

February 25, 2020 | 4 pm

The meeting of the Community Relations Assessment Committee was called to order at 4:05 pm in the Lower Level Meeting Room located at 3600 Tremont Road by Co-Chair Sue Ralph.

Members Present

Sue Ralph	Jim Lynch, City Council	Michele Hoyle, City Council
Michelle Montgomery, Equal UA	Tricia Fellingner, UA Schools	Jenn Faure, UA Library
Nic Fortkamp, Equal UA	Marianne Mitchell, Equal UA	Steve Schoeny, City Manager
Emma Speight, Comm. Affairs Director		

Members Absent

Steve Farmer, Police Chief		

MINUTES

1. Welcome

2. Upcoming Presentations/PowerPoint

- The Committee reviewed the Community Relations presentation document—a slightly amended version of the document used to present to City Council in December (attached).
- The Committee discussed some of the presentations that had already occurred.
 - o **Network UA** – February 10. Jenn Faure, Michelle Montgomery, Marianne Mitchell, Emma Speight were in attendance. Attendees were receptive and positive about the Committee, indicating that representatives of various groups will participate and support the goals of the Committee as appropriate.
 - o **UA Senior Center Current Events Discussion Group** – held early February. Michele Hoyle and Jim Lynch attended. The discussion focused on a number of different City issues, and they reported that the seniors were more interested in issues that directly impacted them.
 - o **Leadership UA** – Michelle Montgomery and Nic Fortkamp attended the December meeting. There is interest in a class project focused on community relations or other ways for Leadership UA to be involved.

- The Committee discussed the two remaining presentations:
 - o **Northwest Area Realty Association** – 9 am, Wednesday, March 4. Steve Schoeny, Michele Hoyle and Emma Speight will be attending.
 - o **Spring 2019 workshop participants and general invitation to community** – 4:30 pm, Wednesday, March 4. Several members of the temporary Committee plan to be in attendance. Steve Schoeny will present.
- Following these two presentations, the temporary Committee will have met its commitment to reach out to the community prior to Council’s formation of the Community Relations Committee.

3. Review Proposed Committee Framework Document

- Minor adjustments were made to the document (March 4 version—which reflects the agreed upon changes—attached):
 - o Amend the last bullet of **Gather | Share | Celebrate** to include diversity: “Celebrate and share stories about UA’s diverse residents and groups.”
 - o Broaden the inclusion of affiliated groups to representatives and civic entities that are also working to further Upper Arlington as a place that is welcoming through diversity, equity and inclusion initiatives, education and training opportunities, community programs and events.

4. Procedure for Selecting Committee Members

- The temporary Committee discussed the importance of having an open call for applicants to serve on the Community Relations Committee.
- The presentation can serve as the basis for talking points on process leading up to the formation of the Community Relations Committee and its goals moving forward.
- The temporary Committee discussed allowing students to serve and agreed that if a suitable candidate did not emerge, the Committee could consider other options for involving students (consider forming a Junior version of the Committee, work with UA High School DEI student groups, etc.).
- The call for applicants will run from March 2-15 (this can be extended if necessary). The Council President will select three members of Council to review applications and conduct interviews. The City Manager will also participate in this process. The timeline for appointing members could run concurrent with Council’s review and vote to enact legislation forming the Community Relations Committee, or it can follow that process if additional time is needed.
- The temporary Committee discussed the merits of developing a rubric/scoring system to assist in the selection process so that members are reflective of the community’s diversity.



- Steps will also be taken to ensure that applicants not selected to serve on the Community Relations Committee are personally contacted and invited to stay involved.
- The temporary Committee discussed scheduling an orientation/workshop session with the newly formed Community Relations Committee as a means of transitioning from the work accomplished to date to the work of the new Committee.

5. Motion to Authorize Co-Chairs to Approve February 25, 2020 Minutes

Motioned: Michelle Montgomery Seconded: Steve Schoeny

Motion Passed

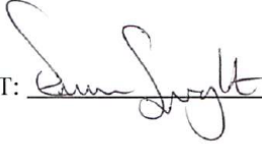
ADJOURNMENT

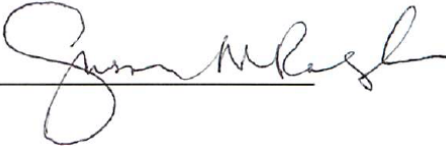
Motioned: Sue Ralph

Motion Passed

Seconded: Marianne Mitchell

Meeting was adjourned at 4:42 pm

ATTEST:  _____

CHAIR:  _____



COMMUNITY RELATIONS ASSESSMENT

Responding to the community's desire to explore options for the advancement of UA as a place that is welcoming, cohesive and inclusive



