

Commission members:

Keith Allen
Amanda Becker
Etienne Djevi
Paul Haas
Richard James
Grace Lee
Kathryn Macomber
Laura Palmquist
Adepeju Solarin
Beverly Xie



**Human Rights, Inclusion
and Engagement
Commission
Special Meeting Agenda
Wednesday, June 9, 2021
City Council Chambers**

Address:
2660 Civic Center Dr.
Roseville, MN 55113

Phone:
651-792-7000

Website:
www.cityofroseville.com/hriec

1. 6:30 P.M. Call To Order/Roll Call
2. Approval Of Agenda
3. New Business
- 3.A. 6:40 PM Discussion On Current And Future Work Plan Direction

Documents:

[210609_WORK PLAN DISCUSSION AGENDA ITEM.PDF](#)
[210609_SPECIAL HRIEC MEETING_WORKPLAN MEMO.PDF](#)
[210609_SPECIAL MEETING WORK PLAN QUESTIONS.PDF](#)
[HRIEC-2021WORKPLAN_APRIL.XLSX](#)

- 3.B. 7:15 PM Discussion On Support Of 2021 Proclamations

Documents:

[210609_2021 PROCLAMATIONS DISCUSSION AGENDA ITEM.PDF](#)
[2021 PROCLAMATIONS.PDF](#)
[PROCLAMATIONS SUB GROUP REPORT.PDF](#)

4. 7:30 P.M. Adjournment

Public Comment is encouraged during Commission meetings. You may comment on items not on the agenda at the beginning of each meeting; you may also comment on agenda items during the meeting by indicating to the Chair your wish to speak.

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Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: June 9, 2021

ITEM: TBD

ITEM DESCRIPTION: Current and Future Work Plan Discussion

Background

Current and future equity work within the city will need attention from HRIEC related to feedback and/or community outreach and engagement. The city's ability to include HRIEC in current and future equity work will depend on both the commission's interest and capacity to focus time and attention on equity work that will be time sensitive. City staff are still working to finalize the details – timeline, action items, and resources – of the Strategic Racial Equity Action Plan (SREAP) as well as a tentative communication plan that would include limited engagement from HRIEC. While the city has identified three high impact internal areas to focus on within the SREAP document, there are many other equity and inclusion initiatives in progress or planned throughout city operations that may also need HRIEC engagement in the future.

With the changes and shift in focus, HRIEC agreed to a Special Session to discuss more in depth current and future work plan priorities and direction. It is important there is consensus on the purpose of HRIEC and how the commission allocates its limited time advising the city council. Additional resources included for this discussion include sample questions that should be explored related to current and future work plan direction, a history of work plan development for additional context, and the most recent work plan updates from April 2021.

Recommendation

This agenda item is for discussion purposes and to gain consensus on current and future work plan direction.

Attachments

Special Meeting Work Plan Questions

Special HRIEC Meeting Work Plan Memo

HRIEC-2021 Work Plan - April



Memo

To: Human Rights, Inclusion and Engagement Commission
From: Rebecca Olson, Assistant City Manager
Date: May 27, 2021
Re: HRIEC Work Plan History

Background:

The Human Rights, Inclusion and Engagement Commission (HRIEC) was formed in 2017 with the first meeting occurring in May, 2017. This commission combined the previous Human Rights Commission with the Community Engagement Commission. Listed below is a brief timeline regarding the formation of work plans.

While many of the meetings over the past 4 years have centered on either creating, revising or discussing work plans, there are several factors that contribute to this. It should be noted that in the 4 years since the commission started, the membership has changed significantly. In addition to the nine (9) current seated commissioners and one (1) youth commissioner, the commission has had 15 other commissioners during this time period and 2 additional youth commissioners. In addition, as with any new commission, and in particular a commission with a large scope of duties such as the HRIEC, finding common ground between the commission's priorities and council priorities takes time and effort.

2017 (work plan developed using a facilitated Consensus Workshop)

June – Reviewed work plans of previous commissions.

August – Held a 2-meeting facilitated 'Consensus Workshop' to determine 2017-2018 work plan.

September – Discussed outcome of workshop & draft work plan

October – Joint meeting with Council.

November/December – Revised work plan based on council feedback.

2018 (work plan developed with significant input from City Council)

March – Joint meeting with Council to present revised work plan based on their feedback

April – Revised 2018 work plan to focus on Engagement best practices/toolkit & events

July – Joint meeting with Council – update on Engagement Project

August – Calendar of work plan items developed for 2018-19

November – New members join, review work plan

2019 (work plan developed using a survey of commissioners and priority ranking)

January & February – Meetings cancelled

March – Updated work plan calendar for 2019

September – Survey sent to commissioners to list priorities for upcoming 2020 annual work plan.

