

1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **June 21, 2017**
4

5
6 **Commissioners Present:** Lisa Carey, Nicole Dailey, Etienne Djevi, John Eichenlaub, Wayne
7 Groff, Chelsea Holub, Edward Johnson, Michelle Manke, and
8 Lauren Peterson
9

10 **Youth Commissioners:** Elizabeth Hansel
11

12 **Commissioners Absent:** Mayor Dan Roe and Erik Tomlinson
13

14 **Council Liaisons:** Mayor Dan Roe and Councilmember Lisa Laliberte
15

16 **Staff Present:** Rebecca Olson, Assistant City Manager
17
18

19 **Call to Order/Roll Call**
20

21 The Human Rights, Inclusion, and Engagement Commission (HRIE) meeting was called to order
22 at 6:00 p.m. Councilmember Laliberte requested roll call.
23

24 Councilmember Laliberte advised Mayor Roe and Commissioner Tomlinson were both absent
25 and excused. Mayor Roe is attending a community meeting for the Rice/Larpenteur area.
26
27

28 **Swearing in of New Commission**
29

30 Councilmember Laliberte administered the Oath of Office for the Human Rights, Inclusion, and
31 Engagement Commission to John Eichenlaub and Lauren Peterson.
32
33

34 **Approve Agenda**
35

36 Ms. Olson requested item Nos. 8(d and e) be moved to the beginning of agenda Item 8. The
37 Commission agreed.
38

39 Councilmember Laliberte requested item No. 8(b) be tabled to the next meeting. Commissioner
40 Manke suggested a few of them meet to pull together all the existing plans for the calendar of
41 events and present in at the July meeting. Councilmember Laliberte suggested if there is enough
42 information at the end of the meeting regarding this topic, someone could make a
43 recommendation to form a subcommittee. The Commission agreed.
44

45 Commissioner Groff moved and Commissioner Manke seconded a motion to approve the June
46 21, 2017 meeting agenda as amended. Motion passed unanimously.

47

48

49 **Public Comment on Items Not on Agenda**

50

51

52 **Approve Minutes**

53

54 **a. May 17, 2017 Human Rights, Inclusion and Engagement Commission**

55

56 Youth Commissioner Hansel referred to page 5, line 211, and inquired if the correct date was
57 listed. Ms. Olson advised she would check on the date to confirm when Gabe Cederberg will be
58 recognized as Youth Commissioner.

59

60 Commissioner Holub inquired if the minutes could be sent to them a week prior to the meeting.
61 Ms. Olson agreed to send them out a week prior to the meeting.

62

63 Commissioner Groff referred to page 4, line 174, pointed out the words “have more” are in there
64 twice, and requested they be deleted. It should read, “...and the Council would like to have more
65 ~~have more~~ engagement with them.”

66

67 Councilmember Laliberte referred to page 5, lines 198 to 202, stated they discussed reaching out
68 other school districts where Roseville residents reside, and requested this be added to the
69 minutes.

70

71 Councilmember Laliberte referred to page 10, line 433, and stated it should read, “Ms. Olson
72 stated staff ~~as~~ has reached out to the court system...”

73

74 Councilmember Laliberte referred to page 10, line 415, and stated it should read, “...not at the
75 end of ~~a~~ several ongoing discussions...”

76

77 Commissioner Holub moved and Commissioner Dailey seconded a motion to approve the May
78 17, 2017 Human Rights, Inclusion and Engagement Commission meeting minutes as amended,
79 and pending verification of the City Council meeting date where Gabe Cederberg will be
80 recognized as Youth Commissioner. Motion passed unanimously.

81

82

83 **Receive Reports**

84

85 **a. Subcommittee on Parade and Party in the Park**

86

87 Commissioner Manke stated the City has purchased shirts for those volunteering for the parade
88 or Party in the Park, as well as a banner and signage. Ms. Olson showed the Commission the
89 signs that were purchased and a mock-up of the booth for the Party in the Park was passed
90 around. Kelly O’Brien will provide volunteer information for the booth. Ms. Olson stated there
91 are currently 12 people signed up for the parade and nine people signed up for Party in the Park.

