

Human Rights, Inclusion and Engagement Commission
Meeting Minutes
January 17, 2018

Commissioners Present: Nicole Dailey, Etienne Djevi, Wayne Groff, Chelsea Holub, Michelle Manke, Lauren Peterson, and James Ryerson

Youth Commissioners Present: Elizabeth Hansel and Acer Iverson

Commissioners Absent: Lisa Carey, excused, and John Eichenlaub, excused

Staff Present: Rebecca Olson, Assistant City Manager

Call to Order/Roll Call

The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to order at 6:36 p.m. Chair Holub requested roll call.

Approve Agenda

Commissioner Peterson moved and Commissioner Groff seconded a motion to approve the Agenda as presented. Motion passed unanimously.

Public Comment on Items Not on The Agenda

None.

Approve Minutes

a. December 20, 2017 Human Rights, Inclusion and Engagement Commission

Commissioner Dailey moved and Commissioner Djevi seconded a motion to approve December 20, 2017 Human Rights, Inclusion and Engagement Commission meeting minutes as presented. Motion passed unanimously.

Receive Reports

Assistant City Manager Olson noted Staff Reports was moved to the end of the agenda under Other New Business or Reports.

Youth Commissioner Report

Youth Commissioner Hansel announced on January 31, the Human Rights Club will be teaching 150 ninth graders about human rights current events such as human trafficking, DACA, and the war on drugs in the Philippines.

Youth Commissioner Iverson reported he spoke with Gabe Cederburg and teachers regarding the summer book read.

Commissioner Djevi inquired if Commissioners could attend the event on January 31.

Youth Commissioner Hansel stated they will be going into classrooms during the normal school day and was unsure if Commissioners could attend.

New Business

a. Commissioner of Minnesota Department of Human Rights

Ms. Olson provided a history on what led to inviting Minnesota Human Rights Commissioner Kevin Lindsey.

Commissioner Lindsey stated the Minnesota Department of Humans Rights has been in existence for 50 years. They investigate as well as monitor other State contractors and agencies. If a contract is over \$500,000, they make sure women are paid fairly to men. They also provide education, conference and conciliation. Due to changes in jurisdiction, they now handle school bullying, emerging entrepreneurship, and ensuring private employers are not using criminal history until a person has been given an interview.

Commissioner Lindsey explained the jurisdiction of the department is broad, and employment is the most common kind of complaint that is filed. On average, they investigate 600 to 800 charges each year. The most common type of employment discrimination is disability discrimination, with gender or racial discrimination following, and have investigated discrimination in 81 of the 87 counties in Minnesota. There were 10 closed cases that originated in Roseville, that included a sexual harassment case and racial profiling within a department store. Most cases were non-probable cause (insufficient evidence) and 2 employment cases were dismissed and settled.

Commissioner Lindsey explained the process for filing an employment discrimination complaint. After meeting with the person filing the complaint, they draft a charge document explaining why they think discrimination has occurred. The charging party would sign the document and the investigation process would begin. After receiving addition information from the employer, they would meet with the charging party, identify issues, and additional people for them to meet with. They would then try to strategically attain credibility determinations. They then provide a determination document that broadly summarizes the charges and information gathered, and

states if they believe there is sufficient evidence to support discrimination. If there is sufficient evidence, they will pursue some type of settlement with the employer. Ninety-eight percent of their cases settle at this time, but some employers choose not to, and the case is then forwarded to the Attorney General's office. Of the cases that have gone this far, they have all settled and none have gone to court.

Commissioner Reyerson inquired what the primary reasons are for determining non-probable cause.

Commissioner Lindsey responded in the employment setting, the employer usually has a reasonable basis for why an employee was terminated or why they decided not to hire an individual.

Commissioner Groff inquired if there was a way for them to track cases from Roseville.

Commissioner Lindsey responded they can track them when they are closed but, open cases are protected by the Data Practices Act. They published a summary of probable cause cases from 2011 to 2015.

Commissioner Manke requested advice on what a City should or should not do within potential cases or avoidance of issues.

Commissioner Lindsey stated local Human Rights Commissions do not have the ability to conduct investigations. If they choose to do so, it is expensive, and they need to make sure the originating governmental unit will support their effort to support the law.

