

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Catlyn Christie, Assistant Planner
DATE: June 10, 2021
RE: Human Relations Commission Meeting on June 17, 2021

The next meeting of the Fargo Human Relations Commission will be held on Thursday, June 17, 2021 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, June 17, 2021 at 12:00 p.m.
Commission Chambers**

AGENDA

1. Welcome & Introductions
2. Approve or Amend AgendaAction Item
3. Approve or Amend Minutes.....Action Item
4. Public Comment – Citizens to be Heard
5. Executive Committee Elections.....Action Item
6. Approve BylawsAction Item
7. Subcommittee Reports.....Action Item
8. Announcements
9. Staff Updates
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. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Individuals wishing to address the commission virtually during public comment must contact the Planning Department in advance at 701-241-1474 for instructions.

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Catlyn Christie, Assistant Planner
DATE: June 10, 2021
RE: Meeting Report

Item 1. Welcome & Introductions

Chair Matuor Alier will call the meeting to order.

Item 2. Approve or Amend Agenda

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

Recommended Motion: To approve the June 17, 2021 agenda.

Item 3. Approve or Amend Minutes

Chair Alier will seek a motion to approve or amend the minutes of the May 20, 2021 Human Relations Commission meeting.

Recommended Motion: To approve the minutes of the May 20, 2021 meeting.

Item 4. Public Comment – Citizens to be Heard

Chair Alier will open the floor to public comment. Speakers must state their name 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. If time permits, the chair may choose to call on staff or liaisons to engage in dialog about any of the public comments received.

Item 5. Executive Committee Elections

Last month, Member Alier and Member Severson were approved to be nominated for Chair and Vice Chair respectively. Executive committee terms shall begin in July.

Recommended Motion: To elect Member Alier for the position of Chair of the Human Relations Commission.

Recommended Motion: To elect Member Severson for the position of Vice Chair of the Human Relations Commission.

Item 6. Approve Bylaws

Staff recommends that all boards review their bylaws annually as a good governance practice (see attached). It is also a good opportunity for members to consider and confirm their personal capacities to meet these expectations and responsibilities.

Recommended Motion: To approve bylaws as presented.

Item 7. Work Group Reports

Each work group will present an update and any action items.

Work Group #1: Carolyn Becraft (Chair), Cody Severson

Goal: Create a more inclusive community via formally protect rights.

Strategy: Evaluate options for improving the City's discrimination complaint process

Recommended Motion: Support City of Fargo staff and Work Group #1 to administrate a survey like the one attached.

Work Group #2: Matuor Alier (Chair), Laetitia Hellerud, Abdiwali Sharif, Ahmed Shiil

Goal: Increase and promote diversity, equity, inclusion, and anti-discrimination practices within City government.

Strategy: Coordinate with newly hired DEI Director to evaluate options for the City to implement a bias assessment tool.

Recommended Motion: N/A

Work Plan Group #3 Members: Cheryl Schaeffle (Chair), Hamida Dakane, Barry Nelson

Goal: TBD in coordination with newly hired City of Fargo Diversity, Equity, and Inclusion Director; goal per Work Plan was "Promote and grow community-wide efforts related to advancing diversity, equity, inclusion and anti-discrimination."

Strategy: TBD in coordination with newly hired DEI Director; prior strategies per Work Plan were 1) "Evaluate options for the City's strategic involvement in programming and events"; and 2) "Adopt community-wide Welcoming Plan".

Recommended Motion: Focus on internal assessment within City of Fargo as an organization before focusing on external community needs and strategies.

Recommended Motion: Support Faith4Hope's Juneteenth event and Pride in the Park in 2021 as part of City of Fargo's goals for promoting inclusion and community relations.

Item 8. Announcements

Chair Alier will open the floor for any announcements from HRC members.

Item 9. Staff Updates

This time is made available for any questions for staff or updates to be provided by other departments, such as the Police Liaison officer.

Item 10. Adjourn

Upon no further business, Chair Alier will adjourn the meeting. Work groups are encouraged to use any remaining time to meet.

**BOARD OF HUMAN RELATIONS COMMISSIONERS
MINUTES**

Regular Meeting:

Thursday, May 20, 2021

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, May 20, 2021.

The Human Relations Commissioners present or absent were as follows:

Present: Cheryl Schaeffle, Barry Nelson, Hamida Dakane, Cody Severson, Ahmed Shiil, Carolyn Becraft

Absent: Matuor Alier, Abdiwali Sharif-Abdinasir, Laetitia Hellerud

Item 1. Welcome and Introductions

Vice Chair Severson welcomed Members to the meeting and introductions were made.

