



Title: 2022 Citizens Advisory Committee Appointments, Executive Committee, and New Member Onboarding

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Purpose:

At the December 8, 2021, meeting of the Minnehaha Creek Watershed District (MCWD or District) Citizens Advisory Committee (CAC), staff will engage CAC members on three related topics concerning 2022 membership. The first two topics will be updates concerning (1) Update on 2022 Appointment process, including introduction of staggered, 2-year terms, and (2) Process for electing the CAC Executive Committee in 2022. For the third topic, 2022 New Member Onboarding, staff will facilitate a discussion of how to best approach onboarding of new members in early 2022.

Background:

2022 Appointments

According to MN Statute [§103D.331](#), the MCWD Board of Managers must appoint an Advisory Committee annually. On June 10, 2021, the MCWD Board of Managers approved [Resolution 21-042](#), in which they adopted the Citizen Advisory Committee Operational Recommendations Report (CAC Report). The report followed a strategic assessment of the CAC in 2020 and 2021 to align the CAC with [MCWD’s Balanced Urban Ecology approach](#) and to ensure organization resources are aligned to serve its mission.

The recommendations approved included changes to membership term length, term limit, reappointment of existing members, committee size, and appointment criteria:

CAC Operational Component	Practice Prior to Assessment	Accepted Recommendation
Term length	1 year	2 years, with staggered terms
Term limit	None	None
Re-appointment for existing members	By custom, interested members usually re-appointed automatically	Existing members encouraged to re-apply, but slots will be filled competitively
Committee size	Varies	Up to 14 members
Appointments	Decided by Board of Managers, coordinated by Engagement Planner	No change
Recruitment promotion	Limited announcement through MCWD channels, media, partners	Widespread announcement to media outlets, partners and community groups
Appointment criteria	Undefined	Ensuring a variety of geographic, demographic, and professional backgrounds

Achieving Staggered CAC Terms:

Achieving staggered terms is planned to occur during the 2022 appointment process. Current members were encouraged to re-apply, and new applicants were solicited through a public process, to participate in a competitive appointment process at the discretion of the Board of Managers. To stagger terms for 14 members, staff has recommended that the Board appoint seven members to one-year terms ending in December 2022, with the remaining seven members being

appointed to two-year terms ending in December 2023. This would position MCWD's CAC for two alternating appointment classes of seven members each after 2022. There are no term limits for CAC members. This strategy was developed in close coordination with the CAC Executive Team and included a polling of existing CAC member preferences regarding one- or two-year terms in fall 2021.

2022 CAC Application and Recruitment Process:

To further support the CAC's realignment, and the 2022 recruitment and appointment process, staff completed several updates to application materials and recruitment process.

A Position Description was drafted with close CAC review, for first time, to summarize the duties and expectations of CAC members. An optional demographic questionnaire was added to the Application Form to allow for aggregate tracking of promotional reach and diversity across a variety of characteristics among CAC applicants. While appointments will not be made based upon individual demographics, overtime aggregate data will support the MCWD's goals of ensuring a diversity of geographic, demographic, and professional backgrounds among CAC members.

Recruitment for new CAC members began on October 8, 2021, and ended on October 31, 2021. Recruitment of members was supported through a variety of promotional strategies in the month of October. The new Position Description and Application Form were posted to the CAC website. MCWD staff, Board members, and current CAC members were actively encouraged to distribute the call for applications widely through their networks and recruit specific individuals to apply. MCWD staff alerted partners including cities, regional and state agencies, and non-profits to include the call for applications in their existing communications (newsletter, social media, etc.).

Review and Appointment Process:

Of 11 members currently serving on the CAC in 2021, ten submitted applications to return in 2022. Nine applications were received from District residents interested in joining the CAC. The Board has set the CAC size at 14 members (twice the number of Board Managers) through the realignment process.

MCWD staff reviewed applications, synthesized available information, and facilitated discussion at the November 4, 2021, MCWD Board of Managers Operations and Programs Committee meeting. Feedback from that discussion and previously collected information from current members concerning preference for one- or two-year terms will inform recommendations for 2022 CAC appointment that MCWD staff will present at the December 16, 2021 meeting. At that time the Board will consider appointing the 2022 CAC with staggered terms as described above.

