

City of Missoula

Committee of the Whole Agenda

Date: November 18, 2020, 12:30 PM - 1:15 PM

Location: ZOOM Webinar

Members: Stacie Anderson, Mirtha Becerra, John P. Contos, Heather Harp, Jordan Hess, Gwen Jones, Julie Merritt, Jesse Ramos, Amber Sherrill, Sandra Vasecka, Bryan von Lossberg, Heidi West

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Pages

1. ADMINISTRATIVE BUSINESS

1.1. Roll Call

1.2. Approval of the Minutes

1.2.1. October 21, 2020 minutes

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2. PUBLIC COMMENT

3. COMMITTEE BUSINESS

3.1. LEARN Missoula Contract

Eran Pehan

5

Recommended motion:

Approve and authorize the Mayor to sign a contract for services with All Nations Health Center, the fiscal sponsor for LEARN Missoula, for \$75,000 to conduct a thorough research project and provide a place-based action plan that is created by and centered upon Black, Indigenous and People of Color (BIPOC).

4. ADJOURNMENT

Missoula City Council Committee of the Whole Minutes

October 21, 2020

1:30 PM

ZOOM Webinar

Members present: Stacie Anderson, Mirtha Becerra, John P. Contos, Heather Harp, Jordan Hess, Gwen Jones, Julie Merritt, Amber Sherrill, Sandra Vasecka, Bryan von Lossberg, Heidi West

Members absent: Jesse Ramos

1. ADMINISTRATIVE BUSINESS

1.1 Roll Call

1.2 Approval of the Minutes

September 23, 2020 minutes.

The minutes were approved as submitted.

2. PUBLIC COMMENT

Bryan von Lossberg went over rules.

Public comment not on the agenda - seeing none

3. COMMITTEE BUSINESS

3.1 Emergency Winter Shelter Contract and Update

Eran Pehan - Office of Housing and Community Development. Emergency Winter Shelter Contract and Update presentation. Asking Council to authorize Mayor to sign this contract. She gave a history of Poverello Center and it's partnership with the city. Discussed difficulties COVID has presented.

Amy Allison Thompson - Director of the Poverello Center. Discussed plans for this winter which include a new Johnson Street emergency shelter. In the past they used to partner with the Salvation Army for over flow, COVID won't allow this. The Johnson Street space to house up to 150 people. Poverello center is experiencing a shortage of shelter beds because of COVID safety regulations and many other shelters are not able to be open due to COVID, many of which provided shelter during daytime hours. Johnson Street proposal is for a 24 hour shelter. Following strict CDC guidelines for Poverello Center and Johnson Street - 6ft between sleeping spaces, meal service compliance, cleaning protocols, and regular screening of guests. If a guest is experiencing symptoms, they connect them to medical care and don't receive services until they have been evaluated. They haven't had a ton of problems with COVID - lucky that their protocols are working. Working with health department to provide sack lunches at new site, hoping to provide 1 warm meal/day, which will be made at the Poverello Center and taken over to Johnson

Street, they don't have a commercial. Having an open house Thursday 10.29.20, from 330-7 to see new location. The Poverello Center holds monthly neighborhood meetings to hear from neighbors about any issues and brainstorm together, and the same will be provided at the Johnson Street location. First one is 11.11 at noon, over Zoom. Challenges in preparation - staffing for new location, hope to have 4 staff at all times. Need supplies - blankets/sheets/warm weather gear. Asked for referrals and supplies.

Bryan von Lossberg - asked about winter shelter operational time frame.

Amy Allison Thompson - The winter shelter will operate from 11.1-3.31, typically the coldest months of the year.

Bryan von Lossberg – Would like to hear about the preemptive planning for this weekend's cold weather.

Amy Allison Thompson - This weekend they are worried about the colder temps and are trying to come up with a quick plan. The Salvation Army has agreed to open their space as an emergency temporary shelter for this weekend. Open from 8pm-730am both nights.

Ginny Merriam - Communications Director - knows they will need to have a robust communications plan because it's a big change for the community. Put together a team from the City and County, the Poverello Center and the Office of Housing and Community Development. Contracted Big Sky Public Relations for public outreach. Highlights: ongoing meetings with external and internal stakeholders and retailers in the mall, press release 10.20.20, communications to the 4 neighborhood councils that are in the Johnson St neighborhood, a mailer will go out to over 6000 business and residents within 4 mile radius of Johnson Street center, inviting to open house 10.29 330 -7pm, submitted plan to the Health Department for open house safety measures, Engage Missoula page where people can find info, make comments and ask questions. When the space is ready, they will shoot a video and take pictures to post on the Engage Missoula page. There are 4 engagement opportunities for public - this meeting, on Friday at 9am Amy and Ginny city talk radio, open house Thursday 10.29 and Engage Missoula page.

Bryan von Lossberg – Clarified that the opening of Johnson Street is Sunday 11.1, and that the Salvation Army is providing temporary shelter this weekend.

Amber Sherrill - Spoke to the open nature of the space, says it seems ideal. Asked Amy what the most current count of homeless looks like, and if the Johnson Street space is enough space with COVID requirements.

Amy Allison Thompson – They don't have a specific count right now. They have a best estimate from connecting with their homeless outreach team for numbers. Johnson Street could sleep more than 150 if needed, the only limiting factor would be staffing issues. Will reach out if this becomes a challenge and will continue to reevaluate.

Amber Sherrill – Asks to clarify meals

Amy Allison Thompson - 1 hot meal and sack lunches, for sure 1 hot meal

Sandra Vaseka - 3 questions - Will emergency shelter allow substance abuse? There is concern about the nearby schools and parks. Are there plans to address this? Is the money already budgeted for?

Eran Pehan- It is already budgeted for. The City and County are both contributing \$50,000. The remainder of costs covered through federal grant from the Department of Housing and Urban Development. In regards to schools, there is great communications in place with schools nearby other locations.

Amy Allison Thompson – In terms of issues related to nearby parks, encourage people to call homeless outreach team. Additional capacity from 3 additional FTE increase to outreach team due to COVID. Planning on having these locations be low barrier - means they are welcome to be onsite as long as their behavior is ok, it is not based on sobriety.

Julie Merritt – The usage numbers with the Salvation Army has historically been low the last couple of years. Are we expecting more people to use the new shelter?

Amy Allison Thompson - Yes, there is a significant need due to capacity being restricted at the Poverello Center.

Julie Merritt - Asking for a constituent – There was a mention of packaging and redistribution of donated items, will this include retail distribution?

Eran Pehan - This is a separate issue that will be presented in the Administration & Finance meeting regarding a contract for another property.

Stacie Anderson – Suggested that in the letter to the neighborhood, provide the homeless outreach team number and instructions on how to join monthly zoom neighborhood meeting. Will there be transportation coordination to new center?

Amy Allison Thompson – They do not have plans for transportation this year, because it's on a bus line. And think there will be 2 separate groups, using one shelter or the other, no need to be going back and forth. Also both sites will be open 24 hrs/day.

Stacie Anderson - At the Poverello Center there are wrap around services/case workers. Will these services be available at the Johnson Street center to reduce the need to go back and forth? Will it essentially be a fully operational center like the Poverello?

