

1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **DRAFT – August 21, 2019 - DRAFT**
4
5

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

9 **Youth Commissioners:** None
10

11 **Commissioners Absent:** Ahmed Hassan and Grace Lee (excused)
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 Peterson moved and Commissioner Bolinger seconded a motion to approve the
23 Agenda as presented. Motion passed unanimously.
24

25 **Recognition of Outgoing Youth Commissioner**

26 Chair Beltmann thanked Youth Commissioner Hansel for all the work done on the HRIEC and
27 presented her with a card and certificate.
28

29 Youth Commissioner Hansel thanked the Commission and indicated she has learned a lot while
30 on the Commission.
31

32 Assistant City Manager Olson thanked Youth Commissioner Hansel for being on the
33 Commission and noted she raised awareness in the school with the Human Rights Club.
34

35 **Public Comment on Items Not on Agenda**
36

37 **Approve Minutes**
38

39 **a. July 17, 2019 Human Rights, Inclusion and Engagement Commission**
40

41 Ms. Olson indicated she received some edits from Commissioner Macomber and would
42 incorporate those into the motion that is made. She noted on page 13, line 570, the term
43 “trainer” is spelled incorrectly. Page 17, another name is spelled incorrectly and will be
44 amended as well.
45

46 Commissioner Allen noted on line 352 the word should be “studies”, not “study”.

47
48 Commissioner Peterson moved and Commissioner Macomber seconded a motion to approve the
49 July 17, 2019 Human Rights, Inclusion and Engagement Commission meeting minutes as
50 amended. Motion passed unanimously.

51
52 **Youth Commissioner Report**

53
54 **New Business**

55
56 **a. Hispanic Heritage Month Programming Update**

57
58 Ms. Olson provided a recap of the meeting with the City Council. The City Council
59 recommendation was to have the event held in Central Park.

60
61 Commissioner Bolinger suggested having the Fire Department at the event with their
62 new Close before you Doze program.

63
64 Ms. Olson indicated this was on her list of things to do. She noted she will be
65 working with the volunteer coordinator on set up and clean-up of the event and
66 marketing. She thought staff would be able to send out mailings to residences around
67 the park. She thought the Commissioners could do some brainstorming as to what
68 groups and organizations the Commission wants to be a part of this event and who
69 can reach out to them.

70
71 Commissioner Allen suggested working with the school ESL teacher to help with
72 contacting people.

73
74 Ms. Olson suggested going through the Hispanic neighborhood by Central Park,
75 going door to door to invite them to attend the event. She noted she will
76 communicate through email when that would be needed, and she would also send out
77 the flier.

78
79 Commissioner Bolinger indicated when there is a flier ready, she could bring it to the
80 St. Odilia Pastor for disbursement and also put some information in that bulletin.

81
82 Chair Beltmann suggested taking some time to discuss where this event can be
83 advertised and who is willing to take the lead.

84
85 Commissioner Bolinger would be in charge of St. Odilia.

86
87 Chair Beltmann thought the Commission should think broadly about inviting the
88 community. The Commission wants to make sure everyone in the city is included
89 and engaged.

90

91 The Commission suggested the following for places to advertise. NextDoor, Twitter,
92 Facebook, city website, e-newsletter, Roseville newspapers.

93
94 Commissioner Peterson noted she would write a letter to the editor of the newspaper.

95
96 Commissioner Djevi indicated he would go to the library to put something up on the
97 board.

98
99 Commissioner Macomber thought the Rice Street gardens would be another place to
100 advertise.

101
102 Ms. Olson indicated she was going to try to put the flier in both English and Spanish.
103 She thought it would not hurt to reach other food truck with Hispanic food if Chair
104 Beltmann has not heard back from the food truck that was contacts.

105
106 Chair Beltmann noted she would go through the Food Truck Association to see if
107 more Hispanic owned food trucks can be found. She wondered if there should be
108 more than on food truck at the event.

109
110 Ms. Olson thought it depended on the food truck. Sometimes a fee is charged if one
111 of many due to ensuring there is a profit. She did not know how big the event will be,
112 so the initial thought is to have one food truck and one desert with the food truck
113 coming in and people paying for their own food.

114
115 Commissioner Peterson noted there is a list of churches if someone wanted to drop
116 off fliers at them.

117
118 Commissioner James indicated he would be willing to do that.

