

1 **Human Rights, Inclusion and Engagement Commission**  
2 **Meeting Minutes**  
3 **DRAFT – DECEMBER 16, 2020 - DRAFT**  
4

5 *Pursuant to Minn. Stat. 13.D.021,*  
6 *Human Rights, Inclusion and Engagement Commission members, City Staff, and*  
7 *members of the public participated in this meeting electronically*  
8 *due to the COVID-19 pandemic.*  
9

10  
11 **Commissioners Present:** Keith Allen, Monica Bolinger, Etienne Djevi, Richard James,  
12 Grace Lee, Kathryn Macomber, and Lauren Peterson  
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14 **Youth Commissioners:** None  
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16 **Commissioners Absent:** Cat Beltmann, Ahmed Hassan, and Youth Commissioner Beverly  
17 Yiling Xie  
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19 **Staff Present:** Rebecca Olson, Assistant City Manager  
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21 **Call to Order/Roll Call**  
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23 The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to  
24 order at 6:30 p.m.  
25

26 **Approve Agenda**  
27

28 Commissioner Peterson moved and Commissioner Allen seconded a motion to approve the  
29 Agenda as presented. Motion passed unanimously.  
30

31 **Public Comment on Items Not on Agenda**  
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33 **Commission Response to Community Issues**  
34

35 **Approve Minutes**  
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37 **a. November 18, 2020 Human Rights, Inclusion and Engagement Commission**  
38

39 Vice Chair Djevi indicated on line 134, last line should read “she ~~thought~~ took one piece of an  
40 action item”.  
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42 Commissioner McComber moved and Commissioner Peterson seconded a motion to approve the  
43 November 18, 2020 Human Rights, Inclusion and Engagement Commission meeting minutes as  
44 amended. Motion passed unanimously.  
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46 **Youth Commissioner Report**

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**New Business**

**a. Staff Update on DEI Work**

Assistant City Manager Olson provided an update to the Commission. Since hiring the consultant staff has submitted a job description to the City Council for the Strategy Team, which will be doing the bulk of the work.

Commissioner Allen asked with this new employee would the City look to bring that person on at a certain period in this process with the consultant.

Ms. Olson explained the City Council provided funding for this position to start in April. The intent is that a part of the onboarding process for the Equity and Inclusion Manager would include being a part of the Strategy Team with the ultimate goal, once this person is ready, would take over being the chair of this group. The intent with the strategy team is that this is imbedded in the organization and will continue long after the consulting is done. With the Equity Inclusion Manager, the intent is that the City will start recruiting sometime in January 2021 and interview and finally hiring for an April start.

Commissioner Allen asked that even with an internal process, is this still a process that someone from this Commission could sit on.

Ms. Olson thought that is an excellent concept and something that should be considered and open to.

Commissioner Lee asked how many people are on the strategic committee.

Ms. Olson believed there are eleven and will be bringing on someone else from the City License Center and someone from the HRIEC.

Commissioner Lee asked if these are all internal employees and if so, are there any plans on getting community members or Commission members on the team.

Ms. Olson showed the Strategy Team description with the leadership tree and indicated staff would like the Strategy Team to eventually work with staff alongside some of the residents and community members, the general public. The intent is that the Strategy Team will help the City identify and/or even help to build new relationships that the City needs to bring in. She indicated the Consultant will help to guide the City on that piece.

Commissioner Lee thought the Strategy Team layout and information would be a great thing to put on the website for the public to see and know what is going on.

Vice Chair Djevi asked how long the contract is between the consultant and the City.

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Ms. Olson indicated the contract is for a year and goes through all of 2021.

Vice Chair Djevi asked if the HRIEC has a place in this and how does the Commission view its role in that.

Ms. Olson explained as of right now the Strategy Team is just employees of the City but as mentioned earlier, on the Organizational Type Chart, there is the general public, and the Commissions would fall under that position. She hoped the consultant will provide some input on this as well.

**b. Discuss Commission Work Plan for 2021**

Assistant City Manager Rebecca Olson reviewed the work plan with the Commission and explained the Commission needs to approve the work plan that was put together and then talk about what next steps need to be done for the January meeting.

Commissioner James explained regarding the Essay Contest, within the group the Commission was kind of up in the air about how to recognize people and what to do with it because they do not know how many responses there will be. If there are twenty responses, they could honor everyone but if there one hundred and fifty, that makes it more difficult. He explained they are kind of up in the air on how it should be handled but are willing to see how the responses come in and how many responses the Commission gets. He thought it is premature to explain exactly how it should be done but the Commission should carve out the money traditionally used for prizes to tell the City Council what the Commission would use for prizes, recognition, etc. He explained Commissioner Bolinger has spoken to CTV which indicated that they would be willing to do some interviews with some of the more significant entries. There was talk about getting a gift certificate from a local business as well to help support them for the students that might decide to do an interview. As far as the recognition, there was discussion about possibly making a book of the submissions and have the library be a part of this with a room dedicated to having all of the submissions there. If there are posters, those could be posted in the library as well.