Amy Allison Thompson - Yes, services will be exactly the same.

Heidi West - Which bus line? Is there thought to extend bus hours? Are there access points for service for people they wouldn't typically house? For example unhoused families, who recently lost their home, what are the best entry points to direct them to in the community?

Amy Allison Thompson - The bus line is bus 2, already communicated with Mountain Line so they are aware they might see more traffic. There is no discussion of extension of routes. Direct people to 211, great option to get info on resources, the YWCA will be managing emergency family center and the Family Promise Program.

Julie Merritt – Mentioned that Wednesday at noon neighborhood meeting precludes council members from participating, is it possible to think about another day?

Amy Allison Thompson – Yes, will reconsider so there is opportunity for attendance.

Bryan von Lossberg – We can take this into account when we plan committees that day.
Discussed specific action for contract prior to Gwen Jones making a motion.

Authorize the Mayor to sign a contract for services with the Poverello Center for \$100,000
for the provision of Emergency Winter Shelter Services.

AYES: (11): Stacie Anderson, Mirtha Becerra, John Contos, Heather Harp, Jordan Hess,
Gwen Jones, Julie Merritt, Amber Sherrill, Sandra Vasecka, Bryan von Lossberg, and
Heidi West

ABSENT: (1): Jesse Ramos

Vote results: Approved (11 to 0)



City of Missoula, Montana
Item to be Referred to City Council Committee

Committee: Committee of the Whole

Item: LEARN Missoula Contract

Date: November 18, 2020

Sponsor(s): Eran Pehan

Prepared by: Eran Pehan

Ward(s) Affected:

<input type="checkbox"/> Ward 1	<input type="checkbox"/> Ward 4
<input type="checkbox"/> Ward 2	<input type="checkbox"/> Ward 5
<input type="checkbox"/> Ward 3	<input type="checkbox"/> Ward 6
<input checked="" type="checkbox"/> All Wards	<input type="checkbox"/> N/A

Action Required:

Authorize the Mayor to sign a contract for services with All Nations Health Center, as the fiscal sponsor for LEARN Missoula.

Recommended Motion(s):

I move the City Council: Authorize the Mayor to sign a contract for services with All Nations Health Center, the fiscal sponsor for LEARN Missoula, for \$75,000 to conduct a thorough research project and provide a place-based action plan that is created by and centered upon Black, Indigenous and People of Color (BIPOC).

Timeline:

Referral to committee:	November 5, 2020
Committee discussion:	11/18/2020
Council action (or sets hearing):	11/23/2020
Public Hearing:	n/a
Deadline:	Click or tap here to enter text.

Background and Alternatives Explored:

Financial Implications:

Links to external websites:

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this day of November 24th, 2020 by and between the **CITY OF MISSOULA, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, 435 Ryman St., Missoula, MT 59802, referred to here as “City,” and the All Nations Health Center on behalf of LEARN Missoula (Listening, Engaging, Action, Reflection Network), 2415 Mullan Road, Missoula, Montana 59808, hereinafter referred to as “Contractor.”

RECITALS

WHEREAS, the City desires to utilize Contractor to furnish independent services in connection with anti-racism and discrimination departmental audits and the generation of data driven practical and applied localized BIPOC knowledge and solutions gained through rigorous data impartial methods that will facilitate the development of a data driven comprehensive action plan for local leaders that is intended to bring long-lasting social transformative changes to Missoula’s municipalities and create a more just, inclusive, unbiased and equitable Missoula, including those services described within the Section or the Attachment to this contract entitled, “Scope of Work & Compensation;” and

WHEREAS, Contractor has represented to the City that Contractor has the necessary expertise to furnish said services and has available to Contractor the necessary staff and resources to perform the independent services in a timely manner consistent with the nature of the project.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. **Purpose:** City desires to have Contractor conduct a thorough and ethical research project that critically evaluates municipal departments through a racial justice and equity lens and privileges Black Indigenous People of Color (BIPOC) perspectives, knowledge and solutions in the creation of a data driven strategic action plan, in accordance with the Scope of Work attached as Exhibit A.
2. **Effective Date:** This Agreement is effective upon the date of its execution by both parties and will terminate on the day of December 31st, 2021, or upon 30 days’ notice by the City to Contractor of its desire to terminate the Agreement by giving such notice to Contractor’s designated liaison identified below.
3. **Scope of Work:**
 - a. Contractor will perform the work and provide the services in accordance with the requirements of the Scope of Work attached as Exhibit A, Section 1; and
 - b. If authorized in writing as provided in this subsection, Contractor shall also furnish additional services. To the extent additional services have been identified at the time of executing this Agreement, they are itemized in Exhibit A and will be paid for by City as indicated in Section 4. As further additional services are requested of Contractor, this

Agreement may be modified and subject to mutual consent by execution of an addendum by authorized representatives of both parties, setting forth the additional scope of services, their performance time schedule, and the compensation for such services.

4. Payment:

a. City agrees to pay Contractor for services outlined in Exhibit A, Section 1 in accordance with the terms and conditions laid out in Exhibit A, Section 2 – Compensation, and Contractor shall be compensated for additional services authorized pursuant to Section 3.b. above, which have not been identified at the time of executing this Agreement as more particularly described in a fully approved and executed addendum to this Agreement. Payment for work beyond that described in Exhibit A or as contained in a fully approved and executed addendum to this Agreement is expressly denied without prior written authorization from City. Such authorization must include signature of the Mayor.

b. Contractor shall submit statements for basic and additional services rendered. City shall pay Contractor within 30 days of receipt of an itemized invoice for the services rendered or shall notify Contractor of any dispute by City concerning the performance of any services and the basis therefore and shall pay Contractor within thirty days for the services not in dispute. If any items are disputed by City, Contractor and representatives of City shall meet and confer regarding the disputed items within ten business days after City notifies Contractor of the services in dispute. City shall pay for any disputed services for which the dispute has been resolved to the satisfaction of the City within thirty days after such resolution.

5. Independent Contractor Status: The parties agree that Consultant, is an independent contractor for purposes of this agreement and the parties agree that Consultant is and shall be an independent contractor when performing services pursuant to this agreement. Consultant is not subject to the terms and provisions of the City's personnel policies handbook and may not be considered a City employee for workers' compensation or any other purpose. Consultant is not authorized to represent the City or otherwise bind the City in any dealings between Consultant and any third parties.

Consultant shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Consultant shall maintain workers' compensation coverage for all members and employees of Consultant's business, except for those members who are exempted by law.

Consultant shall furnish the City with copies showing one of the following: (1) a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or (2) proof of exemption from workers' compensation granted by law for independent contractors.

6. Indemnity and Insurance: For other than professional services rendered, to the fullest extent permitted by law, Consultant agrees to defend, indemnify, and hold the City harmless against claims, demands, suits, damages, losses, and expenses connected therewith that may be asserted or claimed against, recovered from or suffered by the City by reason of any injury or loss, including but not limited to, personal injury, including bodily injury or death, property

damage, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of Consultant or Consultant's agents or employees.

For the professional services rendered, to the fullest extent permitted by law, Consultant agrees to indemnify and hold the City harmless against claims, demands, suits, damages, losses, and expenses, including reasonable defense attorney fees, to the extent caused by the negligence or willful misconduct of the Consultant or Consultant's agents or employees.

