priorities and ensuring that MDH interfaces successfully with communities most impacted by health inequities.

### **Housing Finance Agency**

- Meets 4<sup>th</sup> Thursdays at 1 PM at Minnesota Housing 400 Sibley Street, Suite 300, St. Paul 55101 Contact Rachel Franco at [rachel.franco@state.mn.us](mailto:rachel.franco@state.mn.us) or 651.296.2172
- There are 7 seats.
- Time commitment is low to moderate, 2 hour monthly meetings and special meetings as needed

The task force was formed for the purpose of advising the Minnesota Housing Finance Agency on policy, planning, priorities, and operational matters concerning the implementation and administration of the Homeless Management Information System collaboration.

## **Launch Minnesota**

- *Meets bimonthly, with 3 hour meetings*
- *There are 15 seats. Staff contact: Judy Edwards [judy.edwards@state.mn.us](mailto:judy.edwards@state.mn.us) (651) 201-5719*
- *Time commitment is low to moderate with 3 hour bimonthly meetings*

Launch Minnesota is a new initiative to encourage and support the development of new private sector technologies. Launch Minnesota will serve as an entry point to the state's innovation ecosystem and provide business development and financial assistance to spur growth. The initiative will partner across multiple organizations to deliver training, promote activities for entrepreneurs and investors and conduct outreach across the state to engage and include willing partners and interested entrepreneurs and small businesses.

## **Maternal and Child Health Advisory Task Force**

- *Meets quarterly for 5 hours*
- *There are 10 seats: staff contact Kevin Mckinnon [kevin.mckinnon@state.mn.us](mailto:kevin.mckinnon@state.mn.us) (651) 259-7440*
- *Time commitment is low to moderate with 3 hour bimonthly meetings*

The advisory task force was created by the Legislature to advise the commissioner of Health on the health status and health care services/needs of MCH populations in Minnesota on the use of MCH funds for services through MDH; and the priorities for that funding.

## **Minnesota Council on Latino Affairs (MCLA)**

- *Meets at the call of the executive director, no less than 6 months each year. Contact the Interim Executive Director, Rosa Tock at [rosa.tock@state.mn.us](mailto:rosa.tock@state.mn.us)*
- *There are 12 seats. Terms are 4 years.*
- *Time commitment is low, about 2 to 3 hours each month.*

The mission Minnesota Council on Latino Affairs (MCLA) is to advise and inform the governor and legislators on matters of importance to Latinos in Minnesota. MCLA does this by consulting with state legislators and the governor's office on what impact proposed policy, procedures, laws or regulations have on Latino Minnesotans. MCLA also conducts research and relays data within various policy areas impacting Minnesota Latinos.

## **Minnesota State Board of Trustees**

- *Meets Two-day monthly committee and board meetings usually on the third Tuesday and Wednesday of the month. Additional meetings scheduled as needed.*
- *There are 15.*
- *Time commitment moderate to high with two full day meetings each month. Staff contact Kari Campbell (651) 201-1705 [kari.campbell@minnstate.edu](mailto:kari.campbell@minnstate.edu)*

The Minnesota State Colleges and Universities is governed by a 15-member Board of Trustees appointed by the governor. The Board has policy responsibility for system planning, academic programs, fiscal management, personnel, admissions requirements, tuition and fees, and rules and regulations.

## **State Advisory Council on Mental Health**

- *Meets 1<sup>st</sup> Thursday of each month, except for July and December from 1-3 PM. Meetings held at Department of Human Services Elmer L. Andersen Building in St. Paul. Contact Heron Abegaze at [Heron.Abegaze@state.mn.us](mailto:Heron.Abegaze@state.mn.us)*
- *There are 27 seats. Terms are 4 years*
- *Time commitment is low, with 2 hour long meetings monthly*

The council advises the governor, Legislature, and state agency heads about policy, programs, and services affecting people with mental illness.

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

- *Meets 1<sup>st</sup> Thursday of each month, except for July and December from 1-3 PM. Meetings held at Department of Human Services Elmer L. Andersen Building in St. Paul. Contact Heron Abegaze at [Heron.Abegaze@state.mn.us](mailto:Heron.Abegaze@state.mn.us)*
- *There are 27 seats. Terms are 4 years*
- *Time commitment is low, with 2 hour long meetings monthly*

The council advises the governor, Legislature, and state agency heads about policy, programs, and services affecting people with mental illness.

## **Task Force on Missing and Murdered Indigenous Women**

*Advise the commissioner and report to the legislature on recommendations to reduce and end violence against indigenous women and girls in Minnesota, including members of the two spirit community. The task force may also*

*serve as a liaison between the commissioner and agencies and nongovernmental organizations that provide services to victims, victims' families, and victims' communities.*

- *There are at least 19 seats*
- *Contact: Nigel Perrote (651) 201-7333 [nigel.perrote@state.mn.us](mailto:nigel.perrote@state.mn.us)*
- *Meetings vary*

**\*\*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 Mr. Chai Lee at [clee@nexuscp.org](mailto:clee@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). This program has been adapted from the Boards and Commissions Leadership Institute originally created by Urban Habitat in Oakland, California.*