

MEMORANDUM

TO: Native American Commission
FROM: Tia Braseth, Community Development Coordinator
DATE: December 3, 2020
SUBJECT: Fargo Native American Commission Meeting

The next meeting of the Fargo Native American Commission will be held on Thursday, December 3, at 12:00 p.m. as a virtual meeting. If you are not able to participate, please contact staff at 701.241.1474 or Planning@FargoND.gov. Thank you.

NATIVE AMERICAN COMMISSION Thursday, December 3, 2020 Virtual Meeting AGENDA

1. Welcome and Introductions
2. Approve Agenda & Minutes Action Item
3. Public Comment
4. City of Fargo Director of Diversity, Equity, and Inclusion Position Action Item
5. NAC Member Vacancy
6. Old Business: Indigenous Association Update
7. Subcommittee Reports
8. Announcements
9. Staff Report
10. 2021 Calendar
11. Next Meeting – January 7, 2021

Native American 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 Tuesday at 8:00 p.m. and Thursday at 5:00 p.m.

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

Minutes are available on the City of Fargo Web site at <http://fargond.gov/city-government/boards-commissions/native-american-commission>.

MEMORANDUM

TO: Native American Commission
FROM: Catlyn Christie, Assistant Planner
DATE: November 30, 2020
SUBJECT: Meeting Report

Item 1. Welcome and Introductions

Item 2. Approve Agenda & Minutes

Chair King will seek a motion to approve or amend the agenda.

Recommended Action: Approve the December 4, 2020 agenda.

Recommended Action: Approve the minutes of the November 5, 2020 meeting.

Item 3. Public Comment – Citizens to be Heard

Chair King will open the floor to public comment. Citizens who wish to address the Native American Commission must use the sign-in sheet. Speakers must state their name at the microphone and will be limited to two minutes. Comments should not contain profanity or personal attacks. At the chair's discretion, an overall time limit may be placed on this agenda item.

Item 4. City of Fargo Director of Diversity, Equity, and Inclusion Position

See attached memo. City administrators will present about the launch of this new position.

Recommended Action: To support the development of the Director of Diversity, Equity, and Inclusion (DEI) position and to nominate and approve Commissioner _____ to serve on the selection committee.

Item 5. NAC Member Vacancy

See attached memo. Interested candidates are encouraged to apply before December 14.

Item 6. Old Business: Indigenous Association Update

A representative of the Indigenous Association will provide an update.

Item 7. Subcommittee Reports

The Chair of each subcommittee will provide a progress report and present any action items recommended by their subcommittee.

Item 8. Announcements

Chair King will open the floor to commission members for any announcements.

Item 9. Staff Report

See attachment. Chair King will open the floor to commission members for any questions or discussion related to the August staff update.

Item 10. 2021 Calendar

See attached calendar. No action is necessary.

Item 11. Next Meeting – January 7, 2021

Upon no further business, Chair King will adjourn the meeting.

**BOARD OF NATIVE AMERICAN COMMISSIONERS
MINUTES**

Regular Meeting:

Thursday, November 5, 2020

The Regular Meeting of the Board of Native American Commissioners of the City of Fargo, North Dakota, was held virtually in the Commission Chambers at City Hall at 12:00 p.m., Thursday, November 5, 2020.

The Native American Commissioners present or absent were as follows:

Present: Lenore King, Rebecca Knutson, John Strand, Sonya Donahue, Anna Johnson, Chalsey Snyder, Whitney Fear, Heather Keeler

Absent: Sharon White Bear

Item 1. Welcome and Introductions

Chair King opened the meeting in prayer, welcomed Members, and introductions were made.

Item 2. Approve Order of Agenda & Minutes

Member Snyder moved the Order of Agenda be approved. Second by Member Keeler. All Members present voted aye and the motion was declared carried.

Member Snyder moved the minutes of the October 1, 2020 Native American Commission meeting be approved. Second by Member Johnson. All Members present voted aye and the motion was declared carried.

Item 3. Public Comment

No public comment was provided.

