

1 **Human Rights, Inclusion and Engagement Commission**  
2 **Meeting Minutes**  
3 **DRAFT – December 18, 2019 - DRAFT**  
4

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6 **Commissioners Present:** Cat Beltmann, Keith Allen, Monica Bolinger, Etienne Djevi,  
7 Kathryn Macomber, and Lauren Peterson  
8

9 **Youth Commissioners:** Yiling Xie  
10

11 **Commissioners Absent:** Ahmed Hassan, Richard James(excused), Grace Lee  
12

13 **Staff Present:** Rebecca Olson, Assistant City Manager  
14

15 **Call to Order/Roll Call**  
16

17 The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to  
18 order at 6:30 p.m.  
19

20 **Approve Agenda**  
21

22 Commissioner Macomber indicated a correction to the Agenda date noting it should be 2019, not  
23 2020.  
24

25 Commissioner Peterson moved and Commissioner Macomber seconded a motion to approve the  
26 Agenda as presented. Motion passed unanimously.  
27

28 **Public Comment on Items Not on Agenda**  
29

30 **Approve Minutes**  
31

32 **a. November 20, 2019 Human Rights, Inclusion and Engagement Commission**  
33

34 Commissioner Peterson moved and Commissioner Macomber seconded a motion to approve the  
35 November 20, 2019 Human Rights, Inclusion and Engagement Commission meeting minutes as  
36 presented. Motion passed unanimously.  
37

38 **Youth Commissioner Report**  
39

40 None  
41

42 **New Business**  
43

44 **a. Youth Commissioner Welcome**

45 Chair Beltmann welcomed Yilang (Beverly) Xie to the Commission and noted the  
46 Youth Commissioner Report would start in January 2020. She administered the Oath  
of Office to Yilang Xie.

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**b. Best Practices Update**

Chair Beltmann updated the Commission on the work being done on the Best Practices document. She noted she would like to have the Commission make any changes necessary in order to present this to the City Council at the joint meeting in January. She indicated the Racial Equity Statement is at the beginning of the Best Practices document and staff received an email from a community member that was questioning why this was just focused on Racial Equity versus broader diversity inclusion which she thought is a good point that the Commission might want to consider in terms of making a statement and asked Ms. Olson to provide some background on the Racial Equity statement.

Ms. Olson explained why the city is leading with race because there are a lot of other areas in the city where there are discrepancies and things that are not as they should be. What staff has learned through the year long process of going to these GARE meetings is race is an indicator across all lines of when it comes to success. By addressing race, a lot of different groups can be hit. The tools the city is using can be used in other areas as well. By focusing on the area that integrates all of those areas the city can hit all of them without having to be very specific.

Chair Beltmann thought it might make sense to think about adding additional context, whether it be a sentence or two that provides more context for why the Racial Equity statement is in this packet but then also states more broadly that the HRIEC Commission, while Racial Equity is important to them the Commission is also looking to better provide tools and opportunities for engagement across, whether it is age, race, sex orientation.

Commissioner Macomber indicated on Attachment A, Page 3, in the sentence prior to the upload link, second paragraph should read “the assessment provided in this toolkit has been slightly ~~modify~~ modified”.

Commissioner Bolinger indicated on the same page the first sentence should read “Nexus Community Partners is a highly ~~respect~~ respected Twin Cities...” and on the first page, the last sentence before the equity statement should probably read “put diversity and inclusion at the center of all projects”. She noted on page six, the fifth question should read “Where ~~does~~-is there agreement?”

Ms. Olson shared the GARE language in regard to race with the Commission.

Youth Commissioner Xie suggested removing “Racial” from the statement and just having it read “City of Roseville Equity Statement”.

Chair Beltmann indicated the Racial Equity Statement is something the City of Roseville has already approved, and staff has done a lot of work with GARE that

91 provides training around racial equity and the Commission wanted to tie this  
92 document to the work staff has already participated in.

93  
94 Commissioner Peterson asked if staff could send the GARE statement to the public  
95 comment that was received via email.

96  
97 Ms. Olson indicated she did not receive the email but could forward the GARE  
98 statement to Chair Beltmann to forward to the individual.

99  
100 Commissioner Djevi indicated the question from the individual from the community  
101 was a good question and the city cannot look at race as the only factor of inclusion  
102 and being inclusive. He thought a really good point from the statement Ms. Olson  
103 read is making one where if race is taken out and only focus on the other issues, the  
104 people that belong to races that are usually oppressed get the really hard end of that  
105 stick. Black, gay, women get the hard end of that stick so if the focus is on race, the  
106 city addresses all the components and other issues related to that then hopefully the  
107 city can be as implicit as it can be.