October – Meeting cancelled

November – Work plan priorities ranked.

December – Finalize work plan

2020 (work plan developed via commission discussion)

January – Joint meeting with Council. Work plan approved.

February – Lead commissioners assigned to work plan.

March – May – Meetings cancelled due to COVID-19

July - Discussion on 2020 work plan changes in light of events surrounding George Floyd murder.

August – Joint meeting with Council to discuss recommendations (DEI Consultant, Best Practices Toolkit, Youth Voting)

September – Discuss 2020-21 work plan items in response to COVID situation (Essay contest, proclamations, etc.)

October – Discuss 2021 work plan timeline

November – Discuss work plan priorities

December – Finalize 2021 work plan

2021

January – Updates on work plan progress

February – Updates on work plan progress

March – Updates on work plan progress

April – Joint meeting with Council to review work plan.

May – Discussion on whether to revise work plan

**Special Meeting Questions
On Current and Future Work Plans**

With new tasks to come from city administration on equity work, what modifications should be made to the current council approved work plan?

Which part of the work plan are you most passionate about and would want to take the lead on?

What does community outreach by the HRIEC look like to be effective? How do we measure effectiveness?

What are your thoughts on the current timeline for developing the next work plan and implementation?

How do current and future equity initiatives impact future work plan development and implementation?

How does the commission want to be engaged in the equity work identified in the SREAP? How does the commission want to be engaged in additional equity and inclusion work happening in the city?

City of Roseville HRIEC 2021 Work Plan						
	Essay Contest	Rosefest Parade Engagement	Community Feedback Response	Commission Recruitment	Commission Interviews	Commission Onboarding
Lead	Richard/Beverly	Monica/Etienne/Keith	Grace/Etinne/Beverly	Cat/Beverly		
Goal		Promote inclusivity in our community	Increase community engagement/communication	Increase community participation and diversity of applicants		
JAN			Subgroup to research current state - how does community contact HRIEC currently?	Commission discuss assisting city with spreading the word about open commission seats. Specifically assist with outreach to traditionally underrepresented groups	Cat & Beverly with staff review 2021 interview process and questions, propose revisions.	
FEB		Start theme discussions. May tie into the larger parade them or focus on work of HRIEC. Attend other commission meetings to encourage parade attendance and sign-up.	Subgroup to research what other cities do/ best practices	Beverly develops recommendations and assist with youth commissioner recruitment.	Cat & Beverly with staff bring update and request for feedback.	Cat & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.
MAR		Staff submits application for spot in the parade	Subgroup to come up with proposal for response plan.	Cat & Beverly with staff review commission recruitment process and evaluate 2021 process		
APR	Commissioners submit essay topic suggestions by May meeting	Coordinate with other groups and encourage attendance, may be part of HRIEC parade group.				
MAY	Commission discusses and narrows down topics.	Email commissioners reminders	Subgroup to present plan to commission for discussion.	Cat & Beverly research best practices, develop recommendations for 2022 recruitment cycle.	Cat & Beverly research best practices, develop recommendations for 2022 interviews	Cat & Beverly research best practices, develop recommendations for 2022 onboarding cycle
JUN	Commission selects final topic for essay and sub group is appointed to finalize wording for essay contest	Order t-shirts if needed. Purchase candy.	Commission approves plan.			
JUL	Sub-group submits draft essay topic to commission for discussion/ approval	Parade				
AUG	Final vote by commission on topic wording; contest rules and topic mailed to teachers prior to start of school					

SEP						
OCT	Discuss rubric for scoring					
NOV	Finalize rubric					
DEC						

Other work:

Renaming of Pocahontas Park - HRIEC to monitor and participate in Parks and Rec Commission plans as appropriate. (Kathy Macomber to attend meetings as possible.)

Shoreview Programming (Rebecca/staff)