92 Ms. Laliberte offered to connect with people who have not yet responded regarding participation
93 at this event. Commissioner Groff commented both Councilmember Laliberte and Mayor Roe
94 personally reached out to people to encourage participation.
95

96 Commissioner Peterson inquired how many people are needed at each shift for Party in the Park.
97 Commissioner Manke suggested expanding the booth to have just a Comprehensive Plan booth
98 that included big boards that will draw people in, and possibly include the golf course
99 information as well. Commissioner Holub stated having three people per shift would be ideal.
100 Ms. Olson highlighted the booth shifts and the people signed up for them. Commissioner
101 Peterson advised she can help out at any of the shifts.
102

103 Councilmember Laliberte inquired if there are other interactive things planned for the booth.
104 Commissioner Manke suggested whoever is there from the planning group should be in the
105 booth to answer questions. Commissioner Groff commented they also have the drawing for
106 dinner with the Mayor. Commissioner Manke offered to organize the details for the drawing, and
107 stated it can take place at the end of the evening. Ms. Olson requested the contact information
108 then be given to her so that they can take care of it properly. Commissioner Manke stated they
109 are number 14 in the parade, and people can bring family and friends to help out.
110

111 Ms. Olson passed out the Rosefest buttons and advised she will send out an email when the shirts
112 are in so people can pick them up. Otherwise, Commissioner Manke will bring the candy and the
113 remaining shirts to the parade.
114

115 **b. City Engagement Efforts**

116

117 Ms. Olson stated it was suggested this be a standing item on the meeting agenda. In the meeting
118 packet, she included a list of current and ongoing community engagement efforts by the City.
119 She highlighted the online survey, Meeting in a Box, and Walkabouts as ways for residents to
120 engage in the Comprehensive Plan update process. Councilmember Laliberte requested the list of
121 questions that goes with Meeting in a Box be sent out to the Commissioners.
122

123 The Commission discussed ways to involve neighborhoods using Meeting in a Box. It was
124 suggested that Commission members and Block Captains facilitate community engagement in
125 neighborhoods on Night to Unite. Commissioner Manke offered to include information in the
126 newsletter for Block Captains. Councilmember Laliberte suggested Corey Yunke provide an
127 update on the Block Captain program at the next meeting.
128

129 Ms. Olson advised there is detailed information regarding current community engagement efforts
130 included in the meeting packet. It was presented to the Council on May 22, and she encouraged
131 Commission members to watch the presentation online. They can send their questions to her and
132 she will forward them to the appropriate people.
133

134 Ms. Laliberte commented upcoming Walkabouts will take place on Thursday, June 22 at
135 Lexington Park at 6:00 p.m. and on Tuesday, June 27 at Marion Street Playlot.
136

137 Ms. Olson reported the Community Workshop for the Rice and Larpenteur Gateway Vision Plan
138 was held on June 14 and tonight at the Washington Technology Magnet School. Ms. Laliberte
139 provided the history on this meeting and stated there is a community advisory group represented
140 by each of the communities that meets on a regular basis regarding this process. She directed
141 people to the website for more information.

142
143 Ms. Olson reported there are two parks that were approved by the City Council to begin the park
144 planning process, with a goal to have a master plan by the end of the year. She will provide the
145 public engagement information when it becomes available.

146
147 Councilmember Laliberte suggested more detailed information on community engagement
148 efforts be tracked and included on a process spreadsheet. Commissioner Holub stated not
149 everything is relevant to their Commission, and it would be more helpful to know what the City
150 is thinking about doing and working together in defining goals. Councilmember Laliberte
151 suggested they try using a process spreadsheet for a couple of meetings, and if it is not helpful,
152 they do not have to use it.

153
154 Commissioner Djevi inquired if there was a way for the City to assess how goals are being
155 achieved. Ms. Olson suggested they create some type of tracking and remind the City as to why
156 they are doing engagement efforts. Councilmember Laliberte suggested they develop a checklist,
157 and follow through on providing results and next steps with engagement efforts. Also, they will
158 consider holding a workshop on IAP2 Spectrum, which is a tool to help in this process.

159
160 Commissioner Dailey inquired if each department does an evaluation of its events and suggested
161 they develop some simple forms. Ms. Olson suggested they track their analytics with social
162 media. She is not aware of a standardized process to track community engagement as some
163 events are easier to track than others. Commissioner Holub suggested they discuss next steps
164 regarding tracking with the community engagement list in their work plan.

