

Commissioners:

Keith Allen
Amanda Becker
Etienne Djevi
Paul Haas
Richard James
Kathryn
Macomber
Laura Palmquist
Ilene Park
David Sindiga
Adepeju Solarin
Beverly Xie



**Human Rights, Inclusion and
Engagement Commission
Agenda
Wednesday, January 19,
2021
City Council Chambers**

Due to the ongoing public health pandemic, HRIEC Members may participate in upcoming meetings electronically pursuant to Minn. Stat. 13D.021.

Members of the public who wish to speak during public comment or on an agenda item may do so in person during this meeting or virtually by registering at www.cityofroseville.com/attendmeeting

Address:

2660 Civic Center Dr.
Roseville, MN 55113

Phone:

651 - 792 - 7000

Website:

www.cityofroseville.com/hriec

1. 6:30 P.M. Call To Order/Roll Call
2. Approval Of Agenda
3. 6:35 P.M. Public Comment On Items Not On The Agenda
4. Commission Response To Community Issues
5. Approval Of Minutes
 - 5.A. HRIEC Draft Meeting Minutes 12.15.21

Documents:

[HRIEC DRAFT MINUTES 12.15.2021.PDF](#)

6. 6:55 P.M. Youth Commissioner Report
7. New Business
 - 7.A. 7:05 PM Discussion And Introduction With Corey Yunke, Community Relations Manager
 - 7.A.i. Discussion And Introduction With Tim Hunt, Community Relations Specialist, Police
 - 7.B. 7:50 PM Work Plan Updates And Discussion

Documents:

[HRIEC-2021WORKPLAN_JANUARY 2022.PDF](#)
[COMMUNITY OUTREACH_01.06.2022 CALL.PDF](#)
[YOUTH AND SCHOOL ENGAGEMENT IDEAS.PDF](#)

7.C. Consideration Of Commission Onboarding Recommendation

Documents:

[BASIC ONBOARDING GUIDELINES.PDF](#)
[WHAT IS HOPED OF US AS COMMISSIONERS.PDF](#)

8. Other New Business Or Reports

8.A. 8:15 PM Staff Updates

Documents:

[STAFF UPDATES AGENDA ITEM 011922.PDF](#)

9. Announcements

10. Future Agenda Items

11. 8:30 P.M. Adjournment

Public Comment is encouraged during Commission meetings. You may comment on items not on the agenda at the beginning of each meeting; you may also comment on agenda items during the meeting by indicating to the Chair your wish to speak.

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1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **DRAFT – December 15, 2021 - DRAFT**
4

5
6 **Commissioners Present:** Keith Allen, Amanda Becker, Etienne Djevi, Richard James,
7 Kathryn Macomber, Laura Palmquist, David Sindiga (arrived at
8 7:08 p.m.) and Adepeju Solarin (Peju).
9

10 **Youth Commissioners:** Beverly Yiling Xie and Ilene Park
11

12 **Commissioners Absent:** Paul Haas, and Laura Palmquist (excused)
13

14 **Staff Present:** Thomas Brooks, Equity and Inclusion Manager
15

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

18 The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to
19 order at 6:30 p.m.
20

21 **Approve Agenda**
22

23 Chair Djevi added Swearing in of Commission Member to the agenda.
24

25 Commissioner James moved and Commissioner Macomber seconded a motion to approve the
26 Agenda as presented. Motion passed unanimously.
27

28 **Swearing in of Commission Member**

29 Ms. Ilene Park was sworn in as Youth Commissioner by Chair Djevi.
30

31 **Public Comment on Items Not on Agenda**

32 None.
33

34 **Commission Response to Community Issues**

35 Youth Commissioner Xie explained her high school has a confessions account and she read
36 through all of the confessions where there was talk of hate of different groups of people. She
37 indicated it made her sad how people can hate one another so much.
38

39 Chair Djevi thanked Youth Commissioner Xie for bringing up the subject of hate. He explained
40 hate is never going to heal this world and they will never get anywhere as humankind with hate
41 being what they do. For young people to be writing that kind of stuff, hopefully if there is
42 education or counseling that needed to be done, maybe it is a cry for help but to wake up and feel
43 the hate deep inside to hate another individual just for who they are is wrong.
44

45 Youth Commissioner Park indicated the school did send an email to parents to discourage
46 students from engaging in accounts such as that as there has been a lot of negative toxicity
47

48 happening in these accounts so hopefully there are some measures and steps being made in order
49 to discourage students from participating in hatred such as that.

50

51 Youth Commissioner Xie explained if the student is trying to get attention from their jokes or
52 funny statements, those students need to move on to something that does not target a group of
53 people or single out people like that.

54

55 Chair Djevi explained his hope is that if these people do need help, that they are getting the help
56 they need. Either they seek help themselves or the school finds a way to find out who the
57 students are and maybe see if this is what they need because in his experience, people have
58 different ways of crying out for help and that could be a way of expressing themselves. He
59 indicated he is not saying that is what that is but just guessing that it could be.

60

61 Youth Commissioner Xie thought it was interesting what Youth Commissioner Park said about
62 the school sending an email to parents but she did not think the school talked about it to the
63 students.

64

65 Youth Commissioner Park indicated the school has not talked to the students and she thought the
66 email was very recently sent, within the last couple of days.

67

68 Commissioner Peju indicated the only thing she had to add was and was not sure exactly, they
69 are talking about it in a governor's capacity as the Human Rights, Inclusion and Engagement
70 Commission and she was really glad that Youth Commissioner Park was able to mention some
71 sort of remedy that is going on in the City. Some sort of leadership, in some way. She would just
72 float for residents watching this or the Youth Commissioners if there is something that might be
73 useful for the Commission to do in some sort of meaningful way, that she, as a member is open
74 to that.