Work with other commissions (Monica/Etienne) - as needed

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JAN			Subgroup to research current state - how does community contact HRIEC currently?	Commission discuss assisting city with spreading the word about open commission seats. Specifically assist with outreach to traditionally underrepresented groups	Cat & Beverly with staff review 2021 interview process and questions, propose revisions.		Clarify details for the Community Contact List & ask Commission for existing relationships to add or leverage.
	Certificate of involvement from City Discuss gift card depending on # of submissions Post some submissions on website? Consider some honorable merit & interviewed on CTV Use gift cards from local businesses to support them as well	Ensure groups reached out to are apolitical Are 2 spots held each year? Commissioner Djevi volunteered as liaison to parade committee Make a list of communities not typically involved in local government & rotate through those groups each year Rebecca to clarify if 2 spots in addition to HRIEC/Commission spot	Reviewed what commissions and city & city departments are doing Grace will send compiled research. It will be in Feb packet Next month looking at what other cities are doing.	This is part of Strategic Racial Equity Action Plan. Tracking demographics of who are applying & how often & who is interviewed. How many are applying? This is "on hold" for HRIEC work plan as it is being discussed with consultant.	This is "on hold" for HRIEC work plan as it is being discussed with consultant.	Youth commissioner voting Rebecca will provide staff report for Feb meeting Onboarding team - process (make time/commitment to meet&greet) - Richard Before first meeting - talk to new commissioners ahead of time Forward P&R handbook to Richard/Beverly	Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison Rebecca resend google form linkS
FEB		Start theme discussions. May tie into the larger parade them or focus on work of HRIEC. Attend other commission meetings to encourage parade attendance and sign-up.	Subgroup to research what other cities do/ best practices	Beverly develops recommendations and assist with youth commissioner recruitment.		Richard & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.	Begin collecting names, institutions, and businesses. 10 minute brainstorming session at commission meeting.

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Etienne reached out to Native American group.

Brainstormed ideas with Joanna. Subgroup will bring back suggestions for March meeting. Contest ends March 15. Once we know # of submissions, will be able to refine showcase. Have a summary to discuss

Last year highlighted a proclamation (LGBTQIA) - could this be a criteria? Didn't do the event with the Hispanic group. With renaming Park, could tie that to Native American. Beverly would like young Asian Americans because discrimination is occurring. Decision: Asian American proclamation - (inviting KOM) and Native Americans (Allen & Plan Hispanic Heritage Month for 2022 Theme: COVID vaccine - wearing masks decorated solidarity

Looked into what other cities did. Making progress. Next month can present recommendations

Address application under youth commission item

Send Dept. of Admin link to open meeting law videos to Richard. Will look to get feedback from upcoming commissioners.

Passing this off to Keith. Attach list to each month agenda.

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JAN	<p>Certificate of involvement from City</p> <p>Discuss gift card depending on # of submissions</p> <p>Post some submissions on website?</p> <p>Consider some honorable merit & interviewed on CTV</p> <p>Use gift cards from local businesses to support them as well</p>	<p>Ensure groups reached out to are apolitical</p> <p>Are 2 spots held each year?</p> <p>Commissioner Djevi volunteered as liaison to parade committee</p> <p>Make a list of communities not typically involved in local government & rotate through those groups each year</p> <p>Rebecca to clarify if 2 spots in addition to HRIEC/Commission spot</p> <p>Review proclamations for participation</p> <p>May 1st is deadline for groups to be in place.</p> <p>KOM, Native American group (tie in with Pocahontas park renaming), Grand Marshal idea?</p> <p>Look to confirm group at March meeting</p>	<p>Reviewed what commissions and city & city departments are doing</p> <p>Grace will send compiled research. It will be in Feb packet</p> <p>Next month looking at what other cities are doing.</p>	<p>This is part of Strategic Racial Equity Action Plan.</p> <p>Tracking demographics of who are applying & how often & who is interviewed. How many are applying?</p> <p>This is "on hold" for HRIEC work plan as it is being discussed with consultant.</p>	<p>This is "on hold" for HRIEC work plan as it is being discussed with consultant.</p>	<p>Youth commissioner voting</p> <p>Rebecca will provide staff report for Feb meeting</p> <p>Onboarding team - process (make time/commitment to meet&greet) - Richard</p> <p>Before first meeting - talk to new commissioners ahead of time</p> <p>Forward P&R handbook to Richard/Beverly</p>	<p>Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison</p> <p>Rebecca resend google form linkS</p>
FEB		<p>Start theme discussions. May tie into the larger parade them or focus on work of HRIEC. Attend other commission meetings to encourage parade attendance and sign-up.</p>	<p>Subgroup to research what other cities do/ best practices</p>	<p>Beverly develops recommendations and assist with youth commissioner recruitment.</p>		<p>Richard & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.</p>	<p>Begin collecting names, institutions, and businesses. 10 minute brainstorming session at commission meeting.</p>
March	<p>Brainstormed ideas with Joanna.</p> <p>Subgroup will bring back suggestions for March meeting. Contest ends March 15. Once we know # of submissions, will be able to refine showcase. Have a summary to discuss</p>	<p>Etienne reached out to Native American group.</p> <p>Last year highlighted a proclamation (LGBTQIA) - could this be a criteria? Didn't do the event with the Hispanic group. With renaming Park, could tie that to Native American.</p> <p>Beverly would like young Asian Americans because discrimination is occurring.</p> <p>Decision: Asian American proclamation - (inviting KOM) and Native Americans (Allen & Xie work on KOM)</p> <p>Plan Hispanic Heritage Month for 2022</p> <p>Theme: Covid vaccine - wearing masks</p>	<p>Looked into what other cities did. Making progress. Next month can present recommendations</p>	<p>Address application under youth commission item</p>		<p>Send Dept. of Admin link to open meeting law videos to Richard. Will look to get feedback from upcoming commissioners.</p>	<p>Passing this off to Keith. Attach list to each month agenda.</p>

