

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Tia Braseth, Community Development Planning Coordinator
DATE: September 13, 2019
RE: Human Relations Commission Meeting on September 19, 2019

The next meeting of the Fargo Human Relations Commission will be held on Thursday, September 19, 2019 at 12:00 p.m., in the Commission Chambers at Fargo City Hall. If you are not able to attend, please contact staff at 701.241.1474 or Planning@FargoND.gov.

**HUMAN RELATIONS COMMISSION
Thursday, September 19, 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. Presentation: High Plains Fair Housing, Angie Urlacher
5. Public Comment – Citizens to be heard
6. Sponsorship Updates
7. Executive Committee Update & Elections.....Action Item
8. Approve Bylaws.....Action Item
9. Other Business
10. Staff Report
11. Public Comment – Continued if needed
12. 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. 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.

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, August 15, 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, August 15, 2019.

The Human Relations Commissioners present or absent were as follows:

Present: Abdiwali Sharif-Abdinasir, Cheryl Schae fle, Barry Nelson, Laetitia Hellerud
(via conference call)

Absent: Matuor Alier, Rachel Hoffman, Hamida Dakane

Item 1. Welcome and Introductions

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

Item 2. Approve Order of Agenda

Member Sharif-Abdinasir moved the Order of Agenda be approved as presented. Second by Member Schae fle. All Members present voted aye and the motion was declared carried.

Item 3. Approve Minutes

Member Schae fle moved the minutes of the June 20, 2019 Human Relations Commission meeting be approved as presented. Second by Member Sharif-Abdinasir. All Members present voted aye and the motion was declared carried.

Item 4. Presentation: Musical Bridges, Lisa Parrish

Lisa Parrish, Musical Bridges, gave a brief presentation of the Musical Bridges program sharing its background, and goal to bridge cultures through music and interactive learning. She noted the biggest question the program is reaching to ask is, "How do we bring unity into our community?"

Discussion was held regarding where the program is already happening, the curriculum, cost of the program, and connecting to the City network of contacts to help grow the program and awareness of it.

Ms. Parrish stated that the website for her program is www.themusicalbridge.com.

Item 5. Public Comment

Fargo Citizen Gini Duval, followed up with the Board regarding concern over racial covenants she presented at the June 2019 Human Relations Commission meeting, and provided information about a recent NPR (National Public Radio) program covering the same issue.

Item 6. Budget Review and Proposal

Director of Planning and Development Nicole Crutchfield provided an overview of the budget process timeline and requests made by the Planning Department. She noted

that due to how the process and timeline flow, work is already being done to think about the 2021 budget.

Item 7. Sponsorship Requests

a. HIV Awareness Week

Ryan Braunberger, Co-chair of the ND Community Planning Group for HIV, presented the sponsorship request and provided a background of the event. He shared that the ND Community Planning Group for HIV works to bring awareness to the community and reduce stigmas.

Member Hellerud moved to approve the sponsorship in the amount of \$250. Second by Member Schaefle. All Members present voted aye and the motion was declared carried.

b. Tudeako Group

Chair Nelson noted that no representative is present for the application, but a request has been submitted for \$250.

Member Sharif-Abdinasir moved to approve the sponsorship in the amount of \$250. Second by Member Schaefle. All Members present voted aye and the motion was declared carried.

Item 8. Other Business

a. Pride in the Park Report

Chair Nelson gave a brief update of the event and Member Schaefle noted that she enjoyed the increased interaction the booth received this year.

Assistant Planner Catlyn Christie provided an overview of the survey responses received.

Item 9. Staff Report

Ms. Crutchfield provided a review and update on the discriminatory racial covenant issue brought forward at the June 2019 Community Development Committee meeting. She noted that covenants are private agreements put in place by landowners to protect their rights, and the City Attorney has stated that these racial covenants are unconstitutional.

Member Schaefle moved for the Human Relations Commission to seek a Resolution from the Mayor to make a statement that this issue on personal property covenant discrimination is unconstitutional. Second by Member Sharif-Abdinasir. All Members present voted aye and the motion was declared carried.

Ms. Crutchfield continued by reviewing the recent budget presentation given by the Mayor sharing the 5 goals he presented for the City: promoting smart growth; ensuring a safe city for everyone; maintaining a nationally recognized service excellence; continuing to operate as the regional leader; and creating an engaged community. She noted that work would be done to integrate these goals into stages of strategic planning.

