

1 **Human Rights, Inclusion and Engagement Commission**  
2 **Meeting Minutes**  
3 **DRAFT – September 18, 2019 - DRAFT**  
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6 **Commissioners Present:** Cat Beltmann, Keith Allen, Monica Bolinger, Etienne Djevi,  
7 Richard James, Grace Lee, Kathryn Macomber, and Lauren  
8 Peterson  
9

10 **Youth Commissioners:** None  
11

12 **Commissioners Absent:** Ahmed Hassan  
13

14 **Staff Present:** Rebecca Olson, Assistant City Manager  
15

16 **Call to Order/Roll Call**  
17

18 The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to  
19 order at 6:32 p.m.  
20

21 **Approve Agenda**  
22

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

26 **Public Comment on Items Not on Agenda**  
27

28 **Approve Minutes**  
29

30 **a. August 21, 2019 Human Rights, Inclusion and Engagement Commission**  
31

32 Commissioner James thought the secretary got Commissioner Allen's name on some of his  
33 comments. Chair Beltmann explained because the secretary listens to recordings of the meetings  
34 and then records the minutes, the Commission needs to be aware, not talk over each other, and  
35 let people finish their comments to ensure comments are recorded appropriately.  
36

37 Ms. Olson indicated she can go through the minutes and make corrections. She noted the  
38 minutes could come back for approval after corrections are made or could be approved at the  
39 meeting tonight.  
40

41 Commissioner Allen wondered how the mistake can be avoided in the future.  
42

43 Ms. Olson explained at the City Council level, the Mayor has the Council raise their hand for  
44 recognition and then the Mayor states the Councilmember's name for them to speak. The same  
45 could be done at this meeting and she would try to keep track of who speaks, which might help  
46 the minute taker.

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Commissioner Macomber moved and Commissioner James seconded a motion to approve the August 21, 2019 Human Rights, Inclusion and Engagement Commission meeting minutes as amended. Motion passed unanimously.

Commissioner Djevi arrived at 6:36 p.m.

**Receive Reports**

Assistant City Manager Olson reported on the Youth Commissioner search for the HRIEC Commission.

**Youth Commissioner Report**

None

**New Business**

**a. Hispanic Heritage Month Programming**

Assistant City Manager Olson provided a recap on the Hispanic Heritage Month event. She noted a flyer has been developed in both English and Spanish and the event will occur on October 5<sup>th</sup> at Central Park from 5:00 p.m. to 7:00 p.m. She noted the band has been booked and there will be one food truck. There will be some information tables including one for the Census, Ramsey County Library along with a table for the city, HRIEC Commission, and Police and Fire Departments.

Chair Beltmann indicated she created an event on the Nextdoor App and asked the Commissioners to share it. She asked staff if this could be placed on the city’s Facebook page and she noted she saw the flyers at the coffee shop.

Commissioner Bolinger indicated she brought the flyers to the library and also at Cederholm and dropped some off there as well. She also dropped some flyers off at St. Odilia Church. She noted she did talk to the ice cream truck person and may have some availability that day if the Commission decides to have ice cream there as well. She thought Hot Chocolate may be an option with spices for Mexican Chocolate. She also shared it on her Facebook page.

Chair Beltmann asked for Commissioners to help with flyer distribution.

Commissioner Djevi thought if the Mayor could be at the event it would be good to put out a good message.

Commissioner Bolinger thought if there could be someone at the event from the Police Department of Fire Department who is bilingual for the welcome would also be helpful.

91 Chair Beltmann thought anyone who speaks Spanish could do the welcome and it  
92 would not have to be from one of the city departments.

93  
94 Commissioner Peterson wondered if there could be an interpreter there as well.

95  
96 Ms. Olson thought if the Mayor were to be there, he might be able to have his  
97 welcome speech ready ahead of time and someone from the Spanish community  
98 could read it then there would not need to be an interpreter there.

99  
100 Chair Beltmann assumed the band will be taking breaks during the event so suggested  
101 the welcome not be at the beginning when people are trickling in but during one of  
102 the breaks.

103  
104 Commissioner Allen requested a list of churches in the city in order to drop flyers off.

105  
106 Commissioner Djevi indicated he will be going to the mobile homes.

107  
108 Commissioner Bolinger noted she went to the Fairview Community Center already.