165
166

167 **Youth Commissioner Report**

168
169 Youth Commissioner Hansel reported with school ending, the Teens for Human Rights Club
170 completed their final project. On May 4, they taught ninth graders on topics that included human
171 rights basics, Syrian refugee crisis, freedom of speech, and women’s rights, and surveyed the
172 kids for future topic ideas. During the portion on women’s rights, they did an exercise where
173 they had students write down on a slip of paper the number of people they knew who had been
174 sexually harassed or assaulted. They then created a display in the shape of a blue ribbon, which
175 is the symbol for sexual assault awareness, with the slips of paper at the school. Overall, they
176 taught over 450 students, and hope to expand their teaching to tenth graders next year.

177
178 Councilmember Laliberte inquired about continuing the book series over the summer. Youth
179 Commissioner Hansel stated she spoke to Youth Commissioner Cederberg, but at the time with
180 confusion on her role with HRIE Commission, she told him it would not continue.

181 Commissioner Groff stated it would be more reasonable to continue next year if there were more
182 Youth Commissioners.

183

184

185 **New Business**

186

187 **d. Essay Contest Question Process**

188

189 Ms. Olson explained the process and timeline for the Essay Contest. Commissioner Groff
190 suggested they decide on an essay topic tonight and form a subcommittee to come up with a
191 couple of questions to be presented at the next meeting. Recent past topics include voting rights
192 and human rights, and the topic chosen should be current. Commissioner Carey suggested they
193 form a subcommittee to decide on a possible topic based on suggestions from the Commission,
194 email those topic suggestions out, and have Commissioners come to the next meeting with
195 potential essay questions. Commissioners Eichenlaub, Carey, Djevi, Hansel, and Holub
196 volunteered to be part of the subcommittee. Ms. Olson stated they should send topic suggestions
197 to her before July 3, and the subcommittee would need to send her the topic recommendations
198 and potential questions by July 14.

199

200 **e. Discuss Process/Schedule for Interviewing Youth Applicants**

201

202 Ms. Olson advised the application deadline for Youth Commissioners is June 28. They are
203 limited to one Youth Commissioners in addition to Youth Commissioner Hansel who was
204 reappointed. Commissioner Groff advised in the past they formed a subcommittee that included
205 three Commission members and the Mayor to conduct the interviews, and then brought a
206 recommendation to the full Commission. After it was reviewed by the Commission, it was
207 presented to the City Council. Commissioners Groff, Dailey, Peterson, Hansel, and Holub
208 volunteered for the subcommittee to review applications and conduct interviews. The
209 Commission requested the interview questions be sent to them for review, and include them in
210 the next meeting packet. They can discuss suggested changes to the questions at that meeting.
211 Ms. Olson stated she will send the questions out to the Commission this week.

212

213 **a. Review CEC and HRC work plans and prioritize items for new commission**

214

215 Ms. Olson went over the information included in the meeting packet. Councilmember Laliberte
216 suggested they look at the work plan of each group and pull them into a future work plan for this
217 new group.

218

219 Commissioner Carey inquired if there is a limit on what they should continue from their former
220 Commissions and how to prioritize it. Councilmember Laliberte stated they will have to decide
221 which things they would like to continue and they will not be able to do them all. The Ordinance
222 asks there to be a balance between advising, engagement, and evaluating. They need to
223 determine what should happen now through the end of the year, then explore other things for the
224 following year.

225

226 Commissioner Dailey commented it was helpful to hear in a subcommittee meeting what the
227 other Commission had going on and was passionate about. Commissioner Peterson agreed with
228 Commissioner Dailey and commented it would be helpful to hear from both sides. Commissioner
229 Holub stated it would also be helpful to hear about things they have been wanting to do, but were
230 not part of the work plan. She suggested a visual list as they go through the process.
231 Commissioner Dailey suggested they listen to each other tonight, and come back at the next
232 meeting with ideas and questions for each other. Councilmember Laliberte stated there will also
233 be new ideas that come up and need to be explored.

234

235 Commissioner Groff and other former Human Rights Commission (HRC) members provided an
236 update on the HRC work plan and the following information:

