

Commission members:
Keith Allen
Monica Bolinger
Etienne Djevi
Richard James
Grace Lee
Kathryn Macomber
Lauren Peterson
Beverly Xie



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

Address:
2660 Civic Center Dr.
Roseville, MN 55113

Phone:
651-792-7000

Website:
www.cityofroseville.com/hriec

1. 6:30 P.M. Call To Order/Roll Call
2. Approval Of Agenda
3. Public Comment On Items Not On The Agenda
4. Commission Response To Community Issues
5. Approval Of Minutes
- 5.A. Draft Minutes - February 24, 2021

Documents:

[HRIEC DRAFT 02.24.2021.PDF](#)

6. 6:55 P.M. Youth Commissioner Report
7. New Business
- 7.A. 7:00 PM Culture Brokers Update
- 7.B. 7:15 PM Youth Commissioner Application

Documents:

[7B. STAFF REPORT YOUTH COMMISSIONER APPLICATION.PDF](#)
[7B. YOUTH APPLICATION.PDF](#)
[7B_MINUTES EXCERPT.PDF](#)

- 7.C. 7:35 PM Work Plan Updates

Documents:

[7C_STAFF REPORT AND ATTACHMENTS.PDF](#)

- 7.D. 8:05 PM Appoint Chair, Vice Chair And Ethics Commission Representative

Documents:

[7D._STAFF REPORT_APPOINT COMMISSION CHAIR.PDF](#)

8. Other New Business Or Reports

8.A. 8:10 PM Proclamations 2021

Documents:

[2021 PROCLAMATIONS.PDF](#)

8.B. 8:20 PM Staff Updates

Documents:

[8B. STAFF REPORT_UPDATES.PDF](#)

9. Announcements

10. Future Agenda Items

11. 8:45 P.M. Adjournment

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

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

1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **DRAFT – FEBRUARY 24, 2021 - DRAFT**
4

5 *Pursuant to Minn. Stat. 13.D.021,*
6 *Human Rights, Inclusion and Engagement Commission members, City Staff, and*
7 *members of the public participated in this meeting electronically*
8 *due to the COVID-19 pandemic.*
9

10
11 **Commissioners Present:** Keith Allen, Monica Bolinger, Etienne Djevi, Richard James,
12 Grace Lee, Kathryn Macomber, and Lauren Peterson
13

14 **Youth Commissioners:** Beverly Yiling Xie
15

16 **Commissioners Absent:** None
17

18 **Staff Present:** Rebecca Olson, Assistant City Manager
19

20 **Call to Order/Roll Call**

21 The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to
22 order at 6:30 p.m.
23

24 **Approve Agenda**

25 Assistant City Manager Olson requested a change in the agenda. She indicated there were a
26 couple of guests that were in attendance to help brainstorm with the Roseville Speaks Out
27 Contest and would like an item added after the Commission Response to Community Issues.
28

29 Commissioner Peterson moved and Youth Commissioner Xie seconded a motion to approve the
30 Agenda as presented. Motion passed unanimously.
31

32 **Public Comment on Items Not on Agenda**
33

34 **Commission Response to Community Issues**

35 Youth Commissioner Xie explained she had a statement on violence against elderly Asian
36 Americans and discrimination against Asian Americans due to the COVID-19 Pandemic.
37

38 Youth Commissioner Xie read her statement to the Commission and public.
39

40 Acting Chair Djevi indicated hatred is always wrong. If there is a pledge he would like to make
41 to the community, it is that everyone has the responsibility to watch out for the wellbeing of
42 everyone and to speak up when wrongdoing is witnessed, especially when it comes to people
43 being discriminated against. That is the only way society can move forward and have a
44 community that is integrated and respected and a community where everyone lives in peace. He
45 thanked Youth Commissioner Xie for her bravery and for speaking up.
46

47 Commissioner Allen thanked Youth Commissioner Xie for sharing. As a fellow Commissioner
48 he thought Commissioner Xie’s words should be elevated to the City Council and shared in the
49 City newsletter.

50

51 Youth Commissioner Xie thanked the Commission for their support.

52

53 Ms. Olson thanked Youth Commissioner Xie for her words. She also agreed with Commissioner
54 Allen that this is information that needs to be spread. She encouraged Youth Commissioner Xie
55 to speak at a future City Council meeting. She indicated she will share the statement and video
56 with the City Council. She noted when Youth Commissioner Xie shared this with her she did
57 some research on her own and came across the Asian American Organizing Project, which is a
58 group that connects Asian Americans in Minnesota to work on civic engagement and racial
59 justice and the organization has a document called “Show Up”, which is a guide to bystander
60 intervention. She indicated she would send the document out to the Commission and post it on
61 the HRIEC website.

62

63 **Roseville Speaks Out Contest**

64 Assistant City Manager Olson indicated she was talking with Ms. Joanna Tzenis and Ms. Bri
65 Fisher, with the U of M extension who have extensive experience with judging and working with
66 youth. She thought the expertise would be helpful to brainstorm some ideas on how to recognize
67 the Roseville Speaks Out entries this year.

68

69 Ms. Joanna Tzenis and Ms. Bri Fisher introduced themselves to the Commission.

70

71 Commissioner James recapped the contest with the Commission.

72

73 Youth Commissioner Xie wondered if Ms. Tzenis and Ms. Fisher would be present and help the
74 Commission with judging.

