

9/26/2024 | 4:00 PM

**Municipal Services Center, Council Chamber
3600 Tremont Road**

The Community Relations Committee welcomes comments from the public at the close of each meeting. For Zoom attendees: the Chair will ask them to raise their hand in Zoom if they wish to speak and the meeting organizer will admit them as a meeting participant. Please note - any comments added to the Zoom chat feature will not be incorporated into the meeting minutes.

Join the Meeting: <https://us06web.zoom.us/j/87655884826>

Join by Phone: 877-853-5257

Meeting ID: 876 5588 4826

Passcode: 306404

1. Oaths of Office

- a. Brent Theaker
- b. Deborah Carvalho
- c. Monica Lee
- d. Sumia Mohamed

2. Welcome & Call to Order/Roll Call

3. Approval of Minutes

- a. Approve June 27, 2024 Community Relations Commttee Meeting Minutes

4. City Updates

5. 2024 CRC UA Welcome Series & Program Schedule

6. CRC Workshop Review & Next Steps

- a. CRC August Workshop Summary
- b. CRC August Workshop Next Steps

7. Liaison Updates

8. Community Questions/Public Comment

9. Adjournment

DRAFT MEETING MINUTES

June 27, 2024 | 4 pm

Members Present

Jason Sayat, Co-Chair	Farida El-Hennawy	Brent Theaker
Deborah Carvalho	Howard Warner	Elaine Alicea
Hana Abdelbaki (remote)		

City Staff & Others Present

Emma Speight, Community Affairs Director	Kristyn Anderson, UA Schools	Monica Lee (remote, left at 5:20 pm)
Sumia Mohamed (remote, left at 5:20 pm)		

1. Welcome

2. Approval of April 25, 2024 Meeting Minutes

Motion: Howard Warner

Second: Elaine Alicea

Minutes Approved

3. City Updates

- **New CRC Members** – incoming CRC members were able to attend the first part of the meeting. Members shared some information about themselves, and Monica Lee and Sumia Mohamed shared details of their background and interest in joining the Committee.
- **Source of Income Legislation** – Emma Speight shared that the City Council had adopted Source of Income anti-discrimination legislation at its June 17 meeting, with the new law taking effect mid-July. The City is reaching out to Central Ohio landlord associations, and notifying the community via its regular communications channels. This legislation came about thanks to the hard work of two residents and Equal UA members – Catherine Kennedy and Kat Cochrane Yamaguchi.
- **Tri-Village Lions Senior Cookbook & Community** – the Tri-Village Lions has published its “Seniors Cookbook & Community,” which is being distributed free-of-charge to local seniors, and can be found at the Senior Center and Library. The cookbook features pages promoting various civic and community groups, and a page for the CRC is included. Recipients of the book are being encouraged to donate to the Tri-Village Packers if they wish to give back.

4. 2024 CRC UA Welcome Series & Programming

- **Events held to date:**
 - The Juneteenth and Pride Month ceremonies/flag raising events were both a success, with increased attendance, robust programming and refreshments for attendees.



- **Upcoming events:**
 - On the upcoming schedule, the CRC will have a presence at: Party on the Plaza July 18; the UA Library's "Get to Know Your Library" event on August 3; the Labor Day Arts Festival, September 2, and UACA's Neighbors Night Out, September 14. Additional CRC members are needed to fill volunteer slots, in particular for the Arts Festival.
- Jason Sayat shared that it will soon be time to look ahead to programming plans for 2025, and asked members to start thinking about new opportunities and ideas for continuing the evolution of CRC community outreach, and to be ready to share their ideas at the July meeting.

