

Commission members:

Keith Allen
Cat Beltmann
Monica Bolinger
Etienne Djevi
Elizabeth Hansel
Ahmed Hassan
Acer Iverson
Richard James
Grace Lee
Kathryn
Macomber
Lauren Peterson



**Human Rights, Inclusion
and Engagement
Commission
Agenda
Wednesday, July 17, 2019
City Council Chambers**

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. Oath Of Office
4. Public Comment On Items Not On The Agenda
5. Approval Of Minutes
- 5.A. Minutes - June 12, 2019

Documents:

[HRIEC DRAFT 06-12-19.PDF](#)

6. 6:45 P.M. Youth Commissioner Report
7. New Business
- 7.A. 6:50 PM Parade Debrief

Documents:

[7A. STAFF REPORT_DEBRIEF.PDF](#)

- 7.B. 7:05 PM Hispanic Heritage Month Programming Discussion

Documents:

[7B. STAFF REPORT_HISPANIC HERITAGE.PDF](#)
[7B1_ATTACHMENT A_PILOT PROJECT 2019 HISPANIC HERITAGE MONTH.PDF](#)

- 7.C. 7:25 PM 2019-20 Essay Contest Question Discussion

Documents:

[7C. STAFF REPORT_ESSAY CONTEST.PDF](#)
[7C1_ATTACHMENT A ESSAY CONTEST QUESTIONRULES 2018-19.PDF](#)
[7C2_ATTACHMENT B_SUGGESTED DRAFT ESSAY QUESTIONS.PDF](#)

7.D. 7:45 PM Engagement Project Next Steps Discussion

Documents:

[7D. STAFF REPORT_ENGAGEMENT PROJECT.PDF](#)

7.E. 8:15 PM Close Before You Doze Outreach Discussion

Documents:

[7E. STAFF REPORT_CLOSE B4 DOZE.PDF](#)
[7E1_ATTACHMENT A_COMMISSION FEEDBACK.PDF](#)

8. Other New Business Or Reports

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.

Be a part of the picture... get involved with your City... Volunteer. For more information email rachel.boggs@cityofroseville.com or call (651) 792-7028.

1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **DRAFT – June 12, 2019 - DRAFT**

4
5
6 **Commissioners Present:** Cat Beltmann, Monica Bolinger, Etienne Djevi, Ahmed Hassan,
7 Grace Lee, Kathryn Macomber, and Lauren Peterson

8
9 **Youth Commissioners:** Acer Iverson

10
11 **Commissioners Absent:** Keith Allen, Youth Commissioner Elizabeth Hansel (excused)

12
13 **Staff Present:** Rebecca Olson, Assistant City Manager

14
15 **Call to Order/Roll Call**

16
17 The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to
18 order at 6:30 p.m.

19
20 **Approve Agenda**

21
22 Commissioner Peterson moved and Commissioner Bolinger seconded a motion to approve the
23 Agenda as presented. Motion passed unanimously.

24
25 **Public Comment on Items Not on Agenda**

26 None

27
28 **Approve Minutes**

29
30 **a. May 15, 2019 Human Rights, Inclusion and Engagement Commission**

31
32 Commissioner Peterson indicated some changes to the Minutes. Line 204, change “thought” to
33 “suggested”. Line 415-416 change “Commissioner Peterson indicated she is for community
34 engagement and outreach ~~and~~ but it needs to make sense”.

35
36 Commissioner Peterson moved and Commissioner Macomber seconded a motion to approve the
37 May 15, 2019 Human Rights, Inclusion and Engagement Commission meeting minutes as
38 amended. Motion passed unanimously.

39
40 Commissioner Lee arrived at 6:33 p.m.

41
42 **Receive Reports**

43 **a. Close Before You Doze**

44 Assistant City Manager Olson reported the Fire Department is looking to implement a
45 new initiative for the community called Close before you Doze. The public safety

46 campaign encourages everyone to close all the doors in their homes each night before
47 bed.

48
49 Battalion Chief Halverson made a presentation to the Commission on the Community
50 Initiative “Close Before You Doze”. He indicated he met with Ms. Olson and wondered
51 if the Commission would be interested in helping with guiding him on engagement
52 topics.

53
54 Ms. Olson stated this project is at the very beginning stage of planning and thought it was
55 great the Commission is in it at the beginning part of it and to offer any feedback,
56 thoughts or suggestions.

57
58 Battalion Chief Halverson stated on the Fire Department website some of this will be
59 interactive in order to gear people towards the website. He noted the Fire Department
60 does a lot of social media as well in order to get the message out, but some people are not
61 on social media and some people cannot come to the station to talk about fire prevention.
62 He indicated the Fire Department needed help in getting the information out to the
63 different communities within the City.

64
65 Chair Beltmann asked what the Fire Department’s timeline is in terms of wanting to be
66 ready to launch in the community.

67
68 Battalion Chief Halverson stated with phase one, the social media part is already done
69 and ordering all the swag for handouts is complete. Phase two which is meeting with city
70 and commissions to try to develop an action plan on who to target and how to get the
71 message out appropriately. He would also like help in building the program. He thought
72 it would be fun to build the program with the Commissioners. He explained there are not
73 many Fire Departments really doing this in the North Metro so he would like to set an
74 example for other cities.

75
76 Commissioner Lee asked if this was a national campaign.

77
78 Battalion Chief Halverson stated this is a pretty new national campaign and through
79 Underwriting Laboratories (UL). UL has done a lot of testing on this and have shown
80 that just shutting a door can save lives if there is a fire. He indicated that doors are rated
81 to protect from fire for thirty minutes along with drywall and other things that can protect
82 people from fire in order to get out.

83
84 Chair Beltmann asked if there was a process for getting material translated into the
85 appropriate languages.

86
87 Battalion Chief Halverson indicated he was not sure about the process behind getting the
88 material translated. This was discussed a little bit with the person who oversees this
89 nationally and he was told the information was only available in English and Spanish. He
90 wondered if it would be easier to do some “train the trainer” sessions focusing on people

91 who could then assist with interpretation. He stated he was trying to find a balance and
92 was looking for the Commission's feedback.

