



Boards and Commissions
Leadership Institute
A Program of Nexus Community Partners

2017-2018

BCLI Nomination Packet

Please read the entire Nomination Packet carefully.

All Nomination Packets are due Friday, June 16, 2017 by midnight via:

1. **Email:** clee@nexuscp.org; OR
2. **Post-marked by Friday, June 16, 2017 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 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 or Ms. Terri Thao at tthao@nexuscp.org. More information about Nexus can be found at www.nexuscp.org. Find us on Facebook at 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

The deadline for nominations is **Friday, June 16th by midnight (or post-marked by June 16th)**, 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.

Information Sessions

We will be hosting three information sessions in 2017. Please join us to learn more about the program itself, nomination, and selection process for our 2017-2018 BCLI cohort. You are welcome to contact BCLI staff with any questions you may have about the process, but are also **encouraged to attend one of the information sessions before nominating a candidate or applying to be a fellow.**

<p>Brooklyn Park Thursday, May 18, 2017 5:30 PM – 7:00 PM Brooklyn Park Library, Shingle Creek Room 8500 W Broadway Ave Brooklyn Park, MN 55443</p>	<p>Saint Paul Wednesday, May 31, 2017 5:30 PM – 7:00 PM Rondo Library, Multipurpose Room 461 Dale Street North St. Paul, MN 55104</p>
<p>Minneapolis Wednesday, June 8, 2017 5:30 PM – 7:00 PM North Regional Library North Regional Meeting Room, South Half 1315 Lowry Ave N Minneapolis, MN 55411</p>	<p>Can't make it to an Information Session?</p> <p>A narrated webinar of the presentation used at the info sessions will be posted on our website the week of June 12th.</p>

Please RSVP for the information sessions to Chai Lee at clee@nexuscp.org.

Be sure to indicate which session you plan to attend.

Light refreshments will be provided.



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 14, 2017, 4:00 – 7:00pm
Launch Event & Welcome Dinner	Friday, October 13, 2017, 5:30 – 9:00pm
Training 1	Saturday, October 14, 2017, 9:00am – 5:00pm
Issue Series 1	Thursday, November 9, 2017, 5:30 – 8:00pm
Training 2	Saturday, November 18, 2017, 9:00am – 5:00pm
Issue Series 2	Thursday, December 7, 2017, 5:30 – 8:00pm
Training 3	Saturday, December 16, 2017, 9:00am – 5:00pm
Issue Series 3	Thursday, January 11, 2018, 5:30 – 8:00pm
Training 4	Saturday, January 20, 2018, 9:00am – 5:00pm
Issue Series 4	Thursday, February 8, 2018, 5:30 – 8:00pm
Training 5	Saturday, February 17, 2018, 9:00am – 5:00pm
Issue Series 5	Thursday, March 8, 2018, 5:30 – 8:00pm
Training 6	Saturday, March 17, 2018, 9:00am – 5:00pm
Graduation Event	Thursday, April 5, 2018, 5:30 – 8:00pm

Nomination Process and Steps

Each candidate should follow these steps in order to be considered for the 2017-2018 BCLI Cohort:

1. **Locate a Nominator.** All BCLI fellows must be nominated by either a BCLI alum, or by a community organization with which the candidate has been affiliated. **Each organization and each BCLI alum may nominate only one candidate each year.** This is to ensure shared accountability throughout the communities in which we are targeting seats and a diverse cohort of multiple networks. *If you do not know of an affiliated organization who can serve as your Nominator, contact BCLI staff to try to identify an organization in your interest area to serve as your Nominator.*
2. **Identify Your Target Seats.** Discuss with your Nominator which seat you would like to target based on your interest and experience. *(See Pages 7-21 for the full list of target seats for 2017-2018).*
3. **Complete & Submit the Nomination Packet Materials.** *(See pages 4-6).*



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 5).** 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 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 7-21) 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 regional 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 6).** 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 substantiate 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.**



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 16, 2017 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 7-21*):

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*):

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Nominee Cover Sheet

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 16, 2017 by midnight.

