

**Commissioners:**

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



**Human Rights, Inclusion and  
Engagement Commission  
Agenda  
Wednesday, November 17,  
2021  
City Council Chambers**

**Address:**  
2660 Civic Center Dr.  
Roseville, MN 55113

**Phone:**  
651 - 792 - 7000

**Website:**  
[www.cityofroseville.com/hriec](http://www.cityofroseville.com/hriec)

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](http://www.cityofroseville.com/attendmeeting)

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 10.20.2021

Documents:

[HRIEC DRAFT 10.20.2021.PDF](#)

6. 6:55 P.M. Youth Commissioner Report
7. New Business
- 7.A. 7:00 PM Consider Council Recommendation Of Youth Commissioner Application

Documents:

[I\\_PARK YOUTH COMMISSIONER APPLICATION.PDF](#)

7.B. 7:20 PM CultureBrokers, LLC. Update

7.C. Conversion Therapy Ban Ordinance Council Meeting Update

7.D. 7:40 PM Work Plan Updates And Discussion

Documents:

[HRIEC-2021WORKPLAN\\_NOVEMBER.XLSX](#)  
[2022 PROCLAMATIONS.DOCX](#)

8. Other New Business Or Reports

8.A. 8:05 PM Staff Updates Report

Documents:

[STAFF UPDATES AGENDA ITEM 111721.PDF](#)

9. Announcements

10. Future Agenda Items

11. 8:20 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 – October 20, 2021 - DRAFT**  
4  
5

6 **Commissioners Present:** Keith Allen, Etienne Djevi, Richard James, Kathryn Macomber,  
7 Laura Palmquist, and Adepeju Solarin (Peju).  
8

9 **Youth Commissioners:** Beverly Yiling Xie  
10

11 **Commissioners Absent:** Amanda Becker, Paul Haas, David Sindiga (excused)  
12

13 **Staff Present:** Thomas Brooks, Equity and Inclusion 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 Macomber moved and Commissioner Palmquist seconded a motion to approve  
23 the Agenda as presented. Motion passed unanimously.  
24

25 **Public Comment on Items Not on Agenda**  
26

27 **Commission Response to Community Issues**  
28

29 **Approve Minutes**  
30

31 **a. September 22, 2021 Human Rights, Inclusion and Engagement Commission**

32 Chair Djevi noted a few changes he made and subsequently submitted to Mr. Brooks.  
33

34 Commissioner Solarin moved and Commissioner Allen seconded a motion to approve the  
35 September 22, 2021 Human Rights, Inclusion and Engagement Commission meeting minutes as  
36 presented. Motion passed unanimously.  
37

38 **Youth Commissioner Report**

39 Youth Commissioner Xie indicated she did not have any new business to report.  
40

41 **New Business**  
42

43 **a. League of Women Voters Presentation on Study Regarding Equitable**  
44 **Representation on City Commissions**

45 Ms. Rita Mills, Roseville Area League of Women Voters made a presentation to the  
46 HRIEC.

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Chair Djevi thanked Ms. Mills for the presentation.

Commissioner Peju asked if she could have access to the presentation.

Ms. Mills indicated she would send her script to Commissioner Peju.

Commissioner James explained he has been the Lead Commissioner with helping with the onboarding process. When the Commission comes up with a final document, or final proposal, how would the Commission share that with the League and with other communities. Does the League have a process set up for doing that.

Miss Mills indicated because the League is a small study team, five people, most of Roseville residents, she thought they could work on that with Commission help on contacting and would be appreciated.

Chair Djevi asked if the League could be a liaison for sharing of information between City Commissions.

Ms. Mills explained she could not speak for the League in that respect but did not think that was possible. She thought that would be overstepping bounds a little bit. She indicated informally, if something were developed regarding this issue, she thought the other cities would be open to communication.

Commissioner Peju indicated the Commission has had residents of Roseville email the Commission directly as well and try to keep a spreadsheet of that. Whenever the League is ready they can email the information to the Commission.

Ms. Mills explained in that particular area she would need some guidance. In terms of distributing the material because their study group was quite focused. For them to get into sharing things across the cities they would need to be careful. She indicated she would definitely need to go back and get advice on that.

Chair Djevi thought the other cities around Roseville are probably curious about what the Commission is doing just like the HRIEC is curious about what other cities are doing. Another way of not getting the League involved is direct communication with other cities to find out what is working and what is not and hopefully learn from each other.