93
94 Commissioner Macomber stated Battalion Chief Halverson mentioned a YouTube video
95 and she assumed some are animated. She asked if it is possible for someone to overdub
96 the voice or to put in subtitles. The question would be if there is permission to do that.

97
98 Battalion Chief Halverson stated he could ask and see if that would be possible.

99
100 Commissioner Macomber stated when Battalion Chief Halverson talked about social
101 media, she assumed he was talking about Twitter and Facebook but in some
102 communities, things like WhatsApp, text messaging, is the more preferred
103 communication method. One of the things would be in asking community leaders, those
104 asked to train the trainers or looking at translation, what is the preferred mode that
105 community uses.

106
107 Battalion Chief Halverson thought that would be great to know.

108
109 Commissioner Lee suggested to have a picture of someone closing the door and sleeping
110 on the website. A picture can get the point across without any words.

111
112 Battalion Chief Halverson pointed out on the website a responder toolbox where a lot of
113 videos and pictures are regarding that.

114
115 Commissioner Macomber thought it could be like a comic book or kids picture book with
116 no words, just pictures.

117
118 Commissioner Lee wondered if pictures from the cartoon video could be printed for the
119 communities that do not have the translated materials available to them.

120
121 Chair Beltmann thought this fit with the work the Commission wants to do more broadly,
122 she thought having resources to get things translated into the languages that are present in
123 the community is huge and even if it is not everything but some key documents, she felt
124 that was a must. Focusing on the online stuff is important but she thought with printed
125 material it would reach a broader audience.

126
127 Battalion Chief Halverson noted the Fire Department is going to try to make a door prop,
128 one side will show the door at one thousand degrees and charred and the other side at one
129 hundred degrees. That would be a very helpful visual tool for kids.

130
131 Chair Beltmann wondered process wise if it would work to take any initial thought the
132 Commission has and can circle back to in July for a more thoughtful discussion.

133
134 Battalion Chief Halverson stated that would be perfect and by then he should have
135 something a little more stamped out and should have a lot of the questions answered. He

136 was thinking of getting social media to build the program this summer and really roll out
137 this fall to the community. He noted Fire Prevention Month is October.

138
139 Commissioner Lee stated there are a lot of tournaments and community events in the
140 summer more so than in the fall. If Battalion Chief Halverson went to some of those
141 events, she could introduce him to some people that could help to serve as an interpreter
142 there because if he waits until fall, he might lose out on some big events, at least for the
143 crime community.

144
145 Commissioner Bolinger suggested stopping by the puppet wagon during the summer and
146 there are a lot of families that go with different economic levels. The puppet wagon goes
147 to all the different parks which then Battalion Chief Halverson could hit the different
148 communities.

149
150 Chair Beltmann also thought bringing fliers to the movies in the park events to hand out.

151
152 Battalion Chief Halverson thought all the suggestions were great ideas.

153
154 Ms. Olson wondered if Battalion Chief Halverson had any target audiences, he was
155 hoping to reach that the Commission could help with.

156
157 Battalion Chief Halverson stated he sort of knew but was also a question he had for the
158 Commission. He wondered, as a Commission, what the main target areas would be to
159 focus on.

160
161 Commissioner Peterson thought families would be important.

162
163 Commissioner Lee thought families with younger kids because she thought teenagers
164 might close their door more than the younger kids.

165
166 Commissioner Djevi added seniors because the seniors are prone to leave their doors
167 open as well. Senior living apartments.

168
169 Chair Beltmann added the group adults without children because those people tend to
170 leave their doors open more. She wondered if it would be helpful if the Commission
171 used this as a test case for the work the Commission is doing in terms of outreach and if
172 the Commissioners come back to the next meeting and carry this through on the
173 engagement part of the discussion.

174
175 Battalion Chief Halverson indicated that would be perfect.

176
177 Commissioner Bolinger thought at the last meeting there was talk about using the census
178 type information to help the Commission reach out and engage but she thought this is an
179 easier contact where the census might be harder to communicate to the communities. She

180 thought this would be a great vehicle to use in the Commission’s own engagement efforts
181 as well. She thought a partnership would be beneficial for both sides.

182
183 Commission Djevi stated another thing that could be helpful would be if the information
184 could be provided showing the areas in the City that might be more prone to fire hazards.

185
186 Battalion Chief Halverson stated it would be multi-family, anything less than three stories
187 would be multi-family buildings and do not have a sprinkler system inside of it. He
188 stated those buildings are the highest risk where most fires occur because those do not
189 have a sprinkler system in them. He noted Roseville has a lot of those style of
190 apartments.

191
192 Commissioner Lee stated those buildings are the most hazardous but wondered where
193 most of the fires occur in Roseville.

194
195 Battalion Chief Halverson stated he would need to pull the data, but he thought it was a
196 mix between residential and apartment.

197
198 Chair Beltmann asked if the Commission could get more information on where in the
199 City most fires occur, which communities. She indicated if Battalion Chief Halverson
200 has any information to forward it to Ms. Olson and she will get the information to the
201 Commission for the July meeting.

202
203 The Commission thanked Battalion Chief Halverson for coming to the Commission with
204 this item.

205
206 **Youth Commissioner Report**

207 Youth Commissioner Iverson reported the book club had a poor turnout with zero attendance.
208 He was not sure why, but he started a draft on this project for whomever takes over.

209
210 **New Business**

211
212 **a. Debrief From Joint City Council Meeting**

213 Chair Beltmann provided a recap of the Joint City Council meeting with the
214 Commission.

215
216 Chair Beltmann stated from her perspective, the high level take away was on the
217 Best Practice Document, the City Council wanted the Commission to keep working
218 on the document to get it finalized and work with staff on that. She thought one
219 helpful take away from the meeting was that the Council did give the Commission
220 direction on some of the work and allowing a few people to work on information
221 between meetings and bringing back to the full Commission for further discussion
222 and approval. She thought that will give the Commission an opportunity with all this
223 work to spread some of the work out and get things done a little more quickly.

224

225 Chair Beltmann indicated on the engagement work the City Council had a lot of
226 feedback. Overall it was positive. The Council gave the Commission direction to
227 move forward with identifying organizations, individuals, and agencies that could be
228 community contacts and where the Commissioners have relationships it is ok to move
229 forward to make those contacts. She thought the Commission needed to talk about
230 what that looks like.

