

## MEMORANDUM

**TO:** Fargo Human Relations Commission

**FROM:** Tia Braseth, Community Development Planning Coordinator

**DATE:** February 14, 2019

**RE:** Human Relations Commission Meeting on February 21, 2019

The next meeting of the Fargo Human Relations Commission will be held on Thursday, February 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, February 21, 2019 at 12:00 p.m. Commission Chambers AGENDA**

1. Welcome & Introductions
2. Approve or Amend Agenda
3. Approve Minutes
4. Public Comment – Citizens to be heard
5. Legislative update: 2303 debrief, 1441 upcoming
6. MLK Event Wrap Up
7. Budget
8. Sponsorships
9. Strategic Planning Follow Up
10. Attendance Policy & Staff January Attendance Report
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, December 20, 2018**

The Regular Meeting of the Board of Human Relations Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 12:00 p.m., Thursday, December 20, 2018.

The Human Relations Commissioners present or absent were as follows:

Present: Rachel Hoffman, Cheryl Schaeffle, Laetitia Hellerud, Matuor Alier, Paul Jensen, Barry Nelson, Hamida Dakane

Absent: David Lanpher, Abdiwali Sharif-Abdinasir

**Item 1. Welcome and Introductions**

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

**Item 2. Approve Order of Agenda**

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

**Item 3. Approve Minutes**

Member Jensen moved the Minutes of the November 15, 2018 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**

Christian Harris, Executive Director of the New American Consortium, shared a new Peace Initiative being worked on for the Fargo, West Fargo, and Moorhead communities that will work towards prevention. He would like to make a formal presentation to the Commission at a future meeting.

Chair Nelson stated we would place this item on a future Agenda.

**Item 5. ADA Update: City Report**

Planning Director Nicole Crutchfield presented a verbal report stating that the City of Fargo and State of North Dakota follow Federal mandates for the Americans with Disabilities Act. She noted that the review authority for these mandates is not at the local level, but at the federal level.

She noted that the City has an obligation to follow Title XI and to take care of City facilities. She shared that it is important to recognize that accessibility can be accommodated in different ways regarding equal access, audio and visual abilities, and other constraints.

Assistant City Administrator Michael Redlinger spoke on maintaining compliance for facilities as a City entity. He noted that the Buildings and Grounds staff works to maintain ADA compliance, and that at this time the Buildings and Grounds Manager

serves as the ADA facilitator. Mr. Redlinger also pointed out that the City Building Inspector, Bruce Taralson, is available to the City and Public to assist with code interpretation and ADA compliance.

Mr. Redlinger shared that the City will be hiring a Director of Facilities Management in 2019 with the task of sustainability, accessibility, and performance contracting. He stated we want to create a more comprehensive vision for City facilities.

Commissioner John Strand stated this should be a high priority for the City, and set forth a challenge to remember former Human Relations Commission Member Keith Bjornson in this work to honor his life legacy of working for accessibility for all.

Discussion was held regarding accessibility for the new City Hall. Mr. Redlinger stated that a payment drop box will be installed, and sidewalk sanding efforts have been increased.

**Item 6. Human Rights Film Festival Wrap Up: Sean Coffman**

Sean Coffman shared his thanks to the Human Relations Commission for their support of the Human Rights Film Festival that took place in November. He distributed the program from the event to the Board and provided an overview of the event.

Mr. Coffman shared information about an upcoming Art Festival to be held at the Plains Art Museum on January 8, 2019.

He also noted a collaboration event with the NDSU Memorial Art Gallery, to be held in January, as an additional opportunity to see more films from the Film Festival along with human rights speakers.

**Item 7. Changing Our Environment (COE) Committee Update: Greg Lemke, Rape & Abuse Crisis Center**

Katie Christensen, Changing Our Environment Committee, gave a brief presentation on the work the Committee is doing with the Rape & Abuse Crisis Center to prevent power based violence at a community level.

Ms. Christensen provided an overview of the Green Dot program, and its intent to be a community effort to stop violence and not let it be dismissed. She shared that the program trains people to stop or prevent the violence by directly talking to the perpetrator or victim, delegating other authority to intervene, or distracting the situation to draw attention away from the violent situation.

