

Commissioners:

Keith Allen
Amanda Becker
Etienne Djevi
Richard James
Kathryn
Macomber
Laura Palmquist
David Sindiga
Peju Solarin



**Human Rights, Inclusion and
Engagement Commission
Agenda
Wednesday, February 15,
2023
City Council Chambers**

Address:
2660 Civic Center Dr.
Roseville, MN 55113

Phone:
651 - 792 - 7000

Website:
www.cityofroseville.com/hriec

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

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. 6:50 PM HRIEC Draft Meeting Minutes 01.18.23

Documents:

[HRIEC DRAFT MINUTES 01.18.2023.PDF](#)

6. New Business
- 6.A. 7:00 PM Essay And Art Contest Discussion

Documents:

[ROSEVILLE ESSAY AND ART CONTEST ENTRY 2022.PDF](#)

7. Other New Business Or Reports
- 7.A. 7:50 PM Equity Update

Documents:

[SREAP WITH STATUS UPDATES_ FEBRUARY 2023.PDF](#)

- 7.B. 8:20 PM Staff Updates Report

Documents:

STAFF UPDATES AGENDA ITEM 021523.PDF

8. Announcements
9. Future Agenda Items
10. 8:30 P.M. Adjournment

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

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1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **DRAFT – JANUARY 18, 2023 - DRAFT**
4

5
6 **Commissioners Present:** Amanda Becker, Richard James, Kathryn Macomber, Laura
7 Palmquist and Adepeju Solarin (Peju).
8

9 **Youth Commissioners:** None

10
11 **Commissioners Absent:** Keith Allen, Etienne Djevi, David Sindiga (excused)
12

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

15
16 **Call to Order/Roll Call**
17

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

21 **Approve Agenda**
22

23 Commissioner James moved and Commissioner Peju seconded a motion to approve the Agenda
24 as presented. Motion passed unanimously.
25

26 **Public Comment on Items Not on Agenda**
27

28 **Commission Response to Community Issues**
29

30 **Approve Minutes**
31

32 **a. October 19, 2022 Human Rights, Inclusion and Engagement Commission**
33

34 Commissioner Macomber moved and Commissioner Peju seconded a motion to approve the
35 October 19, 2022 Human Rights, Inclusion and Engagement Commission meeting minutes as
36 presented. Motion passed unanimously.
37

38 **New Business**
39

40 **a. Essay and Art Contest Discussion**

41 Chair Palmquist provided a recap; no submissions yet; deadline is January 31st.
42

43 **b. 2022-23 Workplan Review**

44 **Video started in the middle of this item.**

45 Discussion was held regarding the June parade and how many people would be
46 allowed to be in the parade and inclusion.

47
48 Commissioner Peju thought the parade will be a segway into Juneteenth as well as the
49 Larpenteur party in August. She wondered what things could be done inside during
50 the colder months to lead up to the Rose Fest parade.

51
52 Commissioner Becker indicated she was not prepared for discussion on other
53 activities but thought discussion could help map out the activities and what they are
54 and who could participate in each season activities.

55
56 Commissioner Peju thought even if a Commissioner is at an activity on their own the
57 Commissioner could have their bag with them and talk to residents about the larger
58 events that will be happening in upcoming months.

59
60 Commissioner Becker explained she reached out to Commissioner Djevi and Mr.
61 Yunke about starting the Roseville Voices. The idea about recording Roseville
62 resident's interviews. She indicated she was trying to schedule Commissioner Djevi
63 as a voice in the coming weeks. That could evolve to a laundromat place where
64 people could be interviewed and also listen.

65
66 Commissioner Peju asked if there was funding the City is putting aside for this. She
67 noted that was one of the things discussed at the Joint Council meeting. She would
68 be uncomfortable for managers using more resources without the City having a
69 budget for it.

70
71 Commissioner Becker noted Mr. Yunke and Ian have offered to use their equipment
72 and their services so in essence it is her showing up and doing the interview and
73 organizing this and she was willing to volunteer her time for that. She would like to
74 get, as a sub-committee, a calendar of events and work on signing up to get
75 Commission members to show up. She thought that is the first level of outreach.

76
77 Chair Palmquist wondered for the Community Outreach Group if a meeting could be
78 scheduled and discuss what the group wants the subgroup to look like and then the
79 group can look at restructuring how that breaks down from there.

80
81 Commissioner James thought there could be two sub-groups that are four people
82 each.

83
84 Chair Palmquist thought if there were two subgroups putting plans together one
85 person from each group could meet with her, Thomas and Commissioner James to
86 walk through the plan. She thought if the original group wanted to plan something
87 and let the conversation flow to see where it goes and then the spokesperson could let
88 her know when the meeting is done to schedule something and try to have that
89 conversation.

90

91 Commissioner Becker explained the subcommittee has not really been able to connect
92 so she thought if the Commissioners on the committee did connect it could figure out
93 what to do differently this next year, a workplan of sorts and then that might lead to
94 two subcommittee's.

95
96 Commissioner Peju apologized for not being able to meet with the subcommittee this
97 previous year. She agreed that the subcommittee should regroup and then present the
98 findings to the Commission as a whole.

99
100 Chair Palmquist indicated the Proclamation Support is now a City thing now.