75

76 Chair Djevi asked if there was anything Commissioner Peju wanted to propose.

77

78 Commissioner Peju thought something she would propose is in the recent months before fall, she
79 remembered Commissioner Becker mentioning how the City could engage youth a lot more. The
80 Roseville public schools are amazing and the Commission has Commissioner James who is a
81 veteran educator so there might be something they could do that could be more than just an
82 email. A specific idea or something like the Roseville Essay Contest. She knew Commissioner
83 Becker was doing great work in ways of how the Commission can be identifiable to the
84 community and this could be something where a subgroup could work on items like this that
85 come up. It does not constitute to a hate crime because there is freedom of speech but one
86 concrete way might be having a sub-sub-sub-group that is an outreach for this She thought is
87 something that MAC can also support.

88

89 Chair Djevi thought somewhere on the agenda their will be discussion on 2022 work.

90

91 **Approve Minutes**

92

93 **a. November 17, 2021 Human Rights, Inclusion and Engagement Commission**

94
95 Commissioner Macomber moved and Commissioner Peju seconded a motion to approve the
96 November 17, 2021 Human Rights, Inclusion and Engagement Commission meeting minutes as
97 presented. Motion passed unanimously.

98
99 **Youth Commissioner Report**

100 Youth Commissioner Park reported she had a meeting scheduled with Superintendent Dr. Lake.
101 In it not only were school matter discussed but she did mention how she recently became
102 approved to be a Youth Commissioner for this Commission and she indicated she would really
103 enjoy being in partnership with Commission with Roseville Area High School. In fact, she said
104 she would be really interested in starting something with professional development such as
105 training for adults as well as student leadership opportunities in connection with this
106 Commission as well as other Commissions because many students do not know about these
107 Commissions and she thought many would love to join and become a Youth Commissioner.

108
109 Commissioner Peju thought those ideas were great and things the Commission was speaking
110 about as they were transitioning out of the summer and the two items mentioned, the
111 Commission has several accomplished Commissioners and would be a great way to keep that
112 connection going and if they could explore ways to deal with some of the conflicts and
113 challenges that happen in school and the Commission could be support which she indicated she
114 would volunteer to do.

115
116 Chair Djevi indicated he had expressed some interest in doing certain work on his own for a few
117 years. For five years he has been providing health care professionals to his children’s school just
118 to have that opportunity to talk to the kids about what doctors and nurses do and for some time
119 he has been thinking about how he can start do that in the Roseville Area High Schools. He
120 thought as a group they can figure out how they could get that into some action around the area.
121 He thought that would be a part of the youth engagement strategy.

122
123 Youth Commissioner Park indicated she could be in contact with Dr. Lake as well as Ms.
124 Woods, who she also met with and if anyone would like the contact information she would be
125 happy to engage with them.

126
127 Commissioner James thought the Commission needed to focus in 2022 as a part of the work plan
128 to engage more with the schools. Since the Superintendent expressed an interest in doing that he
129 thought the Commission should not let that pass. He thought they should jump on that in a
130 reasonable way and have a plan to get things started.

131
132 Chair Djevi proposed the Commission have a standalone section for discussion on youth
133 engagement on the agenda and he invited everyone to write some things down about this and
134 send to Mr. Brooks to include in the packet before the discussion so they can have a plan in place
135 with ideas.

136

137 Youth Commissioner Park believed it will be more smooth in order to get started on actually
138 doing things rather than just talking about it because Dr. Lake just recently started a Student
139 Advisory Council and Dr. Lake recently appointed her as president of the Council so will be
140 meeting with her more in person. That way they can get started on doing different things and
141 having the ability to take action on plans.

142

143 Youth Commissioner Xie did not have anything to report to the Commission.

144

145 **New Business**

146

147 **a. Work Plan Updates and 2022 Discussion**

148 Chair Djevi thought the subgroups have been working very well in getting things
149 done on time and getting ideas summarized in order for the Commission to move a
150 little faster than has been done in the past. He indicated for transparency reasons he
151 thought that it made sense that every time a subgroup meets there is a report, a
152 summary of the meeting which would be sent to Mr. Brooks.

153

154 Chair Djevi provided a recap of the 2021 Work Plan. He wondered if there was
155 anything that should be modified or removed from the 2022 Work Plan.

156

157 Commissioner James indicated the subgroup has not met on the Essay Contest. The
158 subgroup is waiting on essays to come in. The subgroup indicated they would like to
159 see this workplan item continue in 2022.

160

161 Mr. Brooks explained on the staff side he really worked to make this a priority for
162 community relations. It does have a spot in the newsletter and will go on the front of
163 the website in late December and will be pushed on social media to get the entries in.
164 He noted so far no essays have been received. He did get some questions about the
165 contest and hoped to see some entries next month.

166

167 Commissioner Peju asked what dates Commissioner James wanted for the
168 Commissioners to contact people about translation of the essays.

169

170 Commissioner James explained the submission deadline is the end of January and it
171 takes some time for staff to get copies made and organized. He noted the subgroup is
172 going to go through all of the essays first so if the subgroup needs any translation they
173 will let staff know what is needed by the rest of the Commission.

174

175 Youth Commissioner Xie reminded the Commission that the topic this year has to do
176 with the pandemic. The Commission is getting to hear youth voices straight from the
177 community. She thought this is a great opportunity as they go along to take some
178 notes on common themes found while reading the essays. What do the youth want,
179 what do they want to have in the community so it can be used to further the youth
180 engagement efforts.

181

182 Chair Djevi thought that was a great idea.

183

184 Commissioner Sindiga arrived at the meeting at 7:08 p.m.

185

186 Chair Djevi indicated the Rosefest Parade has been put on hold but will need to
187 discuss this soon and who will walk in the parade. He reviewed what has been done
188 in the past with this workplan item.

