

**Royal Oak
2020
Census
Complete Count
Committee Minutes
April 16, 2019 5:30pm**

Leo Mahany / Harold Meininger Senior Community Center
3500 Marais Ave, Royal Oak, MI 48073

Members Present: Royetta Ealba, Tom Allen, Kevin Huffman, Bernadette Beach(remote), Larysa Blysniuk, Ruth Stanton, Wanda Warsinski(remote), and Bruce Weaver, Luke DeVantier

Members Absent: Emily Fitzgerald, James McMahon, Jack Petroskey, and Frank Tyndell, Theresa Tejada,

1. **Call to Order:** at 5:37pm
2. **Public Comment:** None
3. **Agenda:** Kevin asked for approval of agenda, Blysniuk requested Meeting Norms be added to the agenda and Allen asked that sub committees be discussed to ensure purpose and members are correct. Motion to approve the agenda with the agenda by Blysniuk, second by Weaver. All in Favor: Motion carries.
4. **New Business:**
5. **Approval of minutes from 04/02/2019 – Motion by Allen to approve the minutes, second by Blysniuk. All in favor, motion carries.**
 - **Meeting Norms:** Important to maintain proper order. Following norms suggested:
 - **Raise hand to be recognized by Chairperson.** One person speaks at a time.
 - No speaking over another member.
 - Important to hold space for members who have not been heard from. Huffman will ask if there are additional comments and if someone has not had chance to speak.
 - Blysniuk offered to write up norms and review at the beginning of each meeting.
 - **Subcommittees report** –The following subcommittee reports:
 - **Condo Committee**
 - Allen stated he has begun to compile list of all condo associations in Royal Oak. He will distribute printed materials to the associations late fall/early winter. Discussion held regarding the need for handouts to be distributed by all subcommittees. Marketing and Blysniuk states Michigan Non Profit Assn does not have handouts on their site.
 - **Grant subcommittee:** Kevin reported the city was not able to provide a 501C3 for the grant application process. Grant due by 5/1/2019. Suggested the grant committee should be named the "Resource Development" Committee which will include grant seeking as well as financial resources for committee work. Motion made by Allen and seconded by Blysniuk to change Grant sub committee

to Resource Development sub committee. All in Favor: Motion carries.

- Warsinski reported she saw Rep. Jim Ellison at a meeting and he advised her his office is also available to assist in securing resources. Warsinski will follow up with his office and report back to Kevin.

- **Data Sub-Committee:** Weaver stated there is a website called State data center with some useful information for the census. Website is: sdcclearinghouse.com. Weaver reminded the group he is available to drill down into data for any of the sub-committees who need data assistance.
- **Civic Groups:** Warsinski reported she will be attending a large group event where many of the representatives will be available and will talk about the Census and it's importance.
- **Communications** – Stanton: absent
- **Education** – Blyzniuk has reached out to Preschools (January, 2020) will be their enrollment meeting, and will be reaching out to day care centers during the summer to reach the hard to reach under 5 population. She also has communicated with the Superintendent of RO schools and private schools.
- DeVantier reported he is working with Special Events at Oakland Community College to connect with students.
- **Special Events** – Martin and Tejada: absent.
- **Oakland County Liaison** – Ealba has not heard back from David Woodward.
- **Faith-Based** – Beach reported Daily and Muth are working with her on the Faith Based subcommittee. Initial list has been compiled and further gathering of data will continue. Outreach will begin to see how the different churches want the information shared with them.
- **Discussion on outreach strategies**
 1. Each member discussed the different community groups with which they are involved and can try to engage.

6. Other Items:

- Beach suggested the committee develop a "timeline" with important dates and goals. Weaver mentioned there could be a document with the mission and goals so we are all on the same page. Blyzniuk asked if it would be helpful to conduct a facilitated conversation about this. She will lead this conversation starting with a few important questions. Committee agreed this would be time well spent.
- New member to committee introduced herself: Kit Frohardt-Lane who is a Royal Oak resident and has volunteered to be on the Data Committee.
- DeVantier offered to assist on the Marketing Committee.

7. **Future Meeting** – May 7, 2019 @ 5:30pm Location to TBD, Krizan will let us know.

8. **Adjournment:** Motion to adjourn at 6:24pm by Beach, second by Frohardt-Lane. All in favor.