Item 2. Approve Order of Agenda

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

Item 3. Approve Order of Minutes

Member Nelson moved the minutes of the March 18, 2021 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

No public comment was provided

Item 5. Executive Committee Nominations

Member Becraft spoke on behalf of the nominating committee and stated the committee is recommending to nominate Matuor Alier to serve as Chair, and Cody Severson to serve as Vice Chair.

Member Schaeffle moved to nominate Member Alier to serve as Chair of the Human Relations Commission. Second by Member Shiil. All Members present voted aye and the motion was declared carried.

Member Becraft moved to nominate Member Severson to serve as Vice Chair of the Human Relations Commission. Second by Member Nelson. All Members present voted aye and the motion was declared carried.

Item 6. Bias Crime Ordinance Update

Assistant City Attorney Nancy Morris provided a background and summary of the Bias Crime Ordinance the City Attorney's Office has been directed to draft. She noted work is being done on drafting three ordinances addressing criminal mischief, harassment, and

simple assault. Ms. Morris stated the next step is for the draft ordinances to be presented to the City Commission.

Item 7. Presentation: Fargo Youth Initiative

Fargo Youth Initiative (FYI) Members Abhijna Kavasseri and Aarya Panwalker gave a presentation on what the Fargo Youth Initiative is, and provided an overview of the work they have done this year on the racial equity subcommittee of the FYI.

Discussion was held on the survey the students conducted and Board Members requested a copy of the survey.

Item 8. Announcements

Member Nelson shared the and City Commissioner Arlette Preston have been meeting with groups regarding the Hate Crime Ordinance.

Item 9. Staff Updates

Fargo Police Lt. Ahlfeldt provided an update on concerns brought forward at the April Human Relations Commission meeting.

Discussion was held regarding data tracking on traffic stops.

Chief Zibolski spoke on behalf of the Police Department noting data is available for when a citation is issued, but not for warning stops, and they will be looking further into the data.

Lt. Ahlfeldt noted the Police Department recently released a video on suicide prevention and awareness that can be seen at [Breakthesilencetogether.org](https://www.breakthesilencetogether.org).

Item 10. Adjourn

The time at adjournment was 12:36 p.m.

Bylaws: Rules and Procedures As Adopted October 17, 2019

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.

Fargo's Discrimination Complaint Process Survey for Organizations

Introduction

The Fargo Human Relations Commission is currently analyzing options to:



- 1) improve the public's understanding of their rights and options for legal recourse (or other forms of justice) when discrimination occurs
- 2) improve overall data collection on local discrimination incidents, to be more centralized, systematic, and available to the public and policymakers
- 3) identify key trends or gaps in legal recourse/justice options available locally

Your organization is uniquely positioned to understand the local challenges of helping people seek justice, and we greatly appreciate any feedback you may provide.

In North Dakota, it is illegal to discriminate in employment, housing, public accommodations, government services and credit transactions on the following bases:



- Race
- Color
- Religion
- National Origin
- Sex
- Age (40 years of age or older)
- Disability
- Marital Status
- Status as a recipient of Public Assistance
- Familial Status (having children under the age of 18, being pregnant, or being in the process of securing legal custody of a child under 18) (housing only),
- Participation in lawful activity off the employer's premises outside of regular work hours that is not in direct conflict with the business-related interests of the employer (employment only)



Under regulations of Title VI of the Civil Rights Act of 1964, the City of Fargo also assures that no person or groups(s) of persons shall, on the grounds of race, color, national origin, sex, age, disability/ handicap, and income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the City.



1. What is the name of your organization?  



2. What specific legal resource/justice services or support do you offer, and for what kind of discrimination?



 



3. Where do you refer people who report discrimination to your organization (that you cannot directly help)? Be as specific as possible.  

4. What kind of tracking/database do you keep for discrimination incidents that are reported to you? Do you share this data publicly, why or why not?  

5. How frequently do you receive reports of discrimination? What kind of discrimination incidents are most commonly reported to you, and how do you receive them (formal intake, informal anecdotes, etc.)?  

6. Do you feel the current options for recourse/justice are satisfactory? What is working well or not well? Do you follow-up with people who report discrimination, and if yes, how often do they feel their incident was effectively resolved?  

7. What would be most helpful in helping people understand their options for legal recourse/justice when discrimination occurs?  

8. What would be most helpful or ideal for managing and utilizing data related to local discrimination?  

Done - Thank You for Your Time!