Discussion was held on the curriculum, training, and outreach.

Ms. Christensen shared that she is looking for 1-2 volunteers to be a part of a focus group to gather further information, and that they are hoping to do a program launch in 9-12 months. She also shared that they would like the program to grow to facilitate bystander intervention training in the future.

Discussion continued on the targeted outreach area of this program.

Members Schaeffle, Dakane, and Hellerud volunteered to be a part of the focus group.

Assistant Planner Kara Gloe recommended Ms. Christensen reach out to the Native American Commission.

**Item 8. Strategic Planning Update**

Chair Nelson shared that the Strategic Planning meeting held December 18 went very well. He noted that the next step would be to schedule a follow-up meeting with the Board and the consultant group, Reach Partners, stating the preference of having evening meetings and shorter sessions.

Planning Coordinator Tia Braseth shared availability dates that Reach Partners have open for follow-up meetings. She stated that a Doodle poll would be sent out to determine the best dates, and that each member should receive an email survey to complete regarding the first meeting.

Commissioner Strand shared that he would like the Commission to look at updating its mission, and possibly updating the title to the Human Right Commission.

**Item 9. Martin Luther King Jr. Day Update**

Member Hellerud shared that the event planning is going well and is on schedule for January 21, 2019.

Ms. Gloe shared that a videographer has been hired and that a Request for Quotes (RFP) has been submitted for a photographer and ASL interpreter. She shared the goal is to make the event as accessible as possible for all participants.

Ms. Gloe shared that posters are available for distribution.

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

Office Associate Miranda Wolf provided an overview of the attendance responses for the December meeting.

Discussion was held regarding clarification of the meeting call-in availability.

**Item 11. Other Business**

Chair Nelson noted that Savanna's Law is in currently in-front of Congress. He suggested reaching out to the local House member to encourage to bill the move forward to completion.

Member Jensen absent.

Member Strand extended congratulations to Member Dakane for recently becoming an American Citizen. Member Alier shared his wife also recently became a citizen.

Ms. Braseth noted the attendance policy could be re-written for further clarification and brought back before the Board.

Member Hellerud shared that her efforts to contact the Winnipeg Human Relations Commission to coordinate a joint meeting and a visit to the Human Rights Museum have not been successful. She encouraged Board members to make the trip to Winnipeg to visit the Human Rights Museum and the Nelson Mandela exhibit before it ends on January 6, 2019.

**Item 12. Staff Reports**

Ms. Braseth shared that tomorrow, December 21, is National Homeless Persons Memorial Day. She shared that a walk will be held starting at 6:45 p.m. from the First Presbyterian Church parking lot to the First Lutheran Church parking lot, and followed up by a Memorial Event at 7:00 p.m. at the First Lutheran Church.

**Item 13. Public Comment**


No public comment was provided.

**Item 14. Adjourn**

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

## MEMORANDUM

**TO:** Fargo Human Relations Commission

**FROM:** Nicole Crutchfield, Planning Director 

**DATE:** February 21, 2019

**SUBJECT:** Budget Recommendations

After evaluating the average budget over the past few years, we have the following observations and recommendations:

- 1) Shift MLK expenses from multi-year to a single fiscal year. Currently expenses are being paid out of two separate budget years because planning expenses begin to accrue in December, prior to the January event. This change will more closely align with the City's fiscal year and make it easier for tracking expenses.
- 2) Before voting on the budget, consider the attached proposed funding categories. Action is not required in February.
- 3) When strategic planning is complete and a work plan is drafted based on your input, the budget may be revised or adjusted as needed.
- 4) Meanwhile, we propose the following updates to the sponsorship program:
  - a. Recurring sponsorship organizations will be notified that they need to apply every year or that the 2019 budget is changing and they should be advised that the future is undefined or unconfirmed.
  - b. We encourage the HRC members to define evaluation criteria for sponsorships.
  - c. We seek participation that will lead to continuing education or training for board members through purchasing tickets or training in lieu of operation-related sponsorships.