108  
109 Commissioner Bolinger thanked the Commissioners who worked on this because she  
110 thought it was a huge process.

111  
112 Chair Beltmann asked if any of the Commissioners felt that there was anything  
113 missing. What was the general thoughts on this document?

114  
115 Commissioner Peterson noted on the appendix piece, previously work was done on  
116 the demographic information and highlighted items but thought staff should be asked  
117 what would be useful to them. She would like to get feedback from staff on this  
118 information. She thought it was important to include demographic information.

119  
120 Chair Beltmann thought the one piece that is missing is ideas and tactics around  
121 engagement. She thought in addition to seeking staff's input to also find out if staff  
122 felt this information was useful, what templates would be helpful for the Commission  
123 to develop and what frameworks for engagement could be provided along with  
124 demographics.

125  
126 Commissioner Allen proposed that staff in leadership positions look at this document  
127 for feedback.

128  
129 Commissioner Peterson asked if the survey information was also going to be  
130 presented to the City Council.

131  
132 Chair Beltmann indicated Councilmember Laliberte requested the Commission  
133 include all of the survey responses in the document.

134

135 Ms. Olson did not think the survey responses needed to be a part of the document  
136 because responses will probably change from time to time but should be a part of the  
137 City Council packet.

138  
139 Chair Beltmann wondered on the first page if adding a sentence prior to the Racial  
140 Equity Statement that says something along the lines of “As demonstrated by the  
141 city’s Racial Equity Statement, the city is committed to creating a more inclusive  
142 city...” and wondered if a statement like that is needed to provide a broader context  
143 around inclusivity or is the Racial Equity Statement enough and add the language Ms.  
144 Olson read from GARE related to race.

145  
146 Commissioner Peterson thought a blurb or sentence from GARE would be more than  
147 adequate to explain why this document is leading with race.

148  
149 Commissioner Peterson moved and Commissioner Bolinger seconded a motion to  
150 approve the document with noted changes to bring forward to the City Council in  
151 January for the joint meeting. Motion passed unanimously.

152

153 **c. 2020 Work Plan Discussion**

154 Chair Beltmann updated the Commission on the 2020 Work Plan progress.

155

156 Commissioner Peterson indicated on the 2019 review she would like to make a  
157 couple of edits. Under Proclamations the second box, the event should be Human  
158 Traffic Awareness Month, removing sex. She would change the decorating the third  
159 box to better word. She would also remove Rosefest Party in the Park because the  
160 Commission did not attend that in 2019. She asked to add in the Rosefest Parade  
161 section that the Commission engages community members from the LGBTQIA+ to  
162 also join with the Commissions and there were a couple of members attend.

163

164 Chair Beltmann asked if something should also be added under Proclamations that the  
165 Commission tied the Rosefest Parade to Pride Month Proclamation.

166

167 The Commission agreed.

168

169 Commissioner Peterson thought with the Engagement Project, the assessment tool  
170 document should be changed to the tool kit.

171

172 Chair Beltmann thought her only recommendation would be under Youth  
173 Commissioner that a new Youth Commission started.

174

175 Ms. Olson thought the Council was typically looking for accomplishments and did  
176 not know it that would be an accomplishment.

177

178 The Commission agreed.

179

180 Ms. Olson volunteered to update the 2019 accomplishments discussed.

181  
182 Chair Beltmann thought the Hispanic Heritage Month event should probably be put  
183 into its own box because even though it got rained out there was a lot of work done  
184 by Commissioners and should be recognized.

185  
186 The Commission concurred.

187  
188 Youth Commissioner Xie asked what a “job description” was for youth  
189 commissioners.

190  
191 Ms. Olson noted Youth Commissioner Xie received the job description in her folder  
192 and talks about the time commitment and projects.

193  
194 Chair Beltmann asked if “Job description” could be changed to position description,  
195 leaving out the quotes.

196  
197 Commissioner Peterson asked in the Rosefest Parade if her name could be removed  
198 because she did not want to be pointed out and thought the entire Commission should  
199 be recognized.

200  
201 Chair Beltmann thought it should also be noted in that section that representatives  
202 from other Commissions in the city attended the parade as well.