MEMORANDUM

TO: Fargo Human Relations Commission

FROM: Catlyn Christie, Assistant Planner

DATE: June 10, 2021

RE: Staff Report

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

1. Local COVID-19 Response

Planning staff continues to administer funding for several Covid-19 activities, including:

- ESHARA (Ethnic-Self-Help Alliance for Refugee Assistance) vaccine outreach targeted for New American community members;
- Rental assistance program operated by SENDCAA and Presentation Partners in Housing. To get connected to program, call 2-1-1.
- High Plains Fair Housing Eviction Prevention program
- Family HealthCare Mobile Homeless Health Services
- Extra shelter beds for quarantine/isolation, social distancing, and overflow at the Gladys Ray Shelter Engagement Center, Churches United, and New Life Center

Beginning Tuesday, June 1, FCPH will conduct walk-in COVID-19 vaccine clinics on **Tuesdays only** from 8 am – 6 pm at its main location of 1240 25th Street South, Fargo. While these are walk-in clinics, appointments are encouraged to streamline the registration process. Specific clinic information, including links to make an appointment, are available at <https://fargond.gov/city-government/departments/fargo-cass-public-health/coronavirus-disease-2019-covid-19/covid-19-vaccine>.

As of May 13, Fargo Cass Public Health has administered 46,230 doses of COVID-19 vaccine and currently conducts twice-weekly COVID-19 vaccine clinics at its main location on 25th Street South. Vaccine is available to anyone who is currently eligible. Walks-ins are welcome but appointments are preferred. FCPH also continues to administer vaccine to individuals who are homebound as well as to those at the Cass County Jail and will complete its rural Cass County mobile missions in June. Residents are strongly encouraged to get the COVID-19 vaccine to protect themselves, family and friends.

2. Federal Housing and Urban Development Programs

The City of Fargo has prepared a draft version of the 2021 Action Plan for the City's Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). The draft plan outlines the proposed use of U.S. Housing and Urban Development (HUD) funds and is available for public review. The public comment period runs from May 27 through June 25, 2021. All citizens are welcome to submit comments at any time during the public comment period, or at the public hearing scheduled for the June 14, 2021 Fargo City Commission meeting. Following final City Commission consideration of the 2021 Action Plan on Monday, June 28, 2021, a recommendation regarding these actions will be forwarded to HUD for its consideration and

approval. The public notice is attached below, and the draft action plan is available online at <https://fargond.gov/city-government/departments/planning-development/plans-studies>.

3. Core Neighborhood Plan and Land Development Code Diagnostic

The [Core Neighborhood Plan \(CNP\)](#) and the [Land Development Code \(LDC\) Diagnostic](#) on were approved at the City Commission meeting on May 17, 2021. Following the adoption of the CNP, Planning and Development staff will develop and refine an implementation strategy. Top neighborhood issues were identified as homes in need of updates, rental housing conditions, safety and compatibility of new developments in core neighborhoods. Next steps for the Land Development Code include developing an RFP for a comprehensive update to the code. Staff intends to utilize the information in the LDC Diagnostic work plan to form the department work plan and specifically work with the Core Neighborhoods Master Plan and prioritize long range planning needs. For specific information about these activities, please contact Aaron Nelson at the Planning Department or visit the department's website to find the materials.

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

Dr. Terry Hogan has been recommended to serve as Fargo's first Director of Diversity, Equity and Inclusion. The City of Fargo's Director of Diversity, Equity and Inclusion (DEI) Selection Committee recently completed the final component of its selection process for the City's DEI Director, which generated a total of 62 applicants. The process culminated with interviews and presentations with the top five candidates. Following the assessment, the selection committee approved the list of candidates ranked by compiled interview and presentation scores to be utilized in extending a conditional offer to the top candidate. The Fargo City Commission will be asked to approve a contract with Dr. Terry Hogan at its regularly-scheduled meeting on June 1. Upon Commission approval, a full offer of employment will be extended to Dr. Hogan with a scheduled start date of July 6, 2021. To learn more about Dr. Hogan and the DEI Selection Committee, please visit <https://bit.ly/2RlkOkJ>.

5. Juneteenth Freedom Celebration

The City of Fargo will be hosting a booth at this year's Juneteenth Freedom Celebration event hosted by Faith4Hope. The event will be from noon-7pm on Saturday, June 19 at Lindenwood Park. Commission members are invited to volunteer to run the booth alongside other City departments and commissions. Contact Catlyn to indicate your interest and availability, CChristie@FargoND.gov.

6. Pride in the Park

The City of Fargo will provide a sponsorship of \$1,500, which includes an advertisement in the Pride Guide, logo on volunteer and Pride 5K t-shirts, and a table at Pride in the Park. The Pride in the Park event will be August 14 from 11am-4pm at Island Park. HRC commission members are invited to run the booth alongside other City departments and commissions. Contact Catlyn to indicate your interest and availability, CChristie@FargoND.gov.

7. Bias Crime Ordinance

On June 1, City Commissioners voted to continue pursuing a bias crime ordinance, a.k.a. Ordinances Relates to Public Safety, Morals, and Welfare. The proposed ordinance would escalate charges for bias hate crimes to Class B misdemeanors.

8. Fargo Police Department

A representative will provide updates from the Fargo Police Department.