75

76 Ms. Olson thought at this point the Commission will be doing the judging. These guests are at
77 the meeting as a resource to help the Commission come up with ideas and suggestions.

78

79 Ms. Tzenis indicated she was open to ideas on how to best support the work.

80

81 Ms. Olson explained the Commission does have a relatively limited budget. In the past, when it
82 came to the Essay Contest, the City had offered prizes for first, second, third and honorable
83 mention. She shared the dollar amounts with the Commission.

84

85 Ms. Olson discussed how the guests can help the Commission with the contest.

86

87 Commissioner James noted the paper that went out with the contest information indicated the
88 contest would not be judged this year, but it was vaguely stated so if the Commission did decide
89 to do something differently the Commission could choose to do that.

90

91 Commissioner Bolinger indicated when the subgroup was talking about gift certificates for these
92 submissions, she was thinking more on the lines of a free ice cream cone from Dairy Queen as
93 well as the recognition from the City Council. The last piece is to go onto CTV to show their
94 essay or art piece. That is something that she would be interested in Joanna and Bri counseling
95 the Commission on.

96
97 Commissioner James asked Ms. Tzenis what kinds of things tend to motivate students or young
98 people to participate in these types of activities.

99
100 Ms. Tzenis indicated that was one of the questions she was going to ask. Because these young
101 people are in school, a lot of it is that these young people are participating in something that they
102 care about and that is the motivation in many ways. That would be something she would have to
103 think about and if those young people are coming in from different schools. What is done in 4H
104 is typically going to the fair which is exciting in itself. There are not necessarily ranks but
105 criteria that qualifies the young person for a certain type of ribbon. What is really exciting is the
106 deepening of learning and the chance to talk about it. She indicated she was hearing the
107 priorities from the Commission was to really make sure that the young people have a deepened
108 learning experience, and also to help share the experience with the community that is meaningful
109 for others and that can be done through various showcasing. She indicated she loved the idea
110 about the library showcases.

111
112 Acting Chair Djevi asked if the Commission would be connecting with Ms. Tzenis on whatever
113 is created by the young person and try to deepen this to another level.

114
115 Ms. Tzenis explained she was not sure it would be her, but she would be happy to help think that
116 through about who would help. Frankly, if there are decision makers that might learn from the
117 young people, she thought that was up to the City to pick people. It could be whatever the
118 Commission thinks works best for them.

119
120 Ms. Olson thought to that point, some of the topics that the Commission has already discussed
121 that were mentioned is connecting with the library or Roseville Mall. Someplace that the young
122 people can share their work, where there can be an audience and where the youth can have the
123 opportunity. The Commission would provide that next level and allow the young person to
124 express themselves and the Commission to learn from them. She would like this to be a
125 discussion on what that would look like and what Joanna and Bri have experienced through 4H.
126 She did not know if the Commission needed to make a formal decision at this meeting but the
127 concept the Commission is talking about, she thought is on the right path but need to start
128 reaching out to maybe some of those organizations once the Commission has a greater
129 understanding and maybe once the contest closes then the Commission can identify how many
130 entries there are and what that looks like.

131
132 Commissioner James thought what Ms. Tzenis helped him to clarify is that having the students
133 have a bigger investment, interviews and talk about it rather than just showing up, he thought
134 that was a valuable thing.

135

136 Commissioner Macomber explained she is on the Roseville Arts Council and they sponsor
137 featured artists conversations that are filmed for CTV and with the library. A lot of the members
138 of this organization are working artists themselves with a connection to Roseville. She indicated
139 the Arts Council maybe able to be a resource for those one-on-one conversations for some of the
140 students and it might be helpful and interesting with people who are professionals in the arts.
141 She also noted Arts Roseville has a real focus on diversity, underserved communities, and gender
142 identities so their would-be people that are comfortable talking about social justice issues as
143 well.

144

145 Acting Chair Djevi asked when the entries are expected to come in for review.

146

147 Ms. Olson indicated the deadline is March 15th. She noted there are two entries so far and
148 historically in the past, most entries come in at the very end of the timeframe.

149

150 Acting Chair Djevi suggested the subgroup make a list of all entries and connect with Ms. Tzenis
151 to do some work before the next meeting. He thanked Ms. Tzenis and Ms. Fisher for being at the
152 meeting.

153

154 Ms. Tzenis thanked the Commission for the invite and looked forward to further discussion with
155 the subgroup.

156

157 Commissioner Lee asked if Item 4, Commission Response to Community Issues was completed
158 because the Commission did receive some forms from the Community that should be reviewed.

159

160 Acting Chair Djevi indicated that was correct. He noted on February 5th someone emailed the
161 Commission regarding housing discrimination. He explained he read the email and what stood
162 out to him was the fact that somebody who was named in the email was being discriminatory
163 towards someone else, but the person did not give their name. He wanted to discuss this in the
164 sense that the Commission welcomes people to contact them and he thinks that staff should
165 probably reply to the person indicating the email was received. He explained where the
166 Commission goes next is what his subgroup is trying to figure out. He indicated there needs to
167 be ways to respond to this kind of inquiry going forward. As far as the specific email is
168 concerned, he was not sure how the Commission should proceed with this. He did not want to
169 state the person who is named in this email without giving them the chance to respond. What he
170 did not know is how the Commission should move forward with this.