**b. CultureBrokers, LLC Update**

Mr. Brooks indicated Ms. Lisa Tabor from CultureBrokers was not in attendance for the meeting to give an update so he would give the update as a part of the staff update.

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**c. Discussion and Public Comment on Conversion Therapy Ban Ordinance**

Chair Djevi summarized the proposed Ordinance Prohibiting Conversion Therapy.

Commissioner Palmquist indicated she received a list of people that have reached out to them from other Commissioners and she sent out an invitation to them to this meeting and also emphasized the City Council meeting where the Commission will actually be presenting. She also told the individuals to write to the City Council on this subject as well.

Commissioner Palmquist explained she also reached out to a couple of people at ROZ, she has not heard back from them yet but did connect to two therapists there at the vigil the other night for Principal Brian Koland. They are very excited and willing to share this information. She indicated she is putting together an email with the Ordinance and all the information and those therapists will spread the word.

Commissioner Palmquist reviewed key dates with the Commission.

Mr. Brooks explained he has also been reaching out as well to supplement what the Commission is doing. He noted he had an organization reach out, Dignity Twin Cities, about donating a tree. He did reach out to an individual who is willing to speak at the November 8<sup>th</sup> meeting. He also reached out to the schools but has not heard back yet. He indicated he has not yet connected with the progressives' group yet. Ms. Olson did meet with them about youth commissioner recruitment so they did have an opportunity to mention that. He did want to formally send an invitation to them as well. He indicated the Ordinance is ready and will include any communications received in the packet for Council. He believed it will be included in the packet as discussion so they want to be clear on what the request is for the Council, in terms of approving the Ordinance.

Commissioner Peju explained as it comes to this topic of the Conversion Therapy Ban, she wanted to say that she thought there might have been emails earlier that she has not added to their spreadsheet that may not be in favor of the ban. As a HRIEC Commission, regardless of what the Commissioners opinions are, she wanted to make sure that all citizens, especially those that reach out to them feel heard, even if their thoughts, comments and perspectives may not reflect whatever the decision is. She indicated she will go through her emails again and get those ones to the Commission.

Commissioner James thought his recollection was that those people were out of State and not local residents. He asked if the Commission should include those comments if they are not residents of Roseville.

Commissioner Peju indicated she had a different recollection. One or two individuals seem to have Roseville addresses.

137 Commissioner James thought he had all of those in a file. He indicated he would look  
138 and send the information to her.

139  
140 Commissioner Xie indicated she had questions about reaching out because she did  
141 know students in the LGBTQ community that are also a part of the gay/straight  
142 alliance at her school. She thought the teacher would talk to the students about it in  
143 that club but apparently she has not replied yet so she wondered if she should reach  
144 out to the students personally and talk about it with them. Also, if she talked to the  
145 students about it, how should she bring it up.

146  
147 Mr. Brooks indicated there would be only two opportunities to do that between this  
148 meeting and November 8<sup>th</sup>. He thought Youth Commissioner Xie could certainly  
149 work with her fellow classmates and even reach out to that sponsor. The sponsor did  
150 reply and indicated she would bring this up to the group last week. He has not heard  
151 back from the sponsor on the feedback that was received or if that actually happened.

152  
153 Chair Djevi thanked the subgroup for all the work done. He thought the community  
154 was proud of the work being done.

155  
156 **d. Work Plan Updates and Discussion**

157 Chair Djevi summarized the Work Plan with the Commission he asked for updates  
158 from group heads.

159  
160 Commissioner James updated the Commission on Basic Onboarding Guidelines. He  
161 indicated he tried to organize the activities with who was responsible for what items.

162  
163 Mr. Brooks indicated as a part of the Board and recruitment process for the SREAP,  
164 staff is also going to be looking at after the fact, also revamping the Commission  
165 orientation as well, which is a part of the onboarding process. That is something he  
166 has in store for staff as well coming up.

167  
168 Commissioner James asked if the Commission needed to add that as an item number  
169 three or could that just be included in the new commissioner orientation from staff.