101
102 Commissioner James explained he has not even tried to get the subgroup together
103 because of attendance issues. He thought the Commission should still keep that as an
104 objective for the coming workplan so that they can then work with and take some of
105 burden off of Mr. Brooks and Mr. Yunke for doing proclamations. He asked if Mr.
106 Brooks had any thoughts on this.

107
108 Mr. Brooks explained he would love if this stayed as a subgroup in the next workplan
109 with the specific mission of updating the language of the proclamations. When it
110 comes to the workplan in terms of articles, the display case and anything additional,
111 he thought for the most part staff has that covered. A lot of that has already fallen on
112 Mr. Yunke and his team or other staff. For him, the hope would be that the
113 Commission would collectively work together to update the language to make sure it
114 is relevant or more reflective of where the City has come as a community versus just
115 the current basic language.

116
117 Commissioner James thought that made sense and was an achievable objective for the
118 workgroup. He noted Commissioner Djevi is on many subgroups and his term ends
119 in March. He thought that Commissioner Djevi's position needs to be filled in on
120 those subgroups. He thought the Commission needed to think about if the
121 Commissioners needed to reorganize the workgroups.

122
123 Chair Palmquist thought the Commission should plan workplan stuff knowing that
124 they cannot rely one hundred percent on the people whose terms are coming up in the
125 next year but also know that there will be new Commissioners and hopefully new
126 Youth Commissioner's joining the HRIEC to fill in the gaps.

127
128 Chair Palmquist explained she was going to try to meet soon with Dr. Lake soon to
129 try to get the youth recruitment information and maybe get a nice visual flyer to
130 distribute.

131
132 Mr. Brooks indicated the City does have a flyer that can be used for Youth
133 Commissioners.

134

135 The Commission discussed events where they can volunteer to be at to recruit youth
136 for the Commissions.

137
138 Commissioner James asked if the City has gotten a HRIEC sign to use at events.

139
140 Mr. Brooks explained the HRIEC does not have a sign but the City has signs. He
141 reminded the Commission that when recruiting, it would be for all Commissions, not
142 just the HRIEC.

143
144 Chair Palmquist wondered if the Commission could start talking to eighth graders,
145 not to recruit them but to talk to them about future volunteers and what it would take
146 for them to want to volunteer. A consistent conversation that starts in middle school.

147
148 Commissioner Peju indicated she wants the youth students to know the Commissions
149 exist and not necessarily try to recruit them to sign up. She thought this needs to be a
150 long-term investment of the HRIEC being around.

151
152 Commissioner James thought going to the eighth grade was a great idea and if it is
153 done right after the essay contest is complete it would be a great follow-up.

154
155 Chair Palmquist thought bringing in an AVID representative to a future meeting
156 would be a good idea because it would be really helpful to understand who the
157 Commission is talking to at the high schools.

158
159 Commissioner James thought if the Commission could get in touch with the various
160 student groups to come in and talk to the Commission about what the groups do in the
161 school and for them to get to know the Commission.

162
163 Chair Palmquist thought it would help to build relationships with the teacher during
164 the essay contest event so the Commission is not always the group known only as
165 pushing the flyer.

166
167 Chair Palmquist indicated she will reach out to the middle school principals as well
168 and see what the Commission can do.

169
170 Commissioner Becker was thinking about the workplan more from the approach of
171 Human Rights, Equity and Inclusion and it is hard to be inclusive when no one is
172 interested so how does the Commission think about getting into the community and
173 asking that question. She thought maybe the subgroups could be more focused
174 around a tactical mission. She thought the Commission needed to find out how it can
175 really engage with the youth and community in the outreach efforts.

176
177 Mr. Brooks thought one of the things the Commission talks about is how people do
178 not show up to the meetings and provide input on whatever is happening in their life
179 but the reality is people are not going to engage if they do not have a reason to and

180 the Commission needs to stop assuming that people want to be engaged just for the
181 sake of being engaged. The City has some very basic functions it does between all of
182 the departments and not everyone is going to be interested in everything the City does
183 or any of those until it impacts them directly on a regular basis. He thought the City
184 has, in some ways, engagement figured out at that larger level in terms of the current
185 Imaging Roseville project, which is a heavy engagement project. The community
186 survey that goes out, the ways in which the City communicates and engage on a
187 regular basis through the work that Mr. Yunke’s team does. He thought where the
188 HRIEC comes in is helping to elevate the work Mr. Yunke’s team does or helping to
189 get some voices and perspectives on a specific issue or task.

190
191 Commissioner Peju explained building on that, she appreciated what Commissioner
192 Becker was saying but she was not really sure that the HRIEC is going to succeed at
193 doing anything extra. She thought Zan Associates already has a lot of information
194 through their work and the Commission might be able to look through their
195 information. She indicated the City already has those things that the Commission is
196 doing and the Commission needs to find out the areas where it can plug in and
197 connect with the community. She thought the Commission could start doing the work
198 by just being around and going to the things that are already happening in the City.

199
200 Chair Palmquist agreed and thought the Commission could mine into the information
201 Zan Associates have already gathered.

202
203 Commissioner James thought a basic starting point is to find out what is not working
204 for people in Roseville. He thought that is a simple question that everyone can
205 answer. He thought there is a value in the question for the HRIEC.

206
207 Mr. Brooks indicated he does not have an update for Envision Roseville but the
208 Commission could follow up with Mr. Yunke.