203  
204 Mr. Warren Wolf, 1999 Snelling Avenue North, explained under discussions it states,  
205 “Discussed several topics relevant to Human Rights, Inclusion and Engagement  
206 around events that happened in the Community”, but there is no detail and wondered  
207 if some detail should be included.

208  
209 Commissioner Bolinger thought the Commission could address discussions based on  
210 community comments left on the website along with events that were in the news.

211  
212 Chair Beltmann suggested taking the Discussions piece off because she did not think  
213 discussions was a part of the Commission and necessarily an accomplishment. She  
214 thought Project Outreach Recommendation could be revised to be Community  
215 Engagement Advisory and focus on this as an advisory commission that has worked  
216 with different city departments to provide advice on engagement projects. She felt  
217 discussions will be a distraction at the joint meeting with Council.

218  
219 The Commission was comfortable with removing Discussions from the year end  
220 review.

221  
222 Ms. Olson suggested changing Project Outreach Recommendation to Engage and  
223 Advise.

224

225 Chair Beltmann reviewed the 2020 Workplan piece of this discussion. She did not  
226 think the Commission needed to get into the workplan activities because those have  
227 already been reviewed and approved. She thought more broadly, looking at the  
228 document, does the Commission have what it needs to present to the Council. She  
229 wondered if the bullet points should be included because those are Commission task  
230 pieces.

231  
232 The Commission agreed.

233  
234 Commissioner Peterson asked regarding the Rosefest Parade, should there be more  
235 sentencing stating the Commission is going to engage with other Commissions and  
236 potentially community members into those parades. Should there be more detail or  
237 left as is?

238  
239 Chair Beltmann thought it could be left as is and add that context at the joint meeting.

240  
241 Ms. Olson suggested discussing who is going to be presenting the document at the  
242 joint meeting, whether it be one person or different people discussing the different  
243 topics.

244  
245 Chair Beltmann indicated she would be fine with presenting the 2020 Workplan but  
246 thought it would be helpful for the Commission to be present at the meeting to  
247 advocate for the topics that each Commissioner is interested in, in case there are  
248 questions.

249  
250 Commissioner Macomber indicated she would not be able to attend the meeting  
251 because she will be out of town.

252  
253 Commissioner Peterson noted she may not be at the meeting as well due to possible  
254 conflict but will attend if able. She also agreed that those that had strong feelings  
255 about certain items be in attendance.

256  
257 Chair Beltmann thought the next phase of the workplan is getting it approved by the  
258 City Council and then as a Commission decide what the next phase is of the workplan  
259 and actions and steps used to implement the different agenda items.

260  
261 Youth Commissioner Xie explained her “job description” does not indicate how she  
262 is supposed to do this.

263  
264 Chair Beltmann noted she can talk with Youth Commissioner Xie on how past Youth  
265 Commissioners have operated and done their positions.

266  
267 **Other New Business or Reports**  
268 a. **Essay Contest Update**

269 Assistant City Manager Olson reported staff was recently contacted by a social  
270 studies teacher in the Dual Language Immersion program in the Roseville Area  
271 Middle School asking if her students could participate in the essay contest by writing  
272 their essays in Spanish. She updated the Commission on the discussion with the  
273 teacher and how the scoring of the essays would occur.

274  
275 Commissioner Bolinger wondered if there would be a difference in having another  
276 group of people score the Spanish essays versus getting them translated. She  
277 indicated she would be willing to help translate the essays.

278  
279 Ms. Olson noted translation does not always translate well but she understood  
280 Commissioner Bolinger's point.

281  
282 Chair Beltmann wondered if the Commission should take the top five Spanish essays  
283 and have them translated for the Commission to read.

284  
285 Ms. Olson indicated there are multiple ways this could be done. Have the top five for  
286 each grade level, in English and Spanish, maybe translated into English and score as a  
287 group of the Commission could possibly have a winner from Spanish and a winner  
288 from English, depending on the budget.

289  
290 Commissioner Bolinger asked if Ms. Olson had an idea of how many essays there  
291 might be in Spanish.

292  
293 Ms. Olson did not know but guessed if the entire class did this it could be thirty per  
294 class.

295  
296 Commissioner Macomber thought if the essays were translated the Commission  
297 would not know if the grammar or spelling was correct in the Spanish version, which  
298 is minor scoring. She thought the Commission could get a translation of the top three  
299 or five essays to see if the scoring rubric, apart from spelling and grammar is close to  
300 where the essays would be put.