Community Relations Assessment Workshops

MAY 18 & JUNE 5, 2019

- **Workshop Facilitator:** Floyd Akins
- 85 attendees
- Report:
 - Identified series of ideas that would have a positive impact if implemented
 - Recommended Council should further consider creating an advisory board





TEMPORARY COMMUNITY RELATIONS COMMITTEE

RESOLUTION 16-2019 – the charge from City Council

- **Assessment** – review workshop findings, existing community relations initiatives, groups and strategic plans, research other communities
- **Findings** – brainstorm ideas and develop initiatives that would be a good fit for UA
- **Recommendation** – bring back to Council a recommended structure and purpose for consideration

MEMBERS

- **City Council:** Michele Hoyle, Jim Lynch, Sue Ralph; **Equal UA:** Nick Fortkamp, Marianne Mitchell, Michelle Montgomery; **Upper Arlington Library:** Jenn Faure; **City Administration:** Police Chief Steve Farmer, City Manager Steven Schoeny, Community Affairs Director Emma Speight



RECOMMENDED ENTITY

COMMUNITY RELATIONS COMMITTEE

PURPOSE

“ The Community Relations Committee will promote understanding, mutual respect and a sense of belonging among all residents to affirm the value of each individual and foster a culture of shared community. ”

DEFINITION OF COMMUNITY RELATIONS IN UA

Community Relations is how we define ourselves, present that to the world and evolve, by taking an active interest and role in fostering the wellbeing of all in Upper Arlington.

MISSION

Together, we will work to nurture our deep sense of community and neighborliness through activities designed to enhance understanding, appreciation, communication and mutual respect for all members of our community.

VISION

Upper Arlington is a community that actively welcomes, supports and treats all people with integrity, fairness and respect.





COMMITTEE FRAMEWORK

- 7 members, 4-year terms, selected by City Council
- Supported by City Manager, Community Affairs Director (non-voting)
- Comprised of mixed representation to include cultural/ethnicity/gender diversity, youth, new resident, civic involvement, business, schools, library
- Role does not include forming policy or dispute resolution
- Affiliated groups to include:
 - Equal UA, Library, Schools, Realtors, Leadership UA, Senior Center, Fire/Police, Asian American Community Services, Kiwanis, Rotary, The Stand Project, Faith Leaders, UA Civic Association, Chamber, Education Foundation, Community Foundation, private & parochial schools, Syntero, Metro School, etc.



PROPOSED GOALS

WELCOME | CONNECT | BELONG

- Develop programs to welcome new and existing community members
- Develop community initiatives to promote belonging and connections
- Facilitate creation of an online “one stop” tool for connecting residents with desired resources



PROPOSED GOALS

EDUCATE | INFORM | ENLIGHTEN

- Create new and support existing programs designed to educate, inform and raise awareness (speaker series, etc.)
- Launch a community initiative themed around “we all belong” (or similar)
- Promote UA regionally to change perceptions and present UA as a welcoming environment
- Establish aspirational core values that support respectful dialogue
- Provide training opportunities for community organizations



PROPOSED GOALS

GATHER | SHARE | CELEBRATE

- Plan and implement activities and events that provide opportunities to gather in support of the mission
- Provide opportunities for community members to gather and share experiences and ideas
- Build on existing community events and programs to create invitations, connections and opportunities to celebrate
- Celebrate and share stories about UA residents and groups



NEXT STEPS

- Final phase of engagement – share and prioritize goals
- Seek Applicants to Serve – open invitation to all citizens
- Council to guide, Staff to prepare legislation to form the Committee
- Committee to be established Spring 2020
- Committee to report annually to Council, any required funding to be determined annually
- Council to consider work/progress of Committee and determine next steps at the close of 2023 (4 years of implementation)



INVOLVEMENT & SUPPORT OF AFFILIATED GROUPS

- How do the mission/vision/goals of the Community Relations Committee align with your group?
- Is your group interested in participating?
- Who might serve as your group's liaison/community relations champion?
- What are you already doing?
- What would you like to do?

Community Relations Proposed Framework

Updated March 4, 2020

Definition of Community Relations in UA

Community relations is how we define ourselves, present that to the world and evolve, by taking an active interest and role in fostering the wellbeing of all in Upper Arlington.