Name:

Address:

City, State, Zip:

Telephone:

Email:

-
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 (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/ethnicity (circle one)?**
 6.
 - a) White (non-Hispanic)
 - b) African American / Black / Pan-African
 - c) African Born
 - d) Asian / Pacific Islander
 - e) Hispanic / Latino(a)
 - f) American Indian / Alaska Native
 - g) Two or more races
 - h) Other (*please specify:* _____)

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2017-2018 BCLI Target Seats

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

Nominations are due no later than Friday, June 16, 2017 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.*

City of Brooklyn Center

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

City of Brooklyn Park

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

City of Minneapolis

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

City of Saint Paul

- Board of Water Commissioners
- Board of Zoning Appeals
- Business Review Council (BRC)
- Capital Improvement Budget (CIB) Committee
- Community Health Services Advisory Committee
- Cultural STAR Board
- Food and Nutrition Commission
- Human Rights & Equal Economic Opportunity Commission
- Neighborhood STAR Board
- Parks and Recreation Commission
- Planning Commission
- Public Housing Agency
- Transportation Committee
- Truth in Sale of Housing Board of Evaluators

Hennepin County

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

Ramsey County

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

Metropolitan Council Committees

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

State of Minnesota

- American Indian Advisory Council
- Council for Minnesotans of African Heritage
- Council on Asian-Pacific Minnesotans
- Crime Victims Reparations Board
- Food Safety & Defense Task Force
- Governor's Workforce Development Council
- Housing Finance Agency
- Minnesota Council on Latino Affairs
- State Advisory Council on Mental Health
- Urban Initiatives Board
- Parks & Trails Legacy Advisory Committee

City of Brooklyn Center

Financial Commission

- *Meets the 3rd Thursday each month at 6:30 p.m. at Brooklyn Center City Hall (Call 763-569-3306)*
- *There are 7 seats. Terms are 3 years*
- *Time commitment is low 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 3rd Tuesday each month at 7:00 p.m. at Brooklyn Center City Hall (Call 763-569-3306)*
- *There are 7 seats. Terms are 3 years*
- *Time commitment is low, 2-4 hours each month*

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

Parks and Recreation Commission

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

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

Planning Commission

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

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

City of Brooklyn Park

Budget Advisory Committee

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

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

Citizen Long-Range Improvement Committee

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

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

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

Human Rights Commission

- *Meets the 3rd Thursday each month at 7:00 p.m. at Brooklyn Park City Hall (Call 763-493-8159)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is low 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 2nd and 4th Wednesday each month at 7:00 p.m. at Brooklyn Park City Hall (Call 763-493-8051)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is high, 12 hours each month*

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

Parks and Recreation Advisory Commission

- *Meets the 3rd Wednesday each month at 6:30 p.m. at Brooklyn Park City Hall (Call 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 studies issues relative to public parks and recreation.

City of Minneapolis

Bicycle Advisory Committee

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

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

Capital Long-Range Improvement Committee (CLIC)

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

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

Citizen's Environmental Advisory Committee (CEAC)

- *Meets the 2nd 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.

Civil Rights Commission

- *Meets the 3rd Monday of the month at 6pm in City Hall, Room 241 (Call 612-673-2339)*
- *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 3rd Wednesday of the month from 3-5pm at various locations (Call 612-673-2027)*
- *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*

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

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

Minneapolis Arts Commission

- *Meets 3rd 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 Council

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

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

Neighborhood and Community Engagement Commission (NCEC)

- *Meets the 4th Tuesday of each month, 5-7pm at Minneapolis Central Library, Doty Board Room (Call 612-673-3737)*
- *There are 16 seats. Terms are 2 years*
- *Time commitment is low 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 on the 1st 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 4th Tuesday each month, 6-8pm at Minneapolis City Hall, Room 132 (Call 612-673-2144)*
- *There are 22 seats. Terms are 2 years*
- *Time commitment is low 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 4th Wednesday of each month (except November and December) at 1:30pm at the Public Housing Authority (Call 612-342-1400)*
- *There are 9 seats. Terms are 3 years*
- *Time commitment is low 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.