CAC Executive Committee

Following the approval of the CAC Report described above, the MCWD Board of Managers approved updates to the CAC Bylaws on July 22, 2021, in [Resolution 21-048](#). Bylaws guide the function and operations of the CAC and these updates, unanimously approved by the CAC members on July 14, 2021, ensured conformity with the CAC Report.

Article IV of the CAC Bylaws, Committee Structure, Officers, and Operations, provides direction for the composition and election of Officers for the CAC, who comprise the Executive Committee.

- **Section 2 (Officer elections)** directs the annual election of officers by a quorum of CAC members by simple majority.
- **Section 3 (Election procedures)** notes that nominations for holding an officer position can occur through nomination by any member or self-nomination. All members are eligible to vote for each candidate.
- **Section 4 (Officers and duties)** defines the composition of the Executive Committee as four unique officers in the positions of chair, vice-chair, and two executive officers, and speaks to the duties of each.

The CAC Report defined that the CAC Executive Committee will meet six times per year ahead of the regular CAC meetings.

In 2020, during which no new members were appointed for 2021 service, the CAC election of Executive Committee followed the timeline below:

- Dec. 4 – Dec. 20: Self-nomination period
- Dec. 21 – Jan. 12: Voting period online through Survey Monkey
- Jan. 13: CAC Executive Committee Meeting
- Jan. 20: CAC meeting, announce 2021 Executive Committee

New Member Onboarding

MCWD commonly leads an orientation for new members of the CAC. No orientation occurred in 2021 because no new members were appointed. The CAC Report did not include recommendations for changes or standardization of the CAC onboarding process to update past versions to align with and best support the implementation of recommendations.

In 2020, the CAC Onboarding unfolded over two, one-hour meetings, one in January and one in March. These were held in-person at the MCWD Office. There were challenges with scheduling that delayed the second meeting. A printed booklet was prepared containing support resources. The meetings had unique purposes, agendas, and attachments:

Meeting	Purpose	Agenda	Attachments
First (January)	Provide newly appointed 2020 Citizen Advisory Committee (CAC) members an introduction to the CAC Executive Team, and an overview of MCWD’s strategic focus.	<ul style="list-style-type: none"> • Welcome and Introductions (15 minutes) • CAC Overview (10 minutes) • 2020 CAC Roadmap (5 minutes) • MCWD Strategic Overview (20 minutes) • Discussion, Questions and Next Steps (10 minutes) 	<ul style="list-style-type: none"> • Comprehensive Plan Preview • Comprehensive Plan Executive Summary • Vision-Mission-Goals-Guiding Principles • Balanced Urban Ecology Policy • CAC Bylaws • 2020 CAC Roadmap
Second (March)	Provide an overview of the District’s geographic areas of focus and approach for responding to opportunities watershed-wide.	<ul style="list-style-type: none"> • Welcome and Introductions (10 minutes) • Focal Geography Overview (20 minutes) • Responsive Program (20 minutes) • Questions and Next Steps (10 minutes) 	<ul style="list-style-type: none"> • Greenway Fact Sheet • Arden Park Fact Sheet • Focus on Six Mile Creek-Halstead Bay Document • Six Mile Marsh Prairie Fact Sheet • Responsive Model Development • MCWD’s role in AIS Management Fact Sheet • Long Lake Creek Subwatershed Assessment: Kickoff Newsletter

CAC meeting focus and next steps:

At the December 8, 2021, CAC meeting, staff will provide a brief update on the next steps for 2022 Appointments and present a suggested timeline and procedures for CAC Executive Committee elections in January 2022. The majority of discussion time will focus on the planning for the onboarding of new members given the CAC Report and continued implementation of its recommendations in 2022, including number of sessions, length, timing, venue (in-person or virtual), content, support resources, and other considerations to effectively and efficiently get new members up to speed and comfortable in their role.