

MINUTES

Constituency and Community Outreach

Mayor-Elect Donna Deegan Transition

Date: Tuesday, June 20, 2024

Location: Jewish Family & Community Services, 8540 Baycenter Rd, Jacksonville, FL 32256

Chair: Ahmed, Parvez

In Person: Nixon, Kiaira; Allen, Omega; Dawkins, Janyce; Meyer, Whitney; Zhou, Wei; Watson, Cindy; Reyes, Andrea; Alawee, Basma; Harris, Lee; Hicks, Joshua; McKinnon, Joey; Gundy, Reginald; Hutto, Rebekah; Dumont, Georgette; Newman, John;

Zoom: Mann, Angela; Leon, Anny; Patz, Melanie; Harden, Christian;

Absent: Decunto, Mario; Ticker, Susan;

In-attendance as subject area experts: Yildirim Sivar and Inam Sakinah.
Patt McCullough and Phil Perry (senior advisors to Mayor Elect's Transition Team).

Legal Counsel: Carla Lopera (Office of General Counsel)

1. Called to order at 6:07pm.
2. Introduction
 - a. Parvez Ahmed welcomed attendees.
 - b. Members offered brief introduction.
 - c. Carla Lopera reviewed the Sunshine Law Standards. Two highlights:
 - i. Public Records—all records must be retained and made available on request.
 - ii. Public Meetings—when two or more individuals from the same board or committee come together it is a meeting. Meetings must be open to the public; minutes need to be taken. Notice of meetings must be given 72 hours in advance, even for subcommittees.
3. Purpose of Committee
 - a. Parvez Ahmed identified the other transition committees and explained the remit of this committee.
 - b. Parvez Ahmed discussed Guiding Principles, General Ethos and Meeting Rules of Engagement.
4. Areas of Focus and Proposed Subcommittees
 - a. Empowerment of Marginalized Communities, Interfaith Relations, Non-Profit and Higher Ed Revitalization will be the focus of our subcommittees. Handout distributed describing the priorities of each subcommittee in more detail.
 - i. Questions raised about how our work will integrate with the other committees. The 6 other committees are meeting and will create their own report. A final report will combine all seven committee reports. Parvez Ahmed will stay in touch with other transition committee co-chairs to identify any areas of overlap and identifies areas of synergy to leverage or duplication to avoid.

- ii. Question about members of this committee being able to review the other committee minutes. All minutes will be posted on the transition website for anyone to access. All committee meetings are open to the public, so members of this committee are free to attend other committee meetings as community observers.
- iii. Question about seeing previous administration transition reports. Parvez Ahmed will email this to committee members. Note that this committee structure is new so the final report that results from this process will likely look different from prior reports.

5. Timeline and Components for Report

- a. June 26 - Preliminary Progress Report due
- b. August 20 - Subcommittee Draft Reports sent to Chair.
- c. August 25 - Draft Final Report compiled and shared on to allow for review and public comment.
- d. August 29 - Committee provides final comments on report at meeting.
- e. September 5 - Final report is due.

6. Use of External Experts and Resources

- a. All committee members can and should consult with experts, collect data, identify best practices, and evaluate what resources exist and what gaps need to be addressed.
- b. Youth engagement should be prioritized in all areas, especially how each issue impacts them and members of their generation.

7. Sub-Committee Leadership

- a. Empowerment of Marginalized Communities
 - i. Whitney Meyer and Melanie Patz, accepted to serve as co-chairs.
- b. Interfaith Relations
 - i. John Newman and Rebekah Hutto, accepted to serve as co-chairs.
- c. Non-Profit and Higher Education Revitalization
 - i. Christian Harden and Angela Mann, accepted to serve as co-chairs.

8. Sub-Committee Preliminary Ideas for Consideration

- a. There are existing boards and commissions for some of this work but the Mayor can establish new leadership based on recommendations. Generally, board and commission members serve until their term is over or they are replaced.
- b. We can make specific recommendations to revitalize existing boards and commissions to ensure they better represent our diverse city and have a stronger impact on our communities. We can also improve communication to the public about these groups.
- c. We can review the work of existing boards and commissions and identify any gaps that may warrant proposing the creation of new boards and commissions.

- d. Reviewing the city budget is not within the scope of our current work due to limited time. We can certainly recommend that our proposals are reflected in future budgets.

