

**Human Rights, Inclusion and Engagement Commission  
Meeting Minutes  
September 19, 2018**

**Commissioners Present:** Cat Beltmann, Jill Eck, Lauren Peterson, Monica Bolinger, Etienne Djevi, Michelle Manke, Ahmed Hassan

**Youth Commissioners:** Acer Iverson and Elizabeth Hansel

**Commissioners Absent:** James Ryerson

**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 6:33 p.m.

**Oath of Office**

Newly appointed Commissioners Jill Eck and Ahmed Hassan read the Oath of Office.

**Approve Agenda**

Commissioner Djevi stated he would like to add discussion on an email that was sent to the Commission.

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

**Public Comment on Items Not on Agenda**

**Approve Minutes**

**a. August 15, 2018 Human Rights, Inclusion and Engagement Commission**

Youth Commissioner Hansel indicated on line 130, it states Youth Commissioner Iverson reported and he was not at the meeting, so it should read Youth Commissioner Hansel. She noted she should also be listed under Youth Commissioners and not under the normal Commissioners.

Youth Commissioner Iverson asked to have his name removed from line 10 because he was absent.

Commissioner Peterson indicated on line 124, replace would with should. She also requested the line to be cleaned up for clarity.

Commissioner Manke moved and Commissioner Peterson seconded a motion to approve the August 15, 2018 Human Rights, Inclusion and Engagement Commission meeting minutes as amended. Motion passed unanimously.

**b. June 7, 2018 Human Rights, Inclusion and Engagement Commission**

Commissioner Manke moved and Commissioner Peterson seconded a motion to approve the June 7, 2018 Human Rights, Inclusion and Engagement Commission meeting minutes as presented. Motion passed unanimously.

**Receive Reports**

Assistant City Manager Olson reported Commissioner Eichenlaub submitted his resignation last week. Information regarding this was brought before the Council for the Council to decide if the Council wanted to re-advertise for the vacancy, fill the vacancy from the pool of applicants or not fill the vacancy. The Council decided they would like to fill the vacancy from the current remaining pool of candidates. The September 24<sup>th</sup> Council meeting will include appointing a new commissioner to fill Commissioner Eichenlaub's seat.

Chair Beltmann reported the Commission received an email from a resident regarding the resident's issues with her landlord and some unfair practices happening. She indicated she is following up with the resident to get additional information. She noted it did not seem like it is something for the Commission to handle but she is getting more information to see how the residents can be directed to the appropriate resources.

Ms. Olson stated the City is aware of that case and have followed up with the resident as well.

**Youth Commissioner Report**

Youth Commissioner Hansel reported Teens for HR club at Roseville High School is starting up next Tuesday. One topic the club will be focusing on is this fall is the upcoming election. The Secretary of State's office has a program where students participate in a mock election and she is coordinating helping out with that.

Chair Beltmann thought it would be helpful to provide some background on that group and to learn more about it.

Youth Commissioner Hansel noted she started the club when she was a freshman and is now a senior. She stated the club has done a variety of projects in the school ranging from sexual assault awareness month, to LGTBQ rights. The club did a big stereotype project that was displayed at multiple libraries in Ramsey County and City Hall. There are a lot of discussions within the group and they try to do projects based on what club members are interested in doing. The group also teaches ninth graders in the classroom once a trimester and talk about Human Rights topics, international topics and some topics prevalent to teenagers' lives.

Commissioner Eck thought it was great that Youth Commissioner Hansel created the group as a homegrown project and she wondered if the teens get any credit for it in school.

Youth Commissioner Hansel stated they do not get credit.

## **New Business**

### **a. Proclamation Updates**

Assistant City Manager Olson summarized one of the items the Commission has been working on after discussion with the City Council was preparing City Proclamations. The Commission is trying to figure out if the proclamations the City has been doing are still relevant and if the proclamations are appropriate for Roseville and Roseville specific and if the language of them are timely and relevant or if there should be changes. One of the things the Commissioners were tasked with was receiving a proclamation to review and go out into the community and find a group in Roseville that would be impacted by that proclamation and get feedback on whether the group felt the proclamation was appropriate or not.