231
232 Chair Beltmann stated the City Council did have some specific engagement events
233 and activities that have come up in the past that the Council asked the Commission to
234 circle back to and discuss.

235
236 Chair Beltmann stated the other big thing with the proclamation work the
237 Commission did, the next big proclamation project will be Hispanic Heritage month
238 and the Council asked the Commission to get moving on planning it in order to bring
239 a recommendation to the Council in July to be approved in order to move it forward
240 with planning.

241
242 Commissioner Peterson felt the meeting went well overall and the feedback was
243 positive for a lot of items. She thought it was helpful the Commission had some
244 specific questions for the Council to get feedback on.

245
246 Commissioner Djevi thought it was a good meeting and the Commission received
247 clarification on some things that the Commission can and cannot do. He thought
248 what transpired personally to him was that the City Council is open minded about the
249 Commission engaging and trying to find the contact people the Commission has been
250 talking about for some time.

251
252 Commissioner Bolinger agreed and thought the Commission has some actual
253 direction and can go out and talk to people, not necessarily represent the City of
254 Roseville, but representing the Commission and to start the relationships. She stated
255 the Council also gave a little leeway on when to hand things over to staff as well.

256
257 Chair Beltmann stated as a Commission the Commissioners can work on tasks in
258 pairs outside of the meeting.

259
260 Commissioner Hassan wondered which way this is going with the individuals and
261 organizations.

262
263 Chair Beltmann thought where the Commission is at right now a list should start to be
264 built of potential contacts in the community and develop the list of individuals and
265 contacts and the Commission needs to figure out what the outreach will look like. It is
266 not necessarily deciding projects that the Commission is bringing to the communities
267 or asking them to come in and suggest projects, the Commission is still developing
268 the list and having conversations.

269

270 Commissioner Djevi thought the idea behind reaching out to organizations is that
271 individuals can move but organizations tend to stick around. It is going to be a
272 combination of reaching out to people in the community as well as organizations in
273 the community but hopefully if individuals move the organization that is still around,
274 those relationships will still exist even if the people are not there.

275
276 Commissioner Hassan thought that made sense, but his question was how the
277 Commission engages and starts the project.

278
279 Chair Beltmann did not think the Commission was there yet so the engagement
280 project is the Commission's work, the Best Practices Document being put together
281 and then developing the contact list. She thought it is both. When the Commission
282 gets requests from City staff on help on a project the Commission helps to brainstorm
283 and uses the contact list to contact people from different communities asking for
284 thoughts and opinions on certain projects the City would be working on.

285
286 Ms. Olson thought the purpose right now in identifying the contacts is to build the
287 relationships, outside of that there is no purpose. The City wants to have people that
288 the City has a relationship within some manner because down the line there is going
289 to be opportunities where either the community brings something to the City, or the
290 City wants feedback on something that the community can provide. She noted right
291 now the purpose is relationship building and not a specific engagement project or
292 program or policy.

293
294 Chair Beltmann stated one of the concerns the Commission had at the Council
295 meeting is the Commission does not want to make assumptions about what
296 communities need or want to see from the City and so by developing this list and
297 developing the contacts that will open up the relationship that the City can start to
298 develop and find out what communities are looking for.

299
300 Commissioner Hassan asked when the Commission says Best Practices Document is
301 it guidelines on how the Commission apply the survey or future engagement. He
302 wondered how the Commission is going to design the Best Practices Document if the
303 Commission does not have information of the different communities. He stated
304 feedback is always important.

305
306 Chair Beltmann stated the Best Practices Document is in the packet and will be
307 discussed later in the agenda and is based on research around engagement. For
308 example, when a project is started to identify why the City is wanting to reach out to
309 the community. She wondered if the City wants to inform the community or get input
310 or collaborate with the community. She stated the document is tools for staff to use
311 as projects are kicked off.

312
313 Ms. Olson indicated the Best Practices Document is a framework document and part
314 of it is getting the feedback from the community at the beginning and letting the

315 community know what their decision making ability is, whether it is the City already
316 made a decision and the community is being informed or the City is talking to the
317 community because the City wants the communities help in designing this.

318
319 Commissioner Lee thought as the Best Practices Document is being finalized
320 community members could be invited from the list the Commission is making and
321 maybe present it to them and get the community members opinion on the document
322 and get feedback that way and even base the document on the feedback.

323
324 Commissioner Macomber thought some of this, especially the framework is more
325 designed to make sure that the department that is thinking about reaching out to a
326 community has done their homework upfront and have thought through the
327 engagement.

328
329 Chair Beltmann asked if the Commission could finish the debrief part of the meeting
330 to move onto the next agenda item where this topic could be discussed further.

331
332 Ms. Olson stated the topics that the Council asked the Commission to look at
333 stemmed from one of the workplans back in 2017 that really kind of got put on hold
334 in order to work on this engagement project. What the Council was looking for was
335 not that this group does any work on these specific items but whether this
336 Commission felt that those items are something the City should pursue. The Council
337 was looking for a recommendation on those.

338
339 Ms. Olson stated in an attempt to try to simply this so it does not get too in-depth was
340 for each project to do the impact analysis of what is the purpose behind the project,
341 what is the City hoping to achieve with it and who is the targeted audience and look
342 through some of the levels of participation the City is hoping for and then make that
343 recommendation to the Council.

344
345 Commissioner Peterson stated she was on the Commission when the items were
346 brought forward in 2017 and were brought forward by other Commissioners who felt
347 passionate about the projects. She thought it was fine to do an analysis but her
348 concern is if the Commission is not the ones actually doing it and it is staff directed,
349 she would prefer the projects come to the Commission like the Fire Department did
350 rather than the Commission telling the Council to do these projects. She indicated if
351 there is no driving force behind it then the project will just get lost.

352
353 Chair Beltmann thought there was a larger component of thinking through how the
354 City can more effectively engage people and the different activities and events and
355 she thought this fit as part of that conversation. She wondered if this was something
356 the Commission circles back to in August when the project is further along, and this
357 is kept as potential recommendations for activities just like the proclamations and
358 essay contest. She thought there was a whole suite of potential activities and these
359 items can be included in that evaluation.