Item 4: Presentation: Trenton Gerads, Cass Clay Community Land Trust

Trenton Gerads, Executive Director for the Cass Clay Community Land Trust, provided a background of the Community Land Trust and an overview of how the process works for those needing assistance with home ownership.

Discussion was held on applications, partners that are being worked with, other homeowner buying programs, if COVID-19 is affecting the process at all, and how to get the information out to the Native American community.

Mr. Gerads noted that work is being done on a newsletter that will be available for distribution.

Additional discussion was held on the difference between Habitat for Humanity and the Community Land Trust, how the two can collaborate in the future, the financial

qualifications, locations, and possible partnerships with the school districts to encourage trade work.

Item 5. Old Business

a. Indigenous Association Update

Member Snyder gave an overview of the Native Vote and Halloween Drive-thru events that were held. She also added that a lease is being reviewed for a physical location for the Association.

Member Fear shared that the two open Board positions are in the process of being filled.

b. Indigenous Peoples' Day Summary

Member King stated that the event held in conjunction with the Indigenous Association went well. She noted the activities of the day will be posted on the Native American Commission website.

Member Snyder shared that the live stream videos throughout the day were well viewed.

Item 6. COVID-19 Update

Member Fear stated that cases have been increasing and some cities do have mask mandates now. She noted the importance of taking this virus seriously and additionally provided an overview of the flu shot and encouraged all to get one.

Item 7. Subcommittee Reports

Member Snyder shared that the Education and Cultural Awareness Subcommittee has received a submission from North Dakota State University (NDSU) regarding the land acknowledgement statement.

Laura Oster-Aaland and Tara Nelson spoke on behalf of NDSU presenting the final statement to the Board, reviewing the background, and shared a plan for how they intend to use the statement in the future.

Member Snyder moved that the Native American Commission approve by a letter of support, the NDSU Land Acknowledgment Statement. Second be Member Johnson. All Members present voted aye and the motion was declared carried.

There was no update from the Housing Subcommittee.

Member Fear noted no updates from the Health and Wellness Subcommittee; however, she shared that the Gladys Ray Shelter has been doing work with the Old Police Station to be used this winter season for overflow.

Item 8. Announcements

Member Snyder shared that the FM Caring Catalog goes live on November 24, and encouraged others to go to the FM Area Foundation website to donate.

Chair King stated that on November 6 at 8:00 am, Food of the North will be holding an event on Native American Food Ways. More information can be found on their Facebook page.

Thanks were extended to FM Indian Education for their wonderful help with Indigenous People Day, and special thanks to Melody and Darlene.

Congratulations was extended to Member Keeler on being elected as the Minnesota State Representative for District 8.

Member Keeler stated a lunch and learn will be held on November 9 at noon on why representation matters in education. Registration is through MState.

Item 9. Staff Report

The October Staff Report was included in the meeting packet.

Item 10. Adjourn

The time of adjournment was 1:00 p.m.

TO: Native American Commission

FROM: Michael Redlinger *MSR*
Assistant City Administrator

RE: Director of Diversity, Equity and Inclusion (DEI Director) Position

DATE: November 23, 2020

The Director of Diversity, Equity and Inclusion (DEI) Position (approved under the title of Contract Community Outreach Coordinator) was added during the 2021 budget process. This full-time contract position was developed for the purpose of assessing and developing diversity, equity and inclusion initiatives within the community as well as within the City of Fargo as an organization. We anticipate this position will work closely with the Native American Commission in support of the commission's mission, vision and values.

We are seeking your consultation and feedback on the attached draft position description with the intention of finalizing the description and posting the position on December 28. Our goal is to reach as many potential applicants as possible with our job posting. We welcome any feedback you might have as to how we can best reach the Native American Community with this important job announcement.

In addition, we would like the Native American Commission to select a commissioner to serve on the DEI Director Selection Committee. We anticipate the applicant review will occur throughout January 2021. The selection committee will likely convene to interview and assess candidates in February. A tentative schedule is attached.

