

## MEMORANDUM

**TO:** Fargo Human Relations Commission  
**FROM:** Tia Braseth, Community Development Planning Coordinator  
**DATE:** March 15, 2019  
**RE:** Human Relations Commission Meeting on March 21, 2019

The next meeting of the Fargo Human Relations Commission will be held on Thursday, March 21, 2019 at 12:00 p.m., in the Commission Chambers at the **New** Fargo City Hall. If you are not able to attend, please contact staff at 701.241.1474 or [Planning@FargoND.gov](mailto:Planning@FargoND.gov).

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### HUMAN RELATIONS COMMISSION Thursday, March 21, 2019 at 12:00 p.m. Commission Chambers

#### AGENDA

1. Welcome & Introductions
2. Approve or Amend Agenda Action Item
3. Approve Minutes Action Item
4. Building Bridges Presentation: Sean Coffman
5. Public Comment – Citizens to be heard
6. Addictions Committee Note of Update
7. Strategic Planning
  - a. Approve Vision Statement Action Item
  - b. Work Plan Framework
  - c. Next Steps Action Item
8. Budget Action Item
9. Building Bridges Attendance
10. Attendance Policy
11. Other Business
12. Staff Reports
13. Public Comment – Continued if needed
14. Adjourn

Human Relations Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on [www.FargoND.gov/streaming](http://www.FargoND.gov/streaming). They are rebroadcast each Thursday at 12:00 p.m. Minutes are available on the City of Fargo Web site at [www.FargoND.gov/humanrelations](http://www.FargoND.gov/humanrelations).

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

**BOARD OF HUMAN RELATIONS COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Thursday, February 21, 2019**

The Regular Meeting of the Board of Human Relations Commissioners of the City of Fargo, North Dakota, was held in the Commission Chambers at City Hall at 12:00 p.m., Thursday, February 21, 2019.

The Human Relations Commissioners present or absent were as follows:

Present: Rachel Hoffman, Abdiwali Sharif-Abdinasir, Cheryl Schaeffle, Matuor Alier, Paul Jensen, Barry Nelson, Hamida Dakane

Absent: David Lanpher, Laetitia Hellerud

**Item 1. Welcome and Introductions**

Chair Nelson welcomed Members to the meeting and introductions were made.

**Item 2. Approve or Amend Agenda**

Member Hoffman moved the Order of Agenda be approved as presented. Second by Member Alier. All Members present voted aye and the motion was declared carried.

**Item 3. Approve Minutes**

Member Alier moved the minutes of the December 20, 2018 Human Relations Commission meeting be approved as presented. Second by Member Dakane. All Members present voted aye and the motion was declared carried.

**Item 4. Public Comment**

Frank Hunkler provided the Board with a handout and gave a presentation. He spoke regarding tasking the Human Relations Commission to develop programs and policies to assist in ridding Fargo of fear, ignorance, stigma, and discrimination involving any person or family affected by the polymorbid conditions, and medical or mental health emergencies related to the circular continuum of addiction/mental health and mental illness/related disabilities.

Member Sharif-Abdinasir present.

Board members thanked Mr. Hunkler for appearing before the Board and bringing light to the issue. Discussion was held regarding reasons these conditions are treated differently by communities, the difficulty in obtaining treatment, discrimination and stigmatism received by addicts, and ideas of ways the Board can help.

City Commissioner John Strand suggested the Human Relations Commission form a subcommittee to address the issues, and bring back to the Board findings and suggestions to move forward. He noted that addressing this issue is no small task and that beginning dialog is the starting point.

Members Schaeffle, Alier, and Jensen volunteered to serve on the subcommittee.

**Item 5. Legislative update: 2303 debrief, 1441 upcoming**

Chair Nelson updated the board that SB 2303 was defeated in the North Dakota Senate. He noted the Fargo Human Relations Commission was in support of this bill, which related to the prohibition of discrimination on the basis of sexual orientation and gender identity.

Chair Nelson also noted that HB 1441 failed the North Dakota House of Representatives floor this week. He stated that the Human Relations Commission did not take a position on this bill. He shared that HB 1441 related to the prohibition of discrimination on the basis of sexual orientation.