Ms. Olson stated there are several proclamations that have come back for approval, some that are already finalized and some that need to be worked on. She noted there are still a couple proclamations outstanding but the ones that are up for review should be discussed and potentially finalize them. The plan is then to bring them forward to the City Council as a package.

Ms. Olson reviewed the proclamations with the Commission and indicated which ones were finalized, had due dates and needed work to be done on them.

- **Women's History Month**  
Ms. Olson indicated this proclamation was finalized at the last meeting.
- **Fair Housing Month**  
Commissioner Bolinger indicated she restructured the entire proclamation to match what is out there for a template for HUD.

Ms. Olson stated from Commissioner Bolinger's email a template from the National Association of Realtors was also used.

Commissioner Bolinger stated she had a realtor as well as a mortgage banker who deals with fair housing and first-time homebuyers to review it for validity and accuracy.

Commissioner Hassan stated he has been in a number of sub committee meetings before and have talked about housing in general in the State. One of the main points that came out was the number of rooms available in the

housing. The norm used to be two children with parents, so the housing consisted of three bedrooms but lately there are more than that and the discussion was how to add in more rooms to buildings in housing requirements, so he wondered how this proclamation would fit in.

Commissioner Bolinger stated the proclamation deals more with protecting rights of equal housing. She thought subsidized housing was a different thing or building codes fall underneath a different scope.

- **Black History Month**  
Commissioner Djevi indicated the last time this was reviewed there was some language added. He noted this was reviewed at the last meeting and it was approved.
- **Days of Remembrance**  
This proclamation was finalized.
- **LGBTQIA+ General and Sexual Alliance Club (Gay/Straight Alliance)**  
Commissioner Bolinger stated she cut and pasted from some different proclamations from cities and States around the Country. She noted she has done a little bit of research on LGBTQIA+ and is trying to be as inclusive as possible.

Ms. Olson indicated Commissioner Bolinger sent the proclamation to PFlag and OutFront Minnesota but have not heard back from either group.

Youth Commissioner Iverson thought the High School Club (Gay/Straight Alliance) is going to be renamed “Gender Sexuality Alliance”. That may be one thing to double check before this proclamation is finalized.

Commissioner Peterson wondered if the club was going to change their name every year the Commission will either need to change the wording in the proclamation every year or maybe not include the name of the club. She thought the goal was to not have to review the proclamation every year. Maybe use some broad language.

Vice Chair Beltmann suggested using “student groups” so it reads LGBTQIA+ Community Allies including Roseville Area High School Student Groups provides support and encouragement to Roseville youth with the assistance of School District Staff and Administration”.

The Commission liked the change.

- **American with Disabilities**  
This proclamation was finalized.

- **MLK Day**  
Vice-Chair Beltmann reassigned the proclamation to Commissioner Eck.
- **Constitution Week**  
Vice Chair Beltmann indicated she will have the proclamation done by October 9<sup>th</sup>.
- **Older Americans Month**  
Commissioner Manke stated this was her item but was not sure if was reassigned due to her missing a meeting. She stated she was willing to take that back and ready for October 9<sup>th</sup>.
- **Race Equality**  
The Commission eliminated this proclamation
- **Indigenous People Day**  
Commissioner Peterson stated she took this proclamation over and the previous Commissioner.

Commissioner Peterson stated she did reach out to some of the community members when she took this item over. One of the people she talked to was Elizabeth Day with Leech Lake Band of Ojibwe who is a community organizer with the group. Ms. Day brought the proclamation forward to her staff who provided Commissioner Peterson with some feedback.

Commissioner Peterson stated the final draft is in the Commission packet.

- **Mental Illness Awareness Week vs Mental Health Awareness Month**  
Vice Chair Beltmann noted she was assigned to this item. She noted she sent the proclamation to NAMI.org twice asking for feedback and never heard back. Another thing she found while researching this is there is Mental Health Awareness Month which is in May and Mental Illness Awareness Week which is in October. She thought more people were moving toward Mental Health Awareness Month, celebrating it in May. She did not know if it made sense to move Mental Health Awareness Month vs week.