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

Projects/Programs	2019 Allocation	Amount Paid/Pending	Remaining Budget
MLK Event			
<b>Total</b>	<b>\$11,000</b>	<b>\$0</b>	<b>\$11,000</b>
Sponsorships			
<b>Total</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</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>
Supplies & Food			
<b>Total</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>

**Total Remaining**

**\$16,000**

# CITY OF FARGO HUMAN RELATIONS COMMISSION

## Sponsorship Application

Please complete this application to apply for City of Fargo Human Relations Commission sponsorship funds. You may be contacted by City staff if additional information is required.

*The Fargo Human Relations Commission (FHRC) assists in funding events that fit within its mission to encourage acceptance, respect for diversity and eliminate discrimination. If the FHRC commits funds to an event, it should be listed as a sponsor in all publicity. The FHRC will consider written funding requests monthly, with a deadline of the 28<sup>th</sup> of each month. Applications must include an event budget or detailed description of how funds will be used. While, on average, funding is provided in the amount of \$500 or less, all appropriate funding requests will be reviewed with consideration of FHRC budget constraints and established line items. If you would like more information about the FHRC sponsorships, please contact the Planning and Development Department at 701.241.1474 or [Planning@FargoND.gov](mailto:Planning@FargoND.gov).*

**ORGANIZATION NAME: Lutheran Social Services of North Dakota**

**PROGRAM/PROJECT NAME: Building Bridges 2019**

**DATE SUBMITTED: February 4<sup>th</sup>, 2019**

**AMOUNT REQUESTED \$500**

**PLEASE ATTACH A PROJECT SUMMARY, INCLUDING A DESCRIPTION OF WHAT THE FUNDS WILL BE USED FOR (on the back of this page or on another sheet)**

### **BASIC INFORMATION:**

Address: 3911 20<sup>th</sup> Ave S, Fargo, ND 58104

Contact Name: Cari Logan Phone: 701-271-3243

E-mail: [clogan@lssnd.org](mailto:clogan@lssnd.org)

Legal structure of organization (ex. non-profit or for-profit, 501(c)(3), etc.) non-profit

Mission and Actions (What are you planning to do? Please attach additional information if applicable)

Our Building Bridges Conference theme this year is: Strengthening Partnerships for Stronger Foundations and we look forward to strengthening our existing partnership with you. The conference will be held April 9-10 at the Holiday Inn Fargo. This year, we've secured a great lineup of keynote speakers and community members leading workshops and panels. Keynote speaker line-up is attached to the document. Funds will be used for keynote speaker expenses.





# Building Bridges

## STRENGTHENING PARTNERSHIPS FOR STRONGER FOUNDATIONS

As our communities grow and become more diverse, a strong network of collaborators is needed to build understanding between different cultures and to help us understand what it's like to be a New American today.

The Building Bridges Conference is an annual, Lutheran Social Services-sponsored event that is designed to help support that network of collaboration. It achieves this by bringing in locally, nationally and internationally known experts on immigration issues and cultural differences, through smaller break-out sessions and activities, and by opening booth space to various human-rights organizations as well as multicultural vendors.

This year's event is scheduled for **April 9-10, 2019, at the Fargo Holiday Inn.**

The conference brings together service providers, educators, and community leaders to connect, share information and learn from one another. Experts facilitate conversations about a wide range of issues that are important to the future of North Dakota, from working with trauma survivors to building resiliency in our communities. The conference is eligible for continuing education credits for educators and social workers.

### **This year's keynote speakers include:**

**Cari Skogberg Eastman**, an independent researcher, writer, and educator from Sioux Falls. Skogberg Eastman's doctoral studies focused largely on development communication, with a primary focus on media and civil society — particularly in relation to the immigration debate. Her dissertation research focused on public reception and understanding of border and immigration issues, particularly those involving the U.S.-Mexico border that were influenced by media coverage of civil society organizations active in that area.

Her writing on immigration earned her an honorable mention Thompson Award for Western American Writing from the Center of the American West. She has presented academic papers on the issue of immigration both nationally and internationally, been invited to lecture on the topic at various universities within the U.S. and has also co-authored journal articles about undocumented immigrant children.

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**Helen Thorpe** was born in London to Irish parents. She is the author of three books, *Just Like Us*, *Soldier Girls*, and *The Newcomers*. Her books are works of narrative nonfiction that document in a human and intimate way the lives of immigrants, refugees and veterans of foreign conflicts.