Commissioner Strand stated the City of Fargo wrote a letter in support of SB 2303. He expressed that we should work locally to address this issue at the City Commission level.

**Item 6. MLK Event Wrap Up**

Assistant Planner Kara Gloe presented an event summary prepared by Reach Partners. She noted the summary would be sent out to Board members.

The Board discussed the summary and feedback provided for improving next year's event.

Member Hoffman noted that next year marks the 20th Anniversary of the event, and a great chance to make it bigger and better.

Commissioner Strand shared that he would like to see the City of Fargo name a Boulevard or Street in honor of Dr. Martin Luther King, Jr.

**Item 7. Budget**

Chair Nelson gave an overview of the proposed budget and memo included in the packet. He noted this item would come back to the Board in March.

**Item 8. Sponsorships**

A \$500 sponsorship request from Lutheran Social Services of North Dakota was presented for the Building Bridges event.

Planning Coordinator Tia Braseth noted that in the past this had been a standing reoccurring sponsorship, but that the sponsorship request process is being updated to include a yearly application and review process. She shared that the new process would allow for an open application period, and future work would be done to develop review criteria and evaluation.

Discussion was held regarding funding requests that could operate without funding assistance from the Human Relations Commission and the amount given last year for the Building Bridges event. Chair Nelson noted that the sponsorship request for this year does not include tickets for the event.

The Board discussed interest in attending the event.

Member Sharif-Abdinasir moved to approve \$500 towards ticket fees for the Building Bridges event and the remainder funds to support the event. Second by Member Hoffman. All Members present voted aye and the motion was declared carried.

Chair Nelson presented a sponsorship request from the Women Initiative Network of Liberia in Fargo for \$500.

Precious Dweh, Founder and Executive Director of the Women Initiative Network of Liberia in Fargo, spoke on behalf of the request. She provided a background and overview of the work the program performs working with single women and mothers.

The Board discussed the program and provided additional contacts for Ms. Dweh regarding GED adult education and birth control counseling.

Member Jensen moved to approve the sponsorship request for \$500 for the Women Initiative Network of Liberia in Fargo. Second by Member Hoffman. All Members present voted aye and the motion was declared carried.

**Item 9. Strategic Planning Follow Up**

Chair Nelson provided an overview of the second strategic planning session held on February 19. The Board shared feedback on their impressions from the meeting.

Ms. Gloe noted that staff is fine-tuning the developing vision statement for the Board.

**Item 10. Attendance Policy & Staff January Attendance Report**

Chair Nelson shared that a quorum was present for today's meeting and encouraged Board members to respond to attendance correspondence in a timely manner.

**Item 11. Other Business**

No other business was addressed.

**Item 12. Staff Reports**

No staff reports were provided.

**Item 13. Public Comment**

No additional public comment was provided.

**Item 14. Adjourn**

The time at adjournment was 1:06 p.m.

## MEMORANDUM

**TO:** Fargo Human Relations Commission  
**FROM:** Tia Braseth, Community Development Planning Coordinator  
**DATE:** March 15, 2019  
**RE:** Meeting Report

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**Item 4. Building Bridges Presentation:**

Sean Coffman will present what attendees can expect from this year's Building Bridges Conference.

**Item 6. Addictions Committee:**

Member Schaeffe will provide an update regarding the Addictions/Mental Health Stigma committee.

**Item 7. Strategic Planning:**

- a. Vision Statement: On February 29, the HRC developed a rough draft of a vision statement during a strategic planning session. Following that meeting, staff and Executive Committee members refined it. Staff will present the updated vision statement for approval. (KG)

*Suggested motion: To approve the Human Relations Commission's vision statement as presented.*

- b. Staff will present a work plan framework for discussion. (KG)

- c. Next Steps: The meeting notes from the first two strategic planning sessions are included in this packet. We believe there is rich content provided in these meetings and an additional meeting with Reach Partners will help bring the material from the past two meetings together into a strategic plan structure. Developing the strategic plan is key to the creation of the HRC's annual work plan. As such, staff recommends hiring Reach Partners to facilitate one more session to define the HRC's goals. (KG)

*Suggested motion: To approve the Fargo Human Relations Commission retaining the services of Reach Partners to facilitate a third strategic planning session.*

**Item 8. Budget:**

Staff will present the updated budget categories for approval with the understanding that the HRC is able to revise them at a later date. (TB)

*Suggested motion: To approve the budget categories as presented.*

**Item 9. Building Bridges Attendance:**

At the February 21 meeting, the HRC voted to reserve \$500 to send HRC members to the Building Bridges conference. Any portion of that \$500 not used for tickets will be donated as a sponsorship. Two members are confirmed to attend (\$320). The Building Bridges Conference is April 9-10 at the Holiday Inn, Fargo from 8:00 a.m. to 4:30 p.m. both days. Chair Nelson will do a final call for registration.