301  
302 Youth Commission Xie asked how the essays would be translated and how would the  
303 top five be determined. Would the teacher be grading and picking out the top five  
304 essays for the Commission?

305  
306 Ms. Olson explained that has not been decided but the teacher did suggest possibly  
307 having several people read the essays and score them.

308  
309 Commissioner Macomber indicated the Commission would provide the rubric and  
310 structure on how the essays get scored.

311  
312 Commissioner Allen stated he did not think it would be fair for the teacher and  
313 parents grading the essays and preferred there be a rule around this and that this group

314 remains the only evaluators otherwise if there is going to be a teacher involved for  
315 evaluating the Spanish essays then a teacher should also be evaluating the English  
316 essays as well. He thought there needed to be a fair process.

317  
318 Youth Commissioner Xie thought this was a very good idea because this is engaging  
319 the community by saying the community has a voice no matter what language is  
320 being spoken.

321  
322 Commissioner Allen agreed but he was talking more about the process of evaluation.  
323 He thought it was a great idea but if the Commission is going to be the evaluators, he  
324 did not think it was fair to evaluate something that cannot be read and would need  
325 translation.

326  
327 Chair Beltmann thought the other question this raises is whether there are other  
328 language immersion programs in the City of Roseville that are focused on other  
329 languages that the Commission would need to think about including as well or if  
330 those programs ask to be included. She thought it would be fantastic if the  
331 Commission would be able to accept essays in multiple languages on one topic but to  
332 Commissioner Allen's point this Commission is not a position where the Commission  
333 can quickly make a judgement on how to evaluate. She wondered if this is something  
334 the Commission could take time to try to develop a process on in 2020 for 2021  
335 implementation.

336  
337 Ms. Olson thought this could be a way to try to reach out to different communities  
338 and the Commission could then ask for people who might be interested in being on a  
339 team to evaluate the essays.

340  
341 Commissioner Bolinger thought it would be a good way to get the community  
342 ambassadors to get together as a coalition to score these essays. She thought there are  
343 opportunities but also do not want to miss out on an opportunity especially when one  
344 community comes to the Commission asking to be included.

345  
346 Chair Beltmann thought this sounded like the Commission would propose this be  
347 used as a pilot and seek community volunteers who speak both Spanish and English  
348 who could read all essays and then the Commission would just read the English  
349 essays. The Commission could use this as a test to see if it could be expanded in the  
350 future. She asked if everyone felt comfortable with this in terms of process.

351  
352 The majority of the Commission agreed and felt the Commission needed to start  
353 somewhere.

354  
355 Ms. Olson thought if this does not work she could talk to the teacher and explain that  
356 given the January deadline for essay submittal and the timeline it may not be  
357 successfully implemented this year but the Commission could start working on to  
358 make this work for 2021 if it is something the Commission is interested in.



359  
360 Commissioner Bolinger thought if the Commission is open to agreeing to use this  
361 year as a test case the students could write their essays and finalize the scoring in  
362 January and February in order to get this accomplished.

363  
364 Youth Commission Xie thought there should be a best Spanish Essay and a best  
365 English Essay so that people are aware that this is being done in another language in  
366 order to better engage the community.

367  
368 Chair Beltmann thought the Commission was universally leaning towards trying this  
369 as a pilot and at the January meeting talk more about some of the logistics of doing  
370 this.

371  
372 The Commission agreed.

373  
374 Ms. Olson indicated if this is the direction the Commission is interested in, she will  
375 reach out to the teacher and have some more in depth conversations and bring back  
376 whatever feedback she gets to the January Commission meeting.

377  
378 Commissioner Bolinger asked if it made sense to have the teacher come to the  
379 January meeting to brainstorm with her.

380  
381 Ms. Olson would ask the teacher.

382  
383 **Announcements**

384  
385 Ms. Olson indicated at the January 6<sup>th</sup> meeting she is going to be bringing forward discussion to  
386 the City Council about Commission vacancies and having the appointments at certain times  
387 during the year. She reviewed some of the options with the Commission that will be brought  
388 forward to the Council.

389  
390 **Future Agenda Items**

- 391     **a.** Work Plan next steps  
392     **b.** Essay Contest discussion  
393     **c.** Debrief of the Joint Council meeting

394  
395 **Adjournment**

396  
397 Chair Beltmann adjourned the meeting at 8:01 p.m.

398  
399 Respectfully submitted,

400  
401 Sue Osbeck  
402 *TimeSaver Off Site Secretarial, Inc.*