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Ms. Olson thought the idea of having the Commission touch on the bigger, broader engagement and then coming back to these projects and evaluating them to see if the projects would work in the City.

b. Engagement Project Next Steps

Chair Beltmann stated over the past several months, the Human Rights, Inclusion and Engagement Commission has been working on a two-prong approach to the directive provided by the City Council at the joint meeting.

Commissioner Peterson asked what Chair Beltmann thought the tasks should consist of.

Chair Beltmann noted there were five tasks she had on her list for the group to do. On the best practice side, if there is someone who is interested in the short-term in working with her on drafting it out and building out the best practice document. That way it can be determined what pieces needed to be pulled out to hand to different parts of the Commission. The second bucket of work would be to start to compile the contact list. This is not outreach yet but getting a list of organizations and individuals going. That work would come back to the July meeting to have a more robust conversation on next steps for engagement. Additional work that she could see needing to be done at this point between now and July is planning Hispanic Heritage Month activities. She noted for the entire Commission to start brainstorming on the Fire Department project based on the earlier presentation.

Commissioner Peterson thought it would be useful if all the Commissioners thought of the Fire Department project based on feedback earlier but maybe two people could take the lead on that and work a little closely with Battalion Chief Halverson on developing a plan.

Ms. Olson thought if there could be brainstorming with the Battalion Chief but making sure that comes back before the Commission for the actual planning and everyone can have input.

Chair Beltmann thought there was a lot that needed to be done between the June and July meetings, maybe all the Commissioners could brainstorm on ideas and in July have two people work with Battalion Chief Halverson to bring thoughts and ideas back to the August meeting.

Commissioner Peterson thought the Commission would be more active if there were two key core members driving that.

Commissioner Bolinger asked for clarification on the open meeting laws regarding groups working on projects outside of the meeting. She wondered if emails can be sent between Commissioners.

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Ms. Olson stated she would rather have the information go through her because then it is easier for data practices and retention purposes and she would be happy to put it in the google doc or she can plug it into the google doc and make sure who ever is compiling information has it. Either way is fine, but it should come through her instead of individuals emailing each other.

Chair Beltmann asked if there was a document on google drive that the entire Commission can access.

Ms. Olson stated everyone on the Commission can use the google doc and it is public so anyone can request access to the documents. She noted when collecting personal data from sources those people need to be told that it will be put into a google document and is public information.

Commissioner Peterson stated she has a contact list of all the churches in Roseville and could dig that up. She would also start with more public knowledge items that are easily found on the internet and reach out to some of the organizations. The individual piece is a little greyer because the Commission would want to protect those individual's privacy.

Chair Beltmann suggested keeping the google doc for public organizations and keep individuals private.

Ms. Olson stated as a rule of thumb, any data or information that is created by the City or Commissions is public so any list that is created would be public.

Chair Beltmann asked if anyone was interested in working with her on the best practice and community outreach.

Commissioner Macomber indicated she would be interested.

Chair Beltmann asked if there was someone who wanted to take the lead on the Community Outreach list. She thought most of the Commission could provide input on this, but she wondered if there was one or two people who want to take the lead on starting the process.

Commissioner Lee thought there was going to be a google doc and send the information to Ms. Olson.

Ms. Olson stated a google doc can be made and everyone could have access to input the information into the document. If a Commissioner is not comfortable with doing that the information can be emailed to her but she thought, there should be someone who is in charge or organizing that list.

450 Commissioner Djevi indicated he could work on the list with Commissioner Peterson
451 seeing that Commissioner Peterson already has a list of all the churches in Roseville.

452
453 Commissioner Peterson stated she would be happy to help with the list.

454
455 Chair Beltmann thought Commissioner Peterson had a lot on her plate already and
456 maybe another Commissioner would want to help.

457
458 Commissioner Peterson indicated she did have time but could forward the list onto
459 Ms. Olson if another Commission would want to work with Commissioner Djevi on
460 this.

461
462 Commissioner Lee indicated she would work on this with Commission Djevi.

463
464 Chair Beltmann stated if Commissioners have ideas or contacts it can be populated on
465 the spreadsheet or send it to Ms. Olson and Commissioner Lee and Djevi can look at
466 ways of populating the list as well.

467
468 Commissioner Djevi asked if there could be a little break where different
469 Commissioners have different ideas of engagement, open ended, where people
470 propose ideas that might fall outside of the five things listed because people have
471 ideas that could be translated into different projects that is outside of what is on the
472 list.

473
474 Chair Beltmann stated there are a couple of questions at the end of the engagement
475 document. She wondered if a google doc could be created with ideas that the
476 Commission thinks would be good for engagement such as events or other things for
477 engagement.

478
479 Commissioner Macomber wondered if existing events that gather potential audience
480 pools so that the people the City is looking to reach is already there.

481
482 Chair Beltmann stated that was correct. It was those types of ideas plus the ideas that
483 Councilmember Laliberte brought up at the previous Council meeting.

484
485 Commissioner Hassan thought a good idea would be to have rotating block parties
486 within a community to engage the community better.

487
488 The Commission thought that was a good idea to add to the google doc.

489
490 Commissioner Djevi stated the City could try a Dinner with Mayor event as well. He
491 noted some other cities have done this before.

492
493 Chair Beltmann thought those ideas were good to add to the list.

494

495 Commissioner Peterson asked Ms. Olson if there was a weekly staff report that went
496 out to all the Department Heads of events that are going on in the City.

497
498 Ms. Olson indicated there was not. She noted the City Manager does a weekly report
499 to the City Council and it is not really all the events but some of the highlights for that
500 week or upcoming week.

501
502 Commissioner Peterson thought it might be a good idea to update staff and the
503 Council on events that are going on.

504
505 Chair Beltmann stated that is part of the Engagement Document.

506
507 Ms. Olson stated the staff has weekly communication meetings and representatives
508 from each department come and share their information.

509
510 Commissioner Peterson thought it would be helpful for the Commission to get event
511 information in order to go out and meeting community members.

512
513 Ms. Olson indicated the City did have that information on the City website calendar
514 and might be a good resource.