**Item 10. Attendance Policy**

Chair Nelson will report on March's attendance procedural follow-through and clarify any questions in regards to the attendance policy passed in October.

## **Vision Statement Iterations and Evolution:**

### **1) Outcome of second strategic planning meeting, and group exercise**

**FOR** All people of Fargo **Who** are interdependent on one another for community and belonging, **HRC is a** diverse group of individuals, an arm of the City of Fargo, charged with addressing human rights and needs and advocate for inclusion **That** fearlessly strive to inspire, and challenge others to accept and celebrate the diversity of the community **UNLIKE** accepting a culture of complacency and disrespect, politics of fear and divisiveness, **WE** advocate policy, practices by striving for individual rights and protections, stand for bringing a voice to the ignored (result), want everyone to be safe

### **2) Revision for grammar and sentence structure**

For all people of Fargo, who are interdependent upon one another for community and belonging, the Fargo Human Relations Commission (HRC) is a diverse group of individuals serving as an arm of the City of Fargo, charged with addressing human rights needs and advocating for inclusion. HRC fearlessly strives to inspire others to accept and celebrate the diversity of our community (unlike tolerating the politics of fear and divisiveness, which lead to a culture of complacency and disrespect). We advocate for policy and practices that preserve individual rights and protections, strive to bring a voice to the ignored, and ultimately create a safer community for all.

### **3) Revision for brevity**

For all people of Fargo, who are interdependent upon one another for **community** and belonging, the Fargo Human Relations Commission (HRC) is a diverse group of individuals serving as an arm of the City of Fargo, charged with addressing human rights needs and advocating for inclusion. We fearlessly advocate for policy and practices that preserve individual rights and protections, strive to bring a voice to the ignored, and ultimately create a safer **community** for all.

### **4) Revision for flow**

The Fargo Human Relations Commission (HRC) serves as an arm of the City of Fargo charged with addressing human rights needs and advancing inclusion. We fearlessly advocate for policy and practices that preserve individual rights and protections; strive to bring a voice to the ignored; and ultimately create a safer community for all people of Fargo, who are interdependent for belonging.

### **5) Latest revision/current status:**

The Fargo Human Relations Commission (HRC) is a diverse group of individuals serving as an arm of the City of Fargo charged with addressing human rights needs and inclusion. We advocate for policy and practices that preserve individual rights and protections; strive to bring a voice to the ignored; and ultimately create a safer community for all people of Fargo, who are interdependent for belonging.

# Fargo Human Relations Commission Strategic Plan 2019 - Draft



## Mission Statement:

*The Fargo Human Relations Commission works to promote acceptance and respect for diversity and discourages all forms of discrimination.*