Ms. Crutchfield handed out a draft of bylaws and noted tentative staff edits for consideration. She stated that the Human Relations Commission has the authority to approve its own bylaws and that staff is looking for edits to be presented at the next meeting.

Item 10. Public Comment

No public comment was provided.

Chair Nelson announced that the ND Human Rights Commission is hosting their "Evening of Possibilities" event at the Hotel Donaldson (HoDo) this evening.

Chair Nelson also shared that the second annual LGBTQ Summit will be held in Mandan, ND, October 4-6, and handed out cards with additional information.

Item 11. Adjourn

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

MEMORANDUM

TO: HUMAN RELATIONS COMMISSION

FROM: TIA BRASETH, PLANNING COORDINATOR

DATE: SEPTEMBER 13, 2019

SUBJECT: MEETING REPORT

Item 4. Presentation: High Plains Fair Housing, Angie Urlacher

Angie Urlacher will present information on High Plains Fair Housing, an organization whose mission is to strengthen communities and to ensure equal access to fair housing in the region through training, education, enforcement, and advocacy. They are currently seeking Native American fair housing testers, or “secret shoppers,” to help test for rental discrimination in the area.

Item 6. Sponsorship Updates

Last month, the HRC approved sponsorships for the Back to School event hosted by the Tu’deako Group and the HIV Awareness Walk hosted by the ND Community Planning Group. Both events have been completed and brief summaries will be shared.

Item 7. Executive Committee Update & Elections

In order to be more consistent with the City’s several other boards and commissions, it is recommended that the Human Relations Commission comprise its Executive Committee of just one Chairperson and Vice Chairperson. Their responsibilities and terms would be as described in the attached bylaws draft.

Recommend Action: Elect a Chairperson and Vice Chairperson to serve for one year.

Item 8. Approve Bylaws

See attachment. Green text denotes newly added items to the draft shared last month, based primarily on consistency with other boards’ best practices. In addition, staff recommends updating the City ordinance to specify member residency requirements.

Recommended Action: Approve bylaws and proceed with updating City ordinance.

Item 9. Other Business

Item 10. Staff Report

a. Strategic Planning

See handout. To proceed with finalizing a 2020 work plan, staff recommends a discussion on how the listed “big goals” and objectives should be prioritized. This document includes an array of possible options to pursue, both long- and short-term, as compiled from the HRC’s previous strategic sessions and from similar cities’ work plans. Please review document and provide your input.



City of Fargo Human Relations Commission
Ordinances and Bylaws

City Ordinances

Powers and Duties. The Human Relations Commission of the City of Fargo was established by Fargo Municipal Code Article 15-02, which includes the powers granted and providing that the Human Relations Commission shall:

- A. Recommend to the board of city commissioners, from time to time, action and programs in furtherance of the purpose of the Human Relations Commission as described in this article.
- B. Consult and advise with public officials and agencies and with private individuals and organizations to provide education regarding civil rights. The commission may, in its discretion, assist aggrieved individuals, but such assistance shall consist of information, guidance and, in its discretion, conciliation and mediation services.

FMC §15-0205.

Advisory Role. The Human Relations Commission shall be advisory in nature and shall submit all reports and determinations to the board of city commissioners of the city of Fargo. Final authority shall be in the board of city commissioners. FMC §15-0206.

Purpose. The purpose of the Human Relations Commission "...is to promote the acceptance and respect for diversity through educational programs and activities and to discourage all forms of discrimination on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, participation in lawful activity off the employer's premise during nonworking hours which is not in direct conflict with the essential business-related interests of the employer or sexual orientation." FMC §15-0201.

Number of Members—Term of Members—Appointment of Members—Filling Vacancies. The Human Relations Commission shall consist of nine members, **at least seven of which shall reside in Fargo and any non-resident member should have a significant connection to the City of Fargo**, who shall be appointed by the president of the board of city commissioners, subject to confirmation by the Board of City Commissioners. The terms of office of such commissioners shall be as follows, to wit: three members who shall serve until July 1, 2001; three members who shall serve until July 1, 2002; and three members who shall serve until July 1, 2003. At the expiration of the terms of the members as aforesaid, members shall be appointed for three-year terms. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term. Notwithstanding the expiration of a member's term, such member may serve until his or her successor has been appointed and qualified. FMC §15-0202.

President of Human Relations Commission—Meetings—Record to be kept. The Human Relations Commission shall elect its president for a term of one year from among the appointed members and shall hold regular monthly meetings. The commission shall keep a record of its resolutions, findings and the determinations and such record shall be a public record. The commission may appoint such subcommittees from among the appointed members as it may be necessary for its work. FMC §15-0203.