515
516 Commissioner Peterson thought a link to that in the google doc would be nice for
517 reference. She noted she was willing to sign up for some of the events in the coming
518 months as a representative of the HRIEC. She wondered if any other Commissioners
519 were willing to do that.

520
521 Chair Beltmann thought that is a part of the planning process once the Commission
522 gets started on it.

523
524 Chair Beltmann reviewed the discussion and items that needed to be worked on
525 before the July meeting.

526
527 **c. Parade Planning Update**

528 Chair Beltmann stated the parade is June 24th at 6:00 p.m. and as part of that the City
529 Commissions walk in the parade. The HRIEC will be walking in the parade and
530 along with that the LGBTQQIA+ community to highlight the Pride Month
531 Proclamation. She indicated the meeting place is the high school parking lot. There
532 will be signs and T-Shirts and candy to hand out.

533
534 Commissioner Peterson updated the Commission on the parade planning and noted
535 the Commission should be at 5:45 p.m.

536
537 Commissioner Bolinger indicated she would be open to picking up the signs and
538 candy for the parade and she will bring her wagon.

539

540 Ms. Olson stated the T-shirts have been ordered and will be delivered to the City on
541 June 20th.

542
543 Commissioner Peterson asked if any Commissioners would be available to help her
544 tie die the T-shirts on June 20th. She stated there are twenty Commissioners that have
545 signed up to be in the parade and she would like to get them done Thursday night to
546 bring back to Ms. Olson on Friday for pickup by the Commissioners.

547
548 Chair Beltmann asked if she held a tie die party at her house could it be noticed as
549 public. She stated she was fine for people to come from the community to help tie die
550 T-shirts.

551
552 Ms. Olson stated that could be done.

553
554 Commissioner Peterson and Bolinger indicated availability.

555
556 Chair Beltmann suggested 6:30, Thursday, June 20th at her home for anyone who
557 wants to come and help tie die T-shirts.

558
559 Commissioner Peterson indicated she would coordinate with all the Commissioners
560 for pickup of the T-shirts.

561
562 Ms. Olson shared the narratives for the LGBTQQIA+ group and the City of Roseville
563 Commission that will be in the parade program.

564
565 **d. Hispanic Heritage Month Programming**

566 Chair Beltmann summarized that the Commission previously identified September's
567 proclamation for Hispanic Heritage Month as one of the topics for pilot
568 programming. At the joint meeting with Council on June 3, Council requested
569 information on programming ideas be presented to them with enough time to review
570 while still allowing a timeline to market/promote the activities.

571
572 Commissioner Bolinger stated after the City Council meeting and their concern with
573 the planning of this she sent an email to Father Michael at St. Odelia's Church to see
574 if the Commission can join forces to have at least one event. She noted she has not
575 heard back from Father Michael and will follow up with him next week. She thought
576 if there is going to be something that involves more Government or maybe a little
577 unorthodox or uncomfortable, having it in a community environment where the
578 community is already established and comfortable in is important. There was also
579 discussion of showing the movie *Cocoa* outside, if possible. thought it would be
580 helpful to know how many events the Commission wants to do and is the
581 Commission supposed to create some events and give them to other entities.

582
583 Commissioner Djevi stated there was a meeting on January 10th with the community
584 and was a brainstorming session. He noted there were four people there from the

585 Hispanic community. He reviewed some of the ideas that came up at the meeting,
586 one being the Cocoa animated movie. Another idea was to have discussion around
587 immigration with the community and the City. Another idea was fun activities that
588 could be done with adults and children and where those activities could happen. He
589 stated there was supposed to be a follow up meeting with the community, but it never
590 happened.

591
592 Commissioner Djevi stated he has talked to Cory from this department and he really
593 likes the idea of having the movie at the OVAL.

594
595 Chair Beltmann stated the Commission needs to determine when a finalized plan
596 should be brought to the City Council because the Council needs to approve any plan
597 that is put together. She asked if a timeline could be determined. She thought a plan
598 would need to be done and advertising would need to be started in early August.

599
600 Ms. Olson stated there are three meeting in July where the Commission could go
601 before the City Council for approval. She stated if the Commission would want a
602 report to go to Council for their July 22nd meeting, she would need something put
603 together by Thursday morning, July 18th before that meeting to include in the Council
604 packet.

605
606 Chair Beltmann thought this needed to go before the Council at the July 22nd meeting.
607 She asked Commissioners Bolinger and Djevi if it would be helpful for the
608 Commission to do some brainstorming at the meeting now or did the Commissioners
609 want some time to get their ideas and thoughts together to bring back to the July
610 meeting.

611
612 Commissioner Peterson thought Commissioners Bolinger and Djevi might want to get
613 together and bring forward something to the Commission. If there are other groups
614 that want to something, such as St. Odelia's Church, the Commission could partner
615 with them. Partnering on the movie watching would need to be done as well. The
616 Commission could take the lead on that and have conversations with other groups to
617 see what those groups would want to do themselves and the Commission could help
618 and provide some support for them.

619
620 Commissioner Bolinger indicated there was talk about doing a round table or panel
621 discussion or something where the community gets some information. She thought
622 maybe bringing in the Police Chief or City Council member and keep it informal.
623 She wondered if something should be put together as to what the topics should be and
624 then ask the Council's advice on who should be on that panel or just put it all together
625 and let the Council make the decision.

626
627 Ms. Olson recommended bringing forward the idea to the Council and having some
628 things in mind as to what the next steps might be incase the Council shows approval,
629 but she would not plan it and then tell the Council the idea stating something is

630 already setup. She thought the Commission is going before the Council with enough
631 time that the Council would expect it as an idea.

632
633 Commissioner Peterson thought having some key examples of the place and idea
634 would be good to bring forward for the Council. She thought the Commission did not
635 want this to be open ended for the Council, but the Commission did want the Council
636 feedback.

637
638 Chair Beltmann stated if the Commission wants to bring the community together with
639 the City, she would caution putting together something serious or heavy because she
640 thought that would be separating the Hispanic Community. She thought a movie
641 event would help to bring people out and different communities together in the City.
642 She suggested adding food and music which would bring in a diverse group of
643 people.

644
645 Commissioner Bolinger agreed.

