

S.E.T Communities Task Force Reference Guide

Goals/Shared Vision

This will be further developed at our training together, but we can keep in mind a few things. We were all brought together because we as a community had a hard time dealing with the fact that young teens were killing each other with guns. When we put our heads together we quickly found that gun violence is but a symptom of a larger epidemic that has been festering in our city for decades. To address these symptoms we must look at their systemic cause: poverty, social vulnerabilities, and other systemic hardships all are big problems to solve and will likely take generations of collaborative efforts, but we can lay the framework now. We endeavor to make Cedar Rapids safer, more equitable, and a place where ALL people can thrive. If this is our rallying cry, the work of it all is addressing the aforementioned systemic issues. No set of recommendations alone will turn the trick, but if we develop a framework from which to work, over time, we will undoubtedly see the fruits of our labor. Regardless of how high we aim, the city will be better off in the end.

Expectations:

- Chairs are to keep minutes of their meetings and report minutes back to the permanent steering committee.
- Invite diverse group of necessary experts, professionals, and/or community leaders to build out subcommittees.
- Make reasonable attempts and allowances for public comment and feedback, either by offering a meeting time/date to the general public or by working with the community engagement subcommittee to find ways to interact with the public, perhaps through hosting a public forum on a particular issue area relevant to the work of your respective subcommittee.
- Maintain an open line of communication with the permanent steering committee, and let committee members know about any problems, best practices, innovative ideas or critical observations that could be beneficial for others involved in this effort.
- Be inclusive. Be innovative. Be mindful. Dream big. Work together and keep the shared vision in mind.

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Phase	Dates -- 2016	Goals
Fact-finding & Discovery	<p>January to May (5 months)</p> <p>The deadline for 1st draft of preliminary report to be submitted to permanent steering committee will be Tuesday, May 10th 2016.</p>	<ol style="list-style-type: none"> 1. Bring together diverse group of necessary professionals to build out subcommittees. 2. Study facts of current situation within the purview of subcommittee. 3. Invite public comment and feedback. 4. Ready 1st draft of preliminary report of findings for permanent steering committee to report to City. This report may include preliminary recommendations in addition to findings.
Preliminary Report	<p>June (1 month)</p> <p>The deadline for final draft of preliminary report to be submitted to permanent steering committee will be Friday, June 10th 2016.</p>	<ol style="list-style-type: none"> 1. Preliminary findings collected from subcommittees; combined into a report. 2. Subcommittee chairs join permanent steering committee to formally present preliminary report to City. 3. Make necessary adjustments to process, report and/or committee structure as needed.
Final Report	<p>July to August (2 months)</p>	<ol style="list-style-type: none"> 1. Research possible solutions to problems found in fact-finding/discovery phase. 2. Invite public comment and feedback. 3. Determine goals for optimal outcome for City, as it pertains to the purview your subcommittee. 4. Determine which solutions from research and public comment are most appropriate (reasonably achievable) and should be included in final report of recommendations to the City. These solutions should help the City reach the goals that were decided upon from step 3 of this phase.
Presentations	<p>September to December (3 months)</p>	<ol style="list-style-type: none"> 1. Recommendations are collected and combined into a report. Final preparations are made for presentation to City. 2. Subcommittee members, chairs, and permanent steering committee will work together to formally present findings and recommendations to the City and all other interested entities, which may include but are not limited to the Cedar Rapids Community School District, and Linn County Board of Supervisors. 3. After debriefing with all interested parties and committee members, determination to be made on next steps, primarily whether to proceed with forming a commission, non-profit or other entity to see to it that these recommendations are acted upon.