For this purpose, Consultant shall provide City with proof of Consultant's liability insurance issued by a reliable company or companies for personal injury and property damage in amounts not less than as follows:

- Workers' Compensation—statutory
- Employers' Liability—\$1,000,000 per occurrence; \$2,000,000 annual aggregate
- Professional Errors and Omissions Liability—\$1,000,000 per claim; \$2,000,000 annual aggregate

7. Professional Service: Consultant agrees that all services and work performed under this agreement will be accomplished in a professional manner, in accordance with the accepted standards of Contractor's profession.

8. Compliance with Laws: Consultant agrees to comply with all federal, state and local laws, ordinances, rules and regulations.

9. Nondiscrimination and Affirmative Action: Consultant agrees and shall comply with the following Non-Discrimination and Affirmative Action policies:

NON-DISCRIMINATION. All hiring shall be on the basis of merit and qualification and there shall be no discrimination in employment on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status, sexual orientation, or gender identity/expression, except where these criteria are reasonable bona fide occupational qualifications.

AFFIRMATIVE ACTION POLICY. Contractors, subcontractors, sub grantees, and other firms doing business with the City of Missoula must be in compliance with the City of Missoula's Affirmative Action Plan, and Title 49 Montana Codes Annotated, entitled "Human Rights" or forfeit the right to continue such business dealings.

The City's Affirmative Action Policy Statement is:

The Mayor of the City of Missoula or the Mayor's designee may adopt an affirmative action plan to provide all persons equal opportunity for employment without regard to race, ancestry, color, handicap, religion, creed, national origin, sex, age, sexual orientation, gender identity or expression, or marital status. In keeping with this commitment, we are assigning to all department heads and their staff the responsibility to actively facilitate equal employment opportunity for all present employees, applicants, and trainees. This responsibility shall include

assurance that employment decisions are based on furthering the principle of equal employment opportunity by imposing only valid requirements for employment and assuring that all human resource actions are administered on the basis of job necessity.

Specific responsibility for developing, implementing, monitoring and reporting are assigned to the City Personnel staff under the supervision and direction of the Chief Administrative Officer and the Mayor.

It is the policy of the City of Missoula to eliminate any practice or procedure that discriminates illegally or has an adverse impact on an “affected” class. Equal opportunity shall be provided for all City employees during their terms of employment. All applicants for City employment shall be employed on the basis of their qualifications and abilities.

The City of Missoula, where practical, shall utilize minority owned enterprises and shall ensure that subcontractors and vendors comply with this policy. Failure of subcontractors and vendors to comply with this policy statement shall jeopardize initial, continued, or renewed funds.

Our commitment is intended to promote equal opportunity in all employment practices and provide a positive program of affirmative action for the City of Missoula, its employees, program participants, trainees and applicants.

10. Default and Termination: If either party fails to comply with any condition of this agreement at the time or in the manner provided for, the other party, at its option, may terminate this agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this agreement.

11. Modification and Assignability: This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written agreement, may be considered valid or binding. This agreement may not be enlarged, modified or altered except by written amendment signed by both parties hereto. The Consultant may not subcontract or assign Consultant’s rights, including the right to compensation or duties arising under this agreement, without the prior written consent of City. Any subcontractor or assignee will be bound by all of the terms and conditions of this agreement.

13. Liaison:

Designated liaison with Contractor is:

Eran Fowler Pehan, Director
Community Planning, Development and Innovation
435 Ryman Street

Missoula, MT 59802
(406) 552-6395

Contractor's designated liaison with City is:

Dexter Royes, Project Manager
Dexter.Royes@wallawalla.edu
LEARN MISSOULA
2415 Mullan Road
Missoula, MT 59808
406 728-9305
learnmissoula@gmail.com

14. Previous Agreements: This Agreement constitutes the entire understanding of the parties and is intended as a final expression of their agreement and a complete statement of the terms thereof. There are no promises, terms, conditions, or obligations, other than contained herein. This Agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties.

15. Applicability: This agreement and any extensions of it shall be governed and construed in accordance with the laws of the State of Montana.

WITNESS, the parties here have executed this instrument the day and year first above written.

CONSULTANT:

All Nations Health Center on behalf of LEARN
MISSOULA

MAYOR

City of Missoula, Montana

D'Shane Barnett, Executive Director

John Engen

ATTEST:

APPROVED AS TO FORM:

Martha L. Rehbein, CMC, City Clerk

Jim Nugent, City Attorney

EXHIBIT A
Scope of Work & Compensation

SECTION 1 - Scope of Work

Timeline and Funding Request from City of Missoula

LEARN Missoula will be building and maintaining a structured organization capable of doing the work necessary to conduct a rigorous and ethical research project. Our budget is based on a one-year timeline and represents recursive qualitative and quantitative research methodologies, inclusive of anti-racism/discrimination departmental audits and the generation of data-informed applied and practical BIPOC knowledge, which will be instrumental in the creation of a data driven comprehensive action plan that privileges/centers the experiences, perspectives, and solutions of Missoula BIPOC community members.

As this project was formed based on a request for information from the City of Missoula, and because it is directed at helping the City of Missoula make data driven structural changes to create a more equitable, just, and inclusive Missoula, we are requesting that the City of Missoula provide foundational funding in the amount of \$75,000.

If the City requires additional work beyond this one-year term, we will present a new proposal for the next fiscal year.

The full scope of work is discussed and outlined in the Project Proposal.

SECTION 2 - Compensation

LEARN Missoula is requesting that the City of Missoula provide foundational funding in the amount of \$75,000.

LEARN Missoula - Transforming Missoula Proposed Budget

Research Cost	\$195,700
Personnel	\$130,000
Other Expenses	\$61,300
TOTAL	\$387,000

In Kind Service	\$255,000
<i>(reflects discounted personnel rate and vendors non-financial contribution)</i>	



Listening
Engaging
Action
Reflection
Network

Transforming Missoula:

Centering Black, Indigenous and People of Color (BIPOC) Solutions and Action Strategies in Dismantling Systemic Oppression, Structural Inequity and Exclusion

**RESEARCH PROPOSAL
BY
LEARN MISSOULA**

(Listening, Engaging, Action, Reflection Network)

SUMMER 2020

Author's Note:

The principal author is Laurellé C. Warner, PhD, MSW, LCSW with edits and input from Brad Hall, EdD and recommendations from LEARN Missoula Project Team.