In response to questions from the Commission, Commissioner Lindsey confirmed they could request a report from the Minnesota Department of Human Services that provides a summary of closed cases in Roseville. He noted the average length of time from investigation to close is a little over a year. They anticipate more sexual harassment cases and national origin cases. Disability cases will remain consistent but will become more of an issue as the City and State grows older.

Commissioner Manke inquired about concern with data privacy.

Commissioner Lindsey responded once the case is closed, it is the wisdom of the Legislature that requested information of an administrative agency should be provided.

Chair Holub inquired what they should advise residents about the process when filing a complaint.

Commissioner Lindsey stated it is a free process and people do not need to know the "magic words" to file a complaint. He encouraged them to contact the MN Department of Human Rights, even if they are unsure if it is a chargeable offense.

Ms. Olson inquired if they offer educational materials that could be distributed.

Commissioner Lindsey stated they are in the process of putting out more information about sexual harassment and have an updated video on the website. They also partner with other agencies and have been involved with local laws schools.

b. Commission Vacancy Outreach Efforts

Ms. Olson directed the Commission to the report on page 15 of the meeting packet and provided a brief overview on this item. She noted there are eight vacancies, applications are due February 19, and they plan to interview commission applicants at the February 26 Council meeting.

Commissioner Dailey requested more information on the lack of response with mailing out commission vacancy notices to churches, school board members and elected officials.

Ms. Olson responded when they asked people where they heard about commission vacancies, it was not from a mailing they received. There was a lot of time and resources put into the mailings, so it was then discontinued. The elected officials get notices through other avenues, and churches should be part of the electronic distribution.

Commissioner Djevi suggested they post it in apartment buildings to inform the immigrant population.

Ms. Olson noted in the past, things mailed to the management company does not always get posted. She agreed they should send it again and request it be posted by the mailboxes.

Commissioner Manke suggested they consider posting it in grocery stores and other high-volume areas.

Chair Holub suggested the language in the posting reflect action the residents can take. Instead of the title “Roseville Seeking Advisory Commission Applications”, she suggested it say, “Get Engaged in Your Community.” They can work with the volunteer coordinator to help distribute flyers around the community and include it in school newsletters that go home to parents of students.

Commissioner Manke agreed this would give them another outlet to promote what the HRIEC is about, as well as other commissions.

Ms. Olson noted schools have rules on what can be included in newsletters, but they could ask if it can be included.

The Commission also discussed distributing flyers at National Night Out Parties and at the Block Captains meeting.

Commissioner Djevi stated at the end of January, they could go to places and hand out flyers, answer questions, and motivate people to apply.

Commissioner Dailey inquired if there are any big City events that take place in January or if there is programming at the library where they could make a verbal announcement.

Ms. Olson stated there was an event on Martin Luther King Jr. Day that had about 25 people in attendance. There are not any big events until the spring.

Commissioner Peterson noted the library is very busy on the weekends and suggested they hand out flyers and start conversations with people. They could also talk about the role of the HRIE Commission. It is a slower time with community events and may be a good time to do strategic outreach.

Commissioner Djevi stated they could set a goal of recruiting people each year in January for upcoming Commission vacancies.

Commissioner Manke inquired what the viewership is during City Council meetings and suggested they consider putting together a commercial on the website that grabs people.

Ms. Olson stated they do advertise during intermission or before the meeting begins.

Commissioner Groff noted a lot of people do not even know what the City's commissions are or what they do.

Ms. Olson stated they put out the commission information in the City news, and through other social media platforms.

Commissioner Djevi asked each Commissioner how they learned about the HRIEC. The Commissioners answered they learned about it on Nextdoor, through invite by the Mayor, the City's website, City Council members, the Essay Contest, and a friend.

Ms. Olson stated they have the ability to print flyers and could coordinate how to get them out in the community. She cautioned Commissioners that not everyone who attends the library or the grocery store is a Roseville resident, and that is a requirement to serve on a commission.

Commissioner Manke inquired if other commissions receive a lot of applications.

Ms. Olson stated typically there is a minimum of two applicants per vacancy.

After discussion, the Commission agreed to come up with a list of potential locations for flyers, if they can be posted, and size requirements. They will each find two public places that will agree to post a flyer and report to Chair Holub.

Commissioner Dailey noted she already has a list of places where they advertised for the Human Rights Award from a previous project that she can provide to the Commission.

Commissioner Manke inquired if students at the University of Northwestern would be eligible to serve on a commission since they are living in the City.

Members of the Commission stated they should be eligible if they use their Roseville address as their residence and not their parents address.

