

Meeting Minutes- DRAFT

DENVER PARKS & RECREATION ADVISORY BOARD RETREAT

Saturday, June 9, 2021 -- 9:00am -2:00pm

Virtual Meeting: Via Zoom Meeting

Board Members in Attendance:

- Trena Marsal, Fran Coleman, Andre McGregor, Amy Razzaque, Florence Navarro, Jack Paterson, Marlene De la Rosa, Chandi Aldena, Pam Jiner, Lynne Mason, Lisa Calderon, Marla Rodriguez, Deana Pearlmutter

Absent:

- Meredith Levy, Molly McKinley, Lee Rains Thomas, Audrey Carrillo, Ramsey Harris, Frank Rowe

Public Comment 9:05am - 9:15am

- **Carol Woodall:** at Barnum Lake with volunteers and Canada Geese Protection members, collecting trash at the lake and plastics. Lake cleanup helps direct attention to significance to water and lake ecosystems to our community at large. Last month, Amy, Lee and Meredith from PRAB joined in a cleanup. Encourages PRAB and staff to participate and thank you to PRAB and DPR for the support.
- **Mary Frances Nevans:** at Barnum Lake supporting the clean up. One PRAB member recommended that she present to the board as more respectful, so she is open to representing better, as 2019 was tough as she was upset about the geese cullings happening, and some PRAB members did not know as well. Believes we have made strides this year in communication and working together. Happy to give a free overview with the City Attorney's Office on the Open Media Act if helpful as well, as something she is passionate about.

Review and agree on agenda, Norms, Decision-making methods

Norms:

- Be respectful and presume positive intentions
- Seek first to understand and then to be understood
- Stay focused on topics at hand
- Allow space for all to have a voice
- Listen without judgement
- Live our values of equity and inclusion

Question: how to uphold when they are broken, be able to identify when something feels neglected and how to move forward. Will work to do this throughout the meeting with facilitator support.

Facilitator Introduction 9:15am - 9:20am

- Lisa Carlson, co-facilitator. 5th year facilitating PRAB Retreat. Goal is to help PRAB get through the agenda and be most productive.

- Marisol Rodriguez, co-facilitator. Denver's Climate Action process in Denver was the most recent she facilitated.

Game Plan Inspiration from PRAB: 9:20am - 9:50am

- Trena Marsal, DPS representative. Connections, ensuring it reaches our students in DPS and bring everyone together.
- Fran Coleman, ultimate goal of a 10 minute walk for all in the city
- Andre McGregor, mountain park access, access for people to see our nature and mountain parks
- Amy Razzque, D7, it recognizes ways in which we have limited access for opportunity across our city and how to repair those historical harms
- Florence Navarro, the collective effort going into the plan - to guide the board, department, public, on a roadmap and action plan
- Jack Paterson, Ortega rep, it's a framework for all of us, measure progress and adjust through challenges
- Marlene De la Rosa, mayoral, uniquely Denver inspires her- what our specific needs are across Denver and recreation offerings.
- Chandi Aldena, Kniech rep, ways it talks about connecting culture and nature together and have it all under one umbrella
- Pam Jiner, 10-minute parks especially for seniors, as well as growth and improvement in our communities of color and equity of our parks and resources with comparable amenities
- Lynne Mason, Kashman rep., building and increase parks and recreation opportunities, see more wild space in our city and maps provided
- Lisa Calderon, D9 rep, wants to encourage more people of color into parks and green spaces and equity for underserved communities
- Marla Rodriguez, __
- Deana Pearlmutter, __

Review Mission and Charter: 9:55am - 10:45am

- Florence: Board has a role important to the City of Denver, the mission, charter and bylaws are the base - all are volunteers and committed to the park and recreation opportunities. Share a common interest in serving. This year had many changes with board members and leadership, as well as working online. Thank you for helping us out this year.
 - City Charter, under 2.4.3 sets up our Board of Parks and Recreation.
 - Mission Statement, to support the values of sustainability, equity, engagement, as detailed in the Parks & Recreation Game Plan. Revised January 12, 2011, so is referring to the first Game Plan, not current. Provide advice to DPR, with diverse views of representatives... this is our foundation of how we operate
 - Bylaws: Advise the manager, review and comment on annual budget... Board shall review and comment on policies and operations and budget, bring the voices and concerns of citizens of Denver to the manager.

