

1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **November 20, 2019**
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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
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10 **Youth Commissioners:** None
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12 **Commissioners Absent:** Ahmed Hassan
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14 **Staff Present:** Rebecca Olson, Assistant City Manager
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16 **Call to Order/Roll Call**
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18 The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to
19 order at 6:30 p.m.
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21 **Approve Agenda**
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23 Commissioner Lee moved and Commissioner Macomber seconded a motion to approve the
24 Agenda as presented. Motion passed unanimously.
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26 **Public Comment on Items Not on Agenda**
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28 Commissioner Peterson arrived at 6:31 p.m.
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30 **Approve Minutes**
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32 **a. September 18, 2019 Human Rights, Inclusion and Engagement Commission**
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34 Commissioner James moved and Commissioner Bolinger seconded a motion to approve the
35 September 18, 2019 Human Rights, Inclusion and Engagement Commission meeting minutes as
36 presented. Motion passed unanimously.
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38 **Youth Commissioner Report**
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40 **New Business**
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42 **a. Youth Commissioner Recommendation**

43 Chair Beltmann indicated the city received an application for a Youth Commissioner.
44 She reviewed the applicant, Yiling (Beverly) Xie's application and indicated because
45 there was not a quorum at the October meeting the meeting was not held but she was
46 interviewed by some of the Commissioners. She noted the Commissioners that

47 interviewed her are asked to give their input on Yiling (Beverly) Xie and help in
48 making a recommendation to the city Council.
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50 Commissioner James thought Ms. Xie was very good and very forthcoming with the
51 right kind of attitude and ideas.
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53 Commissioner Peterson indicated she was not at the meeting to interview the
54 candidate and wondered what school Ms. Xie attended.
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56 Chair Beltmann indicated Ms. Xie went to Roseville Area High School and a
57 Freshman.
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59 Commissioner Peterson asked if Ms. Xie was involved in any clubs or after school
60 activities.
61

62 Chair Beltmann indicated Ms. Xie is involved in several things. She thought she was
63 involved in debate club and music.
64

65 Commissioner Peterson indicated both of the previous Youth Commissioners were
66 involved in the Human Rights Club at the high school and was curious if Ms. Xie had
67 interest or involvement in that.
68

69 Chair Beltmann explained the Commission did not bring that up and it was not
70 mentioned by Ms. Xie.
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72 Commissioner Peterson asked if there was discussion about her being able to be on
73 the Commission for four years.
74

75 Ms. Olson indicated that was not brought up due to the Youth Commissioners being
76 appointed to one-year terms at a time.
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78 Commissioner James indicated he was surprised when Ms. Xie indicated she was a
79 freshman because she appeared more mature in her thinking.
80

81 Chair Beltmann thought Ms. Xie would be a wonderful addition to the Commission.
82 She indicated she was thoughtful and engaged already and seems very dedicated and
83 committed to things she is involved in and could be a great person to have.
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85 Commissioner Djevi liked Ms. Xie's background. He thought Ms. Xie would be a
86 great addition to the Commission.
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88 Chair Beltmann would like to see the Commission recommend to the city Council
89 approval of Ms. Xie to the HRIEC.
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91 The Commission concurred.

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Ms. Olson indicated this item will come before the city Council on November 25th and the Youth Commission would then start in December 2019 with the term ending in August 2020.

Commissioner Djevi indicated the HRIEC usually has two Youth Commissioners and wondered if there were other candidates.

Ms. Olson indicated staff has advertised for Youth Commissioners and there were not any other candidates that have applied for the HRIEC.

Commissioner Lee asked if a student could still apply for the second Youth Commissioner position.

Ms. Olson indicated nothing would preclude them from not applying at this time.

b. Best Practices Update

Chair Beltmann asked when the HRIEC is going to have a joint meeting with the city Council.

Ms. Olson indicated because the city Council only meets once in December, she explained the HRIEC would probably meet with the Council on January 13, 2020, which is a Worksession.

Chair Beltmann recommended for the January 13th joint meeting the HRIEC bring forward both the 2020 Work Plan and the Best Practices document as a package to show what was accomplished in 2019 and what is proposed to move forward in 2020.

Chair Beltmann explained over the past several months the Commission has been working on a two-prong approach to the directive provided by the city Council. The Commission is asked to discuss updates to the document.