Chair Holub suggested after commission interviews take place, they review what was successful and make recommendations to the Council for next year.

Ms. Olson suggested they ask incoming commissioners how they heard about commission openings during their introductory interview.

c. City Proclamations

Chair Holub directed the Commission to page 19 of the meeting packet and requested feedback on the recommendations they discussed at the last meeting. She noted this report will be presented to the City Council on February 12.

The Commission agreed the report looked good and offered no suggestions.

Ms. Olson noted staff is looking for feedback on the upcoming proclamations of Optimist's Day, Black History Month (February), and Women's History Month (March).

Commissioner Dailey inquired if they could review the language of the proclamations prior to them being sent to the City Council.

Ms. Olson stated City Council meeting packets will go out next week. She suggested they consider any potential changes they would like to include or just proceed with presenting the recommendations on the City Proclamations document to the City Council.

In response to Commissioner Manke, Commissioner Dailey explained they are reviewing the language of the proclamations to make sure it is appropriate and updated.

Chair Holub stated they should not review individual proclamations prior to sending the Council their recommendation. It is in this recommendation to the Council to review and update the existing proclamation language. Until then, they can personally contact the Council about language changes they want made to the proclamation. They also discussed having a strategy for updating proclamations.

Commissioner Groff stated this presents a short timeline and they should reach out to people of color regarding the proclamation for Black History Month. He also suggested they look at the

LGBT proclamation since it will be newly added this year and they do not have the language for it.

Ms. Olson noted the same proclamation is used each year, but the dates are updated and there may be a different focus or theme, which is passed down from Congress.

Commissioner Peterson suggested they focus on the theme that is used in the proclamation.

Commissioner Djevi stated they need to discuss what the proclamations mean beyond the words. He suggested they use volunteer resources to do something more meaningful and ask the Council for more insight on what the proclamations mean.

Commissioner Peterson inquired who will present the Commission's recommendations on the City proclamations to the City Council.

Chair Holub stated she and Commissioner Dailey plan to be there, and anyone is welcome to attend, present, or answer questions.

Commissioner Manke stated it would be best to reach out to each community on these proclamations.

Ms. Olson agreed and stated they need to figure out how best to do that, and if that community even wants to participate or provide feedback.

Commissioner Dailey stated when they reach out to the communities regarding the proclamations, they are not putting the responsibility on them to plan something. The proclamations show that the City wants to honor them and lift them up.

Commissioner Djevi suggested they ask each community an issue they would like to see addressed or highlighted.

Commissioner Groff inquired if the proclamation for Spanish Heritage Month was translated to Spanish.

Ms. Olson noted it was translated, but nothing more was done with it.

Youth Commissioner Hansel suggested they add a Disability Awareness Month proclamation since Roseville is one of the most elderly cities in Ramsey County. She noted there is a proclamation in March.

Ms. Olson suggested they consider adding it to their recommendation to the Council.

The Commission agreed it was a good idea to include it, along with the LGBT proclamation.

Commissioner Peterson moved and Commissioner Groff seconded a motion to present recommendations as written to the City Council, with the addition of a Disability Awareness Month proclamation. Motion passed unanimously.

d. Recommendations On Park Planning Efforts

Chair Holub noted no one responded to her emails requesting someone to write the Park Planning recommendation. In order to present recommendations to the Council, they need to be written and everyone must contribute equally to get things accomplished. She requested help from Commission members in the future when writing recommendations.

Commissioner Groff commented the document covers everything they experienced.

Commissioner Dailey moved and Commissioner Manke seconded a motion to present the HRIEC Recommendation on Park Planning Efforts to the City Council on February 12, 2018. Motion passed unanimously.

Commissioners Groff and Djevi noted they will be present at the City Council meeting but agreed that Chair Holub and Commissioner Dailey should present it.

Chair Holub noted it is her understanding they will present the HRIEC Action Plan to the City Council at the end of February, but there is a chance the Council could have questions about it at their February 12 meeting.

e. Process for Review of Essays

Ms. Olson directed the Commission to the timeline for the Essay Contest on page 35 of the meeting packet. Essays are due January 30 and they will need to edit and update the rubric for the February meeting. The question for this year's essay is: *Disparities such as racism, sexism, and ageism – among others – are still occurring today. Define and discuss one disparity and explain what you think the underlying cause is. What can be done to address it? Include personal and/or sourced examples.*

Chair Holub inquired what level of changes are needed in the rubric.