189

190 Commissioner Becker asked if there was a float or a place for the HRIEC to be
191 represented and also a place for local organization to participate.

192

193 Chair Djevi indicated in the parade there is a space for all City Commissions and
194 another space for a group to walk.

195

196 Chair Djevi updated the Commission on Community Feedback Response. He
197 indicated Youth Commissioner Xie and himself have been working on this. He was
198 not sure this was something the Commission needed to continue with in 2022 because
199 the original idea is how does the Commission respond to emails or inquiries and he
200 thought the Commission had a way of doing that now. He proposed the Commission
201 remove this item from the workplan for 2022.

202

203 Commissioner James indicated he would like this to continue being a part of the
204 agenda.

205

206 Commissioner Peju indicated she would like more information on what the
207 Commission is doing about this item before it is removed from the 2022 workplan.

208

209 Mr. Brooks explained the process staff has worked out and the HRIEC has been
210 following so far is if some sort of email communication comes in that does need a
211 written response, he has typically been working with the Chair and Vice-Chair on that
212 written response before the HRIEC meeting and then in the meeting the Commission
213 has been taking an opportunity to respond to whatever the matter is. One thing he can
214 do, which they have not received a lot of email communications in the last few
215 months but as they do send out those responses to community members he can cc
216 HRIEC so the Commission knows it was responded to.

217

218 Chair Djevi indicated he liked that and would keep everyone in the loop.

219

220 Commissioner Peju indicated she would disagree with this one and was still in favor
221 of responding to issues directly and thought more needed to be done.

222

223 Chair Djevi reviewed the process that is taken by the City for any issues that come to
224 staff's attention.

225

226 The Commission concurred with Chair Djevi to remove the Community Feedback
227 Response item from the 2022 Workplan.

228
229 Chair Djevi indicated the next item is Commission Recruitment and Commission
230 Interviews.

231
232 Mr. Brooks suggested moving these items to be a part of the community outreach
233 plan because Commission recruitment is his and the City's priority and a part of the
234 SREAP.

235
236 Chair Djevi reviewed workplan item, Commission Onboarding. He thought the
237 HRIEC was supposed to have a little document to finalize feedback received from
238 new Commissioners in order to propose it to the City. He wondered if the
239 Commissioners received that document.

240
241 Commissioner James indicated he did not resend it to Mr. Brooks but he sent a copy
242 to him previously to finalize the onboarding process. He thought the process
243 developed is a good process but could be modified if needed. He would recommend
244 this be removed from the workplan for 2022 and try to make sure this keeps getting
245 updated and moves forward.

246
247 Mr. Brooks indicated as a part of the SREAP process and the second problem
248 statement for Commissions is not just recruitment and interviews but also onboarding.
249 Staff is also looking at revamping the onboarding process. Right now it is a quick
250 ethics presentation, which has to be done by law. Staff is looking at elevating and
251 revamping it to something that is a more formal onboarding for Commissioners.

252
253 Chair Djevi thought if staff is already including this in the work being done with
254 recruitment, interview, and onboarding, he did not think it needed to be kept on as a
255 separate agenda item. He proposed this item be removed from the 2022 workplan as
256 well.

257
258 Commissioner Sindiga indicated if this would be a part of the City's portfolio he
259 would be in favor of removing it from the workplan.

260
261 Chair Djevi wondered if it would be appropriate to have a formal document that
262 would be submitted to the City Council because the subgroup has done work that
263 should be acknowledged. He indicated the Commission is happy that some of the
264 ideas have already been incorporated in the work staff is doing but he thought as a
265 group it made sense to have the document and vote on it and sign off so when they go
266 to the Council they will know the HRIEC did the work on it.

267
268 Mr. Brooks indicated he will add this to a future agenda for Commission review.

269

270 Commissioner James reviewed notes on the proclamations that the subgroup has been
271 working on. He asked Mr. Brooks if staff can print up proclamations in large format
272 to be reused year to year.

273
274 Mr. Brooks indicated he may need to spend more time figuring out exactly what
275 Commissioner James and the subgroup is looking for. What he imagined was that the
276 subgroup was asking about potentially printing on some sort of card stock and the
277 City does not have the ability to do that with the machines at City Hall. He explained
278 the answer to question five would be no but they could find a way to print larger
279 signage or maybe at some point, once this is a little more formalized to send this out
280 for signage.

281
282 Commissioner James explained part of the process could be getting it printed on
283 regular paper and then gluing that onto regular foam core so that it is something that
284 could be kept on file and reused the next year. He noted this is something in process
285 and not finalized at this point.

286
287 Commissioner James continue reviewing the subgroup notes with the Commission.
288 He asked Mr. Brooks if he could send out the spreadsheet of community
289 organizations that the City has been keeping track of. He thought the HRIEC and
290 other groups should begin to add information about organizations and contacts they
291 have to the spreadsheet.

292
293 Mr. Brooks explained he is familiar with the list. Manager expectations on the list is
294 still very much in development and not very large. Based on the contacts that
295 everyone has in the City it is still a work in progress for everyone so there are not
296 very many strong connections, particularly with the American Indian Community.

297
298 Commissioner James finished reviewing the subgroup notes with the Commission
299 and asked Chair Djevi regarding item nine if 9North was going to rebroadcast the
300 Human Trafficking video.

301
302 Chair Djevi indicated he reached out to Dianna Healey and she has agreed that there
303 will be rebroadcasting the series that was done two years ago in January.

304
305 Commissioner Peju for all of the work on the subgroup. She thought the transparency
306 process is off to a good start. She indicated she would volunteer to make QR codes if
307 everyone is in agreement. She asked Mr. Brooks to find out if the City would allow
308 them. She thought some of the things in item two Chair Djevi already has done and
309 has contacts for.

