

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Tia Braseth, Planning Coordinator
DATE: November 18, 2019
RE: Human Relations Commission Meeting on November 21, 2019

The next meeting of the Fargo Human Relations Commission will be held on Thursday, November 21, 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, November 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. Public Comment – Citizens to be heard
5. Board Member Job Description.....Action Item
6. MLK Day Update
7. Sponsorship Update: 10th Annual Human Rights Summit
8. New Business
 - a. 2020 Calendar
9. Staff Report
 - a. Ordinance Updates
 - b. 2020 Planning Department Work Plan
 - c. Strategic Planning
10. 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, October 17, 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, October 17, 2019.

The Human Relations Commissioners present or absent were as follows:

Present: Rachel Hoffman, Abdiwali Sharif-Abdinasir, Cheryl Schaeffe, Matuor Alier, Barry Nelson, Hamida Dakane, Cody Severson

Absent: Laetitia Hellerud, Adam Martin

Item 1. Welcome and Introductions

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

Item 2. Approve Order of Agenda

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

Member Severson present.

Item 3. Approve Minutes

Member Hoffman moved the minutes of the September 19, 2019 Human Relations Commission meeting be approved as presented. Second by Member Alier. All Members present voted aye and the motion was declared carried.

Item 4. Public Comment

No public comment was provided.

Member Sharif-Abdinasir present.

Item 5. Executive Committee Update & Elections

Chair Nelson noted this item was continued from the September Human Relations Commission meeting and that Member Hoffman was selected as the nomination committee.

Member Hoffman noted her recommendations are to nominate Barry Nelson as Chair and Matuor Alier as the Vice Chair.

Member Hoffman moved to nominate Barry Nelson to continue as Chair and Matour Alier to serve as Vice Chair of the Human Relations Commission. Second by Member Schaeffe. All Members present voted aye and the motion was declared carried.

Item 6. Approve Bylaws

Member Alier moved to approve the Bylaws as presented in the packet. Second by Member Dakane. All Members present voted aye and the motion was declared carried.

Item 7. Statement to HUD

Chair Nelson shared that a statement was drafted and submitted to HUD (Housing and Urban Development) on behalf of the Human Relations Commission in response to the proposed changes regarding disparate treatment and is included in the packet.

Item 8. Other Business or Announcements

City Commissioner Strand asked why gender identity was not included as a protected class in the Human Relations Commission purpose section as listed in the City ordinance.

Director of Planning and Development Nicole Crutchfield noted that the wording was taken from the Fargo Municipal Code 15-0201.

City Commissioner Strand shared that it might be an item for the Human Relations Commission to bring before the City Commission to address gender identity.

Chair Nelson presented a \$250 sponsorship request to be added to the Agenda at this time, from the North Dakota Human Rights Coalition for the 10th Annual Human Rights Summit to be held on November 9th.

Discussion was held on what the Board had contributed in past years, and if event tickets were included for members to attend.

Chair Nelson noted that the sponsorship request for \$250 would provide for two members to attend the event.

Assistant Planner Catlyn Christie noted that the Human Relations Commission does have remaining funds in the 2019 approved budget allocated for trainings.

Member Hoffman moved to approve the \$250 sponsorship request with the option to add additional training funds if more Human Relations Commission Members are interested in attending the event. Second by Member Severson. All Members present voted aye and the motion was declared carried.

Item 9. Staff Report

a. MLK Day

Ms. Christie shared that REACH partners has been hired again to assist with the event planning and a planning committee will need to be formed. She also noted that a press release would be going out today to begin receiving nominations for the MLK Day Human Relations awards. She stated the nomination form would be available on the City website and the Human Relations Commission Facebook page.

Commissioner Strand noted interest in naming a City street or avenue in honor of Dr. Martin Luther King Jr. and beginning that conversation.

Ms. Christie stated that in January 2020 it will be the 20th anniversary of the Human Relations Commission and that Martin Luther King Jr. Day is January 20, 2020.

b. Strategic Planning

Chair Nelson noted the intent to adjourn the business part of this meeting to go into a workshop.

Item 10. Adjourn

Member Schaeffe moved to adjourn the meeting at 12:22 p.m. Second by Member Alier. All Members present voted aye and the motion was declared carried.

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Tia Braseth, Planning Coordinator
DATE: November 18, 2019
RE: Meeting Report

Item 5. Board Member Job Description

See attachment. Last month, staff shared this draft job description to help clarify board member roles and responsibilities.

Recommended Action: Approve job description as is.

Item 6. MLK Day Update – Planning is well underway for this year’s Martin Luther King, Jr. Day celebration, to be held the evening of January 20, 2020. Please mark your calendar and be prepared to volunteer.