The *Newcomers* was described by *The New York Times* as “a delicate and heartbreaking mystery story” about 22 immigrant and refugee teenagers who share one classroom while learning English together. That newspaper went on to say, “Thorpe’s book is a reminder that in an era of nativism, some Americans are still breaking down walls and nurturing newcomers, the seeds of the great American experiment.”

Thorpe’s magazine journalism has appeared in *The New York Times Magazine*, *The New Yorker*, *Texas Monthly*, *Westword*, *Chalkbeat*, and *5280*. She lives in Denver.

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**Dr. David Shlim** is author of over 40 original research papers and has written over 20 chapters in textbooks on travel medicine. He was a pioneer in travel medicine research on typhoid fever, hepatitis, altitude illness and other serious traveling ailments. He helped discover a new protozoal pathogen (*Cyclospora*) that causes diarrhea in humans.

Dr. Shlim co-wrote “*Medicine and Compassion*,” a book that offers advice from a Tibetan Buddhist lama on methods of training in compassion for health care professionals. He is past president of the International Society of Travel Medicine, and medical editor of “*Health Information for International Travel*,” (aka “*The Yellow Book*”), which is produced by the Centers for Disease Control and Prevention as the primary source of information for all travel health practitioners in the United States.

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**Basel Mousselly** is Program Manager for Detention Visitation at Lutheran Immigration and Refugee Service, Baltimore, Maryland area. His position requires managing annual site visit schedules for assigned sites and evaluating Reception and Placement and Matching Grant post-arrival affiliates’ programs to analyze progress and capacity.

You can learn more about the conference at **[www.lssnd.org/buildingbridges](http://www.lssnd.org/buildingbridges)**.

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**ORGANIZATION NAME:** Women Initiative Network of Liberia in Fargo ND(WIN\_Liberia)

**PROGRAM/PROJECT NAME:** Renting / booking for space for training purposes

**DATE SUBMITTED:** 02/6/2019

**AMOUNT REQUESTED \$** 500

**PLEASE ATTACH A PROJECT SUMMARY, INCLUDING A DESCRIPTION OF WHAT THE FUNDS WILL BE USED FOR (on the back of this page or on another sheet)**

### BASIC INFORMATION:

Address: 5018 Amber Valley PKWY South Fargo Apt. 106

Contact Name: Preciuos Y. Dweh Phone: 701-491-0578

Fax: \_\_\_\_\_ E-mail: preciousgarpeh@yahoo.com

Legal structure of organization (ex. non-profit or for-profit, 501(c)(3), etc.) Non-profit

Mission and Actions (What are you planning to do? Please attach additional information if applicable)

To create an atmosphere with activities and support services that would fulfill specific needs for single moms, youth, children and vulnerable adults of the Liberian immigrant community in Cass & Clay County.

**Our goal is to give sustainable help that improves and maintains a useful youth, children, empowerment of single moms, and vulnerable adults live an independent lifestyle that improves their quality of life.**

**Furthermore, we work to:**

**Promote dignity and self-esteem**

**Foster independence and self-determination**

**Facilitate careers development program for youth and teen moms in our community**

**Dispel stereotypes and myths about Liberian community**

**Facilitate after-school programs for single mom's children. And extend our project to Liberia and if granted this opportunity, WIN-Liberia Approach some of issues in these three ways.**

1) WIN will gain more flexibility with added resources to increase the number of families we currently serve in the community.

2) The vulnerable adult population of Liberian immigrants and their involvement as a support group to their children will be addressed through workshops and activities that focus on the family relationships.

The WIN Liberia will also be able to build its capacity through facility rental, training for single mothers, and empowerment programs.

This program include dedicated, volunteers, and board who are willing to help to impact other lives in our community based on their high level of readiness and professionalism of accountability that have being shown so far. In general, this program will be evaluated and updated its grantor on how the fund was utilized during the program circle. This project will not hire staff for, but there will be compensation or stipends to educators and mentors who will manage and implement this program. Our Vision is to build our community and improve lives by engaging the beneficiaries in those program activity that will enhance their quality of lives the board will ensure program compliance though oversight supervision



## **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.