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.

City of Saint Paul

Board of Water Commissioners

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

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

Board of Zoning Appeals

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

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

Business Review Council (BRC)

- *Meets 1st Wednesday each month at 7:30am in Lower Level of City Hall (Call 651-266-9123)*
- *There are 25 seats. Terms are 3 years*
- *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 2nd Mondays each month 3:30-5:30pm at Central Library, 4th Floor Meeting Room (Call 651-266-8800)
- There are 18 seats. Terms are 3 years
- Time commitment is moderate, 4-6 hours each month

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

Community Health Services Advisory Committee

- Meets 1st Wednesday each month from 5-7pm at Ramsey County Public Health, 1st Floor Plato Conference Room (Call 651-266-2454)
- There are 23 seats. 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 (Call 651-266-8524)
- There are 9 seats. 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 (Call 651-266-2400, or Jaya Davis jaya.davis@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 (Call 651-266-8966)
- There are 21 seats. Terms are 3 years
- 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 2nd Wednesdays each month from 8-10am at various locations (Call 651-266-6693)
- There are 21 seats. Terms are 4 years
- 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 2nd 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*

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.

Public Housing Agency (PHA)

- *Meets 4th Wednesday each month at 9am in the Public Housing Agency office, Suite 400 (Call 651-292-6173)*
- *There are 7 seats. Terms are 5 years for non-tenants, 2 years for elderly representatives, 3 years for family representatives*
- *Time commitment is low 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 will meet bi-weekly as needed from 4-5:30pm at City Hall Annex, 13th Floor Conference Room. Contact Bill Dermody at 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 (Call 651-266-1935)*
- *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.

Hennepin County

Capital Budgeting Task Force

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

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

Hennepin County Workforce Investment Board (WIB)

- *Meets 2nd Monday each month from noon to 1:30pm at various locations (Call 651-348-0837)*
- *There are 19 seats. Terms are 3 years*
- *Time commitment is low, 2-4 hours each month*

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

Human Resources (HR) Board

- *Meets 1st Wednesday each month at Human Resources Department, A400 Government Center, Minneapolis (Call 651-348-3389)*
- *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 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 612-348-8124)*
- *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.

Ramsey County

Capital Improvement Program (CIP) Citizens Advisory Committee

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

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

Community Human Services Citizens Advisory Council

- *Meetings held monthly 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 moderate-high, 5-10 hours each month*

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

Continuum of Care Governing Board

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

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

Ramsey County Parks and Recreation Commission

- *Meets 3rd 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 1st Thursday each month from 2:30-4:30pm (Contact Patricia Brady at patricia.brady@co.ramsey.mn.us)*
- *There are 33 seats. Terms are 2 years*
- *Time commitment is moderate, 4-6 hours each month*

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

Ramsey County Food and Nutrition Committee

- *Meets 1st 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.

Metropolitan Council Committees

Land Use Advisory Committee (LUAC)

- Meets 3rd 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 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 1st Tuesday each month at 4pm at the Metropolitan Council, Lower Level A (Call Emmett Mullin 651.602.1360)
- 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 1st Wednesday each month at 12:30-2:30pm at the Metropolitan Council Chambers (Call Andy Streasick: 651-602-1679)
- 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 3rd Wednesday each month at 12:30pm at the Metropolitan Council Chambers (Call Elaine Koutsoukos: 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.

