

# Howard County Council Racial Equity Task Force

Engagement Timeline & Stakeholder Roles



# PROCESS & STAKEHOLDER ROLES

---

# TIMELINE & PHASES OF WORK

## Level-Setting

- Build rapport among subgroups, staff, and facilitators
- Establish group norms
- Establish research objectives

**Nov–Dec 2020**

## Analysis & Recommendation Development

- Analyze research findings and create initial recs.
- Create assessment criteria
- Solicit community feedback on recommendations
- Prioritize recommendations

**Mar–May 2021**

**Jan–Feb 2021**

## Discovery & Learning

- Conduct research to understand drivers of disparities and identify potential solutions
- Engage and share findings with community residents

**June–Aug 2021**

## Refinement & Presentation

- Vet recs. with County Solicitor & Auditor; refine
- Draft final report with recs
- Present to County Council

# KEY MEETINGS

## Level-Setting

- Kickoff Meeting
- Subgroup Meetings

**Nov.–Dec. 2020**

## Analysis & Recommendation Development

- Interim Update to the Council (March 3)
- Subgroup Meetings + Small Group Meetings\*
- Public Hearing (May)

**Mar.–May 2021**

**Jan.–Feb. 2021**

## Discovery & Learning

- Subgroup Meetings
- Public Hearing (Feb/Mar)

**May–Aug. 2021**

## Refinement & Presentation

- Subgroup Meetings
- Public Hearing
- Final Report Development & Presentation

\* We are recommending that some subgroups break into smaller groups (3-4 people) between subgroup meetings to develop recommendations to pose to the larger group. Divvying this up will allow folks to focus on areas of interest and to move faster as a subgroup.



# STAKEHOLDER ROLES

---

# MAJOR ROLES & RESPONSIBILITIES: REMINDERS

## Subgroup Chairs

### Meeting Preparation and Facilitation:

- Shape subgroup meeting agendas; co-facilitate and/or participate in subgroup meetings
- Prepare for and present during public hearings, County Solicitor, County Auditor and County Council

### Research and Data:

- Oversee all research and analysis, including conducting research; supporting subgroup members on tasks as needed; preparing subgroup pre-reads; and providing distilled research, analysis and discussion points

Progress Reports: Prepare to share subgroup progress with County Council members or residents

### Report Writing:

- Identify equitable policy and practice recommendations
- Assemble all research and analysis needed for the report
- Write report cover letter/executive summary and discrete sections of report body and appendix
- Solicit feedback and incorporate into final draft
- Present final report to County Council



# MAJOR ROLES & RESPONSIBILITIES

## Subgroup Members

### Meeting Participation:

- Attend each assigned subgroup meeting (~8 meetings)
- Complete pre-reading, research or reflection for each sub-committee meeting as assigned
- Support chair's presentation at hearings and to County Council

### Research and Data:

- Identify research topics and relevant data
- Conduct research and analysis

### Report writing:

- Identify equitable policy and practice recommendations
- Periodically review drafts of report and provide feedback
- Distill feedback from County Auditor, County Solicitor and Council, as needed
- Aid in finalizing the report and preparing the final presentation to Council

# MAJOR ROLES & RESPONSIBILITIES

## Council Staff

### Meeting Preparation and Facilitation:

- Schedule and attend all subgroup meetings
- Schedule and attend meetings with County Solicitor and County Auditor
- Take meeting notes and identify any decisions/action items; update subgroup website

### Research and Data:

- Partner in identifying research topics and data
- Gather data on Howard County and support other research needs

## Groundwork Partners

### Meeting Preparation and Facilitation:

- Prepare for and facilitate kickoffs and monthly subgroup meetings with partnership with the chairs
- Provide guidance to staff, chairs, and subgroup members on research and analysis conducted in between meetings
- Support the chairs' conversations with and formal presentation to the County Solicitor, County Auditor and County Council, as well as to the public during hearings
- Liaise with staff and chairs to ensure continued coordination within and among subgroups and other stakeholders

Final Report Development: In close partnership with the chairs, draft and refine the final report of recommendations for the County Council





[www.groundworkpartners.co](http://www.groundworkpartners.co)