- Section 2 duties: power to appoint committees as appropriate to assist in affairs of the board...
- Section 4: secretary ensures all meeting minutes posted in a timely manner on the DPR website.
- Regular meetings, with agendas posted on the website. Annual meeting to nominate officers for the following year. Good to start thinking about it now.
- Attendance tracked, how to remedy, and if 5 meetings are missed, etc.
- Agendas, established by officers, with input from staff and PRAB. Also guided by Chairs meetings and PRAB meetings, etc.
- Reminder to look at all of these documents as they are the basis and our guidelines
- Think about if anything is unclear in these foundational documents.
 - Process to amend ByLaws is in there as well, was last done in 2018
- We represent the city of denver, encourage us to represent diverse interests for the City

Questions/Comments:

When is the annual report issued? November

Exact number for a quorum on PRAB? 11

Are we a full board now? Yes, 19 members

Can we connect certain actions of the board, etc. to these guiding documents?

Will be good to think about our role in bringing voices forward in our committees, including those we disagree with.

If we amended our Mission or Bylaws, I see some here like on minutes to be the floor not the ceiling, so with new technology how do we make minutes more accessible. So build on best practices and add into bylaws

The board is the public as well, have to keep that in mind as well - appointed by our council or mayor to represent various communities and city, so we are also expected to contribute to the conversation and look to each other for information coming from our communities - but there are times where we need to depend on additional input and feedback, a thread that also runs through the Game Plan. -

When are those times when we need the public to speak for themselves? Hard for one person to represent the whole community, so space is needed for other voices - facilitate that information to come through and help move it forward

Would like to see more action items to connect in the districts but also connect to students in DPS, as a DPS representative one thing to see more of

Also acknowledge we might bring more than just a District view, but connection to community organizations, etc. Voice may not just be one district, should I represent my district or all communities I am part of?

What are term limits, and should we share why/how members are selected with non-PRAB members?

Answer: there are no terms or limits, but serve at the pleasure of the public official that nominated them (Mayor, Council person, DPS)

Want to know the tangible influence of PRAB/when has PRAB shifted a trajectory or influence for the department?

Conversation started but also on the parking lot - what is initiated from PRAB and what we should be doing more of? Review chat for additional points.

--BREAK 10:45-10:55 ---

Role of Committees: 10:55am - 12:15pm

- Flowchart attachment: advantage of time needs that the PRAB can't always do, of having smaller groups to focus deeper on issues and bring recommendations to overall PRAB.
- Established these last year at a retreat, based on the big buckets of work the department was doing. Game Plan should also inform these committees. Are these the right committees?
 - Marlana and Audrey would like to have a separate recreation committee due to the way the department is set up and the amount of programming in recreation.
 - Could Outreach become a piece of each committees work as well? If all committee meetings are open to the public, we should all have outreach as part of it.
 - Pam agrees with a recreation committee. Can we also connect more community organizations to our recreation centers, and if a committee could help encourage community organizations to rent from the recreation centers, etc., do targeted outreach to them
 - Andre agrees, we often talk about recreation but a committee would help address the increased need for recreation in the community now
 - Lisa is not opposed, but would have wanted it discussed in the outreach committee first - which now is structured on what community members are bringing up. Before we add new committees, let's look at current ones, still confusion on which committees do what, do we need to eliminate any or restructure?
 - Lynne - Could we just add a recreation program focus to one of the committees we already have?
 - Fran - let's look at notes from last year's retreat to see discussion on what the purpose of each committee would be. One issue is that mountain parks was integrated into each, which was a bit confusing. Let's use these notes from the last retreat on what each committee should be.
- Back to Flow Chart:
 - When the topic gets to a committee, no matter how it arises, it then should be driven with the view of equity lens first, does this affect a small or large group, through Game Plan lens next, other considerations, then at a committee will further research the issue. After which, could resolve the issue in the committee and inform the full PRAB of the topic, or recommend it goes to full PRAB for more discussion.
 - Pam- would be good to add in DPR's benefit when evaluating the topic. Clarification that the topic in question on flow chart might be more off "off leash dogs" or "alcohol policy" rather than "desire for a new committee".
 - Lynne- if topic is increasing senior recreation outdoors and in centers - then? Would bring it up to the committee chair via email or end of agenda, and assign