LEARN Missoula is Fiscally Sponsored by All Nations Health Center

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Abstract

A mixed method approach nesting quantitative research within a primary qualitative design is proposed. LEARN Missoula will invite Black, Indigenous and People of Color (BIPOC) residents and stakeholders to narrate and describe stories about their lived experiences noting how they connect their social reality and lived experiences in Missoula to systemic marginalization, disenfranchisement and inequity in irrefutable and measurable ways. A crucial aspect of engagement is inviting BIPOC residents to envision and design a just, safe, inclusive, and equitable Missoula where they can experience an ongoing sense of safety, place, belonging and well-being. From these storied conversations, a data driven comprehensive action plan for local leaders that privileges BIPOC-generated solutions and strategies will be formulated. Narrative and phenomenological traditions informed by the transformative paradigm undergird the qualitative approach. In contrast, the quantitative aspect will include scrutinizing existing/archival municipal departments data and interviewing departmental representatives using a critical paradigm that incorporates a racial justice and equity lens. The fundamental premise of LEARN Missoula's proposed research is that BIPOC residents, groups, and community-based organizations in Missoula are confronted with structural inequalities and exclusion; and, they encounter systemic oppression, injustice and discrimination as they interface with municipalities, community structures, and the business sector. All of which impact their daily lives. Given these experiences, BIPOC residents are supremely eligible, imminently qualified, and in the best position to offer valuable and relevant action strategies for creating a more just, inclusive, unbiased, and equitable Missoula. They know what matters most to their wellbeing. Thus, BIPOC-generated knowledge (gained through rigorous methods) will be instrumental and integral in the process of dismantling oppressive and inequitable community structures/institutions and in bringing about social transformation in municipal systems. Data informed BIPOC-specific solutions and strategies will take precedence which is congruent with participatory action-oriented research.

Key words: BIPOC, structural inequality, injustice discrimination, participatory action-oriented

Research Proposal

TITLE

Transforming Missoula: Centering Black, Indigenous and People of Color (BIPOC) Solutions and Action Strategies in Dismantling Systemic Oppression, Structural Inequity and Exclusion

RESEARCH PROJECT TEAM

The research project team known as LEARN Missoula (Listening, Engaging, Action, Reflection Network) is BIPOC led and directed. Each member comes with a repertoire of knowledge, skills and a professional value base, and with a history of engaging in equity and diversity work. As a collective, they are committed to centering local BIPOC voices, perspectives, and knowledge in the process of transforming community structures, municipal systems, and business institutions in Missoula.

PROBLEM STATEMENT

BIPOC residents, groups and community-based organizations in Missoula encounter systemic oppression, injustice and discrimination as they interface with municipalities and the business sector that impact their daily lives. Additionally, they often are confronted with structural inequalities and exclusion which have deleterious effects on their lived experience and sense of place.

RESEARCH AIM

There are four aims: 1) To actively engage BIPOCs who historically have been forced to the margins of the research process by using a transformative paradigm, which embodies a human rights, social justice and critical approach to research (Mertens, 2009). 2) To cultivate research partnerships with BIPOC community-based organizations, groups and residents. In forming research partnerships with BIPOCs, for whom the research matters on practical levels, this research becomes participatory and action-oriented. The

primary aim is not simply to listen and engage but to serve as a call to justice through social action (Krai & Allen, 2016). 3) To center BIPOC voices and viewpoints on issues of structural inequity, marginalization and systemic oppression by bringing their lived experiences to the forefront through an ethically well-designed research process that will inform transformative social action strategies. 4) To scrutinize the nature of municipal departments existing and archival data in order to gain a depth of understanding relating to their interactions with and treatment of BIPOC residents. In essence, LEARN Missoula will be conducting anti-racism/discrimination audits.

RESEARCH GOALS & OUTCOMES

The primary goal is to engage BIPOC key informants/stakeholders, residents and collaborators in research conversations where they qualitatively describe and narrate stories about their lived experiences of marginalization, inequity, injustice, and oppression as they navigate public and private spaces in Missoula in irrefutable and measurable ways. Important features of the research conversation are: a) gaining insight into the meaning and impact of these encounters, and b) centering BIPOC-generated solutions and social transformative action strategies in the struggle to dismantle institutionalized injustice and structurally oppressive and biased systems. The choice of this methodology is guided by the fact that it is difficult to argue against personal experience (especially lived experiences of those directly impacted by systems of oppression). *People may debate viewpoints on a range of topics or issues but when an individual tells a deeply personal lived experience even skeptics are impacted by the power of the narrative.* Narrating, describing, and substantiating lived experiences (currently seen as anecdotal) through research has the power to elevate these experiences in epistemically credible ways.

Four important outcomes are sought: 1) The generation of data informed practical and applied knowledge directly from BIPOC residents, collaborators, key informants/stakeholders with whom LEARN Missoula will engage in research conversations. 2) The acquisition of BIPOC-centered solutions and strategic actions steps (gained through rigorous analytic methods) that will inform the transformative process of dismantling structural inequity and systemic oppression in private and public spaces inclusive of

Missoula City and County. 3) The privileging of data informed BIPOC-generated knowledge and strategies so that they play an instrumental role in the process of bringing about social transformation in municipal systems. 4) A deeper understanding of the nature of municipal departments existing and archival data and the ways in which they collect, analyze, and use their data for policy development and improvements in service delivery or quality of life for BIPOC residents. A crucial outcome of the data scrutiny and evaluation (i.e., anti-racism/discrimination audits) is to obtain objective and quantifiable information about Missoula BIPOC residents' social reality as they interface with City and County systems; but more importantly to offer specific data driven transformative recommendations based on these insights.

SIGNIFICANCE AND BENEFITS

LEARN's proposed research is beneficial and significant for three reasons. First, the voices/experiences of BIPOCs often are conspicuously absent or marginalized in research (Marten, 2009) that seeks to address the dismantling of structural inequities and systemic oppression. Instead, the empirical and theoretical literature have tended to represent dominant western cultural perceptions and conceptualizations (Brodsky et. al., 2016; Ungar, 2012). Therefore, a fundamental premise of LEARN Missoula proposed research is that BIPOCs are uniquely qualified to provide germane and significant insights on effective ways to create just and equitable communities and municipal systems because of their lived experiences as ethno-racial minorities.

Moreover, BIPOCs stratified location, position, and social identities which converge and intersect synergistically result in an ongoing cascade of statistically significant disparities that are inherent aspects of their lived experience. This makes them supremely eligible, imminently qualified, and in the best position to offer valuable and relevant action strategies and recommendations on creating more just, inclusive, unbiased, and equitable societies. Thus, LEARN Missoula will actively engage with, invite and center BIPOC thoughts, ideas and action strategies.

Second, a beneficial outcome of LEARN's proposed research will be shaping and influencing current and future policies. Ungar (2012) has noted that the voices and perspectives of disadvantaged and marginalized individuals tend to go unheard when it comes to the development of policies and services that matter most to their wellbeing. Therefore, LEARN will ensure that the lived experiences and recommended action strategies of diverse BIPOC groups that emerged from the data will be integrated in policy development or modification.

Finally, investing in data informed BIPOC-generated knowledge is fiscally responsible. Consequently, this study is significant because it can contribute to improved quality of life and well-being for BIPOCs in Missoula; thereby, reducing the overall cost attached to managing and responding to the deleterious effects of systemic oppression, institutionalized injustice, structural inequality and discrimination.

RESEARCH METHODOLOGY AND RATIONALE

To accomplish the above stated proposed research aims and goals, a mixed method approach will be used. Mixed methods research (MMR) involves collecting, analyzing, and integrating quantitative and qualitative data in a single project, resulting in a comprehensive understanding of the phenomenon under investigation (Creswell & Creswell, 2018; Leavy, 2017). There are several types of mixed methods approaches. The specific type that LEARN will use is quantitative nested in a qualitative design. This involves using a qualitative method as primary and nesting a quantitative component in the design (Anderson, 2016; Creswell & Creswell, 2018).