Thank you for your time and consultation in the development and posting of this important position.

RECOMMENDED MOTION:

To support the development of the Director of Diversity, Equity and Inclusion (DEI) position and to nominate Commissioner _____ to serve on the selection committee

2020-21 Director of Diversity, Equity and Inclusion (DEI) Schedule (Tentative)

Date	Police Chief Selection Process
December 3	Native American Commission – consultation on position description
December 14	City Commission – Mayor’s Opening Comments - introduction of position description
December 17	Human Relations Commission – consultation on position description
December 28 – January 22	DEI Director position posted
January 25 - 29	Selection Committee – individual review of applicants
February 8 - 19	Interview, Assessment and Selection - tentative time period for conducting interviews

December 2020							◀	January 2021							▶	February 2021						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA		
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6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
27	28	29	30	31	1	2	24	25	26	27	28	29	30	28	1	2	3	4	5	6		
							31															



Job Class: Director of Diversity, Equity and Inclusion
Department: City Administration
Supervisor: City Administrator
FLSA Status: Exempt
Grade: 16
Revision Date: October 2020
Prepared by: City Administration

Job Summary:

Under general supervision provided by the City Administrator, the Director of Diversity, Equity and Inclusion (DEI) is responsible for leading the development, implementation and management of the City of Fargo’s diversity, equity and inclusion initiatives. The DEI Director will work in partnership with city leaders including the city commission, city administration and city department heads, as well as other city staff to engage community stakeholders to establish equity and inclusion as shared values across the community and City of Fargo as an organization. The DEI Director will collaborate with city departments, city boards and commissions such as the Human Relations Commission and Native American Commissions, and the community to advance initiatives that remove barriers within City government programs and operations.

Scope of Responsibility:

The DEI Director manages the diversity, equity and inclusion initiatives and serves as a liaison for the City of Fargo with community partners in advancing community-wide initiatives. The DEI is a change agent who provides leadership and vision to equity and inclusion efforts within the greater community and the City of Fargo organization.

Essential Duties and Responsibilities:

- 1 Responsible for conducting a community-wide assessment on diversity, equity and inclusion within the community.
 - 1.1 Research, develop, or procure an assessment tool to be utilized in a community-wide assessment in order to establish the current state of diversity, equity and inclusion within our community and identify any gaps, barriers, or inequities that exist
 - 1.2 Engage key stakeholders to evaluate the best assessment tools as well as the best methods for conducting a community-wide assessment, including an internal assessment within the City of Fargo as an organization.
 - 1.3 Lead the effort to launch the community assessment and convey its importance to community members
 - 1.4 Develop a plan to communicate the outcomes and proposed implementation steps of the community assessment
 - 1.5 Lead the development of an overall community equity plan utilizing the assessment data.
 - 1.6 Evaluate and implement metrics to establish a baseline and support continuous measurement of progress and outcomes of the equity and inclusion initiatives

- 2 Responsible for development and advancement of diversity, equity and inclusion initiatives directed at achieving the desired outcomes as established in the equity plan.
 - 2.1 Identify initiatives to engage underrepresented communities to improve access to programs, services, and processes throughout the city, including access to City government