Item 7. Sponsorship Update: 10th Annual Human Rights Summit – Four HRC board members attended this event, for which the HRC approved a \$250 sponsorship. It was hosted by the North Dakota Human Rights Coalition and included the annual Arc of Justice Awards and keynote speaker John Nichols, a progressive American journalist and author.

Item 8. New Business

a. 2020 Calendar - Attached is the meeting calendar for 2020. Given that the MLK Day celebration event is in January, we suggest cancelling the commission meeting.

Item 9. Staff Report

- a. Ordinance Updates** – Staff is investigating options for updating the HRC ordinance’s list of protected classes in a strategic and inclusive manner.
- b. 2020 Planning Department Work Plan** – The City Planning Department is preparing a work plan for its department-wide 2020 priorities, including several projects that integrate the Human Relation Commission’s priorities. Staff seeks your input on this list, which will be included in a year-end report to the City Commission:
- i. Sweat lodge operations and improvements
 - ii. Re-establishing the Native American Program Center
 - iii. Inclusion and welcoming plan
 - iv. Arts and culture integration – public art project and program development
 - v. Housing and homeless programs and development
 - vi. External and internal city organizational human rights objectives
 - vii. Core neighborhoods plan

- c. Strategic Planning** - Staff expects the regular meeting to be shorter than normal and suggests moving to the main floor of the commission chambers in order to have a working meeting and review the work plan objectives proposed.

Attached you will see the priorities that you selected at last month's meeting. Staff has taken the liberty to draft suggested strategies for these goals and the reasoning that we believe we have heard from past commission meetings. This work session's goals are to confirm the strategies and prioritize them. See the attached.

Please come to the meeting willing to provide edits and feedback on the strategies.

Job Description Draft

City of Fargo Human Relations Commission Board Member

Job Overview:

Human Relations Commission (HRC) board members are integral in supporting the work of the HRC and providing vision-based leadership and strategic governance. The City relies on members' expertise, critical thinking, research, and outreach to advise the City on how to identify, prioritize, and respond to civil rights issues and goals.

HRC Mission Statement:

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

HRC Vision Statement:

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.

The goals of the HRC are:

- To provide leadership in the areas of civil rights.
- To encourage and educate the public in the promotion of civil rights.
- 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.
- 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.

The HRC does so by working with staff to:

- Respond to issues of discrimination as they are presented to the City;
 - Provide guidance to City Commission on stances to take on civil rights issues
 - Consult and advise with public officials and agencies and with private individuals and organizations to provide education regarding civil rights.
 - In its discretion, assist aggrieved individuals; such assistance shall consist of information, guidance and, in its discretion, conciliation and mediation services.
- Research civil rights- and discrimination-related problems in Fargo; measure and monitor community relations and civil rights issues
- Develop and prioritize program and action/policy solutions to recommend to the board of city commissioners, that are in furtherance of the purpose of the HRC as described above.

Each individual board member is expected to:

- Know the organization's mission, policies, programs, and needs.
- Prepare for, attend, and conscientiously participate in monthly board meetings
 - Provide feedback on plans and proposals as presented by staff and committees
- Participate fully in one or more committees. This may include committing 5-10 hours monthly on work items such as research, outreach, and policy development.
- Serve as active advocates and ambassadors for the organization and help build good faith in the wider community about the work and reputation of the HRC.
- Help identify and leverage connections, networks, partnerships, and resources necessary to achieve the organization's mission.
- Follow the organization's bylaws, policies, and board resolutions.

Preferred Qualifications:

Experience:

- Strong relationships with organizations and groups serving diverse communities in the City and five years' experience working with some of the people at risk for discrimination.

Specific skills:

- Strong oral and communication skills
- Teamwork skills and ability to work collaboratively
- Critical thinking skills
- Research and policy analysis skills
- Ability to engage with diverse members of the public in a culturally competent manner.
- Listening skills
- Strong knowledge or understanding of community issues or ordinances

Personal characteristics:

- Demonstrated commitment to public service and strong work ethic
- Desire to improve things; curiosity and passion.

MEMORANDUM

TO: ALL DEPARTMENTS

FROM: ALBERT GIBSON, PLANNING AND DEVELOPMENT DEPARTMENT

DATE: NOVEMBER 14, 2019

SUBJECT: 2020 HUMAN RELATIONS COMMISSION MEETING SCHEDULE

Listed below are the Human Relations Commission meeting dates for the calendar year 2020.