237

- 238 • Essay Contest – There is money and prizes involved, and this should be continued.
- 239 • Naturalization Ceremony – This is good for Roseville to do, it helps people feel included
240 in the community, and does not take up a lot of time
- 241 • Collaboration with other groups in the community, such as KOM. This partnership can be
242 reevaluated since the Karen population is going down. However, this type of engagement
243 was important, and they could use this formula to work with other groups in this way. It
244 was helpful to work with advocates of human rights who wrote grants for them. It is not
245 seen as a core event, but could be looked at again in the future. Councilmember Laliberte
246 commented if there is an issue in the community, such as housing, the City may want to
247 see this process used for awareness and engagement.
- 248 • Film Festival – They co-sponsored this event with Shoreview HRC and Roseville
249 Library, and would like to continue it. It happens a couple of times each year and it is
250 good to reach out to the community on different subjects. It did not require a lot of time,
251 and the response from the community was very positive. There needs to be a lot of lead
252 time because the Roseville Library gets booked up. There is a leasing fee for the movies,
253 sometimes an honorarium, and they provide snacks. Ms. Olson advised Shoreview has a
254 new library and may be looking at co-sponsoring events with Roseville. There is money
255 in the budget for the Commissions use. Councilmember Laliberte advised the City
256 Manager has some discretion regarding funds without it having to go to the Council.
257 However, it was discussed at the last meeting that everything would go before the
258 Council, and she suggested they define a process to make sure all the details are covered.
259 Councilmember Manke suggested they look at a wide range of topics to draw a broad
260 audience as well as partner with other cities. Councilmember Carey stated it always
261 seems to draw the same crowd of people that are involved in the community.
- 262 • Rose Parade – This should be continued.
- 263 • Imagine Roseville – It is important to keep the community conversations going. There are
264 people that would like to discuss the verdict of the Philandro Castile trial at the next
265 meeting. Mayor Roe had introduced the idea of the HRIE Commission becoming the
266 planning committee for Imagine Roseville conversations. They would need to determine
267 if this is best, and who they would want to continue as part of the planning committee.
268 However, it was recommended to at least keep representatives from the HRIE
269 Commission on the planning commission for this item.

- 270 • Human Rights Award – Further discussion is needed regarding this item. The
271 subcommittee discussed having it be a broader award and suggested it be done next
272 spring or summer. It is usually presented in the fall, but takes about five months to
273 advertise and get applicants.
- 274 • They support a Youth Commissioner, but may need to discuss how they can broaden that
275 role to be part of engagement as well.
- 276 • They co-hosted “Race: The Power of Illusion”, which was a three-part video series with
277 the Roseville Library. Their 2016-2017 work plan also included planning two mental
278 health forums to discuss elder mental health and find ways to coordinate efforts with
279 Teens for Human Rights at Roseville Area High School.
- 280 • The Commission co-sponsored an event with the High School instead of starting a
281 cultural festival.

282

283 Commissioner Holub and other former Community Engagement Commission (CEC) members
284 provided an update on the CEC work plan and the following information:

285

- 286 • Exploring Opportunities for Involving Underrepresented Communities – This was a
287 broad policy project that had just gotten started and is also a priority of the Council. It
288 would be important to have some sort of focus on this topic.
- 289 • Organize Community Engagement Commission Documentation – This is less important
290 to this new Commission.
- 291 • Increase Participation in City Initiatives – They want to always be on top of what the City
292 is trying to do, engage at the proper time, and be part of planning in order to help. It is
293 their job to advise the Council. It was suggested the group be notified several months of a
294 project so that they can build relationships and identify community stakeholders before
295 the project begins. Councilmember Laliberte pointed out the City needs to make sure the
296 group is involved in the very early stages of suggested engagement and be involved in the
297 community engagement process of the Comprehensive Plan. It is important they know
298 about upcoming projects, and while they may not be the ones to always do the outreach,
299 they could advise staff on it. Ms. Olson suggested this group continue to build
300 relationships within the community regardless of if it is for a particular project. It was
301 suggested they have one person monitor another Commission; however, by the time
302 things are discussed at a Commission meeting, planning is well underway.
- 303 • Create Community Engagement Tool Box – This was to provide the City with a list of
304 tools or a standard check list, and would be a good long-term goal.
- 305 • Provide Feedback to Other Outreach Efforts by the City – The City Council expressed
306 interest in developing a project plan for a City Open House and a Welcome Packet.
307 Regarding the City Open House, this is an opportunity for people to come to City Hall,
308 learn about City leadership, and meet other City departments. A project plan was
309 created, but never made it to the Council. Councilmember Laliberte commented both
310 Roseville U and the Open House will need to have some sort of a project plan to move
311 forward in the future. They had begun discussions on what a Welcome Packet could look
312 like, and that could be reintroduced to this Commission.