Qualitative Method

The most important rationale for LEARN choosing a qualitative method is that it offers one of the best ways to honor and value diversity as well as facilitate active collaboration between researchers and BIPOC stakeholders, key informants/participants throughout the research process (Jason & Glenwick, 2016; Leavy, 2017). Additionally, LEARN is fully cognizant of the need for researchers to actively resist the hegemony of Eurocentric

dominant culture's universalizing narratives relating to ethno-racial groups and the injustices and inequalities they experience (Brodsky et. al., 2016; Ungar et al., 2008). This active resistance can occur most effectively through engagement in qualitative approaches (Ungar et al., 2008). Brodsky et. al. (2016) have corroborated the fact that qualitative methods can be central in efforts to reframe dominant narratives. In fact, they have further contended that qualitative methods encourage a focus on both the individual and community-level, which can play an active role in responding to and changing systemic, broad-based issues (Brodsky et. al., 2016).

Given LEARN's commitment to actively resist the domination and supremacy of Eurocentric narratives and to center, leverage and privilege BIPOC voices and lived experiences of navigating difficult life realities, the primary qualitative methodology will be participatory and action oriented (Leavy, 2017), grounded in narrative and phenomenological traditions and informed by the transformative paradigm (Mertens, 2009). An important rationale for using the transformative research perspective is that it intentionally centers the voices of BIPOCs who are usually kept at the perimeter of the research process (Mertens, 2009). More crucially, two hallmarks of the transformative paradigm are: a) forming partnerships with BIPOCs for whom the research has practical applicability, and b) instituting and implementing transformations. Thus, the research becomes participatory and action oriented (Krai & Allen, 2016; Leavy, 2017).

Narrative Inquiry

As noted, narrative inquiry is one of two qualitative research traditions that will undergird the proposed research. Narrative inquiry has salience because it focuses on stories which are one of the ways people organize human experiences and make them meaningful (Daly, 2007). Furthermore, the emphasis on storytelling is linked to the fact that stories are helpful in understanding how individuals live life and interact with community structures/systems. Therefore, in collecting a diversity of stories, LEARN Missoula will come to identify common elements that will deepen understanding of the nature of BIPOCs lived experiences and social reality in Missoula as well as their shared, cultural and community experiences (Archibald et.al., 2019; Daly, 2007).

In the process of soliciting this BIPOC-generated knowledge through storytelling, LEARN Missoula will invite BIPOC collaborators, key informants/stakeholders to envision (dream) and design (co-construct) solutions and action strategies for transforming Missoula into a place and space of equality, equity, and inclusion (Boyd, 2016). Envisioning and designing an equitable and just Missoula are crucial elements of the process.

Essentially, narrative inquiry involves engaging with and listening to BIPOC key informants/stakeholders, collaborators as they share stories of their lived experience relating to an area of joint interest; in this case, experiences of discrimination, marginalization, injustice, disenfranchisement, unfair treatment, or displacement when they navigate public spaces, interface with municipal systems, and interact with business institutions. The story-telling process will culminate with an invitation for BIPOCs to envision and design a transformed Missoula that has everything they need to succeed, thrive, and experience a sense of belonging and place in public and private spaces.

It is important to note that the stories told by BIPOC collaborators/key informants/stakeholders will be afforded all the rights and privileges of privacy and confidentiality. They will be stored in a confidential place without identifying information. In addition, the raw data will be available only to the LEARN Missoula research team associated directly with the project. Furthermore, all finding disseminated will be aggregate responses/themes and no names will be used or attached.

Phenomenological Approach

Similar to narrative inquiry, the phenomenological approach focuses on direct description of experiences through BIPOC participants/collaborators, stakeholders' own lens and perspectives which are key to gaining access to their lived, everyday lifeworld as they intersect with community structures and systems (Daly, 2007). BIPOC research partners and stakeholders will be invited to describe experiences of their everyday world as they see it, which is inclusive of descriptions of what experienced and how they impact and shape each collaborator's reality (Chilisa, 2011). To fully come to understand BIPOCs experiences and perspectives, LEARN will suspend their own personal judgements or

unfounded conclusions about the reality of BIPOC lives in Missoula in order to see it as BIPOC participants/stakeholders, collaborators do (Daly, 2007).

Premature, uniformed, and untimely assessments, judgements and actions have resulted in unfruitful efforts toward improving relationships and interactions between BIPOC and community structures. Therefore, LEARN will center BIPOC experiences as a reflexive lens when it comes to addressing (ultimately transforming) the ways in which systemic oppression, marginalization and inequity have been institutionalized in Missoula (Tuhiwai-Smith, 2012).

RESEARCH PROCESS

LEARN plans to engage in a recursive and iterative research process that is multiphasic. These phases are outlined below. As has already been stipulated, the phases are not a true hierarchical sequence; instead, they are mutually influencing, dynamic, and reciprocal. First, the LEARN researchers will focus on evaluating, examining, scrutinizing and “interrogating” existing/archival City and County data through a critical lens informed by racial justice. The scrutiny will include: a) assessing the nature of the existing/archival data, b) examining important information that should be included but is not, c) appraising how data are stored, accessed, and used, e.g., are they suppressed, ignored, misinterpreted, or used as a feedback system for change/modification, d) analyzing ways the data illuminate, substantiate or conflict with the lived realities of BIPOCs in Missoula, and e) evaluating the extent to which data reflect institutionalized biases, injustice and inequity.

In addition to the aforementioned anti-discrimination data audit, LEARN will interview representatives from various municipal departments to gain a deeper understanding of data collection, analysis, storage and usage protocols as well as the data’s overall role in departmental functioning and change efforts. In essence, LEARN seeks to determine the level of municipal systems’ awareness of implicit and explicit biases and inequities toward BIPOC residents and how they use data to make changes. Embedded and inherent in the first phase is the completion of an anti-racism/discrimination audit. The aforementioned description represents the quantitative component of the mixed method approach nested

within the primary qualitative design (Creswell & Creswell, 2018, Leavy, 2017).

Second, LEARN will focus on gaining a depth and breadth of understanding of BIPOC social contexts and realities through their story-telling and descriptions that will flow from their own lens and perspectives. When engaging with BIPOC residents, collaborators, key informants/ stakeholders, LEARN Missoula will remain cognizant of the potential for inadvertent or unconscious suppression in the researcher-participant/stakeholder relationship (Charmaz, 2008). Therefore, BIPOC collaborators will be treated as experts of their lived experiences, social realities, and their social contexts. Thus, affording them power over the process and information sharing.

Third, throughout the research process BIPOC viewpoints, experiences, and voices will remain integral, central, and highly valued; and their perspectives will be elicited through planned interactive processes (Charmaz, 2008). The process will involve cyclical and recursive steps that include: a) engagement with and listening to BIPOCs, b) invitation to share and solicitation of stories/descriptions of lived experiences and their reality of navigating through public and private spaces/places, c) envisioning and designing a transformed Missoula informed by Appreciative Inquiry (all of the aforementioned are part of data collection), d) analyses using critical lens, narrative and phenomenological analysis, and e) dissemination and presentation of findings. As noted, this is not a linear, sequential process but one designed to be mutually reciprocal and reinforcing.