646
647 Commissioner Djevi proposed circling back to the people Commissioner Bolinger
648 and himself met with to get ideas.

649
650 The Commission agreed.

651
652 **e. Discuss 2019-2020 Essay Contest**

653 Chair Beltmann summarized that in the past, the HRIEC sponsored an Essay Contest
654 for middle school students. At this meeting, the Commission should decide on a
655 topic, and in July, brainstorm essay questions for that topic with the intent to finalize
656 the question in August.

657
658 Ms. Olson stated she would like the Commission to brainstorm on what the essay
659 contest topic could be based on and then at the next meeting to come back with some
660 suggested essay questions surrounding those topics and narrow it down to what the
661 Commission wants to ask.

662
663 Commissioner Peterson suggested gun violence as a topic because it is big out there
664 now.

665
666 Youth Commissioner Iverson thought an essay question about privacy or internet
667 information, something like that.

668
669 Commissioner Peterson suggested tying in something with social media.

670
671 Chair Beltmann stated kids are dealing more with depression and anxiety because of
672 social media. Maybe the mental health effects of social media would be an
673 interesting topic.

674

675 Commissioner Djevi stated he has been thinking a lot about patriotism and what it
676 means to be a patriot.

677
678 Commissioner Peterson indicated she liked that topic.

679
680 Chair Beltmann stated it would be interesting to see the civic side of things, kids and
681 engagement.

682
683 Ms. Olson recapped the list of possible essay questions the Commission liked.

684
685 Commissioner Peterson stated she would vote for gun violence, school safety and the
686 patriotism as the two topics and the Commissioners bring back possible questions for
687 each of the topics and discuss at the next meeting.

688
689 Chair Beltmann stated her only concern with doing the gun violence topic is not
690 knowing people's situation and if that was a topic that could be triggering for folks
691 who may be have experience with gun violence. She noted that knowing the
692 community is diverse and people may have different experience with gun violence
693 which could lead to good essays but is it a lot to ask of a middle schooler to write
694 about.

695
696 Commissioner Lee stated the previous essay was regarding bullying so she did not
697 think a gun violence essay would be worse.

698
699 Commissioner Bolinger knew there were schools that taught about social media,
700 internet and privacy and what that means to put things out there and is talked about in
701 almost every grade. It would be interesting to see different aspects of this as well.

702
703 Commissioner Macomber thought it was good thing to think about if the questions
704 were framed appropriately.

705
706 Youth Commissioner Iverson stated he liked the patriotism subject a lot but thought
707 that was a lot to ask for middle schoolers.

708
709 Chair Beltmann stated the question could be centered around what it means to be a
710 good citizen.

711
712 Commissioner Lee stated a lot of residents are not citizens.

713
714 Chair Beltmann indicated the question could be "What does it mean to be a good
715 community member" instead.

716
717 The Commission liked that.

718
719 Commissioner Peterson thought there could be an engagement piece with that as well.

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The Commission decided to bring back ideas on gun violence, internet privacy and what it means to be a good community member.

Chair Beltmann stated because the essay contest is read in May and May being Mental Health Awareness Month the essay question might want to be one that is tied to that proclamation.

f. Indigenous People’s Day Proclamation

Chair Beltmann summarized that the HRIEC presented their recommendation on city proclamations to the Council at the April 8th City Council meeting.

Commissioner Peterson noted that proclamation was handed to her by a former Commission member. She reviewed the Council changes that were made to the proclamation.

Ms. Olson stated in the first Whereas it states: “Since time immemorial Indigenous Nations have lived upon the land where our Nation and City now stand.” After that meeting the Mayor and Councilmembers suggested some wording changes for that which would read “For longer than any other people, Indigenous People have lived upon the land where our Nation and City now stand.” She thought there was also a small grammatical change later. She noted Commissioner Peterson’s recommendations were under the first Whereas reads: “Indigenous People have lived upon the land where our Nation and City now stand long before their first contact with English settlers.” And the third Whereas she took out the first sentence “American Indian People today face significant disparities that impact their safety, health, wellbeing, education, vitality and cultural preservation.”

Commissioner Peterson indicated she did not know why she removed that. She stated the first sentence she changed there was some discussion about the recommendation and the wording was not exactly how the Commission felt was most appropriate so she went back and looked at other proclamations from other cities and that is where she got the first sentence from with the English settlers.

Chair Beltmann stated she loved it.

Ms. Olson asked in the third Whereas, was it ok to remove that language and the final piece is right before the Now Therefore Be It Resolved there was another Whereas that was removed that said “The Twin Cities Community has a strong history of over four decades of American Indian Activism which the City celebrates and honors”.

Commissioner Peterson did not remember why she removed that sentence.

Commissioner Macomber asked if American Indian rather than Native Americans the preferred description.

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Commissioner Peterson stated she did reach out to people within that community which reviewed the Proclamation and were ok with that.

Chair Beltmann stated she appreciated the change to the first Whereas because she did not think that was worded well at all before. The third Whereas in Attachment B she would like to recommend that the Commission put that into Attachment A in place of what is there and thought it was something that is important to continue to be conscious of.

Youth Commissioner Iverson agreed with the last Whereas for attachment B being removed so the Commission does not have to continually update the language.

Commissioner Peterson moved and Commissioner Djevi seconded a motion to approve Attachment C to include the third Whereas from Attachment B. Motion passed unanimously.

g. Census Outreach at Family Night Out

Ms. Olson summarized that the City is starting its efforts to raise awareness and answer questions about the 2020 census.

Commissioner Lee asked if staff would be provided for the census information.

Ms. Olson stated the information would be provided but there would not be any staff. The Government is currently hiring census staff.

Commissioner Djevi asked who is likely to be at the Family Night Out at Central Park.

Ms. Olson stated she has not attended but her understanding is this is a very large event with families of younger children.

Chair Beltmann thought this would be a good topic to bring back to a future meeting for discussion.

Other New Business or Reports

Ms. Olson stated this is the Youth Commissioners last meeting.

Chair Beltmann stated she would love to do something to recognize the Youth Commissioners at the meeting. She indicated she would like to do something for Youth Commissioner Iverson at the July meeting and noted that Youth Commissioner Hansel will probably not be in attendance.

