M E M O R A N D U M

TO: Fargo Human Relations Commission

FROM: Tia Braseth, Planning Coordinator

DATE: February 14, 2020

RE: Human Relations Commission Meeting on February 20, 2020

The next meeting of the Fargo Human Relations Commission will be held on Thursday, February 20, 2020 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, February 20, 2020 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. Presentation: ND Department of Labor & Human Rights, Labor Commissioner Erica Thunder
6. Presentation: 2020 Census, Planning Coordinators Donald Kress and Tia Braseth
7. January Recap: Commission members and staff
8. 2020 Work Plan – **Review Document Prior to Meeting**
9. 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.

M E M O R A N D U M

TO: Fargo Human Relations Commission

FROM: Tia Braseth, Planning Coordinator

DATE: February 14, 2020

RE: Meeting Report

Item 5. **Presentation: ND Department of Labor & Human Rights, Labor Commissioner Erica Thunder**
North Dakota Department of Labor and Human Rights Commissioner Erica Thunder will present about labor and human rights laws and enforcement in North Dakota.

Item 6. **Presentation: 2020 Census**
Planning Coordinators Donald Kress and Tia Braseth will provide an update about 2020 Census efforts and temporary employment opportunities with the U.S. Census Bureau.

Item 7. **January Recap**
The Chair may open for discussion or questions concerning these items. See the attached memo. This agenda item is an effort to summarize and memorialize issues or staff action related to the work of the Human Relations Commission since the last meeting.

Item 8. **Updated 2020 Work Plan**
Staff will answer questions about the draft work plan. In lieu of a working strategic planning session, staff have compiled a 2020 Work Plan packet. This packet includes new material for review prior to the February meeting. It includes potential tasks for a subcommittee or work group. Please review the packet prior to the February meeting and consider where in the strategic plan you feel energized and called to participate. The goal is to adopt the final work plan at the March session.

BOARD OF HUMAN RELATIONS COMMISSIONERS
MINUTES

Regular Meeting: **Thursday, December 19, 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, December 19, 2019.

The Human Relations Commissioners present or absent were as follows:

Present: Matuor Alier, Laetitia Hellerud, Adam Martin, Barry Nelson, Cody Severson, Abdiwali Sharif-Abdinasir

Absent: Cheryl Schaefle, 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 Alier moved the Order of Agenda be approved as presented. Second by Member Sharif-Abdinasir. All Members present voted aye and the motion was declared carried.

Item 3. Approve Minutes
Member Severson moved the minutes of the November 21, 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.

Item 5. Presentation: Vince Kempf, Fargo Police Department
Cultural Liaison Officer Vince Kempf, Fargo Police Department, gave a presentation on the Community Engagement Team and the work they do in the Fargo community. He noted primary goals included building positive relationships with New Americans and cultural groups, helping people to succeed, and building trust between the community and law enforcement, especially with youth.

Officer Kempf provided an overview of some of the programs including survival swimming lessons for youth, adult art programs, a summer camp, and use of the Community Engagement Team gaming trailer and transportation bus. He also highlighted proposed programs to be held at the Fargo Police Department Community Engagement Center.

Member Hellerud present.

Item 6. Sponsorship Request: North Dakota Human Rights Arts Festival

Sean Coffman, Director of The Human Family, gave a brief overview of the 3rd Annual North Dakota Human Rights Arts Festival. He noted that the event will run January 9-31 with 65 pieces of arts as a part of the festival held at the Plains Art Museum. He stated that a free public reception will be held January 22 from 6:00 -8:00 p.m.

Member Alier moved to approve the $500 sponsorship request. Second by Member Sharif-Abdinasir. All Members present voted aye and the motion was declared carried.

Item 7. Old Business

a. Cass County Refugee Resettlement – Statement of Support

Chair Nelson noted that a statement was included in the packet that was submitted to the Cass County Commission on behalf of the Human Relations Commission in support of allowing refugee resettlement in Cass County. He stated that the Cass County Commission voted unanimously to allow refugee resettlement in the county.

b. MLK Day Event Planning Update

Assistant Planner Catlyn Christie reminded Board Members the Annual Martin Luther King Jr. Day event will be held at the Fargo Theatre on January 20, 2020 starting at 6:30 p.m. She asked Members to arrive by 5:45 p.m. to assistant with the event and noted that posters are available for distribution.

Item 8. Staff Report

a. 2020 HRC Work Plan and Budget Update

Assistant Planner Karin Flom noted the plan to go into workshop following the adjournment of today's meeting.

b. Call for 2020 Speaker Ideas

Ms. Flom updated the Board that in 2020 Board Members are being asked to take turns and have one Member speak each month regarding the work they do. She stated Member Sharif-Abdinasir will speak in February.

City Commissioner John Strand shared that he would like to further discuss ADA issues.