Furthermore, the research process will direct LEARN team members to fully incorporate and give privilege to a plurality of voices, perspectives, and viewpoints of Missoula BIPOC collaborators/key informants, stakeholders. This plurality of viewpoints will be sought with intentionality and will occur not only through engagement with BIPOC residents but also through the active engagement with BIPOC community-based organizations, activist groups, and school-based associations or groups. BIPOC community-based organization, activist and school-based groups are a crucial stakeholder/key informant in gaining data driven knowledge and solutions. They are in unique positions to describe how BIPOC social reality and lived experiences in Missoula are connected to systemic discrimination, bias, and inequality in irrefutable and measurable ways. Moreover, LEARN will seek out

and remain open to hearing their vision and design of a just, safe, inclusive, and equitable Missoula where BIPOCs have an ongoing sense of safety, place, belonging and well-being. In addition to BIPOC organizations, school and activists' groups, LEARN also plans to connect with others who are engaged in diversity, equity, and inclusion (DEI) work in Missoula as they may have insights into Missoula's historical and contemporaneous issues with oppression, marginalization, and inequity in its community, business, and municipal structures.

Fourth, the qualitative findings will emerge from narrative and phenomenological analyses of BIPOC stakeholders/key informants' stories and descriptions within and among group participants/collaborators, across individual interviewees, and among groups members and individual participants. These descriptions and story narratives will be organized into overarching thematic categories that are representative of and have correspondence with BIPOC stated viewpoints and perspectives.

Fifth, the research process offers a unique and powerful venue to codify a collection of repeated and corroborated BIPOC experiences. As these repeated lived experiences of injustice, marginalization, exclusion, and inequity are combined and codified through the LEARN Missoula well-designed methods, they will become elevated and imbued with epistemic credibility and legitimacy that cannot be refuted, dismissed or ignored easily. More importantly, the collection of storied conversations will facilitate the creation of a data driven comprehensive action plan for local leaders that privileges and centers BIPOC-generated solutions and strategies.

In summary, as LEARN Missoula engages in the multiphasic research process it advances a commitment to remain cognizant of and informed by two central guiding principles: 1) this research seeks to privilege BIPOC voices which enhances access to local knowledge, and 2) the research is place-based. Place is important in the process of storytelling because embedded in certain places and locations are memories as well as physical manifestations connected to maintaining these interactions (Tuck & McKenzie, 2015). Throughout the process, LEARN Missoula team members will engage in continual reflection and reflexivity on the analytic process and on the dynamic tension between where they reside

on the continuum of insider/outsider poles (Brodsky et.al., 2016; Daly, 2007).

DATA COLLECTION: SAMPLING AND RECRUITMENT STRATEGIES

Data collection, sampling and recruitment strategies are designed to leverage LEARN team members relationships with BIPOCs as well as seek out and form additional relationships with other BIPOC residents and stakeholders who have insights into the issues regarding Missoula's history of marginalization, inequity, injustice and oppression in its community and municipal structures. There will be two primary sampling strategies.

Purposive Sampling

Purposive sampling establishes criteria for inclusion in this community participatory action research initiative. First, LEARN will use purposive sampling to delineate specific requirements for data and representatives sought from Missoula City and County departments, which is crucial to the quantitative component of the research. Additionally, purposive sampling will define the people who will be sought out to gain familiarity, understanding, and insight into the phenomenon under study (Creswell & Creswell, 2018; Leavy, 2017). The participants/key informants and stakeholders of the proposed qualitative aspect will be Missoula BIPOC individuals, groups, and community-based organizations. Thus, LEARN will engage BIPOCs and invite them to share stories about their lived experiences and social realities of navigating through community, business, and municipal systems in Missoula. Diversity as well as similarities are sought in the stories of BIPOC residents, collaborators, and stakeholders that are part of the sample.

Snowball Sampling

In addition to purposive sampling, snowball will be used in the research. Using snowball sampling as a method to engage BIPOC collaborators and stakeholders will serve to mitigate against some of the inherent barriers or obstacles associated with inviting marginalized and disenfranchised people and communities to become involved in research studies (Heckathorn, 2016; Sadler, Lee, Lim, & Fullerton, 2010). According to Sadler et al. (2010), snowball sampling is culturally competent, and it engenders trust among potential

participants/collaborators. Being referred by a familiar, trusting individual increases the likelihood that participants, key informants and stakeholders will engage with the researcher and with the research process.

Additionally, snowball sampling will be an effective strategy because. Missoula BIPOC residents, key informants and stakeholders are well-connected/embedded in a matrix of relationships or connections as part of the larger BIPOC community. Thus, they can select and invite other BIPOC participant collaborators or members of stakeholder groups/networks into the project. BIPOC participant collaborators and stakeholders have decision-making power to determine which members of their networks LEARN can gain access to, and subsequently, members of their networks can elect or decline to become involved (Browne, 2005). Thus, it is an empowering process given BIPOC history of disenfranchisement, oppression and marginalization. In essence, LEARN Missoula research will become a joint BIPOC collaborative in the quest for knowledge and transformation.

Finally, through the use of snowball sampling, LEARN Missoula hopes to convey the perspective that BIPOC residents are active, self-governing participant collaborators in the research process rather than passive objects to be studied. Furthermore, LEARN Missoula's snowball recruitment strategy will support the personal agency of BIPOC Missoula residents, and it is hoped that BIPOC participant collaborators will come to value their crucial role and contribution to the sampling process as they have a voice in and a measure of control over the sampling structure (Noy, 2008)

Methods of Data Collection

LEARN Missoula will use three primary data collection methods: 1) anti-racism/discrimination audits of existing/archival departmental data in conjunction with research interviews of departmental representatives, 2) in-depth personal interviews, and 3) small group interviews. Using these proposed methods will ensure a multi-method approach and guarantee that data collected and generated will be rich and well-developed as well as robust and comprehensive (Leavy, 2017). Ultimately, the multi-method approach will

ensure a deeper understanding of BIPOC experiences and social realities of navigating community structures, municipalities, and institutions in Missoula, which a single method cannot truly accomplish.

Additionally, the three-pronged approach (i.e., performing anti-racism/discrimination audits through a scrutiny of existing and archival departmental data combined with interviews of departmental representatives, engaging BIPOC residents in individual research conversations and small group interviews, soliciting viewpoints/perspectives of BIPOC activists, and connecting with others involved in DEI work) will help LEARN meet criteria of trustworthiness, suitability and sufficiency (Charmaz, 2006). Furthermore, using the three proposed methods will allow LEARN to engage in multidimensional analyses.

Finally, to ensure fidelity and accuracy of transcriptions of BIPOC participant collaborators words, expressions and content, interview conversations will be recorded using voice activated digital recorder; and they will be conducted using open-ended questions and prompts related to the stated research aims and goals.