Announcements

Commissioner Djevi stated June 15th at Central Park from 4:00 p.m. to 8:00 p.m. is Juneteenth Celebration. There will be games, food, music and dancing.

810

811 Commissioner Djevi stated this past Saturday he was at the Rice Street garden and ran into the
812 City Manager there and he was handing out information about the bus circulator information.

813

814 Ms. Olson stated the City Manager said that was absolutely the type of engagement the City
815 needs to be doing and is very intense because there is only a certain amount of people that can be
816 talked to in a certain time. He loved it and thought it was good for him.

817

818 Commissioner Djevi stated he talked to the City Manager and thought it was good to see him
819 there but something the Commission should be doing which is really engaging. Hopefully, going
820 forward that is something the Commission can be doing. He thought if the Commission can,
821 have a field trip to the garden.

822

823 **Future Agenda Items**

824 a. Close Before you Doze continued discussion

825 b. Engagement Project Next Steps

826 c. Hispanic Heritage Month Event Discussion

827 d. Census discussion for August

828

829 **Adjournment**

830

831 Commissioner Peterson moved and Commissioner Djevi seconded a motion to adjourn. Motion
832 passed unanimously.

833

834 Chair Beltmann adjourned the meeting at 8:25 p.m.

835

836 Respectfully submitted,

837

838 Sue Osbeck

839 *TimeSaver Off Site Secretarial, Inc.*

840

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: July 17, 2019

ITEM: 7a

ITEM DESCRIPTION: Debrief from Rosefest Parade

Background

The Human Rights, Inclusion and Engagement Commission participated in the 2019 Rosefest Parade along with members from other city commissions. In addition, the HRIEC helped coordinate an additional group which highlighted and celebrated the diversity of the community by inviting allies and supporters of the LGBTQIA+ community to participate in the parade. The Commission should review and debrief from the event and set a schedule to discuss planning for the 2020 parade.

Recommendation

Review and debrief from the parade event. Set a schedule to discuss planning for the 2020 parade.

Attachments

None.

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: July 17, 2019

ITEM: 7b.

ITEM DESCRIPTION: Hispanic Heritage Month Pilot Programming

Background

The Commission had previously identified September's proclamation for Hispanic Heritage Month as one of the topics for pilot programming. At the joint meeting with Council on June 3, Council requested information on programming ideas be presented to them with enough time to review while still allowing a timeline to market/promote the activity(ies).

Recommendation

Review discussion commission members had had with representatives from the Hispanic community. Begin to discuss programming ideas and choose a date to present recommendation(s) to City Council.

Attachments

Attachment A: Pilot Project Programming ideas

Pilot Project 2019 Hispanic Heritage Month.

The Council of the city of Roseville approved two pilot projects linked to proclamations recognized by the city.

Commissioners Bolinger and Djevi volunteered to connect with members of the Hispanic community living in Roseville.

A preliminary meeting was held on 1/12/19 for brainstorming with a follow-up teleconference on 6/29/19 to finalize activities members of the Hispanic community in Roseville view as culturally relevant to the celebration of Hispanic Heritage Month.

The group has agreed that there will be one event: festive celebrations followed by the watching of the movie Coco.

A- Festivities:

- Hispanic music/bands

- Hispanic food trucks

- Treats for the children: Mexican Lollipops, Mexican candies.

Members of the Hispanic community are working on identifying local Hispanic musical bands and/or other ways of playing Hispanic music for the event.

Members of the Hispanic community are also working on food trucks for the event.

B- Information Desk:

- Sign up sheet to identify possible ambassadors willing to become contact individuals in the Hispanic community living in Roseville for future engagement projects.

- Information from Police Chief/ PD policy on immigration

- Spanish speaking officers and fire department staff.

C- Movie Coco

D- Location: Central Park Amphitheater is option #1 (preferred by the community), Oval Option #2.

E- Date: 10/5/19. Time TBD. Suggestion 5 PM.

F- Budget

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: July 17, 2019

ITEM: 7c.

ITEM DESCRIPTION: Discuss 2019-20 Essay Contest

Background

In the past, the Human Rights Commission sponsored an Essay Contest for middle school students. In order to get the information to teachers in a timely manner, it is important that the Commission decide on and select a question to be used in this contest. At the June meeting, the Commission brainstormed topics for the 2019-2020 Essay contest. These broad topics were:

- Gun Violence - school shootings/safety
- Privacy & Information on the internet
- Mental health effects of social media
- Patriotism - what does it mean to be a good community member?

At this meeting, the Commission is being asked to select one topic and draft a question. The Commission will then finalize the question at the August 21st meeting and staff will prepare a packet that is sent to principals of the public and private schools in the Roseville Area.

Recommendation

The Commission should select a topic and draft a question and rules for the 2019-20 Essay Contest.

Attachment

Attachment A: Previous year's question and rules.

Attachment B: Suggested Draft Essay Questions



Human Rights, Inclusion and Engagement Commission
2018-2019 Human Rights
Essay Contest Question and Entry Form

Question

How would you define bullying? Give an example when you or someone you know was bullied. What can be done to stop and prevent bullying? Are there actions you can take to stop bullying?

Please answer all questions completely and legibly and attach to your essay.

Student's name: _____ Grade: _____

Student's home address: _____

Name of student's parent or guardian: _____

Best phone number to reach parent or guardian: _____

Parent or guardian email: _____

Name of teacher: _____

School name: _____

Phone number to reach teacher: _____

Teacher's email address: _____

As the parent or guardian of _____, I give permission for the Roseville Human Rights, Inclusion and Engagement Commission to publish my child's essay, name and photo from the 2017-18 essay contest in any and all forms.

Parent or Guardian's signature

Date

Essay Contest Rules

Question

How would you define bullying? Give an example when you or someone you know was bullied. What can be done to stop and prevent bullying? Are there actions you can take to stop bullying?

Rules

1. Please answer all parts of the question. Essays can be handwritten or printed; double spaced and up to three pages in length.
2. Open to all students in sixth, seventh and eighth grade living in the city of Roseville or attending a school in the Roseville Area School District, including students who are home schooled.
3. Complete and attach the official entry form to the back of the essay. To ensure a fair evaluation, do not write your name on the essay.
4. Deadline for submission will be determined by your teacher, but no later than **Wednesday, January 30, 2019**.
5. Only winning students and the teachers of the students whose essays are selected for first, second, third or honorable mention will be contacted.