April

Potentially do interviews with CTV, Certificate Blurb in newsletter directing to website Recognition at City Council meeting Richard will contact CTV, Rebecca can reach out to students regarding specific privacy release	Keith reached out to KOM - will get back to him. Etienne reached out to NA community. Reaching out to others in the area. 10 -15 members for KOM Etienne will reach out to other commissions w/ date and what we hope to do.	Wait until April provide email update	Pushing info to students in late May or even early July. Ask Cmsr. Xie to help spread word	Strategy team working on this in a larger capacity	Onboard new commissioners	
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Goal		Promote inclusivity in our community	Increase community engagement/communication	Increase community participation and diversity of applicants			
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May	Invited participants to May 3 CC On website In newsletter Presented topics for 2022 Essay contest: Which may work? What other suggestions/ideas? Reactions? (Send to Richard)	Potential for parade being cancelled. As soon as that is known, staff will notify commission	Need to compile info. Come up with list of suggestions/recommendations along with aggregate for full commission.	Send out Strategy Team job description and membership information along with aggregate demographics		New members provide feedback on orientation/onboarding materials	

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: June 9, 2021

ITEM: TBD

ITEM DESCRIPTION: 2021 Proclamations Discussion

Background

The list of 2021 Proclamations to be made by the City Council has been approved and is ongoing each month. HRIEC appointed a subgroup to review ways in which HRIEC can provide additional support to the 2021 monthly proclamations. An additional discussion is needed by HRIEC on additional action that may be attached to future proclamations.

Recommendation

This agenda item is for discussion purposes and to gain consensus on HRIEC support of 2021 Proclamations.

Attachments

2021 Proclamations List

2021 Proclamations Subgroup Report

2021 Proclamations

Month	Proclamation	City Council Meeting	Notes
January	MLK Jr. Day	January 4	Looking to incorporate more volunteer opportunities in 2022
January	Human Trafficking Awareness Month	January 4	Working with CTV, RPD & other partners on educational event
February	Black History Month	January 25	Theme “The Black Family: Representation, Identity and Diversity”
March	Women’s History Month	February 22	Valiant Women of the Vote: Refusing to Be Silenced.
April	Fair Housing Month	March 22	CC adopted a fair housing policy Nov. 5, 2018. Information on city website: https://www.cityofroseville.com/3048/Fair-Housing
April	Days of Remembrance	March 22	
May	Asian American and Pacific Island Heritage Month	April 26	
May	Mental Health Awareness Month	April 26	NAMI – “You are not alone” campaign
May	Older Americans Month	April 26	“Communities of Strength” https://acl.gov/oam/2021/older-americans-month-2021
June	LGTBQIA+ Month	May 17	
July	Americans with Disabilities Month	June 21	
September	Hispanic Heritage Month	September 13	September 15- October 15 Hispanics: Be Proud of Your Past, Embrace the Future
September	Constitution Week	September 13	September 17-23
October	Indigenous People’s Day	October 11	October 11

Proclamations Sub Group Report (James, Macomber)

Below are suggestions of ways to supplement and support the proclamations issued by City Council:

1. Create a permanent link on the city web page directing users to additional information and links to appropriate resources regarding topic surrounding the current month proclamation(s); “ Here is a link to some additional information about this month’s proclamation(s)”
2. Have the same link (as above) included on each department and commission web page
3. Send the next two month’s proclamations themes to each department and commission so they are aware of the proclamation and can incorporate activities or actions that coincide with the monthly theme. (two months ahead will give some time to make plans/recognize the proclamation theme easier for the department/commission.
4. Investigate leveraging local organizations (Lions Club, Chamber of Commerce, etc) to buy into recognizing and potentially implementing activities that complement the proclamation.
5. Investigate more ways to coordinate with Nine North and perhaps Axios to highlight monthly proclamations.
6. Regularly include the same information from the city web page (#1 above) in the city newsletter. The information would cover the months appropriate for the newsletter and would be a permanent part of the newsletter.
7. Ask the library to work with us to:
 - display the proclamation theme on a poster situated on an easel as a stand alone display that also references the curated collections as below:
 - curate a list of books appropriate to the proclamation theme for the month
 - curate a list of videos appropriate for the theme