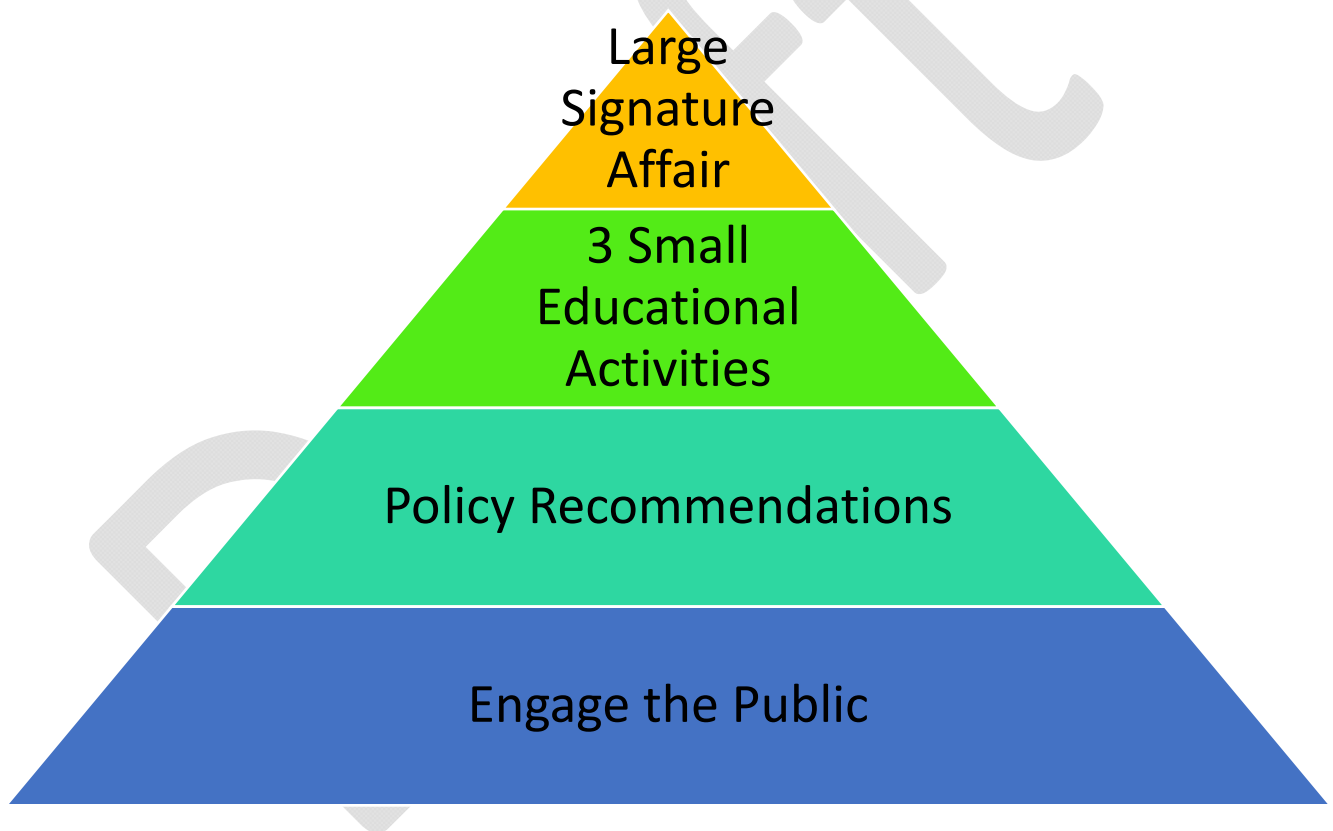
## Vision:

The Fargo Human Relations Commission (HRC) is a diverse group of individuals serving as an arm of the City of Fargo charged with addressing human rights needs and inclusion. We advocate for policy and practices that preserve individual rights and protections; strive to bring a voice to the ignored; and ultimately create a safer community for all people of Fargo, who are interdependent for belonging.

**Next steps towards drafting a strategic plan:**

- 1) Identify goals and strategies**
- 2) Prioritize**
- 3) Develop work plan**
- 4) Schedule activities**

**As an agency focused on community involvement, what are the priorities for the FHRC? Based on the strategic planning meetings and the roles of staff we present the following framework:**



**Examples of educational activities:**

- TEDx type of community event (another big idea), where we talk about inclusion and announce the work we are doing on policy reform, gather volunteers and support.
- Have a series of town hall events where we present the public with information on the policy work we are doing, to gain support and volunteers and listen to their concerns and feedback.
- Present to any GSA organizations within public schools/universities



Examples of community engagement:

- Inviting organizations to present at our meetings to stay informed about what is happening in the community and find partnerships for policy work
- PRIDE in the Park/or Police Picnic could now have a more defined purpose, we could pass out information on the policy work we are doing
- Having a rotating HRC member attend a meeting of a community group (i.e. PRIDE, Tristate Transgender, etc) and report back to the group. This allows us to keep a pulse on what is happening in the community.

## Roles and Responsibilities

As appointed members of the Fargo Human Relations Commission, each person plays a valuable role in meeting the mission. With the mission in mind, it is important to define the roles and responsibility each member has and is expected to maintain.