Chair Beltmann explained she would like to send an updated document to Ms. Olson next week for review and to have it loaded into Google Drive to give the Commission time to review it and comment on it before the next meeting.

c. 2020 Work Plan Discussion

Chair Beltmann noted at the September Commission meeting there was discussion started about the 2020 workplan. The Commission is asked to finalize the workplan in order to present to the Council at a future meeting.

Chair Beltmann referred to the Workplan Activity Ranking schedule and indicated on the first page “Party in the Park” received the least amount of interest and wondered how the Commission felt about continuing with this activity.

137 The Commission indicated there was not a need to include “Party in the Park” in the
138 workplan.

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140 Commissioner Bolinger thought because “Party in the Park” is not necessarily for
141 people in Roseville, under the area of providing feedback on proposed city activities
142 or events could be something that the HRIEC could provide some assistance with on
143 how to be more engaging and inclusive.

144
145 Chair Beltmann thought the next item was on page two is “Participate in hiring of
146 staff”. She wondered if this should be removed from the 2020 workplan.

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148 Commissioner Lee indicated she would be interested in those and would contribute
149 her time to those two items.

150
151 Chair Beltmann asked Commissioner Lee if she thought those items aligned with the
152 HRIEC purpose and if so, how did she see those items align with the HRIEC. She
153 thought that would be an area that would be beyond the HRIEC vision.

154
155 Commissioner Lee explained it had to do with increasing engagement, equity and
156 inclusiveness in the city’s efforts to foster a sense of community. As far as hiring
157 goes, staff does a lot of the day to day operations and if the staff does not have an
158 inclusive lens then a lot of the activities or programs done for the residents is not
159 going to be inclusive. She thought hiring is related to the HRIEC charge to try to
160 increase equity and inclusiveness and a sense of community.

161
162 Ms. Olson indicated the city is conducting internal training for all staff regarding
163 racial equity and GARE training; and is planning implicit bias training for those who
164 serve on hiring panels; in addition, job descriptions and job postings are also being
165 reviewed for inclusive language. Staff has included the racial equity narrative as well
166 as the commitment to equity in all job postings and have been working with the
167 League of Minnesota Cities directly to reach out to organizations that have not
168 typically been represented and have attended the people of color job fairs.

169
170 Commissioner Lee did not think it hurts to have an extra set of eyes.

171
172 Chair Beltmann questioned with the Commissions charge on providing advice to the
173 City Council who then provides direction to city Staff and that is where she is
174 questioning where the alignment with the HRIEC and what the Commission can do
175 based on city Council.

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177 Commissioner Lee explained even reviewing hiring policies and practices which the
178 City Council would approve would be helpful.

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180 Ms. Olson was not sure if there was a policy on hiring.

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182 Commissioner Lee asked if staff had documented practices such as protocol or
183 criteria on applications.

184
185 Ms. Olson indicated for each job that is posted there is a scoring plan, like a rubric,
186 which is different for every job.

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188 Commissioner Lee asked who makes up the rubric.

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190 Ms. Olson indicated it depends and the hiring department works with the City
191 Manager and HR as well as the Department Heads to determine criteria. The City
192 Manager has hiring authority and the hiring practices do not go to the city Council.
193 Council, in the city manager form of government, does not have oversight on the
194 rubric as that is delegated to the City Manager.

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196 Commissioner Lee asked if the city has policies and who approves those policies.

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198 Ms. Olson indicated the City Manager approves the administrative policies.
199 However, the city has many different types of policies. The employee handbook is
200 approved by the City Manager. She indicated there are a variety of policies in the
201 city.

202
203 Commissioner Lee explained if there are not existing HR policies that not only the
204 City Manager has oversight over then she thought the city Council should
205 implement them.

206
207 Chair Beltmann thought this discussion was getting off track and she would like to
208 reign it back in.

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210 Commissioner Lee indicated her point is that she thought there are things that the
211 HRIEC could recommend to the City Council to implement to try to ensure that
212 hiring practices are inclusive. She thought a little bit of oversight is not a bad thing.

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214 Commissioner Djevi thought what Commissioner Lee was requesting was if the
215 HRIEC looked at who got hired by the city, what does the person look like and does
216 that person represent the community being served and if that person doesn't then
217 what is the city doing to try to solve that.

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219 Commissioner Lee indicated she would also like to look at the data and demographics
220 of the city's employees.

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222 Chair Beltmann was not sure if this is the place where the Commission would have
223 the authority to act on.

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225 Commissioner Lee did not think the Commission would act on anything but would
226 rather make recommendations to the City Council.