JOB CLASS DESCRIPTION

- 2.2 Lead a collaborative effort to develop innovative and effective strategies that support racial and ethnic inclusion and equity within the community ensuring strategies include the full spectrum of diversity.
- 2.3 Provides leadership and technical expertise, serving as a resource on equity and diversity for the community and the City of Fargo organization
- 2.4 Lead a comprehensive approach to integrating diversity, equity and inclusion in citywide policy development by directing and coordinating the development of equity and inclusion policies and long-range plans.
- 2.5 Provide coaching and support for City departments to be innovative and adaptive in providing culturally responsive, inclusive, and equitable programs and services designed to improve public outreach.
- 2.6 Present recommended equity and inclusion policies to City leadership at all levels of the organization and the City Commission upon request
- 2.7 Participates in community, regional and statewide equity and inclusion collaborations on behalf of the City of Fargo.
- 2.8 In collaboration with the communications team, serves as a point of contact for the media in relation to program and initiative matters of equity and inclusion
- 3 Responsible for community education in order to increase awareness and support of the City of Fargo's Diversity, Equity and Inclusion Plan and initiatives
 - 3.1 Create opportunities to engage and educate the community regarding diversity, equity, and inclusion
 - 3.2 In collaboration with the City of Fargo Training and Development Coordinator, develops and delivers ongoing training related to diversity, equity, and inclusion to support continuous development of the City of Fargo workforce.
 - 3.3 In collaboration with other key stakeholders, plans special events that increase opportunities for cultural interactions and education.
- 4 Collaborate with existing commissions, including the Human Relations and Native American Commissions
 - 4.1 Serves as a staff liaison to the Human Relations and Native American Commissions, attending regular commission meetings and activities while supporting other Planning Department staff
 - 4.2 Collaborates with the commissions in the development of programs, initiatives, and policies. Actively listens to, and supports, the civic volunteers who are serving the City of Fargo.
- 5 Communicates effectively, professionally, and courteously while maintaining working relationships with others in carrying out position functions.
 - 5.1 Regularly interacts with the public on elevated issues pertaining to department policies, procedures and protocols; refers to others as appropriate and follows up to ensure inquiries are resolved satisfactorily
 - 5.2 Presents reports and plans during Board and other meetings
 - 5.3 Communicates with others in the work unit to provide information relating to work assignments and progress of work or to convey information about conditions or work-related needs.
- 6 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
 - 6.1 Knows, understands, and follows department and City rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
 - 6.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;

- 6.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.

7 Performs other duties and activities as assigned.

Minimum Qualifications:

The position requires a bachelor's degree from an accredited college or university in psychology, sociology, education, public or business administration, political science, ethnic studies, communication, or a closely related field with at least five (5) years of experience in the administration of community, educational or social justice programs or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. While not required, a Master's Degree in a related field is preferred. A valid driver's license or evidence of equivalent mobility is also required.

Knowledge, skills and ability include:

- Knowledge of principles and best practices in diversity, equity and inclusion in the workplace and community
- Knowledge of establishing and implementing initiatives
- Knowledge of program and project management tools and techniques;
- Knowledge of computer applications and technology used to manage data;
- Knowledge of best practices for community engagement and training
- Ability to effectively communicate verbally and in writing, build networks and cultivate collaborative opportunities
- Skill in organization and work plan development;
- Skill in developing, interpreting, and understanding statistics and data;
- Ability to prepare and present information publicly;
- Ability to be a change agent and influence other community members, staff colleagues, and partners;
- Ability to identify and resolve conflict or barriers;
- Ability to work independently;
- Ability to prioritize work and manage multiple competing priorities while meeting deadlines in an independent environment;
- Skill in communication and interpersonal skills as it applies to interaction with coworkers, supervisors, the general public, etc., sufficient to exchange or convey information, resolve disputes and receive work direction.

Physical Demands & Working Conditions:

Most work is performed in a normal office environment; on occasion, work is performed in the field. The noise level in the work environment is usually quiet in the office and moderate in the field. Daily work often involves moving between buildings and rooms. Activities the incumbent must perform include fingering, grasping, talking, hearing/listening, seeing/observing and using repetitive motions.

Occasional driving is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue. There is considerable attention to detail and deadlines required.

JOB CLASS DESCRIPTION

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This job is rated for Sedentary Work, meaning that walking and standing are required only occasionally and the job involves sitting most of the time. The incumbent must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.

DRAFT

Item 5. NAC Member Vacancy



News Release

Contact: City Commission Office
Phone: 701.241.1310
Email: Commission@FargoND.gov

Residents Encouraged to Apply to Serve on Fargo's Native American Commission

FARGO, N.D. (Nov. 19, 2020) – The City of Fargo has one opening on its Native American Commission. Residents are encouraged to apply for appointment by visiting <http://fargond.gov/gettinginvolved>.