Commissioner Peterson thought maybe the monthly proclamation should be done because most of the proclamations the Commission is doing is month.

Commissioner Manke thought the nice thing about a week is it can be emphasized, especially if there is something else going on in the month.

The majority of the Commission preferred month over week.

Vice Chair Beltmann stated another distinction is one is Mental Illness Awareness Week which is what the proclamation is for and there is Mental Health Awareness Month. She thought the Illness puts a negative connotation to mental health and mental health is recognizing it in a way that is more in keeping with where Society is at socially.

Commissioner Manke asked if the two proclamations can be combined somehow.

Commissioner Djevi thought Mental Illness Awareness Week was a National thing and he did not think the City could change that.

Commissioner Manke thought if the Commission were to combine the Mental Health part, the mental illness part could fall within that same month with the focus on just the illness side of things where the month is being focused on Mental Health Wellness.

Vice Chair Beltmann read the Google definition to the Commission. She concluded that there is a distinction. She wondered if the Commission should include Mental Health Awareness Month as a proclamation.

Commissioner Peterson stated she would be curious to see what the difference would be or how similar the proclamations would end up being.

Commissioner Eck suggested the organization called Avivo that focuses on career development and also work with a large part of the population or individuals with diagnosed mental illnesses and drug addiction and might be a great place to get feedback on.

Commissioner Peterson suggested not including statistics because statistics change and would mean doing research every year.

Vice Chair Beltmann stated the reason she liked the statics is it shows how pervasive it is.

Commissioner Peterson agreed and thought it was important to somehow include that, but she did not know if there was a different way to do the statics.

Ms. Olson asked if the statics came from the Nami.org website. She thought Nami.org might update that information on an annual basis because that organization does something similar. As long as there is someplace the Commission can go to get those statistics then the numbers could be changed on an annual basis as long as that is in the instructions to do that.

Vice Chair Beltmann noted the statics are on Nami.org main page.

Commissioner Eck wondered if there should be some language in the proclamation about the acknowledgement of the mental health crisis society is in right now in the Country.

Commissioner Manke thought the proclamation should be more focused on Roseville.

Commissioner Peterson agreed and thought the Commission should keep the proclamation focused on Roseville.

Commissioner Hassan stated he was confused with the proclamation because part of it is talking about Mental Illness and part is talking about Mental Health.

Vice Chair Beltmann thought the different wording in the proclamation was distinguishing it, that Mental Health is broader with Mental Illness being more specific and impacts somebody's mental health.

Commissioner Hassan thought the two items could be combined into one proclamation.

Vice Chair Beltmann stated at the next meeting she would bring in a sample of what the Mental Health Awareness Month proclamation looks like and the Commission can compare the two to see how much the proclamations align with each other. She felt it would be ok to leave the statistics in the proclamation.

Commissioner Eck thought by using the statistics it speaks also to how pervasive it is. This would speak to the growth of identified mental health illnesses and that this isn't just the way things have always been, but this is the way things are now and is much different than in the past.

Commissioner Bolinger thought the Commission might want to add in the proclamation as well that it is a National statistic with verbiage.

Vice Chair Beltmann was not sure how Nami.org was calculating the statistics but she assumed it was National, but it is not clarified on the website.

Commissioner Manke asked if it would help to add a year to the statistic.

Vice Chair Beltmann was not sure because she did not find a year on the website either.

Ms. Olson noted it appears that the statistics on the Nami.org website are 2015 statistics. The statistics come from a lot of different places and if the Commission wants to include the statistics she would reference it as “according to the National Alliance and Mental Illness Website”, that way it is a trigger that the statistics change, and the Commission needs to go get new statistics.

Commissioner Peterson felt the paragraph is a little choppy. The first sentence does not make sense to her and would recommend rewording it a little bit.

Vice Chair Beltmann stated she will look over the proclamation and make recommended change to bring back in October for review.