209
210 Chair Palmquist summarized the discussion and indicated meetings for the subgroups
211 will be planned for February.

212

213 **Other New Business or Reports**

214 **a. Engagement Efforts**

215 Equity and Inclusion Manager Brooks reported on the following:

- 216 • SREAP updates
- 217 • Commission recruitment – Adult and Youth

218

219 **b. Envision Roseville Memo-Informational Only**

220 Equity and Inclusion Manager Brooks updated the Commission on Envision
221 Roseville. He noted the City Council was given a verbal update on this and he
222 encouraged the Commission to view that portion of the City Council meeting. He
223 thought one event that might be of interest to the Commission is the African
224 American Family Night at Roseville Area High School on February 13th from 6:00

225 p.m. to 8:00 p.m. This is an opportunity for the Commission to go and either
226 participate, provide some feedback to Zan Associates and meet with families and
227 students.

228
229 Commissioner Peju thanked Mr. Brooks for the information. She thought it touched
230 on a lot things of interest to the Commission.

231

232 **Announcements**

233

234 Mr. Brooks explained Tim Hunt is leaving the Police Department. The City will need to search
235 for another Community Relations Specialist for the Police Department. Mr. Yunke is getting
236 closer to filling the third Community Relations role for his team and he should have an update at
237 the next meeting on who that person is.

238

239 **Future Agenda Items**

240 a. Continued Workplan discussion.

241

242 **Adjournment**

243

244 Chair Palmquist adjourned the meeting at 8:00 p.m.

245

246 Respectfully submitted,

247

248 Sue Osbeck

249 *TimeSaver Off Site Secretarial, Inc.*

In a Perfect World

A Poem by Meghan Seeger

Birds chirp and
The grass hums, the
Sky sings and the water runs
No cars no wars and no politics
Just happiness, life, and enjoyment, all
Is calm and all is right the sun shines, the
Stars twinkle at night, the trees grow, and the
Animals thrive, everyone and everything in perfect harmony
No racism no, hate no anti human comity there's enough love for
Everyone, no one without a home, or food and no people are illegal, lesser
or wrong, the world could be this way if we could, just decide to all get along

This poem shows what the world could be without all the pollution, racism, politics, and fights. without wars, and starvation and poverty. we have so many problems in this world, but the least the city of Roseville can do to help is to listen. Listen to these people who have suffered so much and worked so hard. These people, the people who work day and night to make ends meet, are of the same status as any rich person who can sit on their velvet cushion while watching others do their work for them.

The motto or mantra of Roseville is "Equality for All and Equality in All we do". Now if this were true our working class would have as much money as the business class. All people would truly be treated equally no matter who they are, and we would live in a better society. Now if we want true equality we need to act as such.

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

Student's name: Meghan Seeger Grade: 7

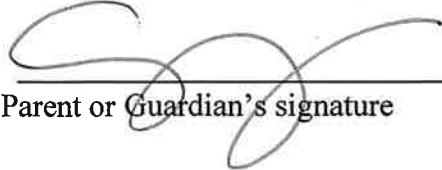
Student's home address: 1290 Alameda St
St. Paul, MN 55117
(Roseville Area Middle School)

Name of student's parent or guardian: Summer Seeger

Best phone number to reach parent or guardian: 651.239.6383

Parent or guardian email: summer.e.seeger@gmail.com

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


Parent or Guardian's signature

1/20/23
Date

Strategic Racial Equity Action Plan 2021-24

Roseville City Government
Minnesota, USA

Version date: 5/17/22

Initiated by Lisa Tabor, CultureBrokers® LLC
Completed by: Thomas Brooks/Rebecca Olson

Mission

To provide ethical, efficient, and responsive local government, in support of community aspirations, guided by policies of the City Council, and implemented by professional staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future generations.

Aspirations

As a community, we aspire to be:

- Welcoming, inclusive, and respectful
- Safe and law-abiding
- Economically prosperous, with a stable and broad tax base
- Secure in our diverse and quality housing and neighborhoods
- Environmentally responsible, with well-maintained natural assets
- Physically and mentally active and healthy
- Well-connected through transportation and technology infrastructure
- Engaged in our community's success as citizens, neighbors, volunteers, leaders, and business people

Inclusion and Respect Statement¹

The City of Roseville strives to be a welcoming and inclusive place for all. We are committed to promoting respectful conduct, equitable service, and diversity in our community. We condemn

¹ <https://www.cityofroseville.com/3480/Racial-Equity-and-Inclusion>

discrimination by or against residents, visitors, workers, city employees or city businesses. In all that we do as a City government, we pledge to treat everyone fairly, respectfully, and without bias, regardless of their color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability.

Racial Equity Narrative²

The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race or ethnicity.

The actions of government at the federal, state, and local level have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents.

All City Departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies, and services.

The City of Roseville is committed to taking tangible steps to normalize, organize, and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

Introduction

Background

Roseville government's ("Roseville") racial equity work became organized in 2018, when a small cohort of staff members participated in a training program offered by the Government Alliance on Race and Equity (GARE). With the guidance provided by this training, the GARE cohort developed Roseville's racial equity narrative and began to create a strategic plan of specific actions the City could take to incrementally improve racial equity. Membership in this core group has changed since that time, and it is now being formalized as the DEI Strategy Team for Roseville's continuing racial equity work. The primary role of the team is to evaluate, recommend and help implement activities, programs, and campaigns that further the development and adoption, monitoring, and reporting of this Strategic Racial Equity Action Plan for the City of Roseville.