Item 9. Public Comment

Chair Nelson noted that a box of copies of the 2019 Municipal Equality Index are available for distribution. He shared that the findings show that much work is still needed.

Member Martin shared that an Opportunity Ball will be held January 17, 2020 at the Avalon Events Center to support the F5 project. He noted the event will include a silent auction, social, and speakers.

Member Sharif-Abdinasir shared that he recently attended a conference regarding the 2020 Census and stated the importance of raising awareness and that everyone counts.

Item 10. Next Meeting: February 20, 2020

Item 9. Adjourn

The time at adjournment was 12:50 p.m.

M E M O R A N D U M

TO: Fargo Human Relations Commission

FROM: Tia Braseth, Planning Coordinator

DATE: February 14, 2020

RE: January Recap Report

This agenda item is a new 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.

Commissioner Items

1. Accessibility Violations at NDSU Sanford Health Athletic Complex (SHAC). Chair Barry Nelson contacted staff regarding the recent news story of the federal settlement for violations of the Americans with Disabilities Act at NDSU's SHAC. Because the ADA is a federal law, the City's role in enforcement of ADA is limited. Meeting accessibility standards is the responsibility of the architect. Bruce Taralson, Inspections Administrator, will be available for questions about the City's role in non-City-owned facilities.

2. City of Fargo Land Development Code. Member Adam Martin contacted staff regarding the residential occupancy rules in the Land Development Code (zoning code). Martin has conducted an informal survey of zoning codes across the state of North Dakota. The City allows fewer unrelated individuals to live together than some communities in the state. Martin also brought attention to outdated language for individuals with criminal convictions or mental health conditions.

Martin asked what role the HRC could have in policy changes on these issues. Staff referred Martin to the in-progress review of Fargo's Land Development Code, which was last substantially updated in 1999. HRC members can participate in the next steps of the diagnostic: (1) review and analyze the initial report, (2) submit their feedback on the report and initial recommendations, and (3) participate in the public engagement process to draft amendments to the code.

Member Martin may provide additional detail or answer questions. Planning Director Nicole Crutchfield will also be available for questions about the diagnostic and the project timing.

3. Religious Discrimination Complaint. Member Abdiwali Sharif-Abdinasir has been made aware of a religious discrimination complaint regarding reasonable accommodation for religious reasons. Staff provided assistance by contacting legal hotlines to understand recourse options for the individual. Through the process, staff identified a gap in low or no cost legal services related to employment law. Member Sharif-Abdinasir and staff may provide additional detail or answer questions.

4. Native American Commission Sweat Lodge. The Sweat Lodge has had to close due to some inconsistencies in governance. The city staff and the Native American Commission on working on logistics. Member Cody Severson reminds us of the value of our non-profit partners use and involvement in the sweat lodge. We will share information as we have it.

Staff Items

1. MLK Day Celebration. A successful event was held to honor the legacy of Dr. Martin Luther King, Jr. Almost 200 people attended. At the event, the City of Fargo recognized those who have made significant contributions to the area of human relations. This year's recipients of the Fargo Human Relations Award were: Zamzam Abdi (Youth Award), Lenard Wells (Adult Award), and the Legacy Children's Foundation (Organization Award). Thank you to our volunteers and attendees. Staff will be in touch as we learn more about your goals and any comments to influence next year's event. Planning will begin soon for the 2021 event.

2. Fair Housing Advocacy in Fargo-Moorhead: Landlord Risk Mitigation Fund. See attachments. As part of staff efforts to increase awareness about community partners working on fair housing, staff are sharing updated information about the Landlord Risk Mitigation Fund.

The FM Coalition to End Homelessness launched a Landlord Risk Mitigation Fund (LRMF) in 2014 to encourage property managers and landlords to rent to people experiencing homelessness. The fund is a chance for people with housing barriers to have stable housing. Landlords and property managers who agree to rent to people in the program can recoup funds lost due to unpaid rent or excessive damage to units.

Please note that individuals cannot apply to this program. Applications must come from a service worker or case manager working for a service provider agency that is a member of the FM Coalition to End Homelessness.

3. Planning Department 2020 Priorities: Planning Director Nicole Crutchfield previously updated the Human Relations Commission and other boards and commissions on the Planning Department's 2020 project priorities. In the agenda packet you will find a document listing these priorities with short descriptions of what the project is and how individual commission members can become involved if they desire.

ENDING HOMELESSNESS THROUGH

Landlord Risk Mitigation

The FM Coalition to End Homelessness launched a Landlord Risk Mitigation Fund (LRMF) in 2014 to encourage property managers and landlords to rent to people experiencing homelessness. The fund is a chance for people with housing barriers to have stable housing. Landlords and property managers who agree to rent to people in the program can recoup funds lost due to unpaid rent or excessive damage to units. The program is formal partnership between housing providers, service providers, and persons with barriers to housing. The applications come with agency recommendations and prospective tenants are partnered with a support services worker. The support services worker acts as a communication bridge between landlord and tenant. Landlords who opt into the fund are covered for physical and operational costs of up to $3,000 for up to two years. If problems occur there is opportunity for free mediation services through the local Community Action Agencies.