Name – Community Relations Committee

Entity Purpose

The Community Relations Committee will promote understanding, mutual respect and a sense of belonging among all residents to affirm the value of each individual and foster a culture of shared community.

Mission

Together, we will work to nurture our deep sense of community and neighborliness through activities designed to enhance understanding, appreciation, communication and mutual respect for all members of our community.

Vision

Upper Arlington is a community that actively welcomes, supports and treats all people with integrity, fairness and respect.

Makeup

- 7 at-large representatives
- UA Staff – City Manager, Community Relations Director (non-voting members)

Framework

- **Terms** – 4 years, staggered appointments (4 / 3)
As entity is formed, use lottery to determine which 3 members would serve 2-year terms
- **Selection Process** – appointed by Council President, subject to the approval of City Council
- **Member representation** – consider mix of representation, to include but not limited to:
Cultural/ethnicity/gender diversity, youth, new resident, civic involvement, businesses, schools, library
- City Council to finalize the Committee’s formal charge/role (what the body is/is not), to include:
 - o It is not a policy forming entity
 - o It is not a dispute resolution body
 - o It does not serve as an ombudsman



Affiliated Groups Encouraged to Participate

The Community Relations Committee shall welcome and encourage meeting attendance, support and participation in initiatives developed by the Committee from representatives and civic entities that are also working to further Upper Arlington as a place that is welcoming through diversity, equity and inclusion initiatives, education and training opportunities, community programs and events. These groups include but are not limited to:

- | | |
|------------------------------------|--|
| Equal UA | Upper Arlington Schools |
| Upper Arlington Library | Faith leaders |
| Realtors | The Stand Project |
| Senior Center | Police |
| Fire (CARES) | Upper Arlington Civic Association |
| Asian American Community Services | Upper Arlington and Tri-Village Rotary clubs |
| Kiwanis Club of Northwest Columbus | Tri-Village Chamber |
| Leadership UA | UA Education Foundation |
| UA Community Foundation | Wellington School, Metro School |
| St. Agatha & St. Andrew's Schools | Syntero/Northwest Counseling |

Meeting Frequency & Attendance Requirements

- **Regular Committee Meetings** – start monthly, reassess annually
- Open to all community members who are interested, and members of affiliated groups welcome and encouraged to attend
- Establish meeting room logistics to be welcoming

Proposed Goals

- Council, along with the entity, will finetune goals once formed
- Subcommittees could form in pursuit of each category

Welcome | Connect | Belong

Objectives

- Develop programs to welcome new and existing community members
- Develop community initiatives to promote belonging and connections
- Facilitate creation of an online “one stop” tool for connecting residents with desired resources

Educate | Inform | Enlighten

Objectives

- Create new and support existing programs designed to educate, inform and raise awareness (speaker series, etc.)
- Launch a community initiative themed around “we all belong” (or similar)
- Promote UA regionally to change perceptions and present UA as a welcoming environment
- Establish aspirational core values that support respectful dialogue
- Provide training opportunities for community organizations



Gather | Share | Celebrate

Objectives

- Plan and implement activities and events that provide opportunities to gather in support of the mission
- Provide opportunities for community members to gather and share experiences and ideas
- Build on existing community events and programs to create invitations, connections and opportunities to celebrate
- Celebrate and share stories about UA's diverse residents and groups

Possible Implementation Strategies

Short-Term – Years 1 & 2

- Listening Tour / Speakers Bureau
- Program Development
- Initial Program Implementation – could include Welcome Wagon, training, children's author visit, new resident components for Fourth of July, etc.
- Measure Success / Reevaluate Entity Structure
- Report Back to Council – Progress / Next Steps / Funding Needs

Medium Term – Years 3-5

- Identify Next Steps, Priorities and Programs
- Implement Programs
- Measure Success / Reevaluate Entity Structure
- Plan Next Steps
- Report Back to Council – Progress / Next Steps / Funding Needs

Funding & Programs

- **Year One** (program startup) – suggested range of \$15,000-\$20,000
- **Year Two** – TBD
- **Years Three-Five** – TBD
- Funding needs reviewed/determined annually as part of budget process
- Pledge to work with businesses for support funding, to seek grants, etc.
- No need for part- or full-time position

Anticipated Expenses Could Include:

Start Up Expenses

- Welcome Wagon program development and materials
- Online resource tool
- Workshops

Annual Expenses

- Start up and subsequent support of Speaker Series
- Training grants
- Promotional campaign
- Giveaways