Our activities have included:

- Snow plowing and on-street parking: Evaluated community engagement feedback and analyzed current city policy using a racial equity toolkit to understand any adverse impacts the policy may have on BIPOC community. Determined that a change in the policy may have an adverse impact, and did not approve any changes. Using a model of direct, multilingual engagement method, saw a 98% increase in input over the traditional communication methods used to collect feedback. The engagement model for collecting feedback was used in additional city efforts, including the neighborhood improvement program.³

² <https://www.cityofroseville.com/3480/Racial-Equity-and-Inclusion>

³ <https://www.cityofroseville.com/AgendaCenter/ViewFile/Item/3336?fileID=28188>

- Initiated a series of all-staff trainings intended to begin the process of normalizing racial equity as part of the daily mindset of a City employee.
- Followed best practice by incorporating a racial equity “lens” in Roseville’s 2040 Comprehensive Plan to ensure decisions made about the future of the city are race conscious, not merely race-neutral as earlier comprehensive plans had been⁴.
- Updated the zoning code to identify and remove seemingly race-neutral provisions that have had the effect of fortifying structures of racial segregation and to incorporate provisions intended to foster diversity, inclusion, and racial equity.
- Adopted a Commitment to Diversity staffing program in the Police Department to retain eligible and qualified Community Service Officers, Cadets and reserve officers that are considered minorities in law enforcement.⁵
- Established the Roseville Police Department Multicultural Advisory Committee (MAC) to help strengthen community outreach and to foster honest, ongoing and focused conversation between members of the community, police officers and other city staff in Roseville.⁶
- Created the City of Roseville’s first Racial Equity Action Plan.⁷
- Incorporating equity and inclusion principles into RFP scoring plans.
- Analyzing the name of Pocahontas Park utilizing a racial equity lens and engaging the community for discussion about its cultural appropriateness.
- Developed improvements for inclusive play at Central Park – Victoria, addressing additional dimensions of diversity
- More work continues at the department and program levels.

Our Commitments

Roseville City Government fully commits to the long-term work of becoming culturally competent and responsive, welcoming, and inclusive of all people both within and outside our organization, as well as in the range of issues and challenges that we engage in. This includes (but is not limited to):

- Improving engagement among community members of different racial, ethnic, cultural, economic, religious backgrounds, and ages, as well as those with varying physical abilities, gender identities and sexual orientations to build an integrated community.
 - While diversities of all personal characteristics are important, Roseville has decided to focus its efforts on racial equity with the expectation that work to dismantle structural racism will not only benefit all persons but, because racism intersects so widely with other forms of oppression, antiracist work will facilitate

⁴ <https://www.cityofroseville.com/3005/2040-Comprehensive-Plan>

⁵ <https://www.cityofroseville.com/AgendaCenter/ViewFile/Item/3954?fileID=29687>

⁶ <https://www.cityofroseville.com/3479/Multicultural-Advisory-Committee-MAC>

⁷ <http://www.cityofroseville.com/AgendaCenter/ViewFile/Item/4137?fileID=30015>

additional efforts dedicated to mitigate the oppression of other marginalized groups.

- Developing relationships and increased collaboration with community leaders/organizations serving BIPOC and traditionally underrepresented communities including (but not limited to) partnering with the area school districts to break the school-to-prison pipeline and better meet the needs of all Roseville families.
- Following through on intercultural lessons learned through community members by committing to listen, learn, and implement improved methods and practices to better serve the needs of all in the community.
- Recruiting, hiring, retaining, and developing a culturally competent staff, including police officers and firefighters, whose demographics more closely mirror those of our residents.
- Engaging council members, commissioners, and city volunteers in city DEI initiatives, practices, and cultural competence development as able
- Recruiting and retaining culturally competent and responsive commission members and city volunteers whose demographics more closely mirror those of our residents.
- Removing barriers and increasing access to city contracting opportunities for historically under-represented businesses.
- Committing to prioritize departmental equity challenges in addition to the SREAP Problem Statements, including (but not limited to) creating fair and bias free policies in the Roseville Police Department and improving interactions between police officers and community members of color.
- Committing the resources and funding necessary to support and achieve approved DEI action plan commitments and goals.

SREAP Purpose

We Will Deliver Results

Roseville City Government serves 33,600 residents⁸, 30,000 people who work in Roseville⁹ and countless visitors each year. More than 26% of Roseville residents identify as People of Color¹⁰; 8.8%¹¹ of our employees do as well.

According to the 2019 American Community Survey¹² Roseville's residents consisted:

- 8.3% Black of African American alone
- 0.5% American Indian and Alaska Native alone
- 8.5% Asian alone
- 74.5% White alone
- 0.1% Some other race alone
- 3.8% Hispanic
- 4.3% Two or More Races

Demographic trends suggest that Roseville's diversity is increasing¹³

The City of Roseville is actively working to provide ethical, efficient, and responsive local government to create and enforce city policies, defend the safety of all community members, support the local economy, and provide public services. We must ensure we are providing quality programs and services that reflect the unique needs of all communities within the City of Roseville.