310
311 Vice-Chair Macomber explained what a QR code is and how they could be used to
312 get citizens to the website or for other things like posters and proclamations.

313

314 Chair Djevi thought the QR code is something that the City should control and he
315 would like to have Mr. Brooks input on whether the subgroup could create something
316 like that or if it is better for the City to create it.

317
318 Mr. Brooks thought it made sense. He thought QR codes are everywhere and staff
319 will get it added. He asked that the Commission go through Community Relations for
320 the QR codes.

321
322 Commissioner James explained these are ideas and recommendations to move
323 forward. These are not finalized but things that are generated as subgroup thoughts.
324 As things get more codified with outlines of procedures in place that some of these
325 things will hopefully be presented in a more formalized document.

326
327 Chair Djevi indicated this is just a vision for now and the vision goes like the lead and
328 co-lead on the proclamation like it currently is done. Going forward they will be
329 looking at a whole new proclamation effect, who should be involved in that
330 discussion and give the entire Commission time so that whatever is found that could
331 become an activity of the Commission and working with City staff so no duplicate
332 work is done. He stated that is the big vision.

333
334 Commissioner James explained item three, the role/responsibilities is something that
335 the subgroup would like everyone to do and use as their guide as they move through
336 the various proclamations.

337
338 Chair Djevi indicated once there is a process for proclamations he asked the
339 Commissioners if this is a subgroup that needed to be kept. He did not think it would
340 be needed.

341
342 Commissioner James thought they needed at least another year with this because they
343 will be doing things that they have never done before and will need to get feedback
344 and processes down. He suggested this be kept as a workplan item for 2022.

345
346 Commissioner Peju explained in hopes of moving them forward, all of the work done
347 is commendable and moving forward, going back to what Mr. Brooks said they
348 cannot just pull QR codes but she could check in with Cory Yunke on that.

349
350 Chair Djevi thought since Cory will be at the meeting in January the Commission
351 could ask him then about QR codes and other things.

352
353 Commissioner Sindiga thought it was a good idea to do this for the next year,
354 especially for new Commissioners coming on the Commission. He wondered with
355 proclamations if people could switch them year after year so Commissioners can
356 work on different proclamations each year and not the same ones all of the time.

357

358 Chair Djevi explained he likes to work with deadlines so he would like to possibly
359 see this process finalized in six months, ready to go with maybe some time for
360 implementation to see if the process being proposed is working. He would like to
361 have some deadlines so they are not in a non-stop cycle. He proposed giving six
362 months to finalize this.

363
364 Commissioner Peju agreed.

365
366 Commissioner James thought that would be ok. He thought having a deadline would
367 help to move things along.

368
369 Chair Djevi reviewed Community Outreach with the Commission.

370
371 Commissioner James wondered based on the discussion at the beginning of the
372 meeting if there should be another workplan topic for engagement with the schools or
373 whether the Community Outreach subgroup could be expanded to include a group
374 that would specifically looking at outreach to schools because he thought that would
375 be an important thing for the Commission to focus on this next year especially seeing
376 that the Commission has access to the superintendent right now and Youth
377 Commissioner Park will be going off to college soon so the more the Commission can
378 do with that to solidify that contact he thought would be important for them moving
379 forward. He proposed they either add School Engagement/Outreach or make that as
380 one of the primary aspects of the Community Outreach team.

381
382 Chair Djevi explained in the Community Outreach subgroup they had talked about
383 creating a rubric for youth outreach but the point Commissioner James is making is a
384 bigger point, which is there are currently four individuals on that subgroup and more
385 can be added in order to talk about youth outreach without having he Youth
386 Commissioners on there. There should be discussion on if the Commissioner should
387 create a totally different subgroup for youth engagement so they do not break Corona
388 rules.

389
390 Youth Commissioner Park indicated once she starts to talk more in-depth with Dr.
391 Lakes on this the Commission can see the scale of her plans or what she has intended
392 for the Commission and that way the Commission can decide whether her plans or
393 ideas are complex enough where the Commission can create a separate group in itself
394 or whether Dr. Lake's plans are more simple or won't take as long or more short term
395 where they can be added onto Community Outreach.

396
397 Mr. Brooks concurred. He noted as a new workplan item the Commission still has a
398 few months before the 2022 workplan needs to be finalized. He also thought the
399 Commission needed to give Cory and his team a few months to figure out what their
400 plan and vision is. He indicated they are already working on outreach as well.

401
402 **Other New Business or Reports**

403 a. **Staff Updates Report**

404 Equity and Inclusion Manager Brooke reported on the following:

- 405 • SREAP update
- 406 • Commission recruitment update
- 407 • Hybrid meetings update
- 408 • HRIEC in person gathering update
- 409 • Meeting calendar for 2022 update

410

411 The Commission discussed in person gathering for the Commission and Commissioner Becker
412 volunteered to take the lead on creating a doodle pole for gathering dates.

413

414 **Announcements**

415 Mr. Brooks indicated there will be a City Council meeting on January 6th and he hoped the
416 Commission will tune in because what is being discussed is relevant to the Commission work
417 being done.

418

419 Chair Djevi indicated this is going to be a continuation of the work the Commission is hoping to
420 do for some time. He suggested the Commission attend the meeting for support of the
421 presentation being made by Mr. Brooks and Tim.

422

423 Mr. Brooks indicated he will sent out panel invites to the meeting as well as the presentation to
424 the Commission.