- to a different committee if needed, then they would use these questions to consider if it needed action.
- Pam - process might be missing the example of a bicycle education group that wants to be in the recreation center, if a city agency is hosting something, but could have a community do an ongoing program instead, but for long-term.
 - Florence - this would go through a similar thing, the committee would have to decide if it can be researched by their committee and support this group in understanding more (or connecting to the right person to help with what they are advocating for)
 - **Do we all agree with the top half of the flow chart?**
 - Adding co-chair aspect
 - Would like to see a list of all the topics that come to PRAB and who is taking care of it, the status of that issue, etc. - can refer back to it, and use at the end of the year to see progress.
 - Would like a google folder of all of the minutes from every committee and agenda items with status on a monthly basis
 - ALL agree with the top half of the flow chart
 - **Do we all agree with the bottom half of the flow chart?**
 - Happy - Who does the committee need to hear from, what does the committee need to know, add in that the department responds back to PRAB or committee on what was done, etc. So it closes the loop more (add another box to close the loop)
 - Lisa - I don't think we do get this far, to it actually coming to PRAB for a vote. Example of the Park Hill Golf Course, so once its gone through committee we need a clearer process of what actually happens next. Could be done through more motions at PRAB that are passed or failed, or given back to committee. Rather than it sitting only in the committee updates.
 - Fran - we need to know at what point to we decide to vote, or ask for more information
 - Marla - it should be that once it comes to full PRAB, what do we all think on this, discuss, and vote. Could add some boxes to flow chart to reflect that. If we can be confident the committee already considered everything on the chart, then yes, would follow to these next steps.
 - With adding new boxes and a feedback loop, do we all agree?
 - No disagreements
 - Community voice - part of the process because it's up to the committee to decide how/why/when, but do we need to define this?
 - All committees have to ask what is needed for each topic, which is by asking what has been done in the department, etc. it's part of the "research" in the flow chart.
 - Should define the minimum that each committee should be doing, then adding onto those depending on what is needed. Can we define what

that is for each - i.e. posted agendas, public comment section, opportunity for input.

- Flow chart addition - “learn from other experts in the field” and then add a box that says “gathers community input as needed”. Community voice should also be added later, in the middle as well
- Marlene- Could we add a 30 minute dialogue section before PRAB as well?
- Marla - We are talking about more engagement for people that are not PRAB members, for more dialogue, what if we opened up our PRAB meetings 30 minutes early for an open house before?
 - Will need to set some protocols, so its not just optional for PRAB members, and so people coming feel heard and engaged with
 - Would like to see participants show up on two sides of an issue - so we can actually consider all aspects, so may involve some effort for us to get both sides there
- *When are agendas for committees posted? What is the rule?*
- A google form of comments to PRAB could be a good idea as well, and with a check box of committees to send to
- Lisa - Need to keep something open for PRAB to engage, not just research - so we can take in comments and provide a space for it to happen, for authentic dialogue
- With addition of feedback loop AND adding mention of community voice (“and gathers community input”), is anyone opposed to this?

--LUNCH 12:15- 12:45 ---

- **Updated Flow Chart reviewed**
 - Added “.../community engagement” and ways it can happen - to make sure it happens, but how it happens can be left up to the committee and the topic at hand. So it sets a floor.
 - **With addition of feedback loop AND adding mention of community voice (“and gathers community input”), is anyone opposed to this?**
 - Yes, moving forward. May not be ideal, but a place to move forward with
- **Committees now - is the entire Game Plan addressed?**
 - Do our committees match Every Drop, Every Person, Every Dollar, Uniquely Denver?
 - Recreation is the missing aspect; youth focus might be missing
 - Planning Committee is working well → I think the structure was built along strategic planning, and just be aware that we are all volunteers and the process could become burdensome. Worried that recreation could be a subject area rather than a strategy.
 - There is overlap on the Every Drop, Person, Dollar, Uniquely - for committees
 - Every Drop is aligned with Sustainability and Resiliency Committee

- Every Person aligns with various topics and doesn't fit neatly into each area.
- Works well for staff members to know which committee is the committee they are focused on
- Less attention to recreation has been an issue for PRAB over the years, not just now. Recreation staff would like to have a recreation committee if possible
- Equity and Outreach are part of every committee, which we do most. So utilize this so we are all asking the questions on outreach, but also add a recreation committee, or have recreation replace the outreach committee?
- Lisa -Recreation focus of a committee is clear - and would be clear to non PRAB members. When it comes to pesticides, maintenance, etc., its harder to know where the topic should go. These issues are going to the Outreach committee because of feelings of not being heard in other's.
 - Amy - could see the Outreach committee as increasing access into PRAB and other committees. But even if we want to add outreach into every other committee, it might not be possible. We try, and then reassess in a few months. In a way, the outreach committee could be an accountability measure for us as a whole.
 - Pam - we need a recreation committee in order to fully address the needs of our communities, the community organizations that want/should be involved.
 - Lisa- Outreach could become "community engagement and accountability" committee - if they don't feel like they are being heard in other committees, this can be a catch-all to resolve issues. We also can help disperse information to send out to this committee and encourage them to share
- Are we ok establishing a Recreation Committee over the next year? YES
 - Yes, but we also need to ensure our Outreach committee is staffed.
 - Will discuss staffing as a follow up to ensure there are enough people on our committees
- Are we ok renaming the Outreach Committee to Community Engagement and Accountability Committee? YES
 - We first need to ensure our committees are actually hearing people, rather than having the outreach committee just be for people that feel like they aren't being heard. If there is a complaint, it should go to the PRAB President first.
 - If our committees worked like the diagram, it could be one way that people come in, then we work with the PRAB board or other committees, but have it be an entryway. Want to talk to the current outreach committee to redefine what would be useful, and then on advocacy on issues.
 - Would be good to review conflict resolution in the future for PRAB, to support these efforts across committees.