9. Subcommittee Membership

a. Empowerment of Marginalized Communities

- i. Basma Alawee
- ii. Omega Allen
- iii. Reginald Gundy
- iv. Joshua Hicks
- v. Kiara Nixon
- vi. Andrea Reyes
- vii. Cindy Watson
- viii. Wei Zhou

b. Interfaith Relations

- i. Lee Harris
- ii. Paul Hassell
- iii. Joey McKinnon

c. Nonprofit and Higher Education

- i. Basma Alawee
- ii. Janyce Dawkins
- iii. Georgette Dumont
- iv. Reginald Gundy
- v. Joshua Hicks
- vi. Kiara Nixon
- vii. Cindy Watson

10. Subcommittee Meetings

- a. Sub-committees cannot meet at the same time. Meeting locations must be ADA compliant. Restaurants are not permitted. Jacksonville Jewish Center and City Buildings are available to be reserved. Zoom option to attend the meeting may be provided for those who cannot attend in person. Contact information for reserving rooms will be sent to co-chairs.
- b. Co-chairs must send meeting information including date, time, location, and zoom link with call-in information must be sent to Parvez Ahmed so meeting can be publicly noticed.

11. Subcommittee Reports

- a. Suggested Template for Subcommittee Reports shared with committee members.

12. Next Full Committee Meeting – June 27, 6pm at Jewish Family Services.

13. Adjourned at 7:45pm

MEETING DOCUMENTS

Guiding Principles

1. *Collaboration.* Create a culture of collaboration between nonprofits, city government, businesses, and academia to provide the best solutions possible for advancing inclusion and equity in City of Jacksonville's services.
2. *Communication.* Identify effective communication and messaging strategies that will inspire citizens to take a keen interest in their local government while providing clarity to employees to be successful.
3. *Accessibility.* Seek to address any barriers of communication, language, culture or other impediments for full engagement of all citizens in their interactions with city government officials.
4. *Innovation.* Be open to technological breakthroughs, creative problem solving, best practices, peer review and better solutions for citizen and business needs.
5. *Transparency.* Be open and transparent about deliberations and decisions in order to enhance citizen confidence and improve the quality of governance.
6. *Youth Engagement.* Find creative ways to integrate how to get Gen Z and Millennials in being engaged about issues that will impact them most in the future.
7. *Citizen Involvement.* Actively seek methods and mechanisms to enhance the participation of citizens in decision making and encourage constructive feedback from those who do business with COJ.
8. *Education, Training and Development.* Provide opportunities for all residents through diverse education, training and development options that will help create a competitive workforce and career opportunities for residents.

General Ethos

1. *Be Curious* - Ask questions. Generate new ideas.
2. *Breakthrough Bias* - Defy the expectations to generalize. Question your assumptions.
3. *Embrace Differences* - We are all created equal but we are not the same.
4. *Collaborate Across Differences* - The best ideas exist at the intersections of our differences.
5. *Be Resilient* - Embracing differences means taking risks and persisting through discomfort.

Meeting Rules of Engagement

1. Keep cell phones silent.
2. Actively listen when someone is speaking.
3. Allow others to speak before speaking a second time on an issue.
4. Assume positive intent, and then assume nothing else.
5. Respect all communication styles and personalities.
6. Own your voice and speak your truth during meetings by using "I" statements.
7. Keep comments brief and to the point.
8. If a point has already been made, there is no need to repeat it.
9. Be hard on issues but soft on people.
10. Refrain from sidebar discussions

Areas of Focus

1. Empowerment of Marginalized Communities
 - a. Identify city boards and commissions that work on issues related to racial, ethnic, sexual orientation, and disability justice.
 - b. Meet with community leaders who work in these areas of focus.
 - c. Propose action items to empower marginalized communities.
2. Interfaith Relations
 - a. Identify city agencies who work with city agencies to provide any service.
 - b. Meet with faith leaders across their full diversity to find out issues that are important to them.
 - c. Propose ways the city can better incorporate ecumenical services provided by faith institutions into non-profit cooperative ventures that strengthen the unity of the city.
 - d. Create an index of faith observances to increase the public's understanding for the diverse faith communities who call Jacksonville home.
3. Non-Profit and Higher Ed Revitalization
 - a. Identify existing relationship between COJ and the city's non-profit and academic institutions.
 - b. Meet with non-profit and academic leaders to identify the scope of a partnership between COJ and these institutions.
 - c. Propose action items to strengthen relationships between COJ and these institutions.

SUGGESTED TEMPLATE FOR REPORTS

1. Name of Transition Committee/Sub-Committee:
2. Names of Members of Transition Committee/Sub-Committee:
3. Expert Contributors (if any):
4. Description of Current Conditions:
5. Recommendation(s):
6. Context:
7. Short-Term Actions:
8. Long-Term Actions:

Items 4-8 may repeat depending upon how many recommendations the committee intends to make. The report may also footnote any Sources that may have been used as referenced by the committee.