109  
110 Chair Beltmann also recommended emailing or sending out the flyer electronically  
111 would work as well.

112  
113 Commissioner Macomber left the meeting at 6:49 p.m. due to illness.

114  
115 Commissioner Djevi asked if someone should drop flyers off at the schools.

116  
117 Ms. Olson explained she reached out to Ginger and asked her if she could help  
118 distribute the flyers to the schools.

119  
120 Chair Beltmann asked if there is the ability for future events next year for doing  
121 registration pages and sign-ups or is that not something the city would want to get  
122 into.

123  
124 Ms. Olson indicated she would have to defer to the Park and Recreation Department  
125 on that because she did not have the experience to answer that question.

126  
127 Chair Beltmann reviewed the next steps for the event with the Commission.

128  
129 **b. Best Practices Update**

130 Chair Beltmann explained she was still working on this and was working on the  
131 format for it. She wanted to make it more of a toolkit versus a document that people  
132 have to read through. She noted Ms. Olson has some things for insertion into the  
133 document. She would love to get some additional help on working through this  
134 document and she would like to create some templates to be a part of this document  
135 as well. She wondered if there are other Commissioners who are willing to put

136 together some of the pieces of the document in order to have a more complete tool kit  
137 to review at the October meeting.

138  
139 Commissioner James indicated he can help out.

140  
141 Commissioner Allen also agreed to help with this document.

142  
143 Commissioner James asked if the idea of this document is to provide a unified  
144 approach when people are looking to engage the community.

145  
146 Chair Beltmann indicated that was correct. This document is for staff purposes or  
147 Commission internal use to standardize how engagement is done across the city.

148  
149 **c. 2020 Work Plan Discussion**

150 Chair Beltmann reviewed the 2020 work plan with the Commission. The intent is to  
151 start discussing the work plan for 2020. She asked the Commission to fill out the  
152 survey she created because it is helpful for her to find out the Commission's strengths  
153 and weaknesses.

154  
155 Commissioner Peterson thought there was a comment about developing process for  
156 interviewing and wondered if it was under the community engagement special  
157 projects.

158  
159 Chair Beltmann indicated it was second from the bottom on the list.

160  
161 Commissioner Peterson asked what the procurement guidelines was regarding.

162  
163 Chair Beltmann put a suggestion in the survey about providing feedback or  
164 recommendations related to how contractors in the city are selected based on Human  
165 Rights guidelines. She reworded it a little bit but thought she kept the spirit of what  
166 the intent was. She was not sure if the city already has ways to rate contractors.

167  
168 Ms. Olson explained to clarify, the issue that has come up in the city with a developer  
169 is different than procurement. It is a developer coming through on a development  
170 project and completely different than procurement. She noted there are different  
171 procurement processes and she knows that staff, Parks and Recreation and Public  
172 Works have been trained, best value, which takes into consideration more than cost,  
173 but it is a heavy lift to learn the process and to train staff on that. In addition, through  
174 the GARE program staff has talked about to take a look at how staff can look to  
175 expand some of the business done with the minority class in the city.

176  
177 Commissioner Lee arrived at the meeting at 7:14 p.m.

178  
179 Commissioner Djevi asked if it was the Commission should be tasked to be involved  
180 in the contracts involving Human Rights going forward.

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Chair Beltmann and Ms. Olson reviewed the current issue going on in the city with a developer and wage trafficking.

Commissioner Lee wondered if the HRIEC could be involved to find out if there actually is a Human Rights violation.

Chair Beltmann indicated the current issue is one specific instance and the Commission needs to decide when looking at the workplan if there is a role for the HRIEC in this arena of city business for the Commission to be helpful.

Chair Lee thought there was because even at the County level in Ramsey County there is a Racial Equity Action Team and for items to come before the Board of Commissioners whoever is making the proposal needs to show how the proposal is increasing community engagement or what it is doing to end disparities in the community or something like that. Even to get on the agenda it has to address those issues. She thought that was something the HRIEC could work on for similar things. She thought that was great and one of the reasons why she joined the Commission in order to work on things like that.

Commissioner James asked how much overlap there with the State, County and cities on hiring contractors is.

