

CDICR - Community Engagement Subcommittee

March 5, 2021

Present: Malcolm Doldron, Joan Lancourt, Jonathan Golden, Kea van der Ziel, Shana Penna, Caitlin Starr (ODICR), Carolina San Miguel (ODICR)

1. Approve past minutes

- a. Feb 5th minutes approved with edit to spelling of committee member name
- b. Feb 26th minutes approved with small spelling edit

2. Update on CE from Office

- a. Discussion of including this update at every meeting
- b. No update from ODICR

3. Discussion of SMART Goals for Subcommittee

- a. Prior to the meeting, Caitin shared a google doc with a SMART Goals template and a table to insert and edit goals for the subcommittee. This document was made public to view on the CDICR Website.
- b. Malcolm input drafted goals for discussion.
- c. Discussion of Increased Communication
 - i. Provide access to information on Town services and policies for residents in need of assistance
 1. How do we link these to website
 2. How do we get Departments to better share information with the community? To build better relationships?
 3. Discussed importance of evaluating utilization of Town services and programs.
 4. Caitlin shared information on the Thrive Guide - a list of local resources and services. Find ways to promote this comprehensive resource.
 - ii. Carolina mentioned the needs for other sources of communication - needing more funding for a real communications strategy Town wide.
 - iii. Committee agreed that the goal is to get Departments to be working and thinking differently about how they engage with the community.
 - iv. Help Departments think about building in some community engagement skills into front facing Town employment job descriptions.
 1. Support HR
 - v. Malcolm and Joan will meet to discuss the language of the goals the committee developed today.
 - vi. Malcolm and Caitlin will meet before the next meeting.

4. Updates

- a. Malcolm shared a draft of the Community Bill of Rights media
 - i. Once it is completed it will be shared on Facebook, BIG screens, CivicBrookline website, Town website, etc and be converted into B&W for Soof signs.

- ii. The media video will link to the actual CE Plan.
 - iii. Still slim on “responsibilities”
 - iv. Carolina would like to join the next meeting to help make the sides more clear.
- b. Caitlin gave a quick update on the rollout of the Inhabit app
- i. Not unsurprisingly, roadblocks have been put up to accomplish the rollout on the schedule discussed. Caitlin has sent IT all of the security information they have requested, and completed a “social media policy action plan”. In the next week or so, we will reach out to the Depts and Organizations again.

5. Next Meeting

- a. March 19th at 8:30AM
- b. At the next meeting the committee will drill down on the Rights and Responsibilities
- c. Committee members should take time to look at the CE Smart Goals in between meetings.