5. Facilitated Process Update

- Emma Speight shared that nine proposals had been received, with three consultants invited to participate in interviews/discussions. The three were then able to submit revisions to their original proposals. From this, Carolon Donnolly Consulting has been selected.
- Ms. Donnolly is from Mason, Ohio, and her company is a certified Women Owned Business and Minority Owned Business.
- The facilitated workshop will be approximately 4-5 hours. Members can expect to receive a survey in advance to help provide some insight for Ms. Donnolly, and to have the members start thinking about items that will be on the workshop agenda.
- The date of Saturday, August 24, 2024 will work for all CRC members and staff. Logistics details, etc. will be shared as the date approaches.
- Brent Theaker mentioned the importance of considering sustainability of the CRC as members roll off the Committee.
- There will be some housekeeping items to consider as well, such as the process for selecting/revolving through the Co-Chairs.
- Farida - it will be good to have clarity on the CRC's limitations and what falls under the CRC umbrella. Hopefully some parameters can be developed that will help provide guidance on this.
- A question was asked about strategic plans – the Schools recently went through a process. Emma shared that Council has an annual retreat which drives projects into the budget process. The City is working through Envision Henderson currently, in 2025 those visions will be put into policy, etc. Then the City will be embarking on a Master Plan review/update process in 2026. It will likely include a review of the Parks & Recreation Comprehensive Plan and there will be opportunities for new elements to be considered for inclusion in the plan, such as DEI initiatives.

6. Liaison Updates

- **Howard** – the Northwest Kiwanis soccer program is going well. The TriVillage Aktion Club for adults with special needs is now official. The Northwest Area Board of Realtors recently had a session on seniors and property taxes, with Franklin County Auditor, Mike Stinziano.
- **Jason** – the Historical Society will be participating at July 5 open houses at Jones Middle School (Celebrating 100 years) and at the new High School. They will also be participating in the Community Booth opportunity offered through the weekly Farmers Market. AACs will have a charity guitar concert on July 20 to help raise funds for their programming.
- **Farida** – The UA Community Foundation's Leadership UA graduation event was May 9, with a leadership panel discussion. Several grants were provided at the ceremony:
 - \$6,000 to the UA Commission on Aging for Seniorpalooza, a senior resource fair for emergency preparedness
 - \$3,000 to Equal UA for the UA Porch Parties Program, in partnership with the Kindness Close to Home programming of the Columbus Foundation.
 - \$1,000 to Northwest Kiwanis for Aktion Club, a new service club for adults with special needs/abilities.



- **Elaine** – Rainbow UA’s Pride event at Sunny 95 Park was a success. The date for 2025 will be June 8. They will have an entry in the Fourth of July parade.
- **Hana** – Wellington has a new Head of School who is on board with community initiatives.
- **Brent** – The UA Civic Association’s Memorial Day Run attracted over 100 runners the day of the event, with a total of 700 participants. Excitement for the Fourth is apparent, with the parade route getting chairs and roped off areas. The start of the Parade route will include painted stars to honor past UACA board members, some of whom have passed. Some adjustments will be made for Party in the Park to keep the reserved table area just for folks who have purchased tables and not open to everyone at a certain point to manage numbers within the fenced in area. There may be a flyover at the start of the Parade. Neighbors Night Out will have a different set up, moving closer to the east side of the Tremont Center parking lot, as Littleton’s Market will not be participating.
- **Kristyn/UA Schools** – conversations have begun to plan new family welcome programming for the new school year.

7. Community Questions/Public Comment

None

ADJOURNMENT

The meeting was adjourned at 5:05 pm



Facilitated Workshop Notes

August 24, 2024

ACCOMPLISHMENTS

CITY OPERATIONS

3 mentions: Recruitment improvements
Diverse staff/hiring
Collaboration with the Police
Supplier diversity

UALL (employee DEI group)
Updating our website
Diversity within City operations

IMPROVING FROM WITHIN

6 mentions: Welcome Series
5 mentions: Presence/awareness at events
Partnerships: Partnering with other orgs like Library and Historical Society
2 mentions: Partnership with the Schools (hUmAn Connections Festival)
Culture & Artisans Fair
Collaborations
CRC Events: Raising flag for Pride
Juneteenth
Liaison Program
Willingness to talk and listen to others' ideas
Opened different opportunities
Has people thinking more about each other
Police Division citizen presentation
Presenting to Council about the work of the CRC
Supporting groups that create diverse experiences for the community