Questions: Contact Assistant City Manager Rebecca Olson at 651-792-7446 or rebecca.olson@cityofroseville.com.

Suggested Draft Essay Questions

Gun violence

1. What does the second amendment of Bill of Rights say? How is this legally interpreted?
2. What are schools doing and what more can they do to make schools a safe place for all students to learn?
3. Does the rate of gun violence incidents correlate to the rate of gun ownership in a nation? Are there other factors that may increase the rate of gun violence in a nation? What may those factors be? How could they be addressed?
4. With all the recent discussion on gun violence the question of whether being allowed to own a gun/firearm is a human right. What are your thoughts on gun ownership related to our human rights?
5. Gun violence in schools is increasing. What ideas do you have to decrease this phenomenon? Why do you think gun violence is increasing in our schools? What steps should be taken to address this issue.
6. As more mass shootings, including in schools, are happening in the United States of America, how do you define gun violence? What are the root causes? What kinds of impacts do they have on you as a student and as member of society? What do you see as potential solutions to lower the rate of gun violence?
7. Are school shootings becoming more common? What can be done to prevent them? Are guns the only threat to school safety?

Privacy and information on the internet

1. What control should an individual have over their digital information?
2. What constitutes consent for personal information to be collected online? Should the standard be changed, higher or lower?
3. Should the United States incorporate a similar data practice act like the EU's GDPR?
4. Would you give up the use of free online services such as Facebook or Google in exchange for an internet that is free of any personal data collection?
5. Social media and the internet are a growing presence among young people. Social media can be used in both positive and negative ways. Discuss the role of social media in our society and what role it plays among young people. Address both negative and positive aspects. What ways can social media be improved? What ways should social media be restricted?
6. How can social media impact you in a negative way? Can it be dangerous? How can you tell when you're being negatively impacted? Does social media provoke "live" communication problems in people?

What does it mean to be a good community member?

1. In the history of humankind, divergent points of view have been used to determine who is a patriot and who is not. How do you define patriotism? What makes a good citizen? Can one be a good patriot while pointing out the areas where the beloved country falls short? What are few ways to make a good patriot/citizen?
2. What does it mean to be engaged in society? What makes a person a good citizen in a community? What can be done to engage young people in our community?
3. What does it mean to be a good community member? Is that patriotism?

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: July 17, 2019

ITEM: 7d.

ITEM DESCRIPTION: Engagement Project Discussion

Background

Over the past several months, the Human Rights, Inclusion and Engagement Commission has been working on a two-prong approach to the directive provided by the City Council at their joint meeting on March 26, 2018.

The HRIEC met with the City Council to discuss their annual work plan and more specifically to seek further direction regarding the second phase (Outreach) to the Engagement Project they have been working on at the June 3 Council meeting.

At the June meeting, the commission discussed next steps which were:

- Work on drafting the Best Practices for Engagement document
- Compile a contact list/community outreach list

Recommendation

Discuss work that has been done so far and next steps.

Attachments

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: July 17, 2019

ITEM: 7e.

ITEM DESCRIPTION: Close before you Doze Engagement

Background

The Roseville Fire Department is looking to implement a new initiative for the community called Close before you Doze. This public safety campaign encourages everyone to close all the doors in their homes each night before bed, following a study conducted by UL FSRI, showing that in a home fire, a closed door can be an effective barrier against deadly levels of carbon monoxide, smoke and flames. However, a new consumer survey conducted by UL FSRI showed that many people keep their doors open at night and don't know that a closed door could potentially save their life in a home fire.

As the Fire Department is beginning to develop this initiative, they are hoping to receive some recommendations, input, or feedback from the HRIEC regarding the best way inform non-english speaking residents in this campaign.

At the June meeting, Battalion Chief Halvorson was in attendance to present this initiative and answer questions. The Commission agreed to take this project under consideration, and bring back some thoughts and ideas on how to best reach targeted groups.

Recommendation

Provide feedback and input into the engagement process for the Close before you Doze campaign.

COMMISSION FEEDBACK FROM INITIAL DISCUSSION

Targeted audiences:

- Families with young children
- Seniors
- Adults without children

COMMISSION SUGGESTIONS:

- National Night Out:** Glow in the dark door hangers that can be distributed at National Night out gatherings and/or a flyer with information – this should ideally be available in a few different languages.
- Apartments/Senior Living Buildings:** Flyer/door hangers that can be distributed to apartment buildings and senior living buildings – Ideally, this would be something that could be given to the property manager and put in resident mailboxes. HRIEC could help compile the list of contacts.
- Schools:** Flyer or information provided with beginning of the school year material – I have no idea if schools send newsletters, welcome packets, or orientation material, but engaging the schools would be great. Again, HRIEC could compile contacts if needed.
- Libraries:** Could a bookmark be created that is included when people check-out books or a firefighter could join a story-time or family event to talk about the initiative.
- Elementary Schools:** Firefighters should visit elementary schools in the fall to distribute swag and talk about why they should close doors while sleeping.
- Tag message to school training with the “Stop, Drop & Roll” campaign, ask to be invited to school assemblies.
- Come up with a demonstration to make message memorable, either live or on video.
- Play at Fridays with Firefighters, Rosefest, movie at the oval, explore your parks, etc.
- Partner with an injury prevention organization like Safekids.org to spread message through coalition.

STAFF SUGGESTIONS

- Have a demonstration and materials available at the Hispanic Heritage month event the HRIEC is putting on. Have it available in Spanish also.
- Ask senior living facilities if they have a newsletter. Ask to include a brief article and then drop off stickers (or door hangers) that seniors can put on their doors as a reminder.
- Next year as part of the safety camp – include a session on Close before you Doze
- Next year as part of Party in the Park – have a booth with your door prop and information handouts (coloring sheets for kids)
- Article in city newsletter
- Display case at City Hall during Fire Prevention month
 - Have a stand-up flyer at the counters of each department during fire prevention month so people who stop by city hall can read it while they are waiting.
- Have a slide that plays before council meetings giving information.