- **Asian Pacific Islander Heritage Month**  
Commissioner Djevi stated he has heard from his friends in the Asian community and their recommendations have been incorporated in the final document.

Commissioner Peterson appreciated Commission Djevi bringing in the Roseville resident piece and indicated she liked that.

Approved by the Commission

- **Human Trafficking**  
Commissioner Peterson stated she created the proclamation from scratch. She noted she did reach out to the Minnesota Department of Health and spoke with Amy Kinsey, Sexual Violence Prevention Program Director and the Minnesota Human Trafficking Task Force Coordinator with MDH. Ms. Kinsey gave some great information and feedback. Ms. Kinsey additionally stated if the Commission needed any more supporting information she would be happy to help them and very open to assisting the Commission with anything needed.

Commissioner Manke stated she would like to have this run past the Roseville Police Department on the timing of the proclamation.

The Commission agreed.

- **Hispanic Heritage Month**  
Ms. Olson stated this item was Commissioner Eichenlaub’s proclamation and at one point he thought the Commission should ask the Roseville cultural liaison on whether to use the term Latin-X vs. Hispanic.

The Commission thought that term should be double-checked before finalization of the proclamation.

**b. Discussion on Pilot Proclamation**

Chair Beltmann summarized that in January 2018 the Commission presented recommendations to the City Council regarding city proclamations. She reviewed the recommendations with the Commission. She wondered if the Commission wanted to pick one proclamation and try to do some programming around promoting the proclamation or doing some programming and education in the community.

Commissioner Manke asked what proclamation has been approved that is coming up.

Commissioner Peterson thought the Commission needed enough lead time as well.

Commissioner Bolinger stated the Commission might want to consider picking a proclamation in a community that the City wants to connect with.

Ms. Olson reviewed the proclamation month by month.

Commissioner Manke wondered if the Commission should start with February or March which would give the Commission time to put something together.

Vice Chair Beltmann wondered if Hispanic Heritage Month would work because that is a demographic that is growing, and the City wants to make sure that demographics is included in City outreach.

Commissioner Manke thought if this is a trial run the Commission should pick something closer to the beginning of the year so there is not so much time and the trial needs to succeed before planning for the rest.

Ms. Olson suggested picking one that has good resources within the community. Different groups the Commission can call on to help with the programming.

Commissioner Eck stated the mental health piece is in May and she thought there would be a lot of community support from various providers in the community and education.

Commissioner Manke thought Black History Month and Women's History Month have a lot going on as well that information and support could be pulled from.

Ms. Olson noted for the Council November through January are incredibly busy months. Staff is more than happy to help with the programming and planning.

Djevi and Manke indicated they would connect with the library to see what events the Library has coming up in January/February/March and come back in October with an update.

Vice Chair Beltmann would like to finalize all proclamations in October and also finalize the pilot programming for the proclamations. Decide which two proclamations the Commission wants to highlight in 2019.

**c. Follow Up on Demographic Presentation**

Chair Beltmann stated that new Commissioners should review the August meeting agenda item on demographics presentation. The goal of doing the presentation is that in the Commissions' past couple of meetings there has been discussion and the Commission has received approval from the City Council and started to move forward with some review of City engagement efforts in the community. She stated that includes talking to City staff and having the City Departments do a survey to evaluate what has been done and where staff sees opportunities for improvement. This will also involve community outreach.

Commissioner Peterson stated she broke out the demographic presentation into each census track. She thought the presentation by Ms. Olson was great and the two formats can be used together. She noted she included some conclusions in her write up.

Vice Chair Beltmann thought this information was really helpful especially when the Commission starts thinking about outreach she thought this was a good resource and reference to have.

Commissioner Djevi asked how the Commission would use all of the information that has been gathered. He thought the Commission should have further discussion at the October meeting.

Commissioner Eck thought it was interesting to look at the context with some of the historical information. She stated it would be interesting to see how the census changes over a twenty-year period.