5 mentions: Grant Program
2 mentions: Education series
Neighbors Night Out
Black History Month
Iftar Dinner (Ramadan)
Believe
Teamwork
Can do more!
Community Center
Facilitating inclusive programming

IMPROVING FROM THE OUTSIDE

Bringing cultural awareness
Baseline data (survey, etc.)
Booths at events showing where residents are from
Collaboration with other organizations (Historical Society, UA Schools)
Joining with other established organizations
Cherry Blossom Celebration – first City event to honor the AAPI community

Columbus Monthly Special Section
Helped to make UA a better place to live

HOPES

- Know others/goals
- Come up with great ideas
- Focus/meeting expectations
- Continue to make UA great
- Learn
- Focus on things that make UA more inclusive
- Creating achievable goals
- Finding next steps
- Bring inspiration and enthusiasm back
- Support CRC with City Council
- Sustainability and growth plan – stop, start, continue

THINGS TO CONSIDER

- Communications
- Resources/people needed to do the work
- Clarity of definition
- Leverage collaboration

BREAK OUT SESSIONS

GROUP A

- Q1** Liaison Program
Enabler
Education
- Q2** Yes
Yes
?
- Q3** Continued commitment from CRC with more direction and purpose
Rethink the grant program
Education: What will it take to make it more effective?

GROUP B

- Q1** Making internal changes with organization
Working within subcommittee to hire personnel with DEI background
Making external communication more welcoming and inclusive (website more welcoming)
Collaborating with Schools and Police
Creating new cultural events (Cherry Blossom, Ramadan Dinner)
- Q2** Reaching out to other cities and collaboration
Keeping energy and momentum (even during hard discussions)
Continuing to focus on inclusive events
- Q3** More effective meetings/leaving with actionable items (meeting with intention)
Getting to create better sense of belonging amongst the group
Team building activities

GROUP C

- Q1 & 2** Focus and prioritize
What are the duties for these roles:
- Ambassadors
 - Liaisons
 - Facilitators
 - Connectors
 - Influencers
 - Funders
- Q3** Develop a feasibility checklist
- Define what success looks like
 - Is it inside of mission
 - Define buckets, evaluate
- Prioritize
- Goals:
- Define success
 - What does it look like?
 - Achieve it
 - Hot Wash (review) – Stop, Start, Continue
- Big Idea** Community Center
- Ongoing discussions with Community Center team, viewed through the “diversity lens (classify what this is)
 - Where else does the lens need to be applied?

DEFINING CORE AREAS

- 1 Liaison Groups
 - a. Behavior
 - b. Welcome Series
 - c. Subcommittees did not work
- 2 Roles to prioritize:
 - a. Expectations for continued support of community organizations
- 3 Sustain/Enhance
 - a. Clear expectations/definitions of CRC roles/responsibilities
 - b. Training: onboarding process/ outside/education
 - c. Scope of practice for present and new members/realistic
 - d. Approach to sensitive topics, difficult discussions, differing opinions
 - e. Sharing leadership roles (rotating co-chairs) what is the role?
 - f. Funding

BREAK OUT/WORKING GROUPS

LIAISON ROADMAP

What makes a CRC member?

- 1 Onboarding
 - Learn about organizations we've partnered with
 - More info about organizations we want to partner with
 - i. Vetting process needed for new connections
 - Share takeaways during CRC meetings from engagement with other orgs
- 2 Reporting
 - Metrics and expectations?
 - What are our goals for communication?
 - i. Emails
 - ii. Calls
 - iii. Events attended
 - iv. Do we have time (expectations)?
 - How is your info provided to the team?
 - i. Liaison report
 - ii. Seeking involvement/engagement
 - What do we do when the connections are made?
 - i. Continuing presence in the community

- ii. Attending meetings and events
- iii. Bringing education back

- 3 Liaison Pillars
- Aging/Senior Center
 - Schools/Education Foundation
 - Religious/Culture
 - LGBTQ+
 - Local history
 - Civic Association
 - Disability Awareness
 - Environment

What groups do we want to partner with based on our mission?

How do we add a DEI component to these connections?

GRANTS ROLE

- 1 In the application process, dig deeper on education
 - a. What is the message that you want participants to take away from your program?
 - b. Will that message be direct or indirect?
 - c. Will you continue to engage with participants after the program?
- 2 Can the City provide free/discounted services for grant program graduates?
- 3 Connect new and past grantees for mentoring

DEVELOPING A DECISION-MAKING CHECKLIST

Develop a decision tree, scoring rubric, weighted scale

A: CRITERIA

- Does it meet our mission/vision? (who to go deeper, more objectivity)
- If yes, is there a need?
- What is the goal/intended outcome?
- Who is it for and why?
- Do CRC members support it? (simple quorum?)

- A+** Is it controversial? Are we equipped to handle? (this needs more work)
- What are other ways to facilitate/direct?

B: RESOURCES

- Are there resources?

- What else is going on? Do we have capacity?
- Location? Logistics?

B+ Is it being done already?

- ie, maybe we don't need to do it
- Can we help enhance it?

C: IMPLEMENTATION

- Who will do the work?
- What should we measure? What constitutes success? What's our review process? Is it sustainable?
- What's the timeframe?
- What's the sustainability plan? Is this one time or annual?
- What are we not doing (should something else stop so that this can happen?)

D: AFTER ALL THESE STEPS, DO WE STILL SUPPORT THIS?

WRAP UP SHEET

- Incorporate education pieces into this
- Use existing events as jumping off points for education
- Educational purpose as part of this
- Give nuggets of info where they are

- 1 Liaison Role
- 2 Grant Role
- 3 Checklist
- 4 What is the message we want to communicate? (frequency of refinement)
- 5 Infrastructure
 - a. Onboarding
 - i. Scope of practice for current and new members
 - b. Co-Chairs
 - c. Decisions – how they are made
 - d. Conflict
 - e. How are people a part? Replacements
 - f. Roles and responsibilities
- 6 Future planning
 - a. Checkpoint
 - b. City survey

NEXT STEPS

SEPTEMBER

- Changes that we made and confirmation

OCTOBER

- Go through existing program using the checklist (Stop, Start, Continue)
- Start working on infrastructure:
 - o Prioritize
 - o Work on it

NOVEMBER

- Roll out of grant program

2025

- Events season talking points

Messaging/what we want people to know.



CRC Workshop Next Steps Outline

Updated September 20, 2024

SEPTEMBER MEETING

- General discussion: impressions of workshop, review of workshop notes
- Review, suggest adjustments, and reach consensus on frameworks for the three working groups:
 - o Liaisons Roadmap
 - o Grant Program Role
 - o Decision-making Checklist
- CRC Elevator Pitch Exercise
 - o Referring to CRC Mission/Vision, members to work on, discuss and develop a draft elevator pitch about the CRC (50-200 words) – what does the CRC do?

OCTOBER MEETING

- Finalize the CRC Elevator pitch
- Decision-making Checklist – test the checklist by applying to existing programs
- CRC Infrastructure review, to include:
 - o Onboarding process
 - o CRC member roles, defined responsibilities (to include):
 - Co-Chairs/leadership structure
 - Events & Programming
 - Grant Program
 - Liaisons Oversight
 - _____?
 - o Agendas – any changes to standard agenda, process for setting agendas
 - o New programs

NOVEMBER MEETING

- Finalize CRC infrastructure
- 2025 Grant Program rollout
- 2025 Priorities
- What else do we need to work on? Identify and schedule

MAY 2025 MEETING

- Mid-Year Review

NOVEMBER 2025 MEETING

- One-Year Review