DATA ANALYSIS

The outcome of analyses will be the generation of data informed BIPOC-centered knowledge and action strategies that will be leveraged and privileged in making transformations in Missoula community and municipal structures. BIPOC transformative solutions and recommended social action gained through rigorous methods will be valuable and integral to efforts directed at dismantling systemic and institutionalized inequality, injustice, and marginalization in Missoula public and private systems, spaces, and places. With the implementation of this data driven BIPOC-generated knowledge inclusive of transformational social action strategies, Missoula BIPOC residents' interactions with community and municipal systems and structures will be qualitatively and quantifiably better. Ultimately, creating a just, inclusive, and equitable society where all Missoula residents thrive, grow, and succeed.

Analysis will begin with the first anti-racism/discrimination audit of existing and archival municipal/County departmental data and after the first qualitative interview. The examination and analysis of existing data will occur within the context of a critical paradigm informed by a racial justice and equity lens. As noted previously, coupled with the data scrutiny will be interviews with departmental representatives to gain an understanding of BIPOC social reality and experiences with municipal systems. In contrast to the straightforward analyses of pre-existing/archival quantitative data, LEARN qualitative data analysis and collection will be a recursive process using two main analytic processes — phenomenological and narrative with limited integration of appreciative inquiry.

Phenomenological analysis will enable LEARN to identify, describe, and classify experiences as they are understood by BIPOC participant collaborators. The outcomes of this analysis will be: 1) to understand individual and collective BIPOC experiences and social realities of living in Missoula and interfacing with public and private systems, and more specifically, 2) to come to understand what was experienced, how it was experienced, and what transformations/changes BIPOC participant collaborators and stakeholders would desire, envision and design (these are components of appreciative inquiry). Important aspects of analyses will include: a) identifying and categorizing relevant themes and meaning structures, b) highlight essential elements of BIPOC experiences, and c) correlating/associating BIPOC specific transformational action strategies to injurious and detrimental interactions within Missoula municipality and business institutions.

Combined with this phenomenological process will be narrative analysis that focuses on the content of stories and the ways they are constructed by BIPOC participant collaborators as they discuss experiences of marginalization, inequity, injustice and oppression in Missoula. Narrative analysis will provide a means of gaining insight into the kinds of events and experiences BIPOC individuals and groups identify as having salience.

Further, through a limited integration of appreciative inquiry, analyses will distill cogent, well-developed and designed BIPOC-centered social action strategies and recommendations that will be disseminated to Missoula City Council and other

stakeholders so they can transform private and municipal structures. The end result will be a significantly improved social reality for BIPOC residents as they live, work, study, and play in Missoula because all the recommendations for change would have been grounded fully in the data-informed findings that emerge directly from the Missoula BIPOC community.

INFORMED CONSENT PROCESS

Verbal and written consent processes will be necessary due to the choice of using snowball sampling as a primary recruitment strategy. Thus, LEARN will establish similar protocols for verbal and written consent. The informed consent process will include the following process: 1) giving potential BIPOC participant collaborators information about the study, 2) creating a context that affords potential BIPOC participant collaborators the opportunity to consider all options, 3) soliciting and responding to their questions, 4) confirming and verifying that BIPOC potential collaborators have understood the information presented, 5) obtaining their voluntary verbal or written agreement to become involved/participate in the study, and 6) making a commitment to continue to provide information as the participant collaborator or situation requires.

Deception and Debriefing Process

No deception is involved in the study. Nevertheless, LEARN will engage in a process of general debriefing. Toward the end of the interviews, BIPOC participant collaborators will be afforded an opportunity to reflect on and share the impact of participating in the research process. The LEARN team members will acknowledge the possibility of emotional reactions to the questions or discussion and encourage participants to connect with local clinical resources should they decide that they need assistance at any time. BIPOC participant collaborators will also be provided with two national resources, Crisis Test Line and the National Suicide Prevention Lifeline, which offer free, 24/7 confidential support. In addition, participants will be invited to seek clarity about any aspect of their interview experience or the research study, i.e., purpose of study and expected research outcomes.

Furthermore, LEARN team members will invite BIPOC participant collaborators to engage in a meta-question process (Tomm, 2012) where they will reflect on the questions asked of them, e.g., how do you feel about the questions I have asked? Were the questions meaningful or relevant to you or your circumstances? What else might I ask you that could help me more fully understand your situation, perspectives, ideas and solutions? Who else might be able to or may be interested in giving their perspectives? Whom might you recommend to help me gain a deeper or different perspective? Who else might find this experience meaningful or relevant?

Risk and Injury

There are minimal risks and limited potential for injury. LEARN will institute an important step in immunizing or preventing risks which is the careful design and implementation of an ethically-based study. Crucial elements of such a study are having well-thought out sampling and data collection structures as well as implementing ethical protocols for consent, storage, and confidentiality.

CONFIDENTIALITY

BIPOC participant collaborators' identities will be known to LEARN and will be protected from public exposure. LEARN Missoula will make every effort to prevent anyone outside of the project from connecting individual participants with their stories or descriptions. Therefore, a special code, (e.g., 001), will be used at the time of the interview conversation so that no names or other identifying information exist on BIPOC participant collaborators' responses even in the files. The use of study codes is an effective method for protecting the confidentiality of BIPOC key informants, stakeholders, and collaborators. Study codes will be used on data collection instruments, e.g., audio recordings, demographic forms, transcripts, in place of identifying information to protect confidentiality and privacy of responses.

DISSEMINATION OF FINDINGS

Findings will be disseminated through several avenues. LEARN Missoula will share findings through a variety of options including written reports, formal and informal presentations, video or digital formats, interviews, and its webpage. The dissemination of data-driven findings will be an ongoing process informed by the recursive nature of the research process.

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Timeline and Funding Request from City of Missoula

LEARN Missoula will be building and maintaining a structured organization capable of doing the work necessary to conduct a rigorous and ethical research project. Our budget is based on a one-year timeline and represents recursive qualitative and quantitative research methodologies, inclusive of anti-racism/discrimination departmental audits and the generation of applied and practical data-informed BIPOC knowledge, which will be instrumental in the creation of a data driven comprehensive action plan that privileges/centers the experiences, perspectives, and solutions of Missoula BIPOC community members.

As this project was formed based on a request for information from the City of Missoula, and because it is directed at helping the City of Missoula make data driven structural changes to create a more equitable Missoula, we are requesting that the City of Missoula provide foundational funding in the amount of \$75,000.

If the City requires additional work beyond this one-year term, we will present a new proposal for the next fiscal year.

Appendix

Appendix A: Informed Consent

Appendix B: Mental Health Crisis & Resource Options

Appendix C: Debriefing Process Outline

Appendix D: Proposed Budget

APPENDIX A: INFORMED CONSENT FORM

PURPOSE: There are two purposes. One, to scrutinize City/County departments by examining their data and interviewing departmental representatives to understand how information is used and the ways it may contribute to or reinforce biases and inequity. Second, to have research conversations with BIPOC community residents so they can share stories about living in Missoula giving special attention to how they connect their experiences/daily reality to injustice, inequality, and discrimination as they move about private and public spaces/places. Important parts of these conversations are: 1) understanding what the experiences mean and the impact they have on BIPOC lives, and 2) encouraging BIPOCs to envision and design a just, safe, and unbiased Missoula where they have a true sense of safety, place and belonging.