The main purpose of this Strategic Racial Equity Action Plan (SREAP) is to help us measure and significantly improve our results with culturally diverse workforce, businesses, representation and programming. Such results include, but are not limited to, improvements in:

- Establishing work plans and a related budget that support achievement of SREAP goals
- Staff diversity and cultural competency development
- Council and commission diversity, inclusion, and cultural competency and responsiveness development
- Reflection of the city's diversity in all branding and digital communications, including, but not limited to, social media, print, video, and newsletters

⁸ Source

⁹ Source

¹⁰ Source

¹¹ EEOC Data available in Springbrook Finance System

¹²

https://censusreporter.org/data/table/?table=B03002&primary_geo_id=16000US2755852&geo_ids=16000US2755852,05000US27123,31000US33460,04000US27,01000US

¹³ ISD623 Demographic Report, October 2016

We have chosen three high-impact area(s) in which to make measurable improvements over the next year. By 2023 we will know what we are doing to achieve our goals, why we are doing those things, what the results should be, and how well we are doing compared to our own past results and the results of others. We will have processes in place to ensure our resources are sufficient and being appropriately applied to get results. Finally, we will analyze our new results and revise our plan as needed.

Equity Plan Development

This Strategic Racial Equity Action Plan (SREAP) is the next logical step toward operationalizing our commitment to diversity, inclusion, and equity. This is the second SREAP, following training and the development of a prior work plan in participation with the GARE program. It is based on activities, assessment results, feedback and lessons learned through staff development over the last few years.

We believe this plan shows careful consideration of high-impact actions, understanding of individual and organizational capacities, a desire to authentically engage people from culturally diverse backgrounds as key assets, and a commitment to achieving measurable results from our chosen activities.

Other Diversity and Inclusion Activities

Diversity and inclusion work are happening in many ways throughout the city of Roseville. This plan is not intended to restrict that work, but rather identify our required minimum efforts necessary to achieve key diversity and inclusion goals over the next year. Leaders and managers are welcome to support additional opportunities to deliver equity results as their resources allow, if the enclosed Wildly Important Goals (WIGs) are on accomplished on time.

Main Audience

This plan is written specifically to guide the city of Roseville senior leaders and staff in:

- Prioritizing DEI priorities by the unique needs of each department and the community
- Deciding how to allocate organizational resources;
- Executing work plan priorities and related tasks; and/or
- Generally supporting the city's commitment to equity

The target audience for this plan are senior leaders, supervisors, program managers and special teams. These groups will refer to this SREAP as we make decisions about where and how to assign people, money, materials, time, energy and attention. city leaders will also work to hold direct reports accountable in achieving these equity goals.

Other Audiences

For transparency and accountability, this plan will be communicated in a public meeting and easily accessible to all residents, staff, councilmembers, volunteers, vendors, partners, and other key stakeholders so they are knowledgeable about our path forward. The city of Roseville is committed to engage the community and use the feedback, where and as necessary, to meet the goals outlined in the SREAP.

Definitions¹⁴

Community

Individuals who live, work, study or visit the city of Roseville. Individuals that receive city services such as residents, businesses, and those who do not live in the geographic boundaries of the City of Roseville but participate in its activities (i.e., study, visit, or are program participants).

Culture

Culture is a social system that includes a group's shared language, customs, beliefs, values and institutions. Culture affects our thoughts and actions, often without us even being aware.

Customers

Individuals who currently, or potentially, interact with Roseville City Government.

Diversity

The presence of variety in one place. We often measure it based on the variety of demographics and their intersections within the city of Roseville, as defined by the U.S. Census Bureau, including race, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or ability. Diversity may also describe a set of actions to accommodate variety. For the purposes of the SREAP, "Diversity" refers to the variety of demographics and their intersections within the city of Roseville as defined by the US Census bureau, such as race, ethnicity, age, gender, disability, income level, and other meaningful socio-economic differences.

Ethnicity

Describes a group of people who share a distinct culture, religion, language or place of origin. It is a category independent of Race. Therefore, in the U.S., people of the same *ethnicity* may be members of different *rac*es, such as Black Hispanics (such as people from Cuba, Brazil or Dominican Republic).

Equity

Freedom from systemic bias or favoritism. Parity across differences. Product and service access, opportunity, quality and outcomes that do not vary by race, gender, marital status, familial status, immigration status, sexual orientation, age, income, ability, or any other socio-economic differences.

Inclusion

Including many different types of people and treating them all fairly and equally.

¹⁴ These definitions are used by CultureBrokers in the Diamond Inclusiveness System. They are adapted from multiple sources.

People of Color

The term used in this plan as shorthand, also referenced as BIPOC, to describe a person who identifies as a member of at least one of the following racial census categories: Black or African American, Asian, American Indian and Alaska Native, Native Hawaiian, other Pacific Islander, some other race, and Hispanic. **We recognize the problems inherent in using such a broad term.** However, we use it only to increase plan readability.

Race

In the U.S., race is a construct that established various categories of people and a hierarchy of their value to society. In that worldview, people have, according to their physical characteristics, innate qualities that define them as different.

Residents

Individuals of all ages living within the geographic boundaries of the city of Roseville.