Responsibilities of Fargo Human Relations Commission Members:

- Attend monthly Commission meetings. When unable to attend monthly meetings, communicate schedule conflict with the Planning & Development staff, in advance of the meeting.
- Attend meetings for any committees on which you serve. If you are unable to attend committee meetings, communicate schedule conflicts with the chair of the committee prior to the meeting
- Help build good faith in the wider community about the work and reputation of the HRC; be a good ambassador
- Communicate effectively within the HRC to ensure every member is equipped to be a good ambassador to the wider community

Duties of City Staff

- Facilitate agenda/packet preparation and dissemination for both full HRC monthly meetings and for the Executive Committee.
- Ensure compliance with open meeting laws.
- Take minutes at monthly meetings.
- Ensure quorum is met for all full HRC monthly meetings. If quorum is not confirmed, city staff will communicate the cancellation of the monthly meeting.
- Provide administrative support and guidance.

# 2019 HRC Strategic Planning Report

## Human Relations Commission

1 of 3

*Over two meetings, The Human Relations Commission and staff learned what motivates each other to participate on the commission, completed an environmental scan, drafted a vision statement, and sparked ideas for action.*

*The following summarizes individual ideas that inform and depict a compelling story to share and give shape to their participation:*

### **Why does HRC matter?**

- We are all human beings and deserve to be treated with dignity and respect.
- To advise city decision-makers on issues of human rights, equity, and inclusion in our community.
- Advocacy for human rights, protect the rights of the of the most vulnerable and give voice to those not often heard.
- Connect, advocate and bridge cultural divides between North Dakota and new Americans
- Diversity brings life to our city, HRC lifts up and celebrates the diversity of our community.

### **What are the priorities for HRC?**

- Address discrimination issues and influence city discrimination policies.
- Support community projects and city initiatives that support inclusion and diversity.
- Provide space for people who feel or are discriminated against to be heard and supported.
- Listening circles, connecting, improve exchange between all citizens.

### **SOAR**

*SOAR analysis is a strategic planning technique to help HRC focus on current strengths and opportunities, and create a vision of future aspirations and the result they will bring. The output from the SOAR analysis provides a basis for further in-depth analysis.*

### **STRENGTHS** *What do we do well; what are our greatest assets; what are we most proud of?*

- Compassion Encouraging Fearless Passionate Proactive Thoughtful
- Listen, hear experiences of folks who feel they have been discriminated
- Advocate, bring the city leaders to the table
- Facilitator for commissioners and media
- Educational opportunities
- Diverse commission represent a diverse group of perspectives
- Stakeholder in Welcoming Week and MLK event
- Refugee resettlement in Fargo process & report
- Envision a better messaging positive messaging and voice

### **OPPORTUNITIES** *What opportunities should we focus effort, or how can we reframe our weaknesses (threats) to become opportunities?*

- Project messages that cultural diversity is an important opportunity and benefit to the community
- Lay groundwork laid for equity planning
- Be a powerful voice to influence city commission

# 2019 HRC Strategic Planning Report

## Human Relations Commission

2 of 3

- Be a resource for referral to already existing area resources
- Be open and available to receive communication from people in the community and prioritize focus based on community feedback

### **ASPIRATIONS** *How can we make a difference in the community?*

- Increase visibility (underlying theme for all SOAR)
- Develop long term plan, which includes policy, education and community outreach
- Develop a system to listen to community to identify issues, prioritize, gain community input, develop accountable action plans for greater community impact
- Develop city policy ordinance for anti-discrimination and other important HRC topics
- Condense budget for bigger impact on well-identified problems that we have the capacity to improve lives – bigger impact, bang for buck
- Semi-annual review and analysis and evaluation - check-in

### **RESULTS**

#### *What are meaningful measures to track goals?*

- People participating in events, media coverage/awareness, number of events, number of accomplishments, dollars expended
- Track genuine progress indicators (GPI) and sustainable measures

#### *What do we want to be known for?*

- “Experts” and resources and hub for human rights related issues- “go to” agency
- Info and education
- Ambassadors

#### *What is the community asking us to do?*

- Increase safety for everyone, especially newcomers
- Better website with spider web between activities and contacts in town “hub”