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Commissioner Djevi indicated that was correct. One of the things that is heard from the City Council is that the city wants to make everyone feel welcome and there must be ways to make them feel welcome and one way is through employment.

Chair Beltmann suggested leaving this on the list for now and coming back to it after reviewing other items.

Chair Beltmann asked if the item “participating in process of contracting between the city and companies for respect for human rights” should be removed from the 2020 Workplan.

Commissioner Lee indicated she would like to leave this one in the workplan as well.

Commissioner Djevi thought this pertained to the previous discussion as well.

Commissioner James wondered on both items how the HRIEC would implement them and what would the Commission do for these items. He thought this would be a huge logistical issue which the primary function of that is not the Commission. The Commission makes recommendations and the Commission might make recommendations regarding these two issues to the Council but as far as the HRIEC being involved in it, to him, logistically it is impossible. He did not know how the Commission would do it.

Commissioner Lee thought it was just like the display case. If there is someone that wants to do it then let them do it. If there is someone willing to work on these items why not, if it is aligned with the HRIEC charge. She would be interested in looking at what practices the city implements.

Commissioner Djevi explained he was going in the same direction as Commissioner Lee which is the Commission does not necessarily need to be sitting down at the table when these decisions are made but the Commission should be making the decision maker aware that this is something important and when the decision maker is sitting down and making decisions that it should be taken into account. How can the HRIEC make sure that when hiring is being done that questions are being asked about equity, inclusion, human rights every single time so that the final product is something that respects human rights, inclusion and engagement every single time.

Commissioner Allen indicated with these two topics there is a level of agreement but he would not want to be on a panel but for the most part he thought the Commission should have a sense in the process of being able to have a say because employment is very important to folks as well as contractors. He thought if there are concerns that the HRIEC is hearing it could be addressed by bringing it forth in a way by a recommendation but if the Commission does not know the process then the Commission cannot be an advocate.

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Chair Beltmann thought there were questions on pervue and wondered if this falls within the realm of things that can be accomplished as a Commission, just with monthly meetings and the time the Commission has. She thought it could be interesting for the Commission to consider and ties to providing feedback on city activities and events, if this would be something for the Commission to consider in 2020 to provide space on the agendas to each month pick a topic or department or activity and have someone from the city Department to come in and talk about how the process works. She thought it would be interesting to hear what the city is doing.

Commissioner James thought that made sense because he thought the Commission was lacking information.

Commissioner Lee thought the way it is worded makes it sound like the Commission is overstepping and she thought getting information was fine, but she would also still want to propose that the Commission be involved in review hiring practices and policies. Even if the Council rejected it, she would want the city Council to know the Commission is serious about reviewing the city’s policies and practices to make sure they are inclusive.

Commissioner Djevi indicated if the city is driven by outcome then the process should not matter but the angle should always be looked at. If the angle is to be all inclusive what are the ways, the city can operate to get to that goal.

Chair Beltmann reviewed the other items in the 2020 workplan activity ranking list with the Commission. She thought under Community Engagement Toolkit the second item “Train Staff/Commissioners” might need a better word for it. She thought it was more of distributing the document and providing answers to questions.

The Commissioners felt “Inform Staff/Commissioners” was a better word structure.

Chair Beltmann explained “Community Ambassadors and Contact List” was on the Commission’s workplan from 2019 that may have been started but has not gotten far along. She noted this has been tied to the toolkit and a part of the outreach work in phase two and was something approved by the Council. She indicated the next two items were on the previous workplan to be worked on and is now in phase two of the workplan to continue working on.

Chair Beltmann asked if there was anything on the list the Commission felt needed to be carried forward or removed.

Commissioner Peterson indicated the Essay Contest needs to be kept on the list. This is a historical thing that has been done.

The other Commissioners agreed.

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Commissioner Bolinger thought the last item “activities tied to Human Rights” is too vague and the Commission is not tasked to handle human rights issues and thought it could go under the topic of “provide feedback on proposed city activities or events”.

Commissioner Lee along with the other Commissioners agreed.

Commissioner Peterson noted the first item “Community Engagement Toolkit” is not finished yet and should be kept on the workplan until it is finished.

Commissioner James thought the community contact list is a very valuable goal that should be looked at going forward to keep the list current. He encouraged the Commission to keep that on the list.

Chair Beltmann indicated she would like to have a longer discussion on that so will bring that back up later in the discussion.

Chair Beltmann asked the Commission to look at the workplan activity ranking list during a five-minute break and then come back with comments and ideas.