Senior Leaders

City Manager
Assistant City Manager
Equity and Inclusion Manager
Chief of Police
Fire Chief
Community Development Director
Public Works Director
Park and Recreation Director
Finance Director
City Council/Economic Development Authority
Mayor

Staff

All people actively supervised by our organization and involved in accomplishing our work, including paid employees, and paid interns.

Workforce

All people actively supervised by our organization as staff as well as contract employees and volunteers, as appropriate. Workforce also includes consultants, and independent contractors.

DEI

Diversity, Equity and Inclusion.

Principles

The following principles must be front and center when executing this SREAP.

Use Disaggregated Data and Information

One of the drivers of disparity is the inability or unwillingness to examine results of policies and activities for segmented racial, ethnic or cultural groups. To achieve equity, therefore, we must collect and analyze quantitative and qualitative information in this way. Collect data segmented (at minimum) by census-based racial and ethnic categories and use that data to create options and make decisions.

Make Data-Driven Decisions

Another driver of disparity is the unwillingness to use segmented data to make decisions that ensure parity. Consider racial and ethnic information as we work. Compare results for each group against their presence in our service areas and against results of the other groups. Provide these analyses when making recommendations.

Leverage Existing Assets

We have valuable assets at our fingertips: knowledgeable staff, board members, partners, community members, technical experts and professional services, state agencies and more. Tap into these institutional resources at all phases of your work.

Use Existing Authority

Senior leaders, supervisors, other staff members and the City Council have individual powers within their jobs and roles. Explore and utilize these authorities as necessary to deliver on this Equity Plan.

Make Policy Changes

We have dozens of policies – those with an external focus and those with an internal focus. While delivering on this SREAP, uphold or strengthen policies that will deliver strong equity results. Be ready to change policies that create barriers.

Use Equity to Balance Decisions

When making decisions, give equity sufficient weight. Use segmented data, historical information, and quality comparisons. Develop a method for considering equity results balanced against financial and other business results, such as a decision matrix¹⁵ or balanced scorecard¹⁶. This will ensure People of Color get due consideration, and that their interests are respected.

¹⁵ <http://asq.org/learn-about-quality/decision-making-tools/overview/decision-matrix.html>

¹⁶ <http://asq.org/learn-about-quality/balanced-scorecard/overview/overview.html>

Actively Listen and Engage with the Community

When making decisions, use community engagement and public participation to inform and legitimize decision-making. Those impacted by decisions have a right to be involved in the decision-making process and we will ensure their contribution weighs into the decision. As part of that commitment, we will provide participants with information they need to participate in a meaningful way, and provide information on what decision their input may influence and how their contribution will affect that decision.

Action Plan

Workforce Diversity

1. PROBLEM STATEMENT:

Roseville City Government staff¹⁷ – across its entire breadth and depth – does not reflect the racial, ethnic, and cultural makeup of Residents.

RATIONALE:

Racially and ethnically diverse employees at every level of government are key to serving residents and other customers with excellence. A workforce that mirrors our population increases City government access to great ideas, strengthens innovation and problem-solving, and ensures we are doing our fair share in providing decent-paying jobs to all our communities.

ADDRESSES:

Diversity	✓	At all stages of the recruitment, hiring, retention and promotion processes
Inclusion	✓	Especially related to retention, but also the extent to which BIPOC staff are included in activities and decision-making at all stages of recruitment, hiring, retention and promotion processes.
Equity	✓	Results do not differ for racial and ethnic groups at any stage of the recruitment, hiring, retention and promotion processes.
Justice (Repair)	X	TBD *Need to define Justice; this is a mature concept and may not be able to be addressed this year but can keep the idea top of mind for the future.

MINIMUM STANDARD:

All levels of the Roseville City Government workforce across all functions and departments should *at minimum* mirror the demographic makeup of its residents according to the latest U.S. Census estimates, specifically per the 2019 Population Estimates Program (PEP)¹⁸:

- 8.4% Black or African American alone
- 0.6% American Indian and Native Alaskan alone
- 8.7% Asian alone
- 74.5% White alone
- 4.8% Two or More Races
- 3.8% Hispanic or Latino

¹⁷ All people actively supervised by our organization and involved in accomplishing our work (i.e., paid employees and intern).

¹⁸ <https://www.census.gov/quickfacts/fact/table/rosevillecityminnesota/PST045219>

OVERSIGHT: City Manager

RESPONSIBLE: (Rebecca)

CURRENT WORK:

- Job descriptions
- Implicit bias training

Milestones (Deliverables)	Responsible	Deadline	Status
<u>PLAN: Measure and Plan</u>			
1.1 Build a workforce profile to include segments, composition, needs, union representation, special requirements, etc. Departments Job Classes (bands) Job Descriptions (cross-department; subset of classes) Union/non-union Temporary/Seasonal/FT permanent/PT permanent/3/4 time Interns Benefit Eligible Disability Gender Veteran (intersections with race/ethnicity)	HR Generalist (Yer)	Early Q3, 2021	Completed (but always in progress) 07/2021
1.2 Map city government’s workforce recruitment, hiring, retention and promotion <u>process</u> from a “customer-centered” perspective. “AS-is” model; most of the time	Thomas Yer Rebecca	End Q3, 2021	Completed 08/2021
1.3 Conduct decision-point analysis with data disaggregated by race and ethnicity to determine if and where there are any disparities.	Thomas Yer Rebecca	End Q2, 2022	In Progress through 2022 to gather adequate data