- 313 • Direct Engagement Activities – They presented a Photo Project to the Council, and they
314 agreed it was a good idea. It would be a contest held by the City where people can
315 submit photos on a particular theme, and the pictures would be displayed in a public
316 place. It provides an opportunity for people to get involved with the City as well as for
317 the City to show what the community is. They do have a project plan, it will engage
318 different communities within the City, and will use other groups within Roseville.
319

320 **b. Establish a calendar of events**
321

322 This item was tabled to the July 19 meeting.
323

324 **c. Discussion Project/Process Flow**
325

326 Councilmember Laliberte stated this would be an opportunity for the CEC to share some of the
327 projects that are already put together as proposals. Commissioner Manke offered to send along
328 the information and template they have for the projects and it could be discussed at the July 19
329 meeting.
330

331 **f. Discuss meeting/working with other commissions**
332

333 In response to Commissioner Manke, Councilmember Laliberte stated there was some discussion
334 on having a mentor system with new Commissioners to help them learn what it means to be a
335 Commissioner.
336

337 Councilmember Laliberte suggested they think about how they want to interact with other
338 Commissions. It could be done annually, through a subcommittee, or have each of them follow
339 the Commission they are most passionate about. Commissioner Holub suggested each
340 Commission have one member participate in a meeting to check in with the other Commissions
341 and have a larger, annual event with all Commissioners. Commissioner Groff commented
342 sometimes Commissioners are hesitant to add one more thing to do in their already busy
343 schedules.
344
345

346 **Other News, Business or Reports**
347
348

349 **Announcements**
350

351 Ms. Olson announced the Green Card Voices exhibit will run through June 30 at the Roseville
352 Library and Think Differently with Ellie Krug took place on June 20. Commissioner Groff
353 explained Think Differently provided insight on what it is like to be transgender.
354

355 Ms. Olson provided information on data practices and how Commissioners collect information.
356 They should not be collecting information from people, unless they are signing up for something.

357 It is best to direct people to City Hall if they have questions. Regarding Dinner with the Mayor,
358 they can collect information and destroy it after the drawing.

359
360 Commissioner Holub inquired what they should do when they meet someone who hands them
361 their business card and wants to be involved. Ms. Olson suggested they pass the information on
362 to the City so that they have record of it. Commissioners should not be keeping this information
363 for themselves and if they follow up with that person via email, they should copy her so that it is
364 documented. If it is a conversation that is not happening in their role as Commissioner, they do
365 not need to copy her. Commissioner Carey suggested this topic be discussed in the annual ethics
366 meeting.

367
368 Commissioner Laliberte stated it has been an issue in the past. When the Parks and Recreation
369 Department has people sign up at an event, the staff takes the names back to the office, not the
370 Commissioners.

371
372 Commissioner Djevi requested a list of ways they can get their engagement work done without
373 getting into any legal trouble. Councilmember Laliberte stated one way is take information at a
374 City sanctioned event and have staff take it at the end of the event.

375
376 Ms. Olson commented at a recent Council meeting they discussed changes to the Commission
377 code and they now require annual background checks for Commissioners. She handed out forms
378 and requested they return them by the next meeting. The background check would show arrests
379 and convictions and if these are present, the City Manager would decide if a person could serve
380 on a Commission. It would not be part of a public meeting. Councilmember Laliberte pointed
381 out the background checks need to happen because they have Youth Commissioners.

382
383

384 **Future Agenda Items**

385

386 **a. Civility Training in partnership with Imagine Roseville**

387

388 Commissioner Carey advised she received information from the group that previously did
389 Civility Training and their prices are increasing next year.

390

391 **b. Appoint Chair/Vice Chair**

392

393 Councilmember Laliberte advised Chair and Vice Chair elections are made at the end of a term
394 year. It was not discussed how it would apply to this Commission as they do not have these roles
395 presently filled. It will take time for them to work through their plans and priorities before they
396 decide on these roles. If they elect someone before the end of the year, it would be a short term,
397 and then another election would take place at the end of the year.

398

399 **c. Appoint member to Ethics Committee**

400

401 Commissioner Eichenlaub stated they should have a discussion on Philando Castile verdict as it
402 is an important issue to the community. Commissioner Groff stated he will find out if there is
403 more discussion planned with the Imagine Roseville group.

404

405

406 **Adjournment**

407

408 Commissioner Groff moved and Commissioner Holub seconded a motion to adjourn. Motion
409 passed unanimously. Meeting adjourned 8:34 p.m.

410

411

412 Respectfully submitted,

413

414 Shannon Schmidt

415 *TimeSaver Off Site Secretarial, Inc.*