171

172 Ms. Olson shared that staff has connected with this person and the police department has been
173 contacted to file a report. She believed the person has also been directed to the State Department
174 of Human Rights as well.

175

176 Commission Lee indicated as long as there was follow-up with the person who submitted that,
177 she was satisfied because the Commission is still trying to figure out what power the
178 Commission has to be able to respond.

179

180 **Approve Minutes**

181

182 **a. January 27, 2021 Human Rights, Inclusion and Engagement Commission**

183 Commissioner Peterson moved and Commissioner Macomber seconded a motion to approve the
184 January 27, 2021 Human Rights, Inclusion and Engagement Commission meeting minutes as
185 presented. Motion passed unanimously.

186

187 **Youth Commissioner Report**

188 Youth Commissioner Xie reported she received two emails regarding the pictures of black
189 families for Black History Month. She indicated she Googled her name and found the interview
190 with CTV she did is airing along with an article.

191

192 **New Business**

193

194 **a. Culture Brokers Update**

195 Ms. Lisa Tabor and Earl Ross provided a recap on Culture Brokers progress to date.

196

197 Acting Chair Djevi asked what the plan was if there is no data collected at this
198 moment.

199

200 Ms. Tabor explained there is usually data and pretty rare if not found. There might
201 need to be property data used or the data is collected as a snapshot. Rather than
202 trying to go back and collect an entire year a snapshot would be collected, if
203 appropriate as a baseline.

204

205 Commissioner Lee indicated Ms. Tabor stated disaggregated data was used in
206 Minneapolis and she wondered how Roseville's City Council will be to using data in
207 their legislative process. She asked for an example of a legislative piece that this
208 particularly made a difference in.

209

210 Ms. Tabor reviewed an example her company performed for another City regarding
211 Disaggregated Data. She noted City staff may need to be trained on including the
212 data in the RCA's.

213

214 Commissioner Lee indicated Ramsey County Commission added a checkbox in their
215 RCA's for this.

216

217 Ms. Olson provided an example that staff tried to do recently at the February 8th City
218 Council meeting by including in the RCA the topic of flavored tobacco and race,
219 diversity, and equity. She indicated this is something staff is working towards to
220 bring forward as a part of the conversation in City meetings.

221

222 Commissioner Allen saw this as being helpful as an eyeopener for HR hiring
223 practices and procedures. He thought what is going to be helpful for the Commission
224 is where this can be helpful. He was interested in seeing what comes up from this.

225

226 Commissioner James asked Ms. Tabor what Disaggregated Data is.

227

228 Ms. Tabor reviewed the meaning of Disaggregated Data.

229

230 Commissioner Lee gave an example of Disaggregated Data to the Commission.

231

232 Mr. Ross explained as the City is disaggregating data, there are communities with
233 specific ethnic groups that the City will want to collect and not necessarily something
234 that is on the Census tract. The City will want to absolutely indicate on the forms
235 being used that the ethnic groups are included.

236

237 Acting Chair Djevi thanked Ms. Tabor and Mr. Ross for being at the meeting.

238

239 **b. Work Plan Updates**

240 Assistant City Manager Olson reviewed the workplan to date with the Commission.

241

242 Commissioner James indicated the Essay subgroup will get together before the next
243 meeting to discuss the Essay Contest and next steps.

244

245 Ms. Olson reviewed the Rosefest Parade Engagement and Commission Spot with the
246 Commission and indicated the Commission should discuss the two groups to walk in
247 the parade this year.

248

249 Acting Chair Djevi explained the Parks and Recreation Department is talking about
250 Pocahontas Park and given that this is the first year the parade will be open to
251 minority groups, he wondered if the Commission could try to reach out to the Native
252 American Community in Roseville as one of the first groups to be a part of this.
253 Since the Commission has two spots the Commission could discuss the second
254 community that could be invited to join. He noted he did reach out to a few of the
255 Native American people he knows in Roseville and they liked the idea.

256

257 Commissioner Allen indicated he could reach out to KOM if the Commission wanted
258 him to. He did know that KOM was involved before so if the Commission wanted
259 some other group, they could do that as well.

260

261 Commissioner Xie thought she could reach out to one of the Asian American groups
262 to see if one of them wanted to use the second parade spot.

263

264 Commissioner Allen thought maybe Young Asian American's would be good as well.

265

266 Commissioner Bolinger thought the Commission might want to reach out to the
267 Hispanic Community because their event was cancelled and maybe this might be a
268 nice opportunity to give them a presence. The Commission could also reach out to
269 the ROG for the different musical acts they have and the different community

270 representations they have as well. The Commission could also reach out to the Park
271 and Rec as well to make sure there is a balance of different groups to walk.

272
273 Ms. Olson explained the Commission should also figure out what type of criteria will
274 be used each year to identify the groups. That might help the Commission figure out
275 which groups to reach out to.

276
277 Commissioner Peterson indicated the Commission used the proclamation as a
278 jumping point last year. She thought similarly the Commission might want to
279 highlight a proclamation this year. The Commission could highlight something the
280 City is doing as well.