The Commission did not feel there needed to be a break to review the workplan.

Commissioner Allen indicated that being new he would like some historical information on some of the items.

Commissioner Lee thought with each item it should be indicated whether the entire Commission needed to do it or not because she would prefer not to have to read every essay but was more than willing to review policies.

Chair Beltmann indicated the Essay Contest is something that is historical and needs to be done by each Commissioner in order to score them. There is a selection committee to decide who receives recognition from the city Council. It is approximately 8 hours of time outside of the Commission meeting that is required.

Chair Beltmann referred back to the Community ambassadors and contact list because this has been on the workplan for the last year as the phase two of the parallel track to the Engagement Toolkit and looking at the numbers of who responded there is only one person who has the time to work on this. She wondered if this is something that should continue to be worked on.

Commissioner Bolinger explained her concern about ambassadors is what will the Commission do with them once those individuals become ambassadors. She wondered if it is something that the Commission continues to do work with, or will the ambassadors be turned over to staff. That is entirely different program and if the

361 Commission manages a group of people how will the Commission work with that and
362 what will that program look like in an advisory commission.

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364 Commissioner Lee wondered if there could be a page on the website for Community
365 Organization and then organizations can email to get on there.

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367 Chair Beltmann explained the idea for this list was two-fold. As staff and
368 Commissions are putting together community events or communications, there would
369 be access to a list that will allow them to more broadcast the event or
370 communications. Another reason is looking at this being directly an inclusion
371 question, to go out into the community and start to build relationships with different
372 communities that exist in Roseville. For the purpose of engagement, that is
373 relationship based and will help further engagement by the city if relationships are
374 built with different groups.

375

376 Commissioner Lee thought even if it is externally facing, if staff wants to get
377 information out to different pockets of the community then staff can look on the
378 website for the information.

379

380 Ms. Olson indicated something like that was done in the past and the problem is staff
381 cannot guarantee the validity of that information for the organizations. Sometimes
382 the information changes and staff is not told and then there is inaccurate information
383 on the website and she did not know if that was something the city wanted to be
384 providing. Keeping that updated and maintained for organization, staff must have
385 criteria on what gets the organization onto that so if that is what the proposal is by the
386 Commission then she would recommend the Commission creates that criteria.

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388 Commissioner James thought it made sense to create a personal relationship with
389 leaders of each community such as Commission Djevi did with the Spanish
390 community.

391

392 Commissioner Allen felt like the Community Engagement Toolkit kind of responds
393 to Community Ambassadors and contact list because part of this is getting connected
394 to community folks as outreach is being done. Also, there is some basic tools that
395 have not been totally explored by the city. He thought it was a part of the
396 Commissions role to be connected to the community. He thought it was important to
397 have a list, but he did not think there was a need to find a way to publish it.

398

399 Commissioner Djevi explained if the Commission is trying to build relationships it
400 cannot be done at the table in a meeting. He thought community engagement while
401 sitting in a meeting does not seem like the real deal to him.

402

403 Chair Beltmann felt on this piece there were a couple of different things being talked
404 about. The Commission never talked about developing an ambassador program and
405 not the intent. She thought the intent was to build a list so as activities came up staff

406 had contacts to inform events to. She this list would be two-fold, internal facing and
407 maybe a living document and something that the city Council has indicated the
408 Commission needed to work on to align with the engagement toolkit.
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410 Commissioner Djevi thought the Commission needed to insert a question of when
411 there is not a contact in a certain community to go to what should the Commission do
412 to try to actively find those people and what are the ways the Commission should do
413 it.
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415 Chair Beltmann thought the second point needed to be edited to develop strategies for
416 outreach to under-represented communities. She thought all the items being raised
417 are things that the Commission should be talking about at future meetings. She
418 indicated the second activity will be kept on the workplan for future work.
419

420 Chair Beltmann reviewed the third activity, “Refine commission recruitment,
421 interview, and onboarding processes to improve diversity of applicants and
422 community participation” with the Commission.
423

424 Ms. Olson explained how staff currently recruits for Commission spots with the
425 Commission and how difficult it is sometimes to get applicants. She thought if this is
426 something the Commission wants to keep on their activity list then she indicated staff
427 would like to sit down and discuss further with the Commission on how to improve
428 the recruitment before going to the city Council.
429

430 Chair Beltmann thought there could be a better job in reaching out to the communities
431 for recruitment if it is tied into the first two activities on the workplan. She thought
432 there is room for growth in this space when it comes to equity and inclusion.
433