2020 Meeting Schedule

| Human Relations Commission Meetings |
|---|
| *No January Meeting |
| February 20 |
| March 19 |
| April 16 |
| May 21 |
| June 18 |
| July 16 |
| August 20 |
| September 17 |
| October 15 |
| November 19 |
| December 17 |
| Human Relations Commission meetings will be held the 3rd Thursday of the month at 12:00 p.m. in the Commission Chambers at City Hall. |
| *January 20 – Martin Luther King Jr. Day Event |

Strategic Plan Next Steps:

Attached please find the next workshop activity to lead us towards completing our strategic plan. Last month, you were provided an overview of our work in 2019 and from there you prioritized the following three goals.

Next, we would like you to review the drafted strategies for these goals. Below you will see a chart to support each of the three goals. Staff took the liberty to draft strategies based on past feedback we have received from you. This is a draft to gauge your response and participation. In the column next to each strategy, you will find “why” this strategy is important.

At this week’s Human Relations Commission meeting we will devote 45 minutes towards this strategic plan activity. We will move to the floor of the commission chambers concluding the business portion of the meeting.

Prior to the meeting we ask that you to complete the following tasks:

- 1) Rank each of the strategies in order (1 being the highest priority).
- 2) Review the strategies and determine if you like or agree with the wording. You can rewrite the statements in the box below if you desire.
- 3) If you would like to advocate or articulate a different strategy, we invite you to write that strategy in the box below and be prepared to share that with the group.

In the time we have for strategic planning we seek to develop consensus on the following:

- The primary initiatives for each of those goals
- Confirmation that we’ve captured the range of activities that are of primary importance for 2020.

Concluding the meeting, staff will turn your feedback into an action plan for 2020 with recommendations for timelines and organization for project structures.

Goal #1: Have a more inclusive community via formally protected rights

| How (Strategy) | Why | Ranking priority (1-3) |
|---|--|------------------------|
| Enact a comprehensive non-discrimination law that prohibits discrimination in Employment, Housing, and Public Accommodation | Because all people should be protected with basic needs in order to sustain and flourish. | |
| Strengthen hate crime enforcement and processing. | Because we hear of situations that appear like hate crimes but we're not sure how they are handled. | |
| Create a one-stop shop of FHRC resources and services and disseminate in other languages. | Because we are not sure if the resources exist and how well they are circulated. | |
| Audit and improve inventory/database of evidence of discrimination to help identify and communicate top issues | Because having accurate, complete data can better inform policy and make the case for why it is or is not necessary; because a central keeper of this information does not currently exist, but can be valuable for providing education and awareness. | |
| <i>Other Strategies (Add to this below or reword the above statements)</i> | | |
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Goal #2: Increase and promote diversity, equity, inclusion and anti-discrimination practices *within City government.*

| How (Strategy) | Why | Ranking Priority (1-3) |
|--|---|---------------------------|
| Inventory and account for ordinance and policy gaps as they apply to the community overall and as it applies to the City as an employer, and develop a plan of action based on the findings. | Because we believe there are improvements to be made but we're not sure exactly what. | |
| Partner with Human Resources and City Administration for teaching on biases, especially related to agencies providing direct customer services | Because the City should set an example of these practices internally, while supporting similar work externally with private employers (e.g. CCIW). We know Human Resources has a curriculum they offer to city employees. | |
| Increase integration of human rights/relations principles into other City projects and activities, and ultimately organizational culture (e.g. Social Service funding criteria, board position appointments, hiring, Capital Improvement Plan, Core Neighborhood Plan) | Because human rights/relations can be promoted as a collective to create a culture of welcoming and inclusion. Advocacy and awareness are best integrated within systems and part of every-day city business. | |
| <i>Other Strategies (Add to this below or reword the above statements)</i> | | |
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Goal #3: Promote and grow *community-wide* efforts related to advancing diversity, equity, inclusion and anti-discrimination.

| How (Strategy) | Why | Ranking priority (1-3) |
|---|---|------------------------|
| Create and adopt an Inclusion and Equity Study with goals, objectives, and implementation strategies | Because a strategic plan focused on community-wide issues presents an opportunity for advocacy, good communication and improving our culture to be a community of belonging. | |
| Coordinate with partners to determine future of Welcoming Week, MLK Day, and other potentially duplicative cultural programming. Determine HRC funding priorities and attendance accordingly. | Because as Fargo grows, the City’s support of programming must also be analyzed and updated; because local partners have expressed uncertainty about the vision or sustainability of their programs and a desire to better clarify the City’s role; because liaising and City representation brings connection and community-building that fosters trust and policy implementation. | |
| Send HRC members to different community groups monthly to hear needs, perspectives, etc. | Because HRC meetings are not accessible for all and it is valuable to proactively seek out hearing from broader stakeholders. | |
| <i>Other Strategies (Add to this below or reword the above)</i> | | |
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