281
282 Acting Chair Djevi asked if the Commission is willing to try to get an activity
283 together once again this year for the Hispanic Community. If the Commission is
284 going to try to put that event together again this year then they might not want to have
285 the Hispanic community in the parade necessarily but having that celebration
286 rescheduled.

287
288 Ms. Olson explained as the Parks Department is planning their summer programs,
289 everything is very tentative on COVID and it might be hard to get that event for this
290 year and she thought it should be on the plans for 2022.

291
292 Youth Commissioner Xie indicated she would like to have the Young Asian
293 Americans in the parade and discrimination against Asian Americans is something
294 that is happening in the community.

295
296 Commissioner Lee indicated KOM is an Asian American group which has a lot of
297 youth. If the Commission wants a general Asian American group, she suggested
298 inviting KOM and invite any other Asian American group in the City as well.

299
300 Ms. Olson explained if the Commission wanted to tie that to proclamations, May is
301 Asian American and Pacific Island Heritage Month.

302
303 Consensus of the Commission was to reach out to the Native American community
304 and the Asian American community for parade spots.

305
306 Acting Chair Djevi asked if there were any ideas on what the theme should be for the
307 Commission spot in the parade. He indicated the first thing that came to his mind
308 was COVID, but he did not know how to translate COVID into a theme. He was
309 interested in the damage COVID has done and how the community can move forward
310 in solidarity, that is general idea, but he did not know how to translate it as a
311 community event.

312

313 Commissioner Bolinger thought the Commission could focus on the vaccination and
314 support that instead of COVID in general. The Commission could encourage
315 vaccinations.

316
317 Commissioner Macomber agreed and thought the Commission could commit to
318 wearing masks and have a challenge to the other Commissions for designs, colored
319 masks.

320
321 Commissioner Peterson thought the Commission could purchase fabric masks and
322 decorate them in a theme.

323
324 Acting Chair Djevi indicated he really liked the idea of having a message about
325 vaccination because it is forward looking and is going to be a strategy to save lives.
326 Anything the Commission can do to encourage public health.

327
328 The Commission concurred.

329
330 Youth Commissioner Xie thought the Commission could also do something about
331 solidarity such as the Asian American group could get medical masks and write on
332 them “We do not spread COVID” or something like that to protest against the idea
333 that all Asian American’s carry COVID and are to blame.

334
335 Ms. Olson indicated some people may or may not see that as using the parade as a
336 protest and she did not know if that is what the Parade Committee is wanting for the
337 parade. She did not know if that would be ideal.

338
339 Commissioner James thought was that Youth Commissioner Xie’s idea was a good
340 one, but it might be interpreted as a political statement and he believed that is one of
341 the things that is not supposed to be done in the parade.

342
343 Commissioner Peterson liked the idea of focusing on positive things like the
344 vaccination and using that. She agreed with Ms. Olson and it might be construed as
345 more of protest piece for some people. She wanted this to be a positive experience to
346 bring different groups together and focus on what the groups do for the community.

347
348 Ms. Olson indicated if everyone is onboard with the COVID theme, the Commission
349 can refine that theme at the next meeting.

350
351 Ms. Olson reviewed the Community Feedback Response Workplan item with the
352 Commission.

353
354 Commissioner Lee indicated the subgroup did look into what some other cities are
355 doing. She explained the subgroup is making progress in that area and should be able
356 to present recommendations at the March meeting.

357

358 Ms. Olson reviewed the Commission Recruitment and Interviews Workplan with the
359 Commission. She noted she is gathering information but will discuss this further in
360 the next agenda item.

361
362 Commissioner James reviewed the Commission Onboarding Workplan with the
363 Commission.

364
365 Acting Chair Djevi asked if there was a place where the Commission could perhaps
366 bring the new Commissions up to date on what the Work that the Commission is
367 already doing so the new Commissioner's know where they are at in the workplan.

368
369 Commissioner James thought the "buddy" of the new Commissioner's could discuss
370 the work on the Commission.

371
372 Ms. Olson indicated there maybe a desire for the new Commissioner's on how the
373 meetings work. She suggested having new Commissioner's meet with the Chair,
374 Vice-Chair, and staff liaison for half an hour before the first three meetings to help
375 answer questions and get a little more comfortable outside of the buddy.

376
377 Acting Chair Djevi indicated he liked that idea.

378
379 Youth Commissioner Xie suggested the buddy could also explain what the rules are
380 for the Commission.

381
382 Commissioner Bolinger thought that was very important because the rules are very
383 complicated and sometimes stressful. She also thought the buddy should go over
384 speaking in front of others as well as being on video and any expectations of
385 Commissioners would be helpful for new Commissioner's to know.

386
387 Commissioner Macomber thought another thing that would be helpful would be for
388 the buddy and the new Commissioner to watch a previous meeting together and
389 discuss things needed.

390
391 Ms. Olson indicated what would be helpful for the liaison would be to understand
392 what role the staff member has in this onboarding. What does the Commission want
393 them to cover with the new Commissioner. Understanding who is doing what and
394 what needs more information and detail.

395
396 Commissioner Bolinger wondered if it would be helpful for staff to produce a video
397 on how the Commissions work and what is Open Meeting Law and other things.

398
399 Ms. Olson believed that information is out there. She thought the Department of
400 Administration has those videos because they are the committee that handles a lot of
401 the open meeting law.