Commissioner Peterson stated the topics need to be changed and changes needed are moderately significant.

The Commission agreed the rubric should be a total of 25 points, include Grammar/Spelling and Overall Coherence/Organization, and the following questions: 1) Does the essay define and discuss one disparity? 2) Does the essay explain what they think the underlying cause is? 3) Does the essay explain what can be done to address the disparity? 4) Does the essay include a personal or sourced example?

Commissioner Peterson agreed to update the rubric and send it to Ms. Olson.

Other News, Business or Reports

a. Staff Report

Ms. Olson highlighted March 8 and March 28 as possible special quarterly meeting dates and requested they make a decision in order to get the room booked.

After discussion, the Commission decided to hold the special quarterly meeting on March 28 at 6:30 p.m.

Ms. Olson announced the Naturalization Ceremony will take place on Monday, May 14 at 10:00 a.m. at Roseville Skating Center. Chair Holub noted this will also be included on the February agenda to discuss recommendations.

Ms. Olson reported 14 staff attended Government Alliance on Race and Equality (GARE) training today and she will provide an update at the next HRIEC meeting. There is a growing desire for this type of training and it may be done in other parts of the State.

Ms. Olson reported Mayor Roe will give State of the City Address on February 28 at 7:30 a.m. at the Builders Association of the Twin Cities and it will be available on the website after the event.

b. City Engagement Efforts

Ms. Olson highlighted the following items and events:

- “Remembering When – Safety for Older Adults” presentation will take place at the Roseville Fire Station on January 24 at 10:00 a.m.
- Rose Parade planning committee meets on the third Wednesday of each month at 7:00 p.m. through June and they are looking for volunteers.
- Youth Fire Explorers will have an open house on Wednesday, January 31 and February 7 at 7:00 p.m. at the Roseville Fire Station.
- “A Day in the Life of a Police Officer” met today at 5:30 p.m. at the Roseville Skating Center
- The City is seeking feedback on allowing residents to keep pigs and goats as traditional pets. Comments can be made at www.cityofroseville.com/pigsgoats or by calling 651/792-7449.
- Hands-Only CPR Class will take place on January 17 at the Roseville Fire Station.
- AARP Tax Aide will be available February 6 through April 10 at the Skating Center and by appointment only. To make an appointment, go www.cityofroseville.com/taxaide or call 651/792-7110.
- If a driver with a burned-out taillight, headlight, brake light, or turn signal is stopped by the police in Roseville, they may receive a certificate to replace the light at no charge, as part of the Lights On! program.

- Minnesota Second Chance Coalition is presenting the movie: “13th: From Slave to Criminal with One Amendment” on Friday, January 19 at 9:00 a.m. at Goodwill Easter Seals.
- Community Health Awareness Team (CHAT) is requesting feedback on a retail circulator bus in Roseville at the following mini-forums: Saturday, January 20 at 10:30 a.m. at the Roseville Library; Tuesday, January 30 at 2:00 p.m. at Fairview Community Center Great Room; and, Wednesday, February 7 at 1:00 p.m. at Roseville City Hall Council Chambers.

Commissioner Peterson inquired what the theme of Rosefest was.

Chair Holub clarified it was “I ♥ (heart) Roseville.”

Ms. Olson noted she will include the Council’s updated rules and procedures in next month’s meeting packet. They changed the public comment period to three minutes or at the discretion of the Chair.

Chair Holub noted a lot of the events are held on the same Wednesdays.

Announcements

Commissioner Groff announced Arts Roseville will have an event on February 15 at 6:30 p.m. at Autumn Park.

Ms. Olson inquired if they would want to display art in City Hall.

Commissioner Groff stated they would like to do that as well as hold a monthly event in different locations around the City.

Commissioner Djevi noted the art the library looks cool.

Future Agenda Items

- Naturalization Ceremony
- Action Plan
- IAP2 Training
- Parade

Ms. Olson noted all the essays will be included in the next meeting packet.

Commissioner Djevi requested further discussion on the parade. Commissioner Peterson noted the Parade Committee meets at the same time they do.

Ms. Olson agreed to invite a member of the Parade Committee to attend their March meeting.

Adjournment

Chair Holub adjourned the meeting at 8:26 p.m.

Respectfully submitted,

Shannon Schmidt

TimeSaver Off Site Secretarial, Inc.