Goals of Commission. The goals of the Human Relations Commission are:

- A. To provide leadership in the areas of civil rights.
- B. To encourage and educate the public in the promotion of civil rights.
- C. To identify issues of principal concern to members of the community in the area of civil rights and to recommend priorities and objectives to the board of city commissioners.
- D. To encourage adherence to federal and state laws regarding civil rights, including Chapter 14-02.4 of the North Dakota Century Code, through education, conciliation and mediation.

FMC §15-0204.

Upon motion made, seconded and approved by the members of the Human Relations Commission, and upon approval of the same by the Board of City Commissioners of the City of Fargo, the following are the Bylaws of the Human Relations Commission.

Bylaws: Rules and Procedures

I. Mission and Vision Statement:

Mission - 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 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.

II. Membership:

The Human Relations Commission (hereinafter referred to as “the Commission”) shall be composed of those individuals who have been duly appointed thereto by the Board of City Commissioners.

Chairperson - The Chairperson shall generally preside and conduct all Commission meetings, and with the advice and consent of other members, may appoint subcommittees from Commission members to perform specific duties.

Vice Chairperson - In the event of the absence, disability, resignation or conflict of interest of the Chairperson, the Vice Chairperson shall exercise all the powers and duties of said Chairperson, performing this function, the Vice Chairperson shall automatically become Commission Chairperson and the position of Vice Chairperson shall be deemed vacant and the Commission may elect from its own members a successor Vice Chairperson to fill this vacancy at its next meeting.

Terms of Officers – The Chairperson may serve for up to two consecutive years, and the Vice Chair may serve for up to two consecutive years. Chairperson and Vice Chairperson will be elected by Commission members annually. A two-thirds vote for removal of an officer is needed.

Liaisons – Fargo City Commission and Fargo Police will each designate a non-voting staff liaison to the Commission, charged with attending Commission meetings as available, answering questions, and relaying relevant information between their entity and the Commission.

III. Meetings

Quorum - A quorum shall consist of the majority of the existing and qualified members of the Commission. Action by the Commission can only be taken if there is quorum present. For purposes of taking action by the Commission, a quorum shall consist of a majority of appointed members of the commission. [For purposes of meeting the North Dakota Open Meeting Law requirements, a quorum is one-half, or more, of the appointed and seated Commissioners. N.D.C.C. 44-04-17.1subs. 15.]

Voting - Decisions of the Commission shall be determined by a vote of the majority of those members present at the meeting.

Conflict of Interest: The Commissioner declaring a conflict of interest concerning a matter before the Commission shall declare such a conflict at the time the matter is introduced for consideration and shall not vote nor participate in the discussion concerning the matter. The Commissioner declaring the conflict may remove oneself from the table and participate in the discussion as a member of the public.

Regularly Meetings - Scheduled meetings of the Human Relations Commission shall be held monthly on the second Thursday of the month, at noon or as adopted at the beginning of the year in a published schedule.

Open Meetings - All Meetings of the Commission will be open to the public as is defined by the North Dakota Open Meeting Law, N.D.C.C. §44-04-17.1 *et seq.*

Meeting Procedures - All meetings shall be governed by Robert's Rules of Order and these bylaws. In the event of an interpretive conflict between Robert's Rules of Order and the bylaws, the bylaws take precedence.

Agendas - Agendas will be prepared and transmitted to each member not later than five days immediately preceding the meeting date. To have an idea placed on the agenda, a member must contact the Chair or staff no later than 10 days before the meeting. Except in the cases of emergency or mistake or upon approval of the Order of the Agenda at the regular meeting, no items shall be added after the agenda is transmitted to Commission members.

Special Meetings: Special meetings may be convened by the Commission to conduct urgent business to a request by the:

- 1) Mayor or City Commission
- 2) The Chair or the Vice Chair in the Chair's absence
- 3) Three (3) members of the Commission

IV. Attendance

Commission members shall attend all meetings. In the event that a member cannot be present, that information shall be communicated to the city staff liaison, at the earliest opportunity.

Unexcused Absences - In the event a member has three unexcused absences within a calendar year, the Commission, by majority vote of the remaining members, may recommend the termination of the appointment of said member to the Board of City Commissioners.

V. Amendment of Bylaws

Proposed amendments to these bylaws may be presented at any meeting of the Commission for consideration at the next regularly scheduled Commission meeting.

The bylaws may be amended by an affirmative vote of a majority of seated members of this commission.