425

426 **Future Agenda Items**

- 427 a. Presentation by Cory and Tim
- 428 b. Youth Engagement Prime Strategy
- 429 c. Approval of the Commission Orientation Best Practices document

430

431 **Adjournment**

432

433 Commissioner Peju moved and Commissioner Sindiga seconded a motion to adjourn. Motion
434 passed unanimously.

435

436 Chair Djevi adjourned the meeting at 8:46 p.m.

437

438 Respectfully submitted,

439

440 Sue Osbeck

441 *TimeSaver Off Site Secretarial, Inc.*

City of Roseville HRIEC 2021 Work Plan						
	Essay Contest	Rosefest Parade Engagement	Community Feedback Response	Commission Recruitment	Commission Interviews	Commission Onboarding
Lead	Richard/Beverly	Monica/Etienne/Keith	Grace/Etinne/Beverly	Cat/Beverly		
Goal		Promote inclusivity in our community	Increase community engagement/communication	Increase community participation and diversity of applicants		
JAN			Subgroup to research current state - how does community contact HRIEC currently?	Commission discuss assisting city with spreading the word about open commission seats. Specifically assist with outreach to traditionally underrepresented groups	Cat & Beverly with staff review 2021 interview process and questions, propose revisions.	
FEB		Start theme discussions. May tie into the larger parade them or focus on work of HRIEC. Attend other commission meetings to encourage parade attendance and sign-up.	Subgroup to research what other cities do/ best practices	Beverly develops recommendations and assist with youth commissioner recruitment.	Cat & Beverly with staff bring update and request for feedback.	Cat & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.
MAR		Staff submits application for spot in the parade	Subgroup to come up with proposal for response plan.	Cat & Beverly with staff review commission recruitment process and evaluate 2021 process		
APR	Commissioners submit essay topic suggestions by May meeting	Coordinate with other groups and encourage attendance, may be part of HRIEC parade group.				
MAY	Commission discusses and narrows down topics.	Email commissioners reminders	Subgroup to present plan to commission for discussion.	Cat & Beverly research best practices, develop recommendations for 2022 recruitment cycle.	Cat & Beverly research best practices, develop recommendations for 2022 interviews	Cat & Beverly research best practices, develop recommendations for 2022 onboarding cycle
JUN	Commission selects final topic for essay and sub group is appointed to finalize wording for essay contest	Order t-shirts if needed. Purchase candy.	Commission approves plan.			
JUL	Sub-group submits draft essay topic to commission for discussion/ approval	Parade				
AUG	Final vote by commission on topic wording; contest rules and topic mailed to teachers prior to start of school					
SEP						
OCT	Discuss rubric for scoring					

NOV	Finalize rubric					
DEC						

Other work:

Renaming of Pocahontas Park - HRIEC to monitor and participate in Parks and Rec Commission plans as appropriate. (Kathy Macomber to attend meetings as possible.)

Shoreview Programming (Rebecca/staff)

Work with other commissions (Monica/Etienne) - as needed

City of Roseville HRIEC 2021 Work Plan							
	Essay Contest	Rosefest Parade Engagement	Community Feedback Response	Commission Recruitment	Commission Interviews	Commission Onboarding	Community Outreach
Lead	Richard/Beverly	Monica/Etienne/Keith	Grace/Etinne/Beverly	Cat/Beverly			Monica/Etienne/Keith
Goal		Promote inclusivity in our community	Increase community engagement/ communication	Increase community participation and diversity of applicants			
JAN			Subgroup to research current state - how does community contact HRIEC currently?	Commission discuss assisting city with spreading the word about open commission seats. Specifically assist with outreach to traditionally underrepresented groups	Cat & Beverly with staff review 2021 interview process and questions, propose revisions.		Clarify details for the Community Contact List & ask commission for existing relationships to add or leverage.
	Certificate of involvement from City Discuss gift card depending on # of submissions Post some submissions on website? Consider some honorable merit & interviewed on CTV Use gift cards from local businesses to support them as well	Ensure groups reached out to are apolitical Are 2 spots held each year? Commissioner Djevi volunteered as liaison to parade committee Make a list of communities not typically involved in local government & rotate through those groups each year Rebecca to clarify if 2 spots in addition to HRIEC/Commission spot	Reviewed what commissions and city & city departments are doing Grace will send compiled research. It will be in Feb packet Next month looking at what other cities are doing.	This is part of Strategic Racial Equity Action Plan. Tracking demographics of who are applying & how often & who is interviewed. How many are applying? This is "on hold" for HRIEC work plan as it is being discussed with consultant.	This is "on hold" for HRIEC work plan as it is being discussed with consultant.	Youth commissioner voting Rebecca will provide staff report for Feb meeting Onboarding team - process (make time/commitment to meet&greet) - Richard Before first meeting - talk to new commissioners ahead of time Forward P&R handbook to Richard/Beverly	Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison Rebecca resend google form linkS
FEB		Start theme discussions. May tie into the larger parade them or focus on work of HRIEC. Attend other commission meetings to encourage parade attendance and sign-up.	Subgroup to research what other cities do/ best practices	Beverly develops recommendations and assist with youth commissioner recruitment.		Richard & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.	Begin collecting names, institutions, and businesses. 10 minute brainstorming session at commission meeting.