402

403 Commissioner James thought the Commission would anticipate getting some
404 information from new Commissioners as well as this information is being finalized.
405

406 Ms. Olson reviewed the Community Outreach Workplan information to date with the
407 Commission.
408

409 Commissioner Bolinger thanked Ms. Olson for sharing the list. She wondered if the
410 Google doc could be a part of the monthly Zoom meeting reminder. She indicated
411 this is an ongoing item and ever changing. She noted she will be passing this item off
412 to Commissioner Allen to continue working on.
413

414 **c. Youth Commissioner Application**

415 Assistant City Manager Olson reviewed the progress to date on the Youth
416 Commissioner application topic. She noted the City Council has asked for some
417 feedback on this. She noted due to the meeting time this item can be continued to the
418 next meeting.
419

420 Youth Commissioner Xie indicated she was open to discussing this item but left it up
421 to the other Commissioners.
422

423 Acting Chair Djevi indicated the time is 8:43 p.m. and he did not know if there was
424 enough time to go into details and provide recommendations to the City Council. He
425 noted he did read through this and did have some suggestions but did not know if
426 there was enough time to go over that at this time.
427

428 Commissioner Allen thought after listening to Ms. Tabor and Mr. Ross earlier, he
429 thought the demographic information might have to fit the standard of everything else
430 the Commission is going for, but he was happy to move this to the next meeting,
431 maybe earlier in order to be able to cover it.
432

433 Ms. Olson indicated she would add that to the March agenda earlier in the meeting.
434 The City would like to implement this for the next Youth Commissioner election
435 round which is September.
436

437 **Other New Business or Reports**
438

439 **a. Monthly Proclamation Updates**

440 Assistant City Manager Olson reported when talking to the City's Communications
441 Staff it would be really helpful for the Commission to review multiple months of
442 Proclamations in order for programming and planning.
443

444 Commissioner James indicated he would like to have another person help him to
445 brainstorm ideas going forward. He explained he would like to plan the proclamation
446 programming six months in advance, if possible. He noted he did not have the theme

447 for Women’s History Month so he thought the Commission could highlight female
448 artists as something that was a little different.

449
450 Commissioner Macomber volunteered to help Commissioner James with the
451 brainstorming of proclamations.

452
453 Acting Chair Djevi thanked Ms. Olson for her work in getting the Black History
454 Month Proclamation going.

455
456 Commissioner Bolinger thought it was amazing and really something that should be
457 built upon for next year.

458

459 **b. Staff Updates**

460 Assistant City Manager Olson reported on the following:

- 461 • City Council removal of HRIEC member due to attendance issues and
462 Commission interviews.
- 463 • Equity and Inclusion Manager position hiring update. The goal is to have
464 someone on board by April.

465

466 **Announcements**

467 Acting Chair Djevi updated the Commission on the MAC. He indicated he was really moved by
468 the Police Department asking what they could do going forward to celebrate Black History
469 Month and be more inclusive. He thought this was a step forward.

470

471 **Future Agenda Items**

472 **a. Youth Commissioner Application**

473

474 **Adjournment**

475 Commissioner James moved; Commissioner Macomber seconded a motion to adjourn. Motion
476 passed unanimously.

477

478 Chair Djevi adjourned the meeting at 9:15 p.m.

479

480 Respectfully submitted,

481

482 Sue Osbeck

483 *TimeSaver Off Site Secretarial, Inc.*

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: March 17, 2021

ITEM: 7B

ITEM DESCRIPTION: Youth Commissioner Application

Background

The City Council asked that the Human Rights, Inclusion and Engagement Commission review changes to the Youth Commissioner Application and provide feedback.

Last year, the HRIEC made a recommendation to the City Council that Youth Commissioners have voting rights. Council recently determined that they would like to provide youth commissioners the ability to either opt in or opt out of voting. In doing so, they also wanted to ensure that youth commissioners understand the responsibilities that come along with voting as well as provide some privacy protections prior to youth applicants determining if they want to vote or not. The Council's feedback is included in the minutes excerpt attachment. It includes the following:

1. Have a separate application for youth commissioners
2. Allow youth commissioners to opt in/out of voting
 - a. Provide applicants details (and training if they are appointed) on the responsibilities that go along with voting.
3. If youth commissioners choose to opt in to voting, provide them a city-issued email address to assist with privacy and data practices considerations.
4. Ensure parents understand the potential legal ramifications if youth choose to opt in to voting. Have parents sign the application and provide a disclosure statement.

Attached is a draft youth commissioner application for consideration.

The HRIEC is asked to weigh in on the application questions (which are highlighted) and provide feedback. (The City Attorney will review the disclosure statements.)

Additionally, Council has asked that the HRIEC consider and provide feedback on the following:

- Should voting youth commissioners be considered when determining a quorum?
- For the question about a big issue in the city of Roseville:
 - "What are a couple of things this commission works on that would be interesting to you and what is an idea you may have for that topic area?"
- For the question asking them to look at both sides of an issue: consider asking them to provide just two options on each side of the issue rather than three.

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

Attachments:

- A: Draft Youth Commissioner Application
- B: Minutes Excerpt

Sample Application

Name : _____ Date of Application: _____

Address (no P.O. boxes please): _____

Email Address: _____

Phone Number: _____

School Grade during 2020-2021 School Year

Date of Birth ____/____/____ MM / DD / YYYY

The City of Roseville Commissions hold one regular meeting per month. As a member, your presence is expected. More than three unexcused absences (without contacting the chair or staff liaison first) may lead to you stepping off the commission.