Milestones (Deliverables)	Responsible	Deadline	Status
1.4 Gather "Voice of the Customer" information as context for the process map and decision-point analysis.	Thomas	End Q3, 2022	Planning is in process with the Strategy Team
1.4A Develop a tool and process embed ongoing VOC into the system.	Thomas Rebecca	Combine with 1.4 process Q3, 2022	Complete 12/2022
1.5 Present findings to leadership	Rebecca Thomas	Process Map Beginning Q2 DPA Q4 VOC Q3, 2022	01/2022
1.6 Based on what the process map and information analysis tell us, engage customers and community to determine the: <ul style="list-style-type: none"> • SMART¹⁹ Goal • Benefits of achieving this goal • Oversight for the Improvement • Who is responsible for the Improvement • Solution(s) • Metrics of Urgency • Vital Few Projects • Resources needed • (ESAP 2022-2023) 	Rebecca Thomas Yer Dawn	End of Q4, 2022	01/2022
1.7 Get leadership approval on all items in 1.6	Rebecca	Q4, 2022	Scheduled 02/2022
1.8 Set up the data collection and reporting mechanisms, establish the cadence of reporting.	Yer Dawn	Q1, 2023	

¹⁹ Specific, Measurable, Achievable, Relevant, Time-bound

Milestones (Deliverables)	Responsible	Deadline	Status
1.9 Prepare all stakeholders to implement the improvements; Gather and allocate necessary resources;	Rebecca Thomas Yer	Q1, 2023	
<u>DO: Execute Work Plan(s) and Measure Results</u>			
1.10 Implement the improvements.	<u>Yer</u> <u>Dawn</u>	Q2, 2023	
1.11 Track and report results	<u>Yer</u> <u>Dawn</u>	Quarterly	
1.12 6 month review of improvements	<u>Yer</u> <u>Dawn</u> <u>Thomas</u> <u>Rebecca</u>	Q3, 2023	
<u>CHECK: Learn and Improve</u>			
1.13 Evaluate activities, resource investment, and results over the past year to identify good practice, benchmarking, and improvement opportunities. Determine what is necessary to achieve desired equity results next year.	Yer Dawn Thomas Rebecca	Q2, 2024	
1.14 Share our effective practices and what we have learned with our leaders, staff, community, and peers.	Thomas Rebecca Yer	Q3, 2024	

Milestones (Deliverables)	Responsible	Deadline	Status
1.15 Institutionalize the changes through formal policy and practice documentation.	Thomas Rebecca Yer	Q4, 2024	
1.16 Monitor results	Yer Dawn	On-going	

Policy-maker Diversity

2. PROBLEM STATEMENT:

People who participate in Roseville City Government boards and commissions do not reflect the racial, ethnic, and cultural makeup of Residents.

RATIONALE:

Racially and ethnically diverse policy-makers and policy advisors are key to serving residents and other customers with excellence. The role of appointed boards, commissions, and councils is to advise the Mayor and Council on city policies and practices. A governing body that mirrors our population increases City government access to great ideas, strengthens innovation and problem-solving, and ensures we are representing the viewpoints and considerations of all our communities.

ADDRESSES:

Diversity	✓	At all stages of the recruitment, hiring, retention and promotion processes
Inclusion	✓	Especially related to retention, but also extent to which BIPOC staff are included in activities and decision-making at all stages of recruitment, hiring, retention and promotion processes.
Equity	✓	Results do not differ for racial and ethnic groups at any stage of the recruitment, hiring, retention and promotion processes.
Justice (Repair)	X	TBD

MINIMUM STANDARD:

All levels of the Roseville City Government workforce across all functions and departments should *at minimum* mirror the demographic makeup of its residents according to the latest U.S. Census estimates, specifically per the 2019 Population Estimates Program (PEP)²⁰:

- 8.4% Black or African American alone
- 0.6% American Indian and Native Alaskan alone
- 8.7% Asian alone
- 74.5% White alone
- 4.8% Two or More Races
- 3.8% Hispanic or Latino

²⁰ <https://www.census.gov/quickfacts/fact/table/rosevillecityminnesota/PST045219>

Milestones (Deliverables)	Responsible	Deadline	Status
<u>PLAN: Measure and Plan</u>			
Build a profile of meaningful characteristics for each board and commission. <ul style="list-style-type: none"> - Demographics - Geography - Renters v. Homeowners 	Liaisons Garry	Early Q3, 2021	Completed
Map current related processes from a “customer-centered” perspective.	Rebecca Katie Bruno	End of Q3, 2021	Completed 08/2021
Conduct decision-point analysis to determine metric of urgency and vital few improvements.	Thomas	Early Q4, 2021	Completed 10/2021
Determine what common improvements can be and prioritize them. For improvements specific to the department/program/service, request their individual improvement plan	Bryan Thomas	End of Q4, 2021	Completed 11/2021
Map new process from a customer-centered perspective including improvements	Bryan Thomas	End of Q4, 2021	Completed 11/2021
Present Improvement Plan to City Council and include Recommendations for Changes to Ordinance	Pat Strategy Team	Beginning of Q1	Completed 01/2022
<u>DO: Execute Work Plan(s) and Measure Results</u>			