170  
171 Mr. Brooks explained that should be included in the new commissioner orientation. If  
172 there is anything the Commission might want to highlight in the process, just to  
173 reiterate, it is the community aspirations, and something that is important to always  
174 memorize. Those are the goals that a community collectively wants them to work  
175 towards. That is sort of an easy thing to put in front of a new Commissioner so they  
176 have somewhat of an idea what the Commission is working on.

177  
178 Commissioner James indicated in the second section of the Basic Onboarding  
179 Guidelines, under Staff and Chair/Co-Chair Responsibilities, he wondered with  
180 number two, provide a list of current commissioners with contact information, a  
181 couple of the comments he received back from a couple of the oldest new

182 Commissioners was that the ability to be in touch with Mr. Brooks and Ms. Olson. He  
183 wondered if staff should be included in that wording.

184  
185 Mr. Brooks thought staff should be included.

186  
187 Commissioner James indicated he would include staff in number two. He reviewed  
188 “Buddy Responsibilities” with the Commission and noted that this is not a closed list  
189 and there are other things that can and should be added as the Commission goes  
190 through this. He asked once this is approved by the Commission is this going forward  
191 to the City Council for their approval.

192  
193 Mr. Brooks explained there is no reason this needs to be approved by the City  
194 Council, it is only an onboarding process for the Commission and how it operates.  
195 What he would do, is with the next Council update, include a high-level overview of  
196 this process and communicate that the process has been formalized and there is  
197 something in place going forward.

198  
199 Commissioner James suggested when this is presented to the Council that this be  
200 shared with all of the Commissions in Roseville. He asked how this onboarding  
201 process can be kept so it is not forgotten to be used in future years.

202  
203 Chair Djevi thought when this is presented to the Council the Commission seek their  
204 advice on how to share the information. He wondered if this could be included in the  
205 Commissioner Onboarding booklet that the Commissioners receive when starting out.  
206 He thought they could ask Chairs of the different Commissions to take some  
207 leadership to make sure this is applied to each Commissioner when beginning.

208  
209 Mr. Brooks thought the two biggest changes are the buddy system and the document  
210 about what is the Commission role and what is hoped as a Commissioner. Staff could  
211 update the best practices in the Commissioner handbook as well as revamping the  
212 Commissioner orientation as well. The Commissioner orientation happens once a  
213 year in March/April. Staff can work to get this updated as best practices and to get  
214 this shared and communicated with the other Commissions as well.

215  
216 Commissioner Peju thought Commissioner James made a good point because she has  
217 been on two Commissions and did not recall receiving a handbook specifically for as  
218 a general overview. He thought there should be some implementation and that the  
219 orientation is a good idea as long as the City keeps doing that.

220  
221 Chair Djevi thought the “Buddy” is something new that was started in 2021 and he  
222 personally thought that has made a lot of difference in getting people up to speed. He  
223 wanted to make sure other Commissions take that as best practice on their  
224 Commissions as well and not just in the handbook but actually used in practice.

225

226 Commissioner Allen thought the Commission should offer to share this but they  
227 should also own it and lead by example. He thought there was an opportunity if there  
228 are job descriptions within the Commission. He has really liked how they have been  
229 doing this over the last year and recently.

230  
231 Youth Commissioner Xie thought if they lead by example, like Commissioner Allen  
232 stated, other people will see the results and see that the new Commission Members  
233 are happen with the system and then they will buy into it that way.

234  
235 Ms. Brooks indicated he has heard comments over the last several months about how  
236 well this Commission is doing. People are seeing the results and they could do more  
237 to communicate it and formalize the process but there is something to be said about  
238 leading by example and continuing to do what the Commission has been doing.

239  
240 Chair Djevi asked for an update on the Essay Contest.

241  
242 Mr. Brooks thought the Commission should continue to promote the contest and to  
243 send out reminders as they get closer to the end of the year. He indicated this will be  
244 included in the next two newsletters as reminders to the community.

245  
246 Commissioner James indicated he planned on the sub-committee meeting in  
247 December to start preparing for submissions that will be coming in.

248  
249 Chair Djevi indicated there is nothing going on with the Roseville Parade at this time.  
250 He updated the Commission on the Community Feedback Response. He noted he is  
251 waiting for an email from previous Commission Lee on this subject.

252  
253 Chair Djevi asked for an update on Proclamations.

254  
255 Commissioner James indicated he was waiting to see where they needed to go on this.  
256 He explained they need to start thinking about how to proceed forward with this. His  
257 thought is that the sub-group would meet after this meeting and work out the details.

258  
259 Chair Djevi thanked everyone who chose one or two proclamations to cover. He  
260 reviewed the Commissioners that will be in charge of each proclamation.

261  
262 There was discussion on what Commissioners will be working on each proclamation  
263 throughout the year and their roles.

264  
265 **Other New Business or Reports**

266 **a. Staff Updates Report**

267 Equity and Inclusion Manager Brooks reported on the following:

- 268 • SREAP updates on process mapping in workgroups including Board and  
269 Commission Recruitment

- 270 • Staffing updates including a Housing Navigator, BIPOC Business Interns,  
271 Community Relations
- 272 • Youth Commission Recruitment
- 273 • Community Engagement Equipment/Material
- 274 • In Person/Hybrid Meetings
- 275 ○ At this time, the November meeting will be in person unless Mayor Roe  
276 extends the Hybrid meetings.
- 277

278 Chair Djevi thanked Mr. Brooks for the update. He asked Mr. Brooks if there was  
279 a reason there was not any Youth Commissioner applications.

280  
281 Mr. Brooks believed the City needs to get this in front of the youth in the  
282 community and promote these opportunities. He did not think it had to do with  
283 changes made to the voting or anything like that. He also thought they needed to  
284 find clearer ways to advertise the opportunity with the youth in the community.

285  
286 Commissioner Palmquist indicated she works with someone who teaches Social  
287 Justice and they have their own program in the Social Studies department and  
288 once a month someone is required to go in and talk about what they are working  
289 on. She wondered if that was a partnership they could work on with the school.

290  
291 Chair Djevi thought this is something the Commission should work on, not only  
292 for their Commission but for other Commissions as well.

293  
294 Youth Commissioner Xie thought the youth have a lot of things going on and in  
295 order to interest them the Commission would need to really sell it to them. She  
296 indicated she could be a good tool to recruit youth commissioners.

297  
298 Chair Djevi thought this should be put on a future agenda for further discussion  
299 on how the Commission could help with Youth recruitment.

300  
301 The Commission concurred.

302  
303 Chair Djevi recapped the discussion.

### 304 305 **Announcements**

306 Vice Chair McComber indicated on November 7<sup>th</sup> from 11-12 there will be a dedication  
307 at McCarrons Park.

308  
309 Chair Djevi explained the City is putting together a celebration of Hispanic Heritage  
310 Month in 2022 and he is a part of the sub-group committee along with Vice Chair  
311 McComber. He recapped the last meeting of the sub-group and asked the Commission to  
312 forward anyone to the sub-group on how the festivities should look.

### 313 314 **Future Agenda Items**

315            **a.** Youth Commission Recruitment Strategy

316            **b.** Ways to communicate with other cities

317

318    **Adjournment**

319    Commissioner McComber moved and Commissioner Allen seconded a motion to adjourn.

320    Motion passed unanimously.

321

322    Chair Djevi adjourned the meeting at 8:38 p.m.

323

324    Respectfully submitted,

325

326    Sue Osbeck

327    *TimeSaver Off Site Secretarial, Inc.*

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Rebecca Olson](#); [Katie Bruno](#)  
**Subject:** Online Form Submittal: Youth Commission Member Application  
**Date:** Saturday, October 23, 2021 5:10:27 PM

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**Caution:** This email originated outside our organization; please use caution.

## Youth Commission Member Application

*This application is for Roseville youths interested in volunteering with a City of Roseville Advisory Commission. In order to complete this application, you will need a valid email address. All items marked with a star (\*) are required fields.*

### Contact Information

Date of Application (MM/DD/YYYY) 10/23/2021

First Name Ilene

Last Name Park

Address 1 (no P.O. boxes please)

[REDACTED]

Address 2 *Field not completed.*

City Roseville

State Minnesota

Zip Code 55113

Home or Cell Phone Number

[REDACTED]

Email Address ilene1627@gmail.com

Date of Birth (MM/DD/YYYY)

[REDACTED]

Grade During 2021-22 School Year? 12

I am under age 18 Yes

City of Roseville Commissions

The City of Roseville has citizen advisory commissions that allow Youth Commissioners. Each commission reviews specific areas of interest and provides advice to the city council. Before filling out the application, please review the various commissions' functions and duties. [Each commission has their own webpage](#) where you can learn more.

---

Which Commission are you applying to? Human Rights, Inclusion and Engagement Commission

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Note  
*There is no character limit for the next two fields.*

---

Roseville commissions are advisory to the city council. Please describe any unique qualities, talents, or experiences you have that would inform your perspective on the Commission to which you are applying.

As a young Asian-American woman, I believe I can offer a unique perspective to Roseville's Human Rights, Inclusion, and Engagement Commission. I greatly value inclusivity and diversity when it comes to making decisions regarding the city we live in, especially one with such a high population of diverse students from all backgrounds. It is immensely crucial to make sure all voices are heard, and as a student in high school, I believe that I am in the position to do so. The youth need to be listened to, and to be a leader and messenger between them and Roseville's commission would be an honor. I have lived in Roseville for almost the entirety of my life, and have worked hard to integrate myself into the community in various ways. Gaining this unique opportunity would help me achieve this to an even higher extent, and would help me make sure each student has a voice to be heard loud and clear.

---

Please list school and community activities or service organizations in which you are involved:

Newspaper Club (Editor in Chief)  
Key Club (Volunteer Club)  
RAHS Progressives Club  
Activities in music such as piano and cello

---

Have you previously served on a board or commission for the City of Roseville?

No

---

Have you served on a board or commission for another governmental entity?

No

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Voting (This section to be completed by applicant):  
Most commissions conduct a lot of their work by consensus as well as through dialogue and collaboration. However, there will be instances where votes are taken on items of interest. Youth Commissioners must choose whether they wish to be considered a voting member or a non-voting member of the commission

when they apply.

---

I wish to serve as a voting member	Yes
------------------------------------	-----

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If you choose to be a voting member there are responsibilities that you must acknowledge and agree to abide by. They include the following:	I agree to attend all trainings offered by the staff liaison and city as it relates to my role as a commissioner, I understand that I will be issued a City of Roseville email address, which I will only use to conduct commission-related business. This city-issued email address is public., I understand that a commission's formal recommendations to the City Council may become part of legal disputes., I understand that I am expected to abide by the city's ethics code and therefore subject to the complaint process of the city's ethics code.
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(Section Break)

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Parent/Guardian	I am the parent or legal guardian of the applicant listed above., I have reviewed this application and understand that participation on a Roseville commission is voluntary., I understand commission meetings are broadcast live and the applicant's image will be used on tv in relation to their work on the commission., I understand certain data on youth as an applicant and member of a commission is considered public under MN law and therefore available upon request.
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Parent/Guardian Acknowledgment - Application Data	I agree
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Parent/Guardian Permission to Serve	Yes
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Parent/Guardian Permission to Vote	Yes
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Parental/Guardian Image Permission	Yes
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(Section Break)

### Demographics

The City of Roseville seeks to increase diversity on volunteer commissions; diversity in terms of: racial, economic, age, gender, geographic, sexual orientation, ownership, disability and education attainment. Your answers on this form help us determine the success of our efforts and are not used in determining appointments to boards and commissions. **Your information is kept strictly confidential and when reported, will not identify any individual.**

How do you identify your gender?	Femal
Do you have a sensory, physical or mental disability?	■
How did you hear about this opportunity?	Other (at school)
If "Other" please list:	Progressives Club at Roseville Area Highschool
What is your race/ethnicity? (Check all that apply)	■
If you selected "Asian", please choose:	■
Signature of Guardian/Parent	Wongduan Park
Date (MM/DD/YYYY)	10/23/2021
Contact information for Parent/Guardian	(612) 968-5677
Signature of Applicant	Ilene Park
Date (MM/DD/YYYY)	10/23/2021

Email not displaying correctly? [View it in your browser.](#)