Which Commission are you applying to? _____

Tell us what unique qualities, talents, and experiences you have that would benefit the Commission: _____

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

The Youth Commissioner's purpose is to discuss and advise the City Council on the needs and concerns of youth. Please explain what you believe is the biggest issue affecting Roseville and how you would address it. (You may attach a separate sheet with your answer.) _____

A major part of being a Youth Commissioner is bringing ideas and recommendations to the City Council. The purpose of this question is to show that you can look at different sides of an issue, consider a wide variety of viewpoints, and provide direction.

Sample Question: A common issue around the country is should citizens at the age of 16 be able to vote in local elections, rather than at age 18. What is your opinion on this issue? Please provide three reasons for your answer (if you use facts or quotes please cite your sources). Then include three points from an opposing view. For this application, your personal opinion on this topic does not matter. (You may attach a separate sheet with your answer.) _____

Sample Application

Have you previously served on a board or commission for the City of Roseville? ♦ Yes ♦ No --If yes, which board or commission and years of service? _____

Have you served on a board or commission for another governmental entity? ♦ Yes ♦ No --If yes, what entity, and what was your role? _____

Voting:

Most commissions conduct a lot of their work by consensus as well as through dialogue and collaboration. However, there may 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. Should you choose to be a voting member there are responsibilities that you must acknowledge and agree to abide by. They include the following:

- _____ As a voting member, I agree to attend all trainings offered by the staff liaison, and city as it relates to my role as a commissioner.
- _____ As a voting member, 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 and will be available on the city's website and subject to all relevant data practices laws.
- _____ As a voting member, I understand that while the advisory nature of a city commission make it unlikely that there may be a legal action as it relates to a commission's vote, a voting youth commissioner may be placed in the position of having to legally defend their action.
- _____ As a voting member of a commission I understand I am subject to the complaint process of the city's ethics code.

****Both the parent/guardian and the youth applicant must agree to the following. If a parent has not signed off on this section, the youth commissioner will be considered a non-voting member.***

Sample Application

Parental Permission for Applicants Less Than 18 Years of Age

If you are less than 18 years of age, parental permission is required for you to serve on a City of Roseville commission. I am the parent or legal guardian of the applicant listed above. I have reviewed this application form and understand that the applicant's participation on a City of Roseville commission is voluntary. I understand that City of Roseville commission meetings are broadcast live on television. I also understand that certain data on my child as an applicant and as a member of a City of Roseville commission is public under the law. I give permission for my child to serve on a City of Roseville commission. I give permission for my child's image to be used and disclosed to the public in photographs, videos, websites, social media, and on television in relation to my child's work with a City of Roseville commission. I understand that if my child's application is selected for consideration by the City Council, all of the data contained in my child's application materials and provided to the City in support of my child's application will be published in the City Council packet and will be made available to the public, with the exception of my child's address, email address, and phone numbers. I give permission for this disclosure.

Signature of Guardian/Parent

Date

By signing below, I agree that I wish to be considered for appointment to a City Commission.

Signature of Applicant

Date

a. Discuss Youth Commissioner Voting

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request For Council Action and related attachments dated January 25, 2021.

Mayor Roe indicated at the last discussion there was direction to get past and current Youth Commission and parent feedback regarding this and he wondered if staff had done this yet.

Ms. Olson explained back in September, staff reached out to all of the current Youth Commissioners and asked them to talk with their parents about this concept. The feedback staff received was that either they were okay with the voting or whatever the Council's pleasure was. She noted staff did not directly get parent feedback at that time.

Councilmember Strahan appreciated the thought that went into the attachment of the sample application. She stated it would be nice to have the applicant sign it in addition to the signature of the parent. She thought it was really important and being an educator, as a student is rarely allowed to speak solely for themselves without the permission of their parent. She noted legally, she did not know if the City would want to get into a situation where the Youth Commissioner could be involved in something without the permission of their parents. She thought the concept and how specific to the young person was really applicable.

Councilmember Willmus agreed and thought that was a logical approach. One of the things he would go one step further with is that these Youth Commissioners would be voting members so they should be accessible to the public. He would like to see if the City goes in that direction that they have at least an email contact for them. That would be a City email so if there are any issues, such as a data request, it is not being sent from someone's personal email account. He thought that would provide an additional layer of privacy for the individual.

Councilmember Etten agreed as well with several of the comments. He definitely would want the youth to sign their application. He agreed with Councilmember Willmus that there should be a city email with the expectation that the Youth Commissioner use that email. At the same time, his concern for all of this is if the person is a voting member, then at some level there has to be the expectation that this person is available to the public and is responding to the public. He thought the City needed to be very thoughtful of that. The HRIEC has certainly delved into several subjects that are very difficult and brought up very strong positive and negative responses from the public. The City has to be thoughtful about whether they want that person to be required to respond. He did not think it was legitimate to say that person can vote and not be responsive to the public at the same time. He also arrived at a vote that is noted as is currently the practice of Ms. Olson on the HRIEC without it being counted as a full vote as maybe has been requested by one Youth Commissioner. He was hesitant to do this but if it is allowed, there needs to be more guard rails to protect the youth.