City of Roseville HRIEC 2021 Work Plan							
	Essay Contest	Rosefest Parade Engagement	Community Feedback Response	Commission Recruitment	Commission Interviews	Commission Onboarding	Community Outreach
Lead	Richard/Beverly	Monica/Etienne/Keith	Grace/Etinne/Beverly	Cat/Beverly			Monica/Etienne/Keith
Goal		Promote inclusivity in our community	Increase community engagement/ communication	Increase community participation and diversity of applicants			
JAN			Subgroup to research current state - how does community contact HRIEC currently?	Commission discuss assisting city with spreading the word about open commission seats. Specifically assist with outreach to traditionally underrepresented groups	Cat & Beverly with staff review 2021 interview process and questions, propose revisions.		Clarify details for the Community Contact List & ask commission for existing relationships to add or leverage.
	Certificate of involvement from City Discuss gift card depending on # of submissions Post some submissions on website? Consider some honorable merit & interviewed on CTV Use gift cards from local businesses to support them as well	Ensure groups reached out to are apolitical Are 2 spots held each year? Commissioner Djevi volunteered as liaison to parade committee Make a list of communities not typically involved in local government & rotate through those groups each year Rebecca to clarify if 2 spots in addition to HRIEC/Commission spot Review proclamations for participation May 1st is deadline for groups to be in place. KOM, Native American group (tie in with Pocahontas park renaming), Grand Marshal idea? Look to confirm group at March meeting	Reviewed what commissions and city & city departments are doing Grace will send compiled research. It will be in Feb packet Next month looking at what other cities are doing.	This is part of Strategic Racial Equity Action Plan. Tracking demographics of who are applying & how often & who is interviewed. How many are applying? This is "on hold" for HRIEC work plan as it is being discussed with consultant.	This is "on hold" for HRIEC work plan as it is being discussed with consultant.	Youth commissioner voting Rebecca will provide staff report for Feb meeting Onboarding team - process (make time/commitment to meet&greet) - Richard Before first meeting - talk to new commissioners ahead of time Forward P&R handbook to Richard/Beverly	Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison Rebecca resend google form links
FEB		Start theme discussions. May tie into the larger parade them or focus on work of HRIEC. Attend other commission meetings to encourage parade attendance and sign-up.	Subgroup to research what other cities do/ best practices	Beverly develops recommendations and assist with youth commissioner recruitment.		Richard & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.	Begin collecting names, institutions, and businesses. 10 minute brainstorming session at commission meeting.

Etienne reached out to Native American group.

Brainstormed ideas with Joanna. Subgroup will bring back suggestions for March meeting. Contest ends March 15. Once we know # of submissions, will be able to refine showcase. Have a summary to discuss

Last year highlighted a proclamation (LGBTQIA) - could this be a criteria? Didn't do the event with the Hispanic group. With renaming Park, could tie that to Native American. Beverly would like young Asian Americans because discrimination is occurring. Decision: Asian American proclamation - (inviting KOM) and Native Americans (Allen & Plan Hispanic Heritage Month for 2022 Theme: COVID vaccine - wearing masks decorated solidarity

Looked into what other cities did. Making progress. Next month can present recommendations

Address application under youth commission item

Send Dept. of Admin link to open meeting law videos to Richard. Will look to get feedback from upcoming commissioners.

Passing this off to Keith. Attach list to each month agenda.

City of Roseville HRIEC 2021 Work Plan							
	Essay Contest	Rosefest Parade Engagement	Community Feedback Response	Commission Recruitment	Commission Interviews	Commission Onboarding	Community Outreach
Lead	Richard/Beverly	Etienne/Keith	Grace/Etienne/Beverly	Strategy Team		Richard/Beverly	Etienne/Keith
JAN	<p>Certificate of involvement from City</p> <p>Discuss gift card depending on # of submissions</p> <p>Post some submissions on website?</p> <p>Consider some honorable merit & interviewed on CTV</p> <p>Use gift cards from local businesses to support them as well</p>	<p>Ensure groups reached out to are apolitical</p> <p>Are 2 spots held each year?</p> <p>Commissioner Djevi volunteered as liaison to parade committee</p> <p>Make a list of communities not typically involved in local government & rotate through those groups each year</p> <p>Rebecca to clarify if 2 spots in addition to HRIEC/Commission spot</p> <p>Review proclamations for participation</p> <p>May 1st is deadline for groups to be in place.</p> <p>KOM, Native American group (tie in with Pocahontas park renaming), Grand Marshal idea?</p> <p>Look to confirm group at March meeting</p>	<p>Reviewed what commissions and city & city departments are doing</p> <p>Grace will send compiled research. It will be in Feb packet</p> <p>Next month looking at what other cities are doing.</p>	<p>This is part of Strategic Racial Equity Action Plan.</p> <p>Tracking demographics of who are applying & how often & who is interviewed. How many are applying?</p> <p>This is "on hold" for HRIEC work plan as it is being discussed with consultant.</p>	<p>This is "on hold" for HRIEC work plan as it is being discussed with consultant.</p>	<p>Youth commissioner voting</p> <p>Rebecca will provide staff report for Feb meeting</p> <p>Onboarding team - process (make time/commitment to meet&greet) - Richard</p> <p>Before first meeting - talk to new commissioners ahead of time</p> <p>Forward P&R handbook to Richard/Beverly</p>	<p>Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison</p> <p>Rebecca resend google form links</p>
FEB		<p>Start theme discussions. May tie into the larger parade them or focus on work of HRIEC. Attend other commission meetings to encourage parade attendance and sign-up.</p>	<p>Subgroup to research what other cities do/ best practices</p>	<p>Beverly develops recommendations and assist with youth commissioner recruitment.</p>		<p>Richard & Beverly observe 2021 onboarding process for commissions. Review onboarding materials.</p>	<p>Begin collecting names, institutions, and businesses. 10 minute brainstorming session at commission meeting.</p>
March	<p>Brainstormed ideas with Joanna.</p> <p>Subgroup will bring back suggestions for March meeting. Contest ends March 15. Once we know # of submissions, will be able to refine showcase. Have a summary to discuss</p>	<p>Etienne reached out to Native American group.</p> <p>Last year highlighted a proclamation (LGBTQIA) - could this be a criteria? Didn't do the event with the Hispanic group. With renaming Park, could tie that to Native American.</p> <p>Beverly would like young Asian Americans because discrimination is occurring.</p> <p>Decision: Asian American proclamation - (inviting KOM) and Native Americans (Allen & Xie work on KOM)</p> <p>Plan Hispanic Heritage Month for 2022</p> <p>Theme: Covid vaccine - wearing masks</p>	<p>Looked into what other cities did. Making progress. Next month can present recommendations</p>	<p>Address application under youth commission item</p>		<p>Send Dept. of Admin link to open meeting law videos to Richard. Will look to get feedback from upcoming commissioners.</p>	<p>Passing this off to Keith. Attach list to each month agenda.</p>