119
120 Ms. Olson explained she would follow up and confirm the band and someone will
121 need to confirm the food truck.

122
123 Chair Beltmann thanked the Parks and Recreation Department for taking this event
124 on. She thought whatever the Commission can do to support planning efforts would
125 be great. She noted there is also a safety and security plan in place for the event as
126 well.

127
128 Commissioner Djevi left the meeting at 7:00p.m.

129
130 **b. Best Practices Update**

131
132 Chair Beltmann reviewed the history of this item with the Commission to bring new
133 Commissioners up to date.

134

135 Chair Beltmann noted Commissioner Macomber and herself met in July with Ms.
136 Olson and talked through what would really be helpful in terms of the document.
137 Commissioner Macomber and she talked about what the document could look like
138 and shared parts of the document and then discussed with Ms. Olson about how the
139 document can be utilized by staff.

140
141 Chair Beltmann indicated a couple of things that have come out of the conversation,
142 one idea is as a starting point, this fall or the beginning of next year, ask the Council,
143 staff and potentially the different Commissions to do a community engagement
144 assessment. This will give them an idea of where the city is at, an understanding of
145 engagement and how the community is engaged. A next step to the staff survey that
146 was done.

147
148 Chair Beltmann explained in the packet there is information on an organization called
149 “Nexus Community Partners in the Twin Cities” and on their website there is an
150 assessment tool. The idea is to give the tool as is with the instructions to city
151 Council, staff and the Commissions and have them work through this tool so that as
152 the Commission finalizes the Best Practice document, the Commission also has
153 something that can be pointed back to in terms of a baseline starting point.

154
155 Chair Beltmann noted on the Best Practice document there are a couple of things to
156 note. The first is to format the document to make it much less of a written document
157 people have to read through but more of a guide and a tool kit. She reviewed possible
158 ways the document could be structured with evaluations and information to guide
159 staff.

160
161 Commissioner James suggested looking at a recommendation that key staff that are
162 passionate about training attend a nexus training in order to take it back and share as
163 often as needed.

164
165 Chair Beltmann noted Ms. Olson and some other staff have gone through the GARE
166 training and there has been training and part of the hope with this is to use the nexus
167 document for a potential baseline and other recommendations that come out of this
168 will be tied to the GARE work so that staff internally who have gone through that
169 training can help to champion this work through and that it all ties together. She
170 agreed it was important for staff to be trained on diversity and engagement.

171
172 Commissioner Allen thought that part of this, on a yearly basis, there needs to be
173 some sort of a schedule for presenting to Commissions and staff.

174
175 Commissioner Macomber reviewed the evaluation information with the Commission.
176 She noted the key to evaluation is looking at it in the pre-planning stage. She thought
177 this also, if done properly, will line up with GARE and what the Council wants.

178

179 Commissioner Allen thought this was a really important thing to do and will help
180 streamline the process so there are not duplications.

181
182 Chair Beltmann summarized the timeline with the Commission.

183
184 **c. Discuss 2019-2020 Essay Question**

185
186 Ms. Olson summarized the essay question and noted there were a few changes that
187 were made and explained the rubric will be included this year with the essay
188 information to the teachers.

189
190 Chair Beltmann indicated she liked the question but wondered if it should say in the
191 last two sentences How can social media be used to divide “our” or “a” community,
192 and then the same edit How can social media be used to help “our” or “a” community
193 be more inclusive.

194
195 Commissioner Allen preferred “our” because it is the city’s community. He asked if
196 there was an advantage of including “a family” to the question along with community
197 and friends or does that go to an area that is not necessary.

198
199 Ms. Olson thought just on that piece, the only thing the Commission may want to
200 consider for that is kids at that age does not go to family, that age thinks about the
201 rules the family has for social media and might not necessarily get to the rest of the
202 question.

203
204 Chair Beltmann agreed and thought it muddied the question.

205
206 Commissioner Macomber thought the question is good but would not include the
207 family thing because at that age rules are where the child goes to. She also indicated
208 she liked “a” community simply because there is no reason that the kids cannot
209 interpret that as “our” community. Depending on how politically aware it is the kid
210 might want to take a more global view.

211
212 Commissioner Peterson thought the kids could define community in whatever way
213 they choose.

214
215 The Commission liked the changes to the question.