State of Minnesota

American Indian Advisory Council (MIAC)

- Meets quarterly, times and locations vary. Quarterly meetings last 1-3 PM. Contact Melanie Franks at melanie.franks@state.mn.us
- There are 11 seats from each tribal nation, with other members from the governor's staff and cabinet. Terms are 4 years
- Time commitment is low, 1 to 3 hour quarterly meetings

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

Council for Minnesotans of African Heritage

- Meets 2nd Tuesday of each month from 6:00-7:30pm, at the 1st National Bank Building in downtown St. Paul. Contact Executive Director Dr. Louis Porter II at Louis.Porter@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 3rd 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 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 2nd Thursday every month at Department of Public Safety 445 Minnesota Street, Suite 2300, St. Paul, MN 55101. Contact Marie Bibus at marie.bibus@state.mn.us or 651-201-7304
- 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.

Food Safety & Defense Task Force (FSDTF)

- Meets quarterly and locations vary. Contact Valerie Gamble 651-201-6090 (office), or valerie.gamble@state.mn.us
- There are 16 seats. Terms are 4 years
- Time commitment is low to moderate, about 4 hours each month they meet

The Food Safety and Defense Task Force is established to advise the commissioner and the legislature on food issues and food safety.

Governor's Workforce Development Council

- Meets quarterly in Minnesota Room at the DEED offices in First National Bank Building in downtown St. Paul. Contact Jennifer Anderson at Jennifer.Anderson@state.mn.us
- 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.

Housing Finance Agency

- Meets 4th Thursdays at 1 PM at Minnesota Housing 400 Sibley Street, Suite 300, St. Paul 55101
- There are 7 seats. Terms are 4 years
- 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.

Minnesota Council on Latino Affairs (MCLA)

- Meets at the call of the executive director, no less than 6 months each year. Contact the Executive Director, Henry Jimenez henry.jimenez@state.mn.us
- There are 12 seats. Terms are 4 years.
- Time commitment is low, about 2 to 3 hours each month.

Originally established in 1978 as the Chicano Latino Affairs Council (CLAC), on July 1, 2015 the council was restructured under Chapter 77, Article 2, Section 2, as the Minnesota Council on Latino Affairs (MCLA).

Their mission 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.

State Advisory Council on Mental Health

- Meets 1st 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
- 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.

Urban Initiatives Board

- Meets quarterly, at St. Paul downtown DEED office. Contact Abdullahi "Moe" Mohamed, at 651-259-7456 Abdullahi.Mohamed@state.mn.us
- There are 10 seats. Terms are 4 years
- Time commitment is low, with quarterly meetings that are about 2 hours each

The board shall investigate and evaluate methods to enhance urban development, particularly methods relating to economic diversification through minority business enterprises and job creation for minority and other persons in low-income areas. The board oversees the Urban Initiative Program.

Parks & Trails Legacy Committee

- Meets six times a year. Location varies, but times are day-long, from 9:30am-2:30pm <http://www.legacy.leg.mn/ptlac/meetings>
- Seats range from 18 to 20, with 3 ex-officio and the rest public appointments. Terms are 2 years with no more than 3 consecutive terms
- Time commitment is moderate to high, with at least 4 meetings a year each lasting a full day

The Parks and Trails Legacy Advisory Committee was created as a part of the implementation of the 25 year Parks and Trails Legacy Plan. The committee was convened by the Metropolitan Council, the Minnesota Department of Natural Resources, and the Greater Minnesota Regional Parks and Trails Coalition. The vision is to create a seamless network of parks and trails that connect people to Minnesota's outdoor heritage. It is the mission of the Parks and Trails Legacy Advisory Committee to "champion the 25-year Parks and Trails Legacy Plan by providing recommendations to enhance promotion, coordination and accountability throughout implementation of the plan."

****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 or Ms. Terri Thao at tthao@nexuscp.org. More information about Nexus can be found at www.nexuscp.org. Find us on Facebook at www.facebook.com/nexuscp. This program has been adapted from the Boards and Commissions Leadership Institute originally created by Urban Habitat in Oakland, California.