The FM Coalition's Landlord Risk Mitigation Fund Advisory Board makes all acceptance and denial decisions. Participation requirements are listed below. ***Some of this info is in process of being updated to align with recent program updates — the current forms have accurate corrections on them.***

HOW TO APPLY FOR THE LANDLORD RISK MITIGATIONFUND

1. Service provider agency must be a current member of the FM Coalition.
2. Service worker or case manager determines a client would be a good fit for the program
3. The service worker complete the Application Form & Agreement.
4. Applicant agrees to receive on-going housing case management for the time in the fund
5. Service worker agrees to provide up to two years of housing case management
6. Service worker emails the application to the Coalition noting LRMF application in the SUBJECT line
7. Upon approval of the application by the advisory committee, the service
8. Worker receives a certificate of acceptance that includes the tenant's name, the start date of the certificate (good for 90 days and eligible for renewal is housing isn't secured by that time), and listing special requirements of the advisory committee, if any.
9. Client and service worker locate a landlord or property manager willing to rent to the client within the rules of the LRMF Program.
10. Service worker or client provide the landlord with a copy of the certificate and provides the landlord's contact information to the Coalition

Forms and Resources

Application Form & Agreement

Landlord Info & Program Agreement

LRMF Quarterly Report

Claim Packet
(For claim packet/info, contact service provider or Coaltion office.)

Current forms are labeled: v1.13.2020

Frequently Asked Questions

CONSUMER (TENANT) LEASING PROCESS

- Once the client has signed a lease agreement, the client or Service worker notify the Coalition of successful rental and the property manager's information by submitting a copy of the lease and the check-in inspection form to the Coalition.
- The service worker provides on-going housing case management for the time the Consumer (Tenant) is in the program (up to two years). See Housing Case Management Expectations below.
- The Coalition staff will track who is enrolled in the program, claims made against the fund, and participation of landlords/property managers.

HOUSING SUPPORTIVE SERVICES EXPECTATIONS

- The service worker agrees to follow the tenant for the length of time the tenant is enrolled in the LRMF program (up to two years). (Enrollment in the fund can be discontinued by the tenant at any time but this MUST be conveyed to the service worker and the coalition.)
- The service worker agrees to help the consumer/client find housing; explaining the program and its benefits and referring the Landlord to the website or the Coalition if more information is needed.
- The service worker agrees to do the check-in inventory with the tenant and to take photographs of existing damage.

LANDLORD EXPECTATIONS

- Sign a lease with the tenant and provide a copy of the lease to the tenant, the support services worker, and the FM Coalition staff person.
- Make and keep a copy of the tenant's LRMF certificate.
- If tenant defaults on lease or damages the property in excess of the damage deposit, contact the support services worker (aka housing case manager) and the FM Coalition for Homeless Persons to file a claim.

INVEST IN LRMF→

LRMF Frequently Asked Questions

FAQs For Landlords and Property Managers

Q: If the landlord has a concern about a tenant's rent payment, behavior, lease agreement or any other issue, who should the landlord talk to first?

A: The landlord should first contact the tenant directly and explain the issue, thus resolving the concern. If the landlord is unable to reach a resolution, he or she should contact the tenant's supportive service worker to further discuss the issue. The supportive service worker will then work with the landlord and the tenant in trying to find a solution to the problem.

Q: If mediation is needed between a landlord and a tenant, what steps does the landlord need to take?

A: The landlord should first contact the tenant's supportive service worker. The supportive service worker will connect with the tenant and the landlord to assist in finding the root of the problem and aid in resolving any issues. If the concerns are still apparent and the supportive service worker is unable to help with resolution, please contact the FM Coalition by Email or call 701-936-7171 and we can help set up the use of free mediation services through partner services.

Q: Once a landlord accepts a participant of the program, are they placed on any public lists?

A: No, all information regarding the rental agency and landlord is held confidential.

If a landlord is interested in renting to another LRMF participant, please contact the Coalition by calling 701-936-7171.

Q: In what circumstances does a landlord receive reimbursement from the fund?

A: The landlord only receives reimbursement (up to $3000) from the fund if a tenant violates the lease by abandoning the unit or causing damage above and beyond the damage deposit within their first two years of

residency. The landlord first pursues recompense from the tenant (with help of the supportive service worker) and then applies to the fund for reimbursement. Damages and infestations must be documented. The fund will NOT cover late rent payments while the tenant is still residing in the unit. It will only reimburse a maximum of two late rent payments if the tenant is evicted or if the tenant abandons the unit. Any late rent issues should be addressed with the supportive service worker as soon as possible. Please visit the Coalition website at fmhomless.org for a complete description of the program policies and procedures.