Milestones (Deliverables)	Responsible	Deadline	Status
1.11 Implement the improvements.	Thomas Rebecca Garry	Q1, 2022 Due by start of recruitment for commissions	Completed 03/2022
1.12 Track and report results	Thomas	Quarterly	Completed 04/2022
CHECK: Learn and Improve			
1.13 Evaluate activities, resource investment, and results over the past year to identify good practice, benchmarking, and improvement opportunities. Determine what is necessary to achieve desired equity results next year.	Thomas	Q1, 2023	Completed 04/2022
1.14 Share our effective practices and what we have learned with our leaders, staff, community, and peers.	Rebecca Thomas	Q2, 2023	Completed 05/2022
ACT: Make it Habit			
1.15 Institutionalize the changes through formal policy and practice documentation.	Rebecca Thomas	Q3, 2023	Complete 02/2023

Culture of Race Equity

3. PROBLEM STATEMENT:

There is no process for senior leaders to analyze policies, programs and services with an equity lens. Ensure elected and appointed policymakers have access to and analyze racially-disaggregated data to deliver equitable decision-making and outcomes from the legislative process

DESCRIPTION:

4. Staff at all levels and across all functions make decisions about policies, programs and practices in the organization. These decisions have an impact on equity. Too often, policies and programs are developed and implemented without thoughtful consideration of racial equity. When racial equity is not explicitly brought into operations and decision-making, racial inequities are likely to be perpetuated. Many current inequities are sustained by historical legacies and structures and systems that repeat patterns of exclusion. Developing a process that is designed to integrate explicit consideration of racial equity in decisions, policies, practices, programs and budgets will help to develop strategies and actions that reduce racial inequities and improve success for all groups.

- a. There is a process to measure the outcomes of policies for parity across racial and ethnic groups**

Milestones (Deliverables)	Responsible	Deadline	Status
PLAN: Measure and Plan			
1.1 Identify key decision-making processes <ul style="list-style-type: none"> • Request for Council Action (RCA's) • Administrative Policies • Department Policies • Budget Process • Programs & Services 	Matt	End of Q2, 2021	Completed 06/2021
1.2 Map current decision making process by department and identify decision makers	Department Heads	End of Q3, 2021	Completed 08/2021
1.3 Develop Updated Equity toolkit to be utilized in decision making based on GARE toolkit	Thomas Matt	End of Q3, 2021	Completed 12/2021

Milestones (Deliverables)	Responsible	Deadline	Status
1.4 Gather feedback and consensus on the new toolkit; approval	Thomas Matt	Early Q4, 2021	Completed 01/2022
1.5 Present new toolkit for Department Head and City Council approval	Pat Rebecca	End of Q4, 2021	Completed 01/2022
1.6 Update RCA's and policy documents to reflect the toolkit process	Rebecca Thomas	Early Q1, 2022	In Progress
1.7 Establish reporting mechanism for use by departments (template/dashboard)	Rebecca Thomas Garry	End of Q1, 2022	Completed 04/2022 Microsoft Teams and website in the future
1.8 Develop & implement training on Equity toolkit for decision makers and others along the process map.	Thomas Strategy Team Department Heads	End of Q3, 2022	Training will be ongoing as needed
1.9 Conduct training for commissioners and councilmembers on using the equity toolkit data in final decision making	Thomas	Early Q4, 2022	In process
<u>DO: Execute Work Plan(s) and Measure Results</u>			
1.10 Launch new toolkits	Relevant Staff and Council	Q3 – Q4, 2022	Complete 01/2022

Milestones (Deliverables)	Responsible	Deadline	Status
1.11 Quarterly check in/report on usage - Align with PPP Quarterly reports	Department Heads	Ongoing	Ongoing
1.12 Review usage reports and identify areas for improvement	Thomas Strategy Team	Q4, 2022	Ongoing
1.13 Implement necessary improvements - Include additional training	Thomas	Q1, 2023	
<u>CHECK: Learn and Improve</u>			
1.14 Evaluate activities, resource investment, and results over the past year to identify good practice, benchmarking, and improvement opportunities. Determine what is necessary to achieve desired equity results next year.	Rebecca Strategy Team	Q4, 2023	
1.15 Share our effective practices and what we have learned with our members and peers.	Strategy Team	End of Q4, 2023	
<u>ACT: Make it Habit</u>			
1.16 Institutionalize the changes through formal policy and practice documentation.	All	Q1, 2024	

Stroke of the Pen

Land Acknowledgment

Appendix I

Assessment

TBD

Roseville City Government [year] assessment is available at [shared file location]

Process Map

TBD

To get to our destination, we must first know where we are in relation to it. This requires us to know at the individual, team and enterprise levels just what our current capacity is to engage in the level of intercultural knowledge and experience required to excel with culturally diverse stakeholders.

We used process mapping to get a baseline understanding of how well our organization policies, practices and situations support cultural inclusiveness, as perceived by a culturally diverse set of respondents. It identified our organizational strengths and opportunities for improvement.

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

Agenda Item

DATE: February 15, 2023

ITEM: 8.C.

ITEM DESCRIPTION: Staff Updates

Background

Staff will provide updates on the following:

- **Commission Recruitment –Adult & Youth**
- **Juneteenth Planning**
- **Staffing Updates**
- **All Staff and Leadership Training**