Commissioner Bolinger explained CTV did say that depending on the number of submissions and people willing to be interviewed on TV, CTV could give the City two separate dates for this, depending on relevance. CTV is opened to doing this for free for the Commission.

Ms. Olson asked if the Commission is comfortable with moving ahead with the timeline for the Essay Contest with another discussion as entries start to come in.

The Commission was in favor of the timeline shown.

Ms. Olson noted the next item on the list is the Rosefest Parade and indicated at this time this item is a little tricky because at this time the City is not one hundred percent

137 sure there will be a parade in 2021. Based on this timeline, there is not anything to  
138 discuss in January; however, February is when the discussion around the theme starts  
139 to take place and the Commission can look at what the HRIEC would want to do.  
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141 Commissioner Peterson explained in prior years the HRIEC chose a theme for the  
142 group. Whatever is chosen does not have to follow a proclamation and a theme does  
143 not have to be done. It is a great way to reach out to groups and another way to get  
144 the community members involved. She would like to start planning early to get the  
145 community involved.  
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147 Vice Chair Djevi thanked Commissioner Peterson for her time on the Commission  
148 and taking the lead on this for several years. He also believed that the parade will be  
149 a really good opportunity for the Commission to show certain diversity. One idea he  
150 has been pushing for a few years is if it was possible for the Commission to reserve  
151 possibly two areas for diversity groups. He would like to try to get in some groups  
152 that are not aware of the opportunity to be included in something like this. He  
153 believed that in doing so the Commission will create a community that is more  
154 integrated than if the Commission does not try and he did not see a downside to  
155 trying.  
156

157 Commissioner Peterson agreed. She thought the HRIEC could definitely influence  
158 the Parade Committee to reserve those spots for this. She noted she has attended  
159 many Parade Committee meetings and voiced concerns from the HRIEC perspective.  
160 It would be nice for someone to continue that. She indicated the committee is open to  
161 the public. She thought there needs to be spots available for groups not being  
162 represented in the parade.  
163

164 Vice Chair Djevi asked if this something the HRIEC can take a lead on. He thought  
165 they should have a discussion on this. He noted he was willing to put the time in for  
166 this kind of work to find groups.  
167

168 Ms. Olson suggested it might be beneficial to have someone from either the Park and  
169 Rec staff or the Parade Committee come to one of the HRIEC meetings in January,  
170 February, or March so the Commission can understand what the best way is to go  
171 about doing that is. She thought sooner than later would be better so the committee  
172 can incorporate it into their planning. She indicated she could reach out to staff who  
173 is involved in the parade planning.  
174

175 Vice Chair Djevi thought January might be best then the Commission can start to  
176 discuss and plan this in February.  
177

178 Commissioner Bolinger indicated she submitted a draft for Community Engagement  
179 Ideas but did not think it got put on the workplan. She noted she can resend that to  
180 the Ms. Olson. She thought this was a way to put things on the calendar during the  
181 year.

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Ms. Olson indicated she found it in her email and thought it could be incorporated and updated in the work plan and review it in January.

Commissioner Allen indicated he would like to be added to the Community Engagement Ideas and Rosefest teams as he was absent at the last meeting.

Ms. Olson reviewed the Community Feedback Response work plan with the Commission.

Commissioner Lee reviewed the timeline for the Community Feedback Response plan with the Commission.

Vice Chair Djevi explained his understanding of this new item is that the HRIEC would like to have a way of communicating with the community regarding things that are happening in the community. He thought going forward this is going to be reviewing what is currently being done and how can the Commission modify the way the City responds to things happening in the community. He thought the timeline looked awesome.

Ms. Olson reviewed Commission Recruitment, Commission Interviews and Commission Onboarding timelines with the Commission.

Vice Chair Djevi explained he did not know how other Commissions function to say that the onboarding process should be generalized to all Commissions but if other Commissions find it difficult for new Commissioners to follow along then it would not be a bad idea because the proposal for this is making sure when new Commissioners are brought on to the Commission, they need to get up to speed as fast as possible and make the Commission function better.

Commissioner James thought at the very least once this is done the HRIEC could share the information with other Commissions as a way of helping all Commissioner to be better prepared.

Commissioner Peterson agreed that the HRIEC needs to start with its own Commission first and fine tune the process and then disseminate as able. She indicated the City does an annual training to all Commission members and this might be a good place to disburse this.

Vice Chair Djevi explained around the proclamations, he believed staff will be taking these over and City Departments will try to integrate what already has been done into the lens of inclusion and diversity. He wondered if there was a way to have a check in to find out what is going around staff.