Councilmember Groff thought the draft application created was a very good start. Having served on the HRIEC and also the Planning Commission, he did not recall a Youth Commission on the Planning Commission, but he could be wrong. His experience with the Youth Commissioners is that those individuals are very interested in the subjects and wanting responsibility. He thought that diminishing their role has to be considered here.

He thought with correct parental advise on this, the City could move forward and not be risking a lot of blow back. To his knowledge, nothing on the HRIEC was so controversial that there were protests going on or anything like that. He thought that going ahead with this would not be a big risk.

Councilmember Willmus thought the most contentious issue he had seen with the Commission since his starting on the Council would be the conversations that went on regarding the marriage amendment and there were hard conversations that occurred then at the HRIEC and also as that recommendation came to the City Council. There may be parents who have reservations about their teens being involved in some of those conversations. There may be some reservations on the part of having their child subjected to some of the emails that the Council was subjected to and also the seated members of the HRIEC.

Councilmember Groff indicated he was on the HRIEC at that time and they did not receive extensive emails that were considered hate emails. The HRIEC had the hearing and that is where most of the information came out. His experience is that the Youth Commissioners are just as compassionate or more passionate about those issues as the Commission Members but if the parents have a different opinion, then that would have to be worked out between the parents and the youth. He thought safeguards could be put in place to address those types of situations.

Mayor Roe indicated he was going to suggest that the disclaimer page as well as the signoff page have more of that type of information included in it. He thought there could also be a general opt in or opt out as a part of the application process where a member could choose whether to be a voting member or not.

Councilmember Etten asked if the Youth Commissioners already get the emails.

Ms. Olson thought that was correct and they are part of the group email when someone emails the Commissioners.

Councilmember Etten thought there would be an expectation of potential responding to the public and that for him is the issue because it is a different level of exposure.

Councilmember Strahan explained there is also that level of civics of what is an appropriate response when someone has that option. She thought that might be something that needs to be taught when onboarding the Youth Commissioner.

Ms. Olson stated that is an excellent point because that is also one of the items the HRIEC is looking at, as well as what kind of things are needed for onboarding Commissioners. This is an item on the HRIEC workplan for this year.

Mayor Roe thought the Council was supportive going forward with Youth Commissioner voting and looking at what could be done with applications and disclaimers as well as training and other information that provides some of those guard rails discussed. He also thought the HRIEC should continue to look at both the proposed draft application as well as anything else related to this process.

Mayor Roe offered an opportunity for public comment with no one indicating a desire to speak.

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: March 17, 2021

ITEM: 7B.

ITEM DESCRIPTION: March Work Plan Updates

Background

Updates will be shared by the various Lead Commissioners on the 2021 Work Plan.

Work Plan Item	Update	Lead Commissioner	Next Steps
Essay Contest:	The deadline for submissions is March 10. Staff met with Joanna Tzenis and Bri Fisher from the U of M Extension (4H). Attachment A provides details on ideas for recognition	Richard	Finalize recognition for entries
Rosefest Parade Engagement	At the last meeting, the consensus was to have commissioners reach out to the Karen Organization of MN (KOM) – tied to the proclamation for Asian and Pacific Island Heritage month (May) as well as the Native American community – tied to the work being done regarding Pocahontas park	Etienne/Keith	Provide updates and finalize group participation. Submit application & narrative.
Rosefest Parade Commission spot	The consensus at the Feb meeting was to have a	Etienne/Keith	1. Provide further clarification on details for theme.

	theme around the COVID vaccine		2. Identify next steps with recruiting other commissions to participate
Community Feedback Response	Subgroup to research how other cities address it.	Grace	
Commission Recruitment	This will be part of the Strategic Racial Equity Action plan and the city's Strategy Team will lead this work in partnership with the DEI consultant and HRIEC.		Beverly will develop recommendations and assist with youth commissioner recruitment. Youth Commissioner.
Commission Interviews			
Commission Onboarding	Information is presented as Attachment B for ideas on materials and roles for onboarding.	Richard/Beverly	Finalize details to be included in onboarding draft.
Community Outreach		Monica/Keith	

Recommendation

Provide updates on each work plan item and next steps for the February meeting.

Attachments

- A. Roseville Speaks Out
- B. Onboarding documents

Interviews with participants

CTV

ArtsRoseville

Certificate of Participation to all who submit

Display in the Library

Article in City Newsletter

If possible, make available on city/HRIEC Website or have a separate site for submissions to be seen/read

Make contact with Do Good Roseville to acknowledge participants

If possible, coordinate with Schoology with a link to submissions

“Ice cream” gift certificate

Recommendations for On-Boarding New Commission Members

1. Provide Commissioners Handbook (staff responsibility)
2. New Commissioner Orientation (staff responsibility)
3. What is our Role? (buddy/ Chair responsibility to discuss)
4. What is hoped as a commissioner? (buddy/chair responsibility to discuss)
5. List of HRIECCommissioners with contact Information (Chair/ Staff prepare and print info)
6. Chairperson assigns one current commissioner as a ‘buddy’ (chair, Vice-Chair responsibility)
7. Copy of current Work Plan (Chair/Staff make available; buddy/chair discuss with new member)
8. Chair/ Vice-Chair / buddy meet with new commissioner prior to first two or three meetings (Chair, Vice Chair/ Buddy responsibility)

Buddy conversation topics prior to first meeting:

How HRIEC Meetings work

The powers/role of the HRIEC

Discussion of current Work Plan

Review Open meeting rule and implications: What is said at public meetings is public to everyone

Encourage new member to watch a recording of a previous meeting

What is Hoped of us as Commissioners?