216
217 Chair Beltmann asked if the Commission had any questions or changes to the rules.

218
219 Ms. Olson indicated she added “Essays containing evidence or examples that support
220 ideas or concepts will be given higher scores” to rule one.

221
222 Commissioner Allen asked in regard to rule two, does the three-page, double spaced
223 only apply to typed or would it also include handwritten.

224
225 Chair Beltmann indicated the Commission has never received a handwritten essay
226 and most have come in typed.

227
228 The Commission liked the changes to the rules.

229
230 Chair Beltmann thought it will help significantly in grading by breaking the essays
231 out by grade level.

232
233 Chair Beltmann asked for feedback on the rubric.

234
235 Commissioner Bolinger thought it was really only for the Commission and maybe
236 there should be a line for zero points might be a little redundant and looked fine for
237 the grading.

238
239 Chair Beltmann explained the one thing she did not like is grading for grammar and
240 spelling because it gives a benefit to people who have English as their first language.
241 She struggled with including that as something being scored on versus the essence of
242 answering the question.

243
244 Commissioner Bolinger wondered if there could be a sentence added indicating it
245 could be used in the overall grading and score.

246
247 Commissioner James thought it could be taken out and added to the overall
248 comprehension and organization of the essay.

249
250 Commissioner Macomber bases it on spell checking the document and if it was used.

251
252 Commissioner Peterson noted Youth Commissioner Iverson thought it was an
253 important component because in school the kids are graded on that with the essays
254 and reports that are done there. She erred on the side of keeping it in because the kids
255 are graded on it in school and she wanted to be consistent.

256
257 Ms. Olson noted the rubric will go to the teachers and not necessarily be passed on to
258 the students. The Commission can indicate the rubric can be shared.

259
260 **d. Discuss 2020 Work Plan**

261
262 Chair Beltmann reviewed the 2020 work plan with the Commission.

263
264 Ms. Olson suggested because the full Commission is not present to start the
265 conversation but continue the discussion at the September meeting as well. She
266 thought this might be a living document that gets continual updates and changes.

267

268 Commissioner Bolinger wondered if the Commission wanted to pick the
269 proclamations for next year in the proclamation update section.

270
271 Ms. Olson indicated before that is done, because this was a pilot program, the
272 Commission should do a report back to the Council on how that went and what was
273 accomplished by doing these pilot proclamations and then make Commission
274 recommendation on whether it should be continued for 2020 and what that would
275 look like. She thought this should be done sooner than later because the city budget
276 is also being formulated so if there are new events those can be included in the
277 budget, if possible.

278
279 Chair Beltmann noted the updates to the proclamations are done so the Commission
280 needs to figure out if it should be continued with thinking about display cases and
281 pilot programming or does the Commission want to move past that. She explained on
282 the Community Engagement Project.

283
284 Commissioner Peterson thought if people are interested in taking a project on then it
285 should be done.

286
287 Chair Beltmann wondered if the Commission wants to continue on its own work or
288 should the Commission think about how to integrate the work being done to support
289 staff and other Commissions work.

290
291 Commissioner Allen felt that the idea of tying activities with the proclamations was a
292 really good idea because it involves the community rather than just reading the
293 proclamation and much more meaningful.

294
295 Commissioner Macomber liked the idea of taking Sunday concerts, for example, and
296 if the Commission input were welcomed, to have different cultural concerts each
297 month to coordinate with the proclamations.

298
299 Chair Beltmann asked for the next meeting, the Commission to plan between now and
300 the next meeting what the Commissions thoughts are for the 2020 work plan and what
301 the role of the Commission is in providing recommendation and feedback to other
302 Commissions.

303
304 **Other New Business or Reports**

305
306 Ms. Olson noted there is an upcoming meeting on September 5th at the Ramsey County Library
307 on the Census.

308
309 **Announcements**

310
311 **Future Agenda Items**

312

- 313 **a.** Overview of Best Practices document
- 314 **b.** Survey/2020 Work Plan/Party in the Park
- 315 **c.** Hispanic Heritage Month Event Update

316

317 **Adjournment**

318

319 Motion by Peterson, seconded by Macomber to adjourn the meeting. Chair Beltmann adjourned
320 the meeting at 7:44 p.m.

321

322 Respectfully submitted,

323

324 Sue Osbeck

325 *TimeSaver Off Site Secretarial, Inc.*

326