PARTICIPATION REQUIREMENTS: You will be asked open-ended questions that will help you tell personal stories in your own way and with your own voice. The research conversation should take between 45-60 minutes depending on how much you decide to share. The only requirement is that you be 18 years or older, legally emancipated, or have been granted parental or guardian's permission/consent if a minor.

RESEARCH PERSONNEL: A BIPOC-led team is involved in the research project and may be contacted by email: LEARNMissoula@gmail.org

POTENTIAL RISK AND DISCOMFORT: There are no major risks in this study, but sharing experiences of unfair and biased treatment may be upsetting for some people. You may withdraw at any time.

POTENTIAL BENEFIT: Your thoughts, ideas and solutions will be integral in bringing about change and transformation. Your stories are intended to influence and transform explicit and implicit oppressive and unjust spaces, systems, and structures in Missoula.

ANONYMITY/CONFIDENTIALITY: Your personal experiences, thoughts, and ideas are confidential and will be stored in a secure place with no identifying information. In

addition, all information you share is available only to the research team. Any oral or written reports will use combined responses and no names will be used.

RIGHT TO WITHDRAW: You have the right to withdraw from this study at any time without penalty. And, you can choose not to respond to questions or prompts if you do not want to answer them.

I am happy to answer any question that may arise about the study during the interview. Any additional questions or comments may be directed to: LEARNMissoula@gmail.org

CONSENT: I have read and/or listened to the above description of the study focusing on BIPOC experiences in Missoula and understand the conditions of my participation. I willingly choose to engage in the research conversation; I agree to participate voluntarily in this study, and confirm that I am 18 years or more, or legally emancipated, or have parental/guardian consent if a minor.

_____ When participating in small group interviews, I agree to maintain the confidentiality of information shared by everyone. If you cannot agree to keeping information private, please see the researcher(s) as you may be unable to participate in group interviews.

_____	_____	_____
PARTICIPANT AND/OR PARENT NAME	DATE	INTERVIEWER

APPENDIX B: MENTAL HEALTH CRISIS & RESOURCE OPTIONS

Montana

1. PROGRAM: THE HELP CENTER

Help Center, Inc.

24-hour crisis counseling hotline, information & referral. The Help Center is part of the National Suicide Prevention Lifeline network (1-800-273-TALK). And, they are also a member of the Montana 211 coalition which provides referrals for human services throughout the state.

Hot-Line: 406-586-3333

Or Text: “MT” 741-741

2. AGENCY: VOICES OF HOPE

A 24 hour, 7 days a week phone line where Trained Crisis Intervention Specialists provide free, confidential and emotional support to those in suicidal crisis or emotional distress.

Business Line: 406-268-1330

Hot-Line: 406-453-4357

3. PROGRAM: CRISIS LINE WESTERN MONTANA MENTAL HEALTH

Agency: Western Montana Mental Health Center

24-hour crisis intervention by mental health professionals. Telephone counseling and emergency therapy for persons in acute distress.

Missoula Crisis Line: 1-406-532-9710

Toll Free Crisis Contact: 888-820-0083

4. MONTANA 2-1-1

Montana 2-1-1 provides information and connects people to resources for non-emergency needs, via an easy-to-remember phone number (2-1-1) and a website (montana211.org).

National

1. CRISIS TEXT LINE

Text trained crisis counselors. It is free, 24/7, confidential, nationwide. It is not just suicide — any painful emotions that get in the way of your mental well-being are a crisis

Text: “CONNECT” to 741741

2. THE NATIONAL SUICIDE PREVENTION LIFELINE

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones

Toll free: 1-800-273-TALK (8255)

APPENDIX C: OUTLINE OF DEBRIEFING PROCESS

At the end of individual and small group research conversations, the following process will be implemented.

I. BIPOC PARTICIPANT COLLABORATORS WILL BE INVITED TO:

- Share the impact of participating in a personal or group interview
- Seek clarity about any aspects of their experience or the research
- Engage in a meta-question process (Tomm, 2012) and reflect on the questions asked of them:
 - » How do you feel about the questions I have asked?
 - » Were the questions meaningful or relevant to you or your circumstances?
 - » What else might I ask you that could help me more fully understand your situation, perspectives, ideas?
 - » Who else might be able to or may be interested in giving their perspectives?
 - » Whom might you recommend to help me gain a deeper or different perspective?
Who else might find this experience meaningful or relevant?

II. RESEARCHER WILL:

- Wrap up and answer final questions
- Distribute list of mental health resources
- Respond to any final concerns

APPENDIX D: PROPOSED BUDGET

LEARN Missoula is requesting that the City of Missoula provide foundational funding in the amount of \$75,000.

LEARN Missoula - Transforming Missoula Proposed Budget

Research Cost	\$195,700
Personnel	\$130,000
Other Expenses	\$61,300
TOTAL	\$387,000
<hr/>	
In Kind Service <i>(reflects discounted personnel rate and vendors non-financial contribution)</i>	\$255,000

The full scope of work has been described and outlined in the project proposal.



HOUSING AND COMMUNITY DEVELOPMENT

400 RYMAN MISSOULA, MONTANA 59802-4297

LEARN Missoula Collaboration

11/18/2020



LEARN Missoula

Learn Missoula's vision is to use BIPOC-generated knowledge to envision and design solutions and action strategies for transforming Missoula into a place and space of equality, equity, and inclusion where whiteness is de-centered at a structural level, particularly in local government.

- Dr. Laurellé C. Warner: Project Lead
- Dr. Brad Hall: Associate Researcher
- Jamar Galbreath: Associate Researcher
- Wilena Old Person: Associate Researcher
- Alex Kim: Associate Researcher
- Ka aumoana Ahina: Associate Researcher
- Spider McKnight: Associate Researcher
- Dexter Royes: Project Manager



Project Goals

1. To actively engage BIPOCs, embodying a human rights, social justice and critical approach to research.
2. To cultivate research partnerships with BIPOC community-based organizations, groups and residents.
3. To center BIPOC voices on issues of structural inequity, marginalization and systemic oppression.
4. To scrutinize the nature of municipal departments data to understand interactions with and treatment of BIPOC residents.



Project Outcomes

1. The generation of practical and applied knowledge directly from BIPOC residents, collaborators and stakeholders.
2. The acquisition of BIPOC-centered solutions and strategy action steps.
3. The privileging of BIPOC-generated knowledge and strategies so that they play an instrumental role in bring about change.
4. A deeper understanding of municipal departments existing data and recommendations based on these insights.



City of Missoula Strategic Plan

- Design and create programs, facilities and spaces that promote equity.
- Work with community partners to define disparities in our community and to identify the most promising solutions toward advancing social, economic and racial equity.
- Create a pro-equity policy agenda that will advance racial and social equity in the areas of economic development and jobs, environment and the climate, housing, health and behavioral health, the justice system and mobility.
- Create an equity and social justice strategic plan that will serve as a blueprint for integrating and implementing pro-equity practices in our major functions of government where we can effect change, including policy creation and decision-making.
- Engage neighborhoods to identify and understand needs and promote pro-equity policies and programs.



Next Steps

- Timeline:
 - One year, recursive model allowing for the dissemination of information throughout.
- Reporting:
 - Missoula City Council Updates
 - Reports Posted to learnmissoula.org