Applications will begin to be reviewed on December 14 and applying before that date is encouraged and appreciated.

Name of Board: Native American Commission

Opening(s): One (1) Commissioner

Meeting Logistics: First Thursday of each month at 12 p.m.

Average Time Commitment: One to ten (1-10) hours per month

Responsibilities:

1. Develops recommendations for City of Fargo participation in Native American projects/programs.
2. Investigates and records inventory of local Native American cultural assets.
3. Evaluates existing information on local Native American assets and needs.
4. Provides oversight to City-funded Native American projects, programs and facilities.

In addition to this opening, residents are encouraged to research and apply for appointment to any of the boards, commissions and committees for consideration in the event of future vacancies.

- END -

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MEMORANDUM

TO: Fargo Native American Commission
FROM: Catlyn Christie, Assistant Planner
DATE: November 30, 2020
RE: November Staff Report

This agenda item is an effort to summarize and memorialize issues, concerns, or staff action related to the work of the Native American Commission since the last meeting. During the meeting, the Chair may open for discussion or questions concerning these items.

1. Local COVID-19 Response

Staff continues to support the Gladys Ray Shelter and Mobile Outreach staff as they set up a temporary homeless quarantine and engagement center at the former downtown police station. They began sheltering people related to COVID needs in mid-November. In addition, they are collaborating with shelters to identify winter overflow needs and options as shelters are already reporting to be full.

Staff also continue to support and administer funds for several other supportive services, including housing and utility assistance, enhanced quarantine capacity at local shelters, and mobile outreach through Gladys Ray Shelter and Family HealthCare. If you know someone in need of assistance, call FirstLink at 2-1-1.

2. Expanded Housing Payment Assistance

The City of Fargo has allocated both CDBG-CV and Red River Coronavirus Task Force funds to rental and mortgage assistance. The assistance program is being carried out by Southeast North Dakota Community Action Agency (SENDCAA) and Presentation Partners in Housing. Due to this new funding source, this program is more flexible. If you or someone you know have been denied in the past for rental assistance, please try again as the screening questions have changed. Tenants can dial the FirstLink hotline by calling 2-1-1.

In addition, the City of Fargo Planning Department has launched a rental assistance program to assist tenants who have past due rent and fees. The program is administered by the City of Fargo and the Red River Valley COVID-19 Task Force and is available to anyone in Cass County, North Dakota. The program aims to assist tenants at risk of eviction due to past rent debts and fees. More information can be found online at <https://fargond.gov/city-government/departments/planning-development/programs-incentives/landlord-tenant-program> or by contacting the Planning Department at 701-241-1474.

3. HUD CDBG & HOME Funds

The City received over 30 applications in response to its recent Notice of Funding Availability Request for Proposals. This year, funding will be heavily focused on COVID-19 response. A draft of the City's 2020 Action Plans and the 2020-2024 Consolidated Annual Action Plan is anticipated to be available for public comment in the next month.

4. Human Relations Commission – Increase in Members

At its September 17, 2020 meeting, the HRC voted to increase its membership from nine (9) to eleven (11) members. Planning staff are coordinating with the City Attorney on the City Commission amendment process. The initial receive and file motion for the ordinance was passed

4-1 at the October 19 City Commission meeting. The first reading is scheduled at the November 16 meeting, with final passage anticipated at the November 30 meeting.

MEMORANDUM

TO: ALL DEPARTMENTS

FROM: ALBERT GIBSON, PLANNING AND DEVELOPMENT DEPARTMENT AG

DATE: DECEMBER 1, 2020

SUBJECT: 2021 NATIVE AMERICAN COMMISSION MEETING SCHEDULE

Listed below are the Native American Commission meeting dates for the calendar year 2021.

2021 Meeting Schedule

Native American Commission Meetings
January 7
February 4
March 4
April 1
May 6
June 3
July 1
August 5
September 2
October 7
November 4
December 2

Native American Commission meetings will be held the 1st Thursday of each month at 12:00 p.m. in the Commission Chambers at City Hall.