226 Ms. Olson explained the City has two proclamations that are being highlighted in  
227 January based on what the Commission has done before. One is the Human  
228 Trafficking Awareness and Prevention Proclamation, and the other is Martin Luther  
229 King Jr. Day Proclamation. Martin Luther King Jr. Day is a big volunteer event at  
230 the City and that may be a great opportunity to integrate the proclamation into this,  
231 but she did not know how. She thought maybe each month the HRIEC could talk  
232 about upcoming events or upcoming proclamation. She thought the HRIEC could  
233 brainstorm ideas for future proclamations. She thought there might be a need to do  
234 some creative thinking this year of how they can integrate based on budgetary  
235 constraints, social distancing constraints, all of that. She thought this is something  
236 that staff can take a lead on. She asked the Commission is there was anything needed  
237 for the volunteer day in January or other things the Commission is interested in  
238 pursuing for Human Trafficking Awareness and Prevention Month or Martin Luther  
239 King Jr. Day.

240  
241 Commissioner Peterson indicated for the Human Trafficking Awareness and  
242 Prevention Month she knew that the Police Department gave updates on what is  
243 going on in the community so she thought it would be nice if the Police Department  
244 could highlight the proclamation in their newsletter and on their website.

245  
246 Commissioner James thought maybe CTV could interview the Police Department for  
247 the Human Trafficking Awareness and Prevention Month proclamation as well.

248  
249 Commissioner Allen thought another suggestion, as support, is highlighting a  
250 community organization that would highlight the proclamation that supports those  
251 situations.

252  
253 Commissioner Peterson indicated there are not any community organizations in  
254 Roseville but there are a lot of community organizations in St. Paul and nearby that  
255 do a lot of outreach and human trafficking.

256  
257 Ms. Olson indicated she planned on reaching out to the Police Department on a  
258 couple of these items because they have a lot more information and contact on it. She  
259 noted she will report back to the Commission in January.

260  
261 Vice Chair Djevi explained he will be meeting with the Police Chief so he could  
262 handle this for Ms. Olson, and he suggested another Commission reach out to CTV in  
263 order to relieve Ms. Olson of so much work.

264  
265 Commissioner Lee explained as far as the proclamations go and in order for the  
266 Commission to think of ideas of how they might tie in with other community events  
267 or organizations can the Commission find out ahead of time what proclamations are  
268 coming up.

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270 Ms. Olson indicated she will send out a list to the Commission.

271  
272 Vice Chair Djevi asked if there were any ideas from the Commission for MLK Day.

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274 Commissioner Allen asked if the Commission could email Ms. Olson with ideas.

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276 Ms. Olson explained this event is already being planned but if the Commission comes  
277 up with some ideas to email her right away and she would forward them to the event  
278 coordinator. She reviewed upcoming proclamations in February and March.

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280 **Other New Business or Reports**

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282 **Announcements**

283  
284 Ms. Olson updated the Commission on the Community Engagement Assessment. She wondered  
285 if the HRIEC wanted to do the Community Engagement Assessment prior to the end of a couple  
286 of the Commissioners terms, at the end of March or is there a different timeline that the  
287 Commission would like to do it. She suggested the Commission use the same format the City  
288 Council did. To individually fill out the Community Engagement Assessment and then the  
289 Commission would walk through each question and have a conversation about each of the items  
290 and come to a consensus on where the Commission thinks the HRIEC is on each item to use as a  
291 benchmark and then it could also be used as an opportunity for discussion. She thought this  
292 would take approximately two hours so a special Commission meeting could be planned or use  
293 the entire Commission meeting one month to do this.

294  
295 Vice Chair Djevi thought looking at how the agenda is looking over the next couple months and  
296 that Commission Peterson may not be on the HRIEC beyond April, he proposed the idea to call a  
297 special meeting to do that so the assessment would not be rushed, and Commission Peterson  
298 could be involved.

299  
300 Commission Bolinger thought that was her thought because there are a few positions that are up  
301 including hers and she will not be continuing. It might serve the Commission better to gauge  
302 people's opinions that will be on the Commission long term.

303  
304 Commissioner James thought it would be beneficial to have both Commissioner Bolinger and  
305 Commissioner Peterson's opinion which would be helpful for the new people coming in. He  
306 suggested this be done before these Commissioners leave and to have a special meeting for that.

307  
308 Ms. Olson suggested before a date is selected, she send out a request for dates that would work  
309 well for each Commissioner and discuss open dates at the January meeting.

310  
311 Ms. Olson updated the Commission on the Shoreview Engagement Program for 2021.

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313 **Future Agenda Items**

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315 **Adjournment**

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317 Vice Chair Djevi adjourned the meeting at 8:07 p.m.

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319 Respectfully submitted,

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321 Sue Osbeck

322 *TimeSaver Off Site Secretarial, Inc.*