April

Potentially do interviews with CTV, Certificate Blurb in newsletter directing to website Recognition at City Council meeting Richard will contact CTV, Rebecca can reach out to students regarding specific privacy release	Keith reached out to KOM - will get back to him. Etienne reached out to NA community. Reaching out to others in the area. 10 -15 members for KOM Etienne will reach out to other commissions w/ date and what we hope to do.	Wait until April provide email update	Pushing info to students in late May or even early July. Ask Cmsr. Xie to help spread word	Strategy team working on this in a larger capacity	Onboard new commissioners	
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City of Roseville HRIEC 2021 Work Plan								
	Essay Contest	Rosefest Parade Engagement	Community Feedback Response	Commission Recruitment	Commission Interviews	Commission Onboarding	Proclamations Support	Community Outreach
Lead	Richard/Beverly/Paul/Laura	Etienne/Keith	Grace/Etienne/Beverly/Laura	Strategy Team		Richard/Beverly	Richard/Kathy/Paul/Etienne	Etienne/Keith/Amanda/Peju
Goal		Promote inclusivity in our community	Increase community engagement/communication	Increase community participation and diversity of applicants				Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison Rebecca resend google form linkS
April	Potentially do interviews with CTV, Certificate Blurb in newsletter directing to website Recognition at City Council meeting Richard will contact CTV, Rebecca can reach out to students regarding specific privacy release	Keith reached out to KOM - will get back to him. Etienne reached out to NA community. Reaching out to others in the area. 10 -15 members for KOM Etienne will reach out to other commissions w/ date and what we hope to do.	Wait until April provide email update	Pushing info to students in late May or even early July. Ask Cmsr. Xie to help spread word	Strategy team working on this in a larger capacity	Onboard new commissioners		Begin collecting names, institutions, and businesses. 10 minute brainstorming session at commission meeting.
May	Invited participants to May 3 CC On website In newsletter Presented topics for 2022 Essay contest: Which may work? What other suggestions/ideas? Reactions? (Send to Richard)	Potential for parade being cancelled. As soon as that is known, staff will notify commission	Need to compile info. Come up with list of suggestions/recommendations for full commission.	Send out Strategy Team job description and membership along with aggregate demographics		New members provide feedback on orientation/onboarding materials		Passing this off to Keith. Attach list to each month agenda.
June	Final topic: Following the pandemic, how can you and your fellow students become more involved in helping to improve, reconnect, and unite the Roseville community?: subgroup is working to finalize details for the fall	Subgroup remains the same: may change for 2022 Rosefest Parade	New subgroup has been formed	Staff is working to improve commissioner recruitment through SREAP			A new proclamations subgroup was formed to review commitments to support monthly proclamations	This group needs to identify what engagement looks like for HRIEC with all of the various stakeholders in the city
July	Final topic: Following the pandemic, how can you and your fellow students become more involved in helping to improve, reconnect, and unite the Roseville community?: subgroup is working to finalize details for the fall	On hold	In process	Staff is working to improve commissioner recruitment through SREAP			Ongoing	Ongoing
August	Staff is ramping up to send out essay content to schools and include in city communications	On hold	Ongoing subgroup discussion	Staff is requesting commission assistance in recruiting commissioners for fall 2021			Ongoing subgroup discussion	Ongoing subgroup discussion
September	All Roseville area schools - public, private, and charter - have been contacted via email	On hold	Ongoing subgroup discussion	Staff is requesting commission assistance in recruiting youth commissioner			All commissioners are expected to pick 2 proclamations they'll work to support in 2022	Amanda presented the Community Outreach Plan
October	Staff working through ways to continue communication	On hold	Ongoing subgroup discussion	Staff is requesting commission assistance in recruiting youth commissioner			Commissioners assigned to proclamations to support in 2022	Community Outreach working through 2022 plan
November	Staff working through communication - newsletter, additional emails, website, social media, etc.	ON HOLD	Ongoing subgroup discussion	Staff is requesting commission assistance in recruiting youth commissioner			Native American Heritage Month added to November 2022	Subgroup will report updates at December meeting
December	Staff working through communication - newsletter, additional emails, website, social media, etc.	ON HOLD - Parks and Rec will be working with the committee to hold a couple spots for BIPOC organizational recruitment	This work is on hold indefinitely. Staff will work to ensure community is responded to.	Commission is working through identifying ways to recruit diverse commissioners in 2022			Commission to discuss support to occur for January proclamations	Workgroup will be reporting recommendations for 2022 outreach
Jan-22	admin Essay entries are due end of January; reminders have gone out to building	Workgroup is hoping to prioritize an American Indian group: likely musicians	Will be removed from 2022 workplan	Will be removed 2022 workplan		Will be removed from 2022 agenda: HRIEC is recommending buddy system for all city commissions	Comm Relations is working proclamation support for January: Etienne and Keith are developing plan for Black History Month	Workgroup summary attached to agenda; Amanda met with Corey Yunke

Community Outreach Sub-Committee

Conversation w/Corey Yunke

Date: Thursday, 01.06.2022, 9am - 9:30am

Attendees: Amanda Becker and Corey Yunke

Conversation agenda: get aligned with the new Roseville Community Relation's team in regards to the HRIEC Commission's Community Outreach sub-committee's goal of creating a brand and identity - and ultimately communication tactics- for future community outreach efforts.

There is new energy and resources in the Roseville Community Relations department and the HRIEC Commission sub-committee would like to align their goal of creating some identity and branding for the commission - in order to have some materials to help with outreach communications - with the city's efforts to build out their own identity and branding materials.