**d. Commissioner Research on Outreach/Engagement**

Commissioner Djevi summarized that the document can be used to work with the Police Department to build Police/Community relationships. The document has a lot of good information.

Commissioner Bolinger stated she sent Ms. Olson a couple of different articles.

Ms. Olson stated she would upload the document to include the PDF document instead of a PDF portfolio.

Vice Chair Beltmann stated the Commission previously discussed having an online place for documents that the Commission to access and she asked if any decision has been made whether that can be done.

Ms. Olson stated she has not had the opportunity to discuss how to do that with City IT Department in regard to record retention. She thought the Commission could do this. She indicated she would add that to her list to try to move this forward.

Vice Chair Beltmann thought it would be a good place for new Commissioners to go to access previous work done and information the Commission is using. It could be a nice onboarding tool as well.

Commissioner Manke asked what would happen if a Commissioner left, would there be a possibility of a security issue.

Ms. Olson stated the information on the google drive would be all public information, but staff could disable permissions if needed.

Commissioner Djevi wondered if it would be easier to have the information uploaded to the City's website under the Commission tab.

Ms. Olson stated it is possible to have a resource section on the website as well. She indicated she would look into both options.

Commissioner Manke thought it would be a good idea to mentor new Commissioners.

Vice Chair Beltmann wondered if this could be a subject for the October meeting.

**e. Update on Engagement Survey**

Chair Beltmann summarized that the survey did go out on September 7, 2018. She revised the questions after Commission review at the last meeting.

Ms. Olson stated most of the Departments completed the survey already, but she did not have time to compile the information but would have a full report for the October meeting.

**Commission Recess**

The Commission recessed at 8:15 p.m.

The Commission reconvened at 8:20 p.m.

**f. Essay Contest Timeline**

Ms. Olson summarized the Essay Contest timeline with the Commission. She noted at the October meeting the Commission will discuss the Rubric for the scoring of the Essay Contest. November the Commission finalizes the sheet and January staff will collect the essays for review and scoring at the February Commission meeting. March the second round of essays will be distributed for narrowing down of 10-15 essays. From those essays the Commission selects the top winners and the winners are then invited to read their essays at a City Council meeting and be recognized for that work.

### **Other New Business or Reports**

#### **a. City Engagement Efforts**

Assistant City Manager Olson reported on the following:

- City Engagement Efforts – there is a push for voter registration
- Hands Only CPR Class
- Firefighters Fill the Boot Fundraising
- Solar Power Hour Information Session scheduled Tuesday October 2<sup>nd</sup> at the Ramsey County Library
- Construction of a bicycle pump track – need volunteers
- Final Community Review of the Comprehensive Plan, possibly October 24<sup>th</sup>

Commissioner Peterson stated October 24<sup>th</sup> is the Candidate Forum at City Hall Chambers 7:00 p.m.

Vice Chair Beltmann stated with the changes of Commissioners there has been a lot of headway in their workplan and what the Commission should be doing. She thought the October meeting may be a good time to get everyone caught up in the workplan. She suggested adding the following to the October agenda.

#### **Proposed Foundational Meeting at the October Meeting**

- **Work Plan Schedule**
- **Project around community engagement**
- **Mentoring/Onboarding of new Commissioners**

Commissioner Peterson thought there will be a lot on October's agenda, so she proposed the Commission move the essay contest Rubric to November to finalize in December.

Vice Chair Beltmann proposed moving the November 21<sup>st</sup> meeting to November 14<sup>th</sup>.

Commissioner Djevi moved and Commissioner Peterson seconded a motion to move the November 21<sup>st</sup> Commission meeting to Wednesday, November 14<sup>th</sup>. Motion passed unanimously.

### **Announcements**

None

**October Agenda**

- a. Finalize Proclamations
- b. Finalize Pilot Proclamation recommendation
- c. Discussion on Demographics
- d. Full report on the Engagement Survey responses
- e. Foundational meeting schedule

**Future Agenda Items**

- a. IAP2 Training
- b. 2020 Census
- c. New American Forum Update

**Adjournment**

Chair Beltmann adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Sue Osbeck

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