- Non-PRAB member participation - only appointed PRAB members are by charter only the members of committees. Need to get legal interpretation of this, as participation by non-PRAB members should be allowed in all our committees?
 - Potential way to resolve - committees can allow community participation, but committee actions are for PRAB members only (when recommendations come back it's via PRAB members, even though the committee can decide how non-PRAB members participate).
 - In Outreach committee, they do formal motions, but the PRAB member (Lisa) would bring them forward. Even if there is a community co-chair, that person would be a support.
 - Non-PRAB member co-chairs not fully agreed upon yet.
 - Need to ensure non PRAB involvement in committees is not just the squeaky wheel, will need to reassess after we try it out.

- **Committee Brainstorm on the Jam Board:** Given the Game Plan, what should our priorities be this year per committee?

- **Resiliency & Sustainability**

Resiliency & Sustainability

Given the Game Plan, what should our priorities be for for this year?



- **Operations & Maintenance, Budget & Finance**

Operations and Maintenance, Budget and Finance

Given the Game Plan, what should our priorities be for this year?

When staff is having to make trade-offs or reductions we need thought partnership. Thinking about how we manage - this is the committee looking at the issues around restrooms - where they are and how they serve. Reflects the work of our finance team and our parks operations and maintenance teams.

Facilities and buildings

Finance/budget recommendations. Really making sure it aligns to community and equity perspective we are hearing from PRAB.

- **Planning and Design, Funding, Access and Accessibility**

Planning and Design, Funding, Access and Accessibility

Given the Game Plan, what should be our priorities for this year?

Dog park

Shared roads and bike lane

Restrooms - open and functioning

Senior programs/ playground

Access - children with disability or older people - having access

Master plans

Connecting trails - to whatever parks

Mountain parks - transport to or visibility that they exist

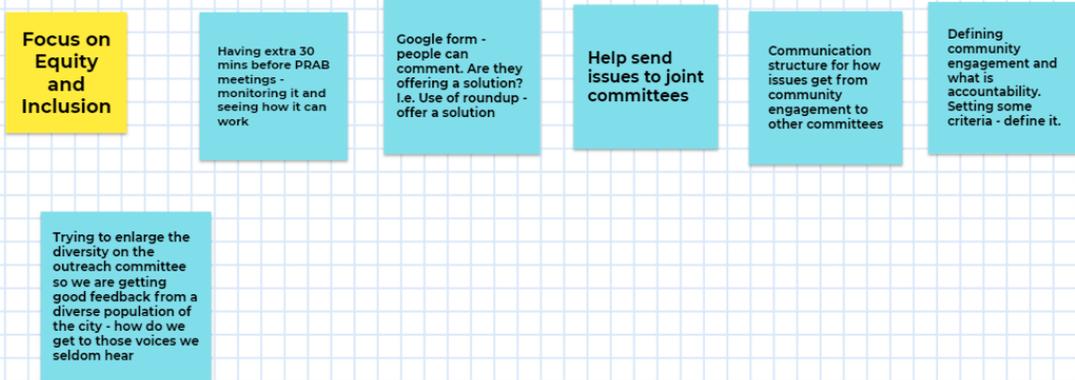
Equity can play a big role - are we prioritizing traditional underserved and are we catching them up

Follow legacy funds

- **Community Engagement & Accountability**

Community Engagement and Accountability

Given the Game Plan, what should our priorities be for this year?



○ Recreation

Recreation Committee

Given the Game Plan, what should the Priorities be for this year?



Parking Lot Items:

- Need a new on-boarding process for new PRAB Members
- Consider amending Bylaws (Best Practices)
 - How the public participates
 - Access to recordings
- Inventory how PRAB has influenced DPR

- What strategies can PRAB employ to maximize impact/influence?
- Mountain Parks has been interacting with all of the committees—is this how it should be?
- Need a running list of topics/issues with current status
- Consider a google doc/form for public comment