Q: What types of services do the supportive service workers (SSW) provide?

A: The SSW is responsible for assisting the tenant/household with check-in to ensure the tenant has the necessary information needed for housing success. The SSW must complete monthly visits with the tenant/household but can provide as many visits as needed. These visits may include assistance in budgeting and finance, cooking, cleaning, apartment etiquette, or any other life skills needed to be a successful renter. The SSW is also responsible for checking in with the landlord at least quarterly to ensure the renting process is running smoothly. The SSW agrees to follow the tenant/household for the length of time the tenant is enrolled in the LRMF program (up to two years).

FAQs for Support Services and Participants

Q: Are the tenants responsible for directly contacting the landlord or does the FM Coalition find a landlord and then connect landlord and tenant?

A: At this time, the potential tenant is responsible for locating a landlord with the support and assistance of the case manager. The Coalition director is willing to speak with potential landlords, if needed. As the program grows we hope to be able to help provide matches.

Q: Are homeless individuals with a criminal backgrounds and felonies eligible for this program?

A: Yes. Length of time since incarceration is requested on the application form.

Q: After the two years does the case manager still work with the tenant?

A: That would be negoatiated betweent the case manager and the tenant. The fund is only available for two years.

Q: How frequently does the tenant have to meet with their case manager?

A: That depends on how long the tenant has been housed and how they are managing that housing. For the first three to six months, weekly or monthly site visits are expected. The Tenant is expected to comply with the site visit scheduled they plan with the Case Manager.

Q: Once one fills out an application where are the applications sent to be reviewed?

A: They are sent to the Coalition. The applications are processed and

forwarded to the advisory committee for a decision. The process usually takes about a week.

Q: Does the Coalition already have a list of landlords that are willing to participate in this program?

A: No. We do not supply names of landlords nor do we divulge names of tenants. As the program becomes more established we hope to be able to help match tenants and landlords.

Q: Do you have to be staying at a shelter to obtain an agency recommendation in the application process?

A: No, you have to have a willing case manager, be in need of new housing and be at risk of homelessness without the support of the program. (You cannot apply for a unit you have already leased.)

Q: Are expectations of landlord and tenants going to be unison across all participants in this program?

A: No, each is a case by case agreement.

Q: Once a landlord agrees to participate are they put on a lenient landlord list?

A: No, that information is held confidential.

Q: Does the landlord have a say in who their tenant is?

A: Yes, the landlord always has the right to refuse to rent to someone. However, if the landlord agrees to participate in the program, they are agreeing to waive some of their rules (e.g., no past evictions or no past felonies) FOR THE ENROLLED HOUSEHOLD ONLY. They are also agreeing to pursue mediation and case management intervention before moving to evict if there are issues other than abandonment of the unit. NOTE: The tenant household should be asked to keep their participation in the program confidential as well.

Q: How does the landlord receive the money from the Coalition? Do they receive $1,500 in a check all at once each year?

A: The landlord only receives money from the fund if a tenant violates by lease by abandoning the unit or causing damage above and beyond the damage deposit. The landlord first purses recompense from the tenant (with the help of the case manager) and then applies to the fund for reimbursement, not to exceed $3,000. Damages and insect infestations must be documented.

Q: Who is more likely to be accepted into this program first? Is there an order of preference?

A: Applications are processed as they are received until such time as that becomes unwieldy, at which time applications would be processed based on VISPDAT scores (vulnerability).

2020 Planning Department Framework

Mayor's Top 5 Goals for 2020

1. Creating an Engaged Community
2. Promoting Smart Growth
3. Continuing to Operate as the Regional Leader
4. Ensuring a Safe City for Everyone
5. Maintaining Nationally Recognized Service Excellence

Planning Department Priorities for 2020 – These priorities are drafted based on work in progress or priorities that city staff are leading based on partnerships or community-wide impact.

1. **Inclusion Plan**
   A welcoming and belonging-visioning plan that is created and adopted by year end 2021. The welcoming plan serves as a strategic plan for confirming a holistic embracement towards citizen belonging and inclusion. This project is heavily funded by the Kresge Foundation, Bush Foundation and is influenced by lessons learned from The Fargo Project.

   Ways To Be Involved:
   1) Sit on steering committee and provide a committee and personal perspective.
   2) Help publicize when necessary and conduct community outreach.
   3) Outreach through spheres of influence.
   4) Bring your perspective in review of documents.

2. **Southwest Land Use Plan**
   This will be a visioning plan that attempts to show how higher density development (in accordance with Go2030 and the State of North Dakota's Main Street Initiative) could be accommodated south of 52nd Ave and east of I-29. This area is unique in that storm water will be regionally collected via open ditches and a small man-made lