



Board Workshop / Discussion Agenda

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

April 27, 2021 - 1:30 p.m.

Virtual Meeting

WORKSHOP

1. **Update on Advisory Councils**
Sponsors: County Manager's Office

[2021-152](#)



Board Workshop / Discussion

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2021-152

Meeting Date: 4/27/2021

Sponsor: County Manager's Office

Title
Update on Advisory Councils

Attachment
1. Advisory Councils Presentation

Advisory Councils Update

Board Workshop

April 27, 2021

*Councils = Boards, Commissions, Committees, Ad Hoc Groups

Agenda

1. **Introductions:** Elizabeth Tolzmann, Director, Policy and Planning
2. **Purpose / Background:** Janet Guthrie, Director, Admin Services / Chief Clerk
3. **Action Updates:** Sia Xiong, Admin. Planning Assistant – Project Coordinator
4. **Pilot Initiative / Next Steps:** Elizabeth Tolzmann, Director, Policy and Planning
5. **Questions / Discussion**

Project Purpose

- Directive by the County Leadership in alignment with Strategic Plan
- Initial project scope (January 2019 – May 2019)
 - Assess current state of 32 advisory councils for effectiveness, representation, and value to community and county
 - Propose recommendations for improvements
- Originally a cross-service team effort, but now expanded countywide
 - Economic Growth and Community Investment
 - Health and Wellness
 - Strategic Team

Scope

- Conducted focus groups and surveys for input (March – April 2019)
 - 31 advisory groups (110 advisory groups' participants)
 - 37 staff engaged with advisory groups
- County Board Workshop (May 2019)
- Key themes working well identified from members and staff:
 - Opportunity to learn and teach
 - Relationship building and network
 - Variety of perspectives
 - Being a community voice
 - Taking action and tangible outcomes

Summary of Findings

- Key themes
 - Unclear relationship with County Board
 - Lack clarity – purpose and roles
 - Lack connection to work, impact
 - Lack diverse representation
 - Lack engagement with county leadership
 - Struggle with recruitment, attendance
 - No county-wide standards, accountability or consistent by-laws
 - Barriers to participation; lack dedicated resources (e.g. staff, resources)
 - Lack of transparency
 - Wide variation in processes (recruitment, selection, orientation)

Action Plan

- Share findings with advisory groups and staff
- Develop one application for all councils
- Develop 'one-stop' website for advisory councils
- Expand diversity – recruit and recommend appointees (through community group)
- Create board leadership development program
- Develop centralized standards, processes, and accountability
- Dedicated resources
- Realign and leverage existing councils

Application

Develop one application for all councils

- One application: ramseycounty.us/AdvisoryBodyApp
- One standard process
 - Online on common webpage
 - Incorporating fuller range
 - Updated questions
 - Lived experience
 - Demographics

Current Online Application

Ramsey County Advisory Body Application

Thank you for your interest in serving on a Ramsey County advisory body (this includes all Ramsey County boards, commissions, committees, and task forces). Please complete this application form. You must submit one application per advisory body and respond to all sections that require a response (*).

By completing this application, you acknowledge that:

1. You understand the level of commitment and work that may be expected of you;
2. Ramsey County may contact your list of references;
3. You will provide any changes to your contact information and address;
4. All the information you provide is complete and true to the best of your knowledge; and
5. If you are under the age of 18, a parent/guardian or caregiver must provide their signature at the end of this application to indicate consent of you serving on an advisory body if selected.

Data Classification Advisory

Some of the information on this form is public data under the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13. The data is being requested so that Ramsey County can make an informed decision as to the appointment to the relevant advisory body. An applicant is not required to provide any information; however, failure to answer any of the questions on this application may cause the appointing authority to reject the application or to select another candidate. The data on this form will be maintained by Ramsey County in accordance with the Minnesota Government Data Practices Act and the nonpublic portions of the form, if any, will be available to individuals working for the County whose work assignments reasonably require access.

* Indicates a required field

First name *

Last name *

- > [Find your commissioner district](#)
- > [Search for commissioner district using interactive map](#)

Commissioner district *

Phone *

Email *

I am or represent a(n): *

If other, please explain

Advisory body

Please indicate the advisory body for which you are applying or interested in serving *

- ☐ Community Health Services
- ☐ Parks & Recreation Commission

Supplemental questions

Explain why you would like to serve on the identified advisory body. What types of experiences do you hope to gain? *

Demographics

Ramsey County seeks to increase diversity on its advisory bodies. Responses to these questions will be used to get a better idea of the demographic make-up of the members who serve on our advisory bodies and to assist in our outreach efforts. Although you are not required to provide this information, failing to do so may impede the ability to make an informed decision regarding your application. The information is kept strictly confidential and when reported, will not identify any individual.

Age range

Race/Ethnicity

- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ White
- ☐ Multi-racial
- ☐ Other
- ☐ Prefer not to answer

Pronouns

- ☐ He/Him/His
- ☐ She/Her/Hers
- ☐ They/Them/Theirs
- ☐ Other

Website

Develop 'one-stop' website for advisory councils

- One website: ramseycounty.us/AdvisoryBoardsCommittees
- Standardized information
 - Purpose and scope
 - Agendas, minutes, and members
 - Department point of contact

Current Online Webpage

[Home](#) / [Your Government](#) / [Volunteer](#)

Your Government

Volunteer

Advisory Boards & Committees

> Corrections & Public Safety

> Emergency Response

> Opportunities with Seniors

> Crisis Counseling

> Office and Clerical Positions

> Library

> Outdoors & Recreation


> Veterans

> Skilled Opportunities

> Opportunities for Youth

Advisory Boards & Committees

Serving on a Ramsey County advisory board is a great way to get involved with your local government and make a positive impact on your community. The board of commissioners appoint residents to serve in these important roles that help shape policy, review programs and plans, and represent families and residents in Ramsey County.

 [Subscribe to board opening notices](#)

How to apply

Applications for advisory boards with current openings are now being accepted online. Ramsey County has updated the application and review process for this year's current openings. If you have already submitted an application before March 15, 2021, you do not have to re-submit the new application. A staff member may be contacting you for additional and follow-up information if needed. Thank you for your interest and patience.

[Apply here](#)

Current openings

[Community Health Services Advisory Committee](#)

- 13 vacancies in districts 1, 2, 3, 4, 5, 6, 7 and at-large
- Applications due May 7

[Parks and Recreation Commission](#)

- 5 vacancies in districts 1, 3, 5, 6 and at-large
- Applications due April 23

Expand Diversity

Recruit and recommend appointees (through community group)

- Cross-sector and targeted outreach and recruitment
- Review team to provide recommendations
 - One (1) department representative to provide context and answer questions from the review team
 - Three (3) community members to review and recommend
- Review and recommendation criteria
- County Board – makes formal appointments

Leadership Development, Onboarding, and Training

Create board leadership development program

- Utilize Community Engagement contracts
- Led and facilitated by community partners and organizations
- Onboarding
 - Mission, vision, goals, and values
 - Strategic priorities
 - Racial equity
 - Community norms, values, roles and expectations
- Targeted and mandated trainings catered to advisory body

Centralized Standards, Processes, and Accountability

- Common standards and processes underway
 - Added Grancius: Boards and Commissions Module
- Dedicated resources: Compensation Guidance
 - Majority of councils will remain voluntary

Cross-service team and countywide governance and advisory councils

- Transforming Systems Together, Equity Action Circle, etc.

Department-specific, programmatic or initiative driven councils

- Ramsey County United, Citizens Advisory Councils, Parks and Recreation Commission, Library Board, etc.

Countywide opportunities for community participation

- Hiring panels, honorariums, surveys, input gathering, etc.

Pilot Initiative

- Parks and Recreation Commission and Public Health Community Health Services Advisory Committee
- Application live on ramseycounty.us/AdvisoryBoardsCommittees
- Recruitment and promotion
 - Gov delivery and social media
 - Board and department staff
 - Community members and organizations
- Review team makeup
- Appointments at the May 25 and June 15 board meetings

Next Steps

Countywide Alignment

Estimated Date	Action Step
March 2021	Begin pilot with Community Health Services and Parks and Recreation
April 2021	Finalize application and compensation guidance
April 2021	Provide updates through a board workshop
June 2021	Establish recruitment and recommendation group(s)
June 2021	Implement a fully functional website
July 2021	Select community organization(s) for onboarding and training
Fall 2021	Begin implementing Granicus for boards and commissions module
Fall 2021	Continued consistency in standards and processes

Questions/Discussion