434 Chair Beltmann reviewed the fourth activity with the Commission regarding working
435 with city staff and other commissions to integrate proclamations into existing
436 program plans. She thought this is less of an active role and more of keeping an eye
437 on what is going on in other Commissions and then elevating proclamations as it
438 made sense.
439

440 Commissioner Djevi thought the other Commissions were their own entity and this
441 Commission cannot be seated on them. He wondered if there was another way for the
442 HRIEC to get the other Commissions to think of inclusion every single time an
443 activity is put together.
444

445 Chair Beltmann indicated this particular item is specific to proclamations.
446

447 Commissioner Djevi thought in terms of Park and Rec. doing their activities how can
448 that Commission think about inclusion every time an activity is put together. He
449 thought if the other Commission thought about inclusion all the time then the HRIEC
450 has done its job.

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Chair Beltmann indicated that is the purpose of the toolkit.

Commissioner Peterson indicated she would also be happy to go to the Commission meetings and give a brief summary of what the proclamations are and one way to get the word out there.

Commissioner Bolinger agreed with Commissioner Peterson.

Chair Beltmann asked if the Monthly Proclamation Display Case should be kept on the activity list. She thought this was two hours of work that she would personally want to put towards something else.

Commissioner James indicated this is an interest and skill that he has and something he would be willing to take on to help coordinate this project.

Ms. Olson thought if this is not something the entire Commission would be interested in an option would be through volunteering.

Commissioner Lee thought this item should be removed and Commission James could volunteer to work on it.

Commissioner Djevi indicated this item should be left on the workplan because if the Commission is going to be reviewing proclamations every two to three years, having a display brings it all together and makes it complete. He noted he did one display case this past year and it did not take a lot of time and he felt he learned a lot about the proclamation history through doing this.

Commissioner Macomber noted she also did one this year but was not sure how effective those display cases are and who sees them. She indicated she could go either way.

Chair Beltmann felt there was interest in keeping this activity on the workplan for 2020.

Chair Beltmann explained the next activity “Participate in Rose Parade and coordinate involvement of other commissions”. She noted Commission Peterson has done incredible work the last two years and has put in a lot of time and effort by going to every Commission meeting and recruit Commissioners to attend. She indicated she is not a huge parade fan and was not sure how effect this activity is and would be something she would lean towards not including but would like Commission feedback.

Commissioner Peterson agreed that she did not know how effective the parade is for engagement, but she did think it is somewhat important and the city Council does

496 walk in the parade. She thought it was important to show Commission participation
497 as well. She indicated she was happy to continue to plan the parade for 2020.

498
499 Commissioner Macomber noted there has been a lot of positive feedback as well from
500 people watching the parade to see the different Commissions walking together. She
501 thought it elevates the idea that there are Commissions in the city, and everyone can
502 apply to be on a Commission if they choose.

503
504 Chair Beltmann indicated the activity “Provide feedback on proposed city activities
505 or events” is the last item to review. She thought it has been discussed with other
506 activities but wondered if it should be left in or removed from the workplan. She felt
507 that based on previous conversations the Commission is in favor of keeping this
508 activity on the workplan.

509
510 The Commission concurred.

511
512 Chair Beltmann summarized the workplan and indicated “party in the park” and
513 “activities tied to Human Rights” should be removed from the workplan. In terms of
514 next steps, she will update the document based on this discussion and with a final
515 workplan proposal that can be reviewed at the December meeting.

516
517 **d. 2020 Commission Calendar**

518 Chair Beltmann summarized that the Commission is asked to review the 2020 HRIEC
519 calendar and make any necessary changes.

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521 Commissioner Macomber moved and Commissioner Djevi seconded a motion to
522 approve the 2020 Meeting Schedule. Motion passed unanimously.

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524 **Other New Business or Reports**

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526 **Announcements**

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528 **Future Agenda Items**

- 529 a. Upcoming Proclamation review
- 530 b. Best Practice Document
- 531 c. 2020 Work Plan review
- 532 d. Pilot Proclamation discussion

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534 **Adjournment**

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536 Commissioner Peterson moved and Commission Lee seconded a motion to adjourn. Motion
537 passed unanimously.

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539 Chair Beltmann adjourned the meeting at 8:15 p.m.

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541 Respectfully submitted,
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543 Sue Osbeck
544 *TimeSaver Off Site Secretarial, Inc.*