City of Roseville HRIEC 2021 Work Plan						
	Essay Contest	Rosefest Parade Engagement	Community Feedback Response	Commission Recruitment	Commission Interviews	Commission Onboarding
<b>Lead</b>	Richard/Beverly	Monica/Etienne/Keith	Grace/Etinne/Beverly	Cat/Beverly		
<b>Goal</b>		Promote inclusivity in our community	Increase community engagement/communication	Increase community participation and diversity of applicants		
<b>JAN</b>			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.	
<b>FEB</b>		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.
<b>MAR</b>		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		
<b>APR</b>	Commissioners submit essay topic suggestions by May meeting	Coordinate with other groups and encourage attendance, may be part of HRIEC parade group.				
<b>MAY</b>	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
<b>JUN</b>	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.			
<b>JUL</b>	Sub-group submits draft essay topic to commission for discussion/ approval	Parade				
<b>AUG</b>	Final vote by commission on topic wording; contest rules and topic mailed to teachers prior to start of school					
<b>SEP</b>						
<b>OCT</b>	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
<b>Lead</b>	Richard/Beverly	Monica/Etienne/Keith	Grace/Etinne/Beverly	Cat/Beverly			Monica/Etienne/Keith
<b>Goal</b>		Promote inclusivity in our community	Increase community engagement/ communication	Increase community participation and diversity of applicants			
<b>JAN</b>			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
<b>FEB</b>		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
<b>Lead</b>	Richard/Beverly	Monica/Etienne/Keith	Grace/Etinne/Beverly	Cat/Beverly			Monica/Etienne/Keith
<b>Goal</b>		Promote inclusivity in our community	Increase community engagement/ communication	Increase community participation and diversity of applicants			
<b>JAN</b>			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
<b>FEB</b>		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
<b>Lead</b>	Richard/Beverly	Etienne/Keith	Grace/Etienne/Beverly	Strategy Team		Richard/Beverly	Etienne/Keith
<b>JAN</b>	<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 &amp; 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 &amp; 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 &amp; 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 &amp; how often &amp; 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&amp;greet) - Richard</p> <p>Before first meeting - talk to new commissioners ahead of time</p> <p>Forward P&amp;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>
<b>FEB</b>		<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 &amp; 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>
<b>March</b>	<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 &amp; 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
<b>Lead</b>	Richard/Beverly/Paul/Laura	Etienne/Keith	Grace/Etienne/Beverly/Laura	Strategy Team		Richard/Beverly	Richard/Kathy/Paul/Etienne	Etienne/Keith/Amanda/Peju
<b>Goal</b>		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
<b>April</b>	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.
<b>May</b>	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.
<b>June</b>	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
<b>July</b>	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
<b>August</b>	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
<b>September</b>	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
<b>October</b>	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
<b>November</b>	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

# 2022 Proclamations

Month	Proclamation	City Council Meeting	Commissioner	Notes
January	MLK Jr. Day		Keith Paul	Looking to incorporate more volunteer opportunities in 2022
January	Human Trafficking Awareness Month		Amanda David	Working with CTV, RPD & other partners on educational event
February	Black History Month		Etienne Keith	Theme “The Black Family: Representation, Identity and Diversity”
March	Women’s History Month		Kathy Paul	Valiant Women of the Vote: Refusing to Be Silenced.
April	Fair Housing Month		Community Development	CC adopted a fair housing policy Nov. 5, 2018. Information on city website: <a href="https://www.cityofroseville.com/3048/Fair-Housing">https://www.cityofroseville.com/3048/Fair-Housing</a>
April	Days of Remembrance		Richard Kathy	
May	Asian American and Pacific Island Heritage Month		Peju Beverly	
May	Mental Health Awareness Month		Richard Etienne	NAMI – “You are not alone” campaign
May	Older Americans Month		Amanda Paul	“Communities of Strength” <a href="https://acl.gov/oam/2021/older-americans-month-2021">https://acl.gov/oam/2021/older-americans-month-2021</a>
June	LGBTQIA+ Month		Richard Laura	
July	Americans with Disabilities Month		Paul Beverly	
September	Hispanic Heritage Month		Etienne Kathy	September 15- October 15 Hispanics: Be Proud of Your Past, Embrace the Future
September	Constitution Week		David	September 17-23

# 2022 Proclamations

October	Indigenous People's Day		Peju Laura	October 11
November	Native American Heritage Month			

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

**Agenda Item**

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**DATE:** November 15, 2021

**ITEM:** 8.A.

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**ITEM DESCRIPTION:** Staff Updates

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**Background**

Staff will provide updates on the following:

- **SREAP Updates – Workgroups, Commission Experience Survey**
- **Staffing Updates – Community Relations, Social Workers**
- **Commission Recruitment – Youth (ongoing)**
- **Hybrid Meetings – Public Health Pandemic Declaration extended through end of 2021**