Chair Beltmann thought the Commission was starting to get sidetracked and she wanted to bring it back to the current discussion. She thought the Commission could dive into specifics of what the city has in terms of selection process for vendors and what exists. In terms of looking at awarding contracts for contractors she thought that could be discussed broadly to see if it fits but she did not want to get into specifics at this time.

Commissioner Djevi thought the point he was trying to make is if this is a Human Rights Commission in Roseville and to watch the city Council meeting to learn about what has happened does not make the process look good. His point is what kind of role can the Commission play so that in the future the city does not see these kinds of embarrassing things. He wondered if there was anything the Commission could do.

Commissioner Peterson thought if people are passionate about doing this type of work on the Commission, she would feel comfortable with that being on the workplan. She thought the HRIEC could get involved in things like this and potential for the Commission to have some oversight or discussion around it. She wanted to make sure that the things the Commission has on its workplan are things that people want to do and are passionate about.

Ms. Olson indicated there is a tentative date for the Commission to talk with the city Council about the workplan. She believed it is set for a meeting in November.

226 Before the Commission gets too far into the workplan, this is the proposed workplan  
227 and then when it goes to Council the Council will give further direction on whether  
228 the items on the workplan something of value for them would be.

229  
230 Chair Beltmann thought this was an incredibly important issue and if the allegations  
231 are true that is a huge issue. As a community member she was not happy to see tax  
232 incentives going to a company that has allegations against them. That said, she was a  
233 little concerned about the Commission taking this on because she did not know what  
234 the city already has in place. She wanted to make sure the Commission is being  
235 focused on what is being selected. She thought it does raise a question though on the  
236 engagement project, is the Commission building in opportunities and tying them to  
237 community members to come in and share feedback, talk about issues or suggestions.  
238 She would like the Commission to think about the HRIEC meetings and how the  
239 Commission engages with the community and build in time to hear from community  
240 members to hear about topics.

241  
242 Commissioner Allen explained if there was a time for the community to come and  
243 discuss this item, he would not have been prepared other than to listen. He would like  
244 to be more informed when an issue like what has happened and is being discussed  
245 arises.

246  
247 Commissioner Djevi agreed and thought if there was a way for the Commission to be  
248 better informed it would be helpful.

249  
250 Ms. Olson mentioned two points to be aware of, if the Commission is interested in  
251 creating space for people to feel welcome, feel encouraged to share information the  
252 Commission needs to make it very clear that the Commission does not do Human  
253 Rights complaints and the second point is the limitations of the Commission is that it  
254 meets once a month and city business does not happen on a once a month basis so  
255 making sure that the Commission is informed to the extent possible of things that are  
256 occurring and maybe looking at some of the broader processes and procedures of how  
257 the Commission is safeguarding against these in the future are where this  
258 Commission could be helpful and maybe not necessarily weighing in on individual  
259 things but building that foundation so things can be responded to in an appropriate  
260 manner.

261  
262 Commissioner Djevi indicated he as well as Commission Lee seem to be very  
263 passionate about this type of thing and looking at the workplan overall there does not  
264 seem to be a lot of human right activities that the Commission does. He thought  
265 human rights topics is being put to the side a little bit.

266  
267 Chair Beltmann suggested the Commission look at the workplan as a whole and try to  
268 determine what the Commission wants to do. She asked if there was anything on the  
269 workplan that should be removed or things like human rights work that needs to be  
270 added

271  
272 Commissioner Peterson thought some of the things can be combined such as Training  
273 for staff and commissions to improve engagement practices and strategies, which the  
274 Commission is already doing some of that and then Work with other  
275 commissions/city staff to plan events, when engagement projects come up it would be  
276 nice to have the toolkit suggesting the HRIEC could help with an event or project.  
277 She wanted to increase collaboration and wanted the Commission to be open to  
278 collaboration with other commissions and staff.

279  
280 Chair Beltmann thought for the proclamation programming, that is an opportunity  
281 rather than the HRIEC planning individual events the Commission could partner with  
282 Parks and Rec and other commissions. She thought bullet item two under  
283 Community Engagement Special Project and the bullet point under Proclamation  
284 Programming could be combined.

285  
286 Commissioner Lee asked what the HRIEC was doing for training for staff to improve  
287 engagement practice and strategies.