### **HRC DRAFT VISION STATEMENT:**

*The following is a draft to provide an overall statement summarizing, at the highest level, the unique position the team intends to fill. Staff will begin to edit and refine the statement for review and approval by the commission.*

**FOR** All people of Fargo **Who** are interdependent on one another for community and belonging **HRC is a** diverse group of individuals, an arm of the City of Fargo, charged with addressing human rights and needs and advocate for inclusion **That** fearlessly strive to inspire, and challenge others to accept and celebrate the diversity of the community **UNLIKE** accepting a culture of complacency and disrespect, politics of fear and divisiveness, **WE** advocate policy, practices by striving for individual rights and protections, stand for bringing a voice to the ignored (result), want everyone to be safe

### **SEVEN IDEAS FOR HRC ACTION**

*The following ideas were the result of rapid generation and sifting the group’s actionable ideas using [Liberating Structure’s 25-to-10](#) group activity. The ideas are answer what big idea, program, activities or*

# 2019 HRC Strategic Planning Report

## Human Relations Commission

*policies does HRC have to adopt, fund, or design for HRC to be successful and influence a more tolerant, accepting future.*

<b>City of Fargo LGBTQI+ antidiscrimination ordinance.</b>	Step 1: Research other cities' ordinances.
<b>Sponsor Community event/discussion on our common attributes instead of our differences. Ex. Civic center participants from all races, ethnicity and religion, stand in the mail floor and ask: who has lost a loved one, who has a fear of dentists, etc. So, all can see what they have in common.</b>	Step 1: Recruit participation, reserve venue.
<b>Larger sponsorships for bigger impact</b>	Step 1: Identify a theme, idea, or criteria to help determine/approve larger sponsorship, or coordinate with other community sponsorship.
<b>City of Fargo Hate Crime ordinance</b>	Step 1: Research other cities' ordinances.
<b>Broaden the scope of who the HRC reaches</b>	Step 1: Partnering with other entities (Park District, Schools) to reach a larger population
<b>Annual Education Event as Big as TED Talks</b>	Step 1: Identify a topic
<b>A big public launch of our new vision.</b>	Step 1: Go out to our communities to introduce and listen. * Immigrant/Refugee, LGBT – Gender Identity, People with Disabilities, Women

### **Recommendations for What Comes Next:**

*Dedicate a portion of time during each regularly scheduled commission meeting to finalize a plan that focuses the efforts of the staff and commissioners. The first task is to finalize and approve a vision statement from the draft crafted during the second meeting, then identify strategies to achieve that vision. Write a mission statement to answer why HRC exists. Identify actionable objectives for annual action plans.*

## Fargo Human Relations Commission 2019 Budget \$16,000

Projects/Programs	2019 Allocation	Amount Paid/Pending	Remaining Budget
MLK Event			
<b>Total</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>
Sponsorships			
<b>Total</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>
Professional Services (e.g., planners, coordination, research, etc.)			
<b>Total</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>
Training			
<b>Total</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>
Contingency			
<b>Total</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>
Supplies & Food			
<b>Total</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>

**Overall Totals** **\$0** **\$16,000**

## **Human Relations Commission Attendance Procedures**

To be respectful of everyone's time and to maximize the effectiveness of the Human Relations Commission, please review the attendance procedures below:

- The Human Relations Commission meetings are held monthly, on the third Thursday of the month at 12 p.m. in the City Commission Chambers. Scheduling time to attend these meetings is a priority. The goal is to have 100% attendance as often as possible.
- Two weeks before the meeting, a confirmation of Commissioners' attendance will be required and requested via email from City staff. Please respond directly to this email within 24 hours of the scheduled meeting to verify quorum. If a quorum is not confirmed through this process, 24 hours prior to the scheduled meeting, the meeting will be cancelled.
- If your attendance status should change, please let staff know promptly so arrangements can be made if necessary.
- If you are unable to attend a meeting due to unforeseen circumstances or travel, you may opt to call-in to a meeting if able. Please let staff know four or more hours before the scheduled meeting.
- A Human Relations Commission member who misses three or more meetings in a calendar year without giving advanced notice may be removed, subject to a vote of the remaining members and approval of the Mayor.