An internal graphic designer & videographer is now available to help with creating some tactics that the commission can use to distribute at community events. Ideally, the commission (and all other commissions) would have the following materials updated with new branding:

- Website landing pages with current mission/vision statements (and possibly yearly work plan goals/action items)
 - Community Relations team has an action item to update the Roseville website in either Q3 or Q4
- Flyers/buttons for passing out to community members - with commission information
- T-shirts for commission members to wear when out in public

HRIEC Commission members have a lot of skills and abilities to help facilitate the branding and identity momentum, alongside the Community Relations team. This partnership can serve to strengthen the outreach and communications that are fundamental to the equity and inclusion goals that the city has already laid out in their SREAP. We hope to continue the conversations and ultimately work to get some (simple) branding in place as quickly as possible this year (2022) in order to help facilitate additional HRIEC Community Outreach action items:

- Attend all community events - building awareness of the HRIEC commission but also being out in the community, meeting Roseville citizens where they're at
- Capture the diversity of Roseville resident stories - developing a library of citizen voices
- Help facilitate new Roseville partnership opportunities

Corey and Amanda will continue to stay in touch in regards to how the Community Relations team can collaborate with HRIEC to work together to achieve these community outreach goals!

Youth and School Engagement Ideas – Richard

- Create “listening sessions” for students to hear what negative racial/social issues they experience
- Conduct a written, anonymous survey of the student body regarding human rights/racial issues in the schools/community
- Create problem/suggestion boxes throughout the school for student input and have a group meet periodically to address the issues/suggestions
 - ask HRIEC to set up a table at Freshman orientation or whenever the school’s club “expo” is done
 - Ask HRIEC to make a presentation at a P.T.A. meeting
 - Ask HRIEC to make presentation to district administration meeting
- Ask HRIEC to make presentation to BOE meeting
 - Create an “Equity Seekers” program where students sign a pledge (and receive a business sized card to carry with them) to seek equity in their school and promise to speak up when they see inequality happening around them

Youth Engagement Strategies - Etienne

- Human Rights Essay contest , with possible modifications.
 - #Essays as currently done
 - #Books out of the top 20 essays
 - #Thank you letters to all the participants
- HRIEC participation in the multi-cultural activities already put together by the school.
- Human Rights and Community Engagement Day at the school
- Youth and Voting activities
- Career development activities

Youth Engagement Activities – Amanda

- Offer some engagement opportunities during Roseville student lunch hours (high school students), we could provide catering from Eat for Equity and have a quarterly conversation around contemporary issues/topics specific to the community.
- Offer a "Wake Up" conversation - also quarterly - where we bring a free breakfast into the high schools and offer up a free opportunity to discuss contemporary issues - or perhaps invite local speakers from different groups in the community.

- "In Real Life" style video program (that NineNorth could play - monthly?) - a dinner-style conversation where we bring 5 youth together - from different groups/backgrounds and discuss a contemporary issue. Maybe even include an elder in the community that they could ask questions to - or provide a different perspective.

Basic Onboarding Guidelines

Staff Responsibilities

1. Provide Commissioners Handbook to new commissioner
2. Inform new commissioner of “New Commissioner Orientation”

Staff and Chair/CoChair Responsibilities

1. Provide “What is Our Role?” and “What is Hoped as A Commissioner?” handouts to new commissioner
2. Provide a list of current commissioners with contact information
3. Assign a “Buddy” to the new commissioner
4. Provide a copy of the current Work plan to new commissioner
5. Meet (in person or virtually) with new commissioner prior to first commission meeting

Buddy Responsibilities

1. Meet (in person or virtually) with new commissioner prior to first commission meeting
2. Discuss “What is Our Role?” and “What is Hoped as a Commissioner?” handouts
3. Discuss current work plan and encourage new commissioner to select one or two sub groups to work with
4. Topics to discuss with new commissioner
 - Handouts as above
 - How HRIEC meetings work
 - powers/role of HRIEC
 - Review “Open Meeting” rule and implications (what is said in public meetings is public information)
 - Encourage new commissioner to view 1 or 2 previous commission meetings
 - Responding to contacts from public and/or fellow commissioners (do not use “reply all” to fellow commissioners)
 - other topics as needed

What is Hoped of us as Commissioners?

It is highly suggested that we ...

Show up and be seen in the community: participate in community activities and don't be afraid to identify yourself as a member of the HRIEC.

Volunteer extra time as appropriate: volunteer to be a part of the work plan sub groups, attend city council meetings and participate in community events as often as you are able.

Communicate: Talk to members of the community and relay information and insights you gather to fellow commissioners. We all need to understand what our fellow citizens feel about the city.

Be a Roseville booster: This is your community. Being a proud member makes your involvement even better.

Practice HRIEC Public Relations: When you talk to fellow citizens:
Note what topics, questions, misconceptions or feelings they have and relay them to the commission as appropriate.

Get names and contact information if appropriate

Direct people to the city and HRIEC website

Follow up with contacts as appropriate

Refer anything you can't answer to the Commission Chair or staff liaison

We Are Volunteers: As mentioned previously, this is a volunteer position. We all have varying demands on our time. Start somewhere and do what you can.

**Roseville Human Rights, Inclusion and Engagement
Commission**

Agenda Item

DATE: January 19, 2022

ITEM: 8.A.

ITEM DESCRIPTION: Staff Updates

Background

Staff will provide updates on the following:

- **SREAP Updates – Council Presentation in Early January**
- **Spring 2022 Commission Recruitment – Adult & Youth (ongoing for other commissions)**
- **Hybrid Meetings – Public Health Pandemic Declaration update**
- **HRIEC In Person Gathering Update**
- **New Staff – Tim Hunt, Community Relations Specialist, Police & Social Worker (1)**