288  
289 Ms. Olson explained there has been a core group of people that has participated in the  
290 Government Alliance on Racial Equity (GARE) and as part of the GARE training  
291 staff put together an action plan and training the staff is one of the items that is being  
292 worked on. She noted the first bullet point is pretty covered with the Commission's  
293 best practices and part of the recommendation was also do that training. She  
294 explained there are two other items that GARE is a part of and have address and are  
295 working towards, one is the bullet point "develop process for evaluating new program  
296 recommendations" and the other bullet point is regarding the procurement guidelines.

297  
298 Chair Beltmann indicate she added the "develop process for evaluating new program  
299 recommendations" bullet point for the Commission only. She thought some of this is  
300 taking what the HRIEC continues to do. The one thing she wanted to ask about is  
301 Party in the Park and she did not think the HRIEC should do that because of the  
302 limited resources and many of the Commissioners are out of town on the 4<sup>th</sup> of July  
303 so it is hard to get Commissioners to show up and staff a booth. She felt the HRIEC  
304 could get more value doing something else.

305  
306 Commissioner Bolinger thought she was the one that put that on the list and one of  
307 the only ones at the booth and it did not really speak to who the Commission is. Her  
308 thought was to be represented where the community knows more about the  
309 Commission and what the HRIEC and that can help establish relationships in the  
310 future. It can help with engagement and reaching out and inclusion. She thought that  
311 getting the word out of who the HRIEC is and making a bigger presence at city events  
312 was what she was thinking of.

313

314 Commissioner Peterson thought if the city Council wants the HRIEC to participate in  
315 Party in the Park that is fine, but she agreed that it was not a useful resource for the  
316 Commission.

317  
318 Commissioner Lee thought something to add to the workplan is to have residents  
319 come in and interview candidates for positions and that is one way to include the  
320 community. Something to add would be to look at what other cities are doing and  
321 incorporate them into Roseville.

322  
323 Commissioner Allen suggested to try to be at all community events and be present if  
324 possible.

325  
326 Commissioner James thought the idea of getting what the HRIEC does out into the  
327 community and being more involved with other commissions is really what the  
328 Commission is all about. It is bringing up ideas and getting the Commission out there  
329 and letting the community know there is a potential voice for them. The Commission  
330 can then be the vehicle to go to the city Council. He thought that is something the  
331 Commission should focus on.

332  
333 Commissioner Djevi thought because the Commission cannot be at every event so in  
334 the planning of events by the city or other commissions is there a way to have  
335 everyone have a time out with a checklist for the group to think about equality or  
336 equity and diversity.

337  
338 Chair Beltmann thought the intention of the toolkit the Commission is putting  
339 together is for staff and for commissions to use and a big piece of that is looking at  
340 the diversity and equity side of things.

341  
342 Commissioner Peterson wondered if the Census awareness should be on the workplan  
343 because there is already a city employee working on this. She did not know what the  
344 HRIEC role would be in that.

345  
346 Chair Beltmann went through the workplan with the Commission to figure out what  
347 items to remove to the list.

348  
349 The Commissions desire was to leave on the list:

- 350  
351 1. Essay question contest  
352 2. Parade  
353 3. Community Engagement work/census work with the city  
354 4. Proclamations (look at doing some of these through other Commissions)  
355 5. Continue placing proclamation in the display cases

356 Commissioner Lee suggested putting the proclamations in the newspaper to get  
357 more exposure or in the city newsletter.

358



359 Chair Beltmann indicated she will send out a revision of the document based on the  
360 conversation for people to review before the October meeting and then come prepared  
361 to discuss this further at that meeting.

362

363 **Other New Business or Reports**

364 a. Indigenous Peoples Display Case

365 Assistant City Manager Olson asked for a volunteer to work on the display case for  
366 the Indigenous Peoples Proclamation coming up in October.

367

368 Commissioner James indicated he would volunteer to work on that.

369

370 **Announcements**

371

372 **Future Agenda Items**

373 a. Best Practices Document

374 b. 2020 Workplan

375 c. Hispanic Heritage Month Event Debrief

376

377 **Adjournment**

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379 Commissioner Peterson moved and Commissioner Djevi seconded a motion to adjourn. Motion  
380 passed unanimously.

381

382 Chair Beltmann adjourned the meeting at 8:14 p.m.

383

384 Respectfully submitted,

385

386 Sue Osbeck

387 *TimeSaver Off Site Secretarial, Inc.*