It is highly suggested that we ...

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

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

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

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

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

Get names and contact information if appropriate

Direct people to the city and HRIEC website

Follow up with contacts as appropriate

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

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

What is Our Role?

Feeling a little adrift when first starting is typical. We all felt that way at the beginning. Here are some initial considerations to keep in mind as a member of the HRIEC:

We Serve

HRIEC commissioners serve the citizens of Roseville and make recommendations to City Council regarding Human Rights, Inclusion and Engagement issues. There are ten of us, including a Youth Commissioner plus a staff liaison to the city.

We Rely on Others

We rely entirely on each other and staff to accomplish our goals, provide information, explain what we are supposed to know, outline key issues, stay abreast of upcoming matters and report to City Council on a regular basis. We look for feedback from our Roseville citizens.

We Interact With People

Our role is to reflect what is happening in the community, listen and talk to residents and key stakeholders, relay all relevant information to fellow commissioners and staff, and to support fellow commissioners.

We Volunteer

This is a volunteer position. We all have different demands on our time. So, start where you are, use your gifts and talents and do what you can.

We appreciate your energy, commitment and willingness to serve and value your input !

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: March 17, 2021

ITEM: 7D.

ITEM DESCRIPTION: Appoint Commission Chair, Vice Chair and Ethics Commission member

Background

On January 11, 2021, Commissioner Cat Beltmann resigned from her position as Chair and Commissioner. Based on the rules outlined in city code section 201.06, the annual election of officers will occur at the March commission meeting. Officers elected at that time will serve a one-year term.

The role of the Chair as outlined in the Commission handbook is as follows:

The chair presides at all official meetings and generally ensures that the group reviews and acts upon the items on the agenda. The chair is expected to ensure that decisions are made in a timely manner, yet be careful not to limit discussion - assuring that both members of the public and fellow commission members have an opportunity to be heard.

Responsibilities of the Chair:

- Preside over all official meetings of the commission.
- Consult with the staff liaison in drafting the meeting agenda, if necessary.
- Attend City Council meetings as needed to represent the commission.
- Serve as a model of leadership and inspire public confidence in Roseville's government.

The chairperson is also the person vested with authority to:

- Call a meeting to order and propose adjournment.
- Recognize and call upon speakers. • Call for debate and vote on motions.
- Clarify or request clarifications of motions made by members.
- Rule whether motions are out of order.
- Interpret and enforce any meeting management bylaws or rules of procedure.
- Call members to order if they disregard rules of procedure or decorum for the meeting.
- Ensure that meetings are conducted in an efficient and productive manner.

The effective chairperson also:

- Solicits discussion and opinions from all members.
- Does not allow personal attacks.
- Keeps the discussion focused on the issue.
- Builds trust through fairness to all the participants

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

The commission is also asked to appoint a Vice Chair as well as a representative to the Ethics Commission. The Ethics commission includes a representative from each of the standing commissions. The duties and functions of the commission are:

- Serve in an advisory capacity to the city council on matters involving the [ethics code \(PDF\)](#) adopted by the city council.
- Administer the ethics code adopted by the city council.
- Conduct annual ethics training for city council and commission members - [Ethics Training video](#).
- Perform other duties and functions or conduct studies as specifically directed or delegated by the city council.

Previously, Commissioner Macomber was the representative to the Ethics commission in 2020.

2021 Proclamations

Month	Proclamation	City Council Meeting	Notes
January	MLK Jr. Day	January 4	Looking to incorporate more volunteer opportunities in 2022
January	Human Trafficking Awareness Month	January 4	Working with CTV, RPD & other partners on educational event
February	Black History Month	January 25	Theme “The Black Family: Representation, Identity and Diversity”
March	Women’s History Month	February 22	Valiant Women of the Vote: Refusing to Be Silenced.
April	Fair Housing Month	March 22	CC adopted a fair housing policy Nov. 5, 2018. Information on city website: https://www.cityofroseville.com/3048/Fair-Housing
April	Days of Remembrance	March 22	
May	Asian American and Pacific Island Heritage Month	April 26	
May	Mental Health Awareness Month	April 26	NAMI – “You are not alone” campaign
May	Older Americans Month	April 26	“Communities of Strength” https://acl.gov/oam/2021/older-americans-month-2021
June	LGBTQIA+ Month	May 17	
July	Americans with Disabilities Month	June 21	
September	Hispanic Heritage Month	September 13	September 15- October 15 Hispanics: Be Proud of Your Past, Embrace the Future
September	Constitution Week	September 13	September 17-23
October	Indigenous People’s Day	October 11	October 11

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: March 17, 2021

ITEM: 8B

ITEM DESCRIPTION: Updates

Background

Staff will provide updates on the following:

- **Commission Vacancies**
- **Equity & Inclusion Manager**
- **Joint Meeting with City Council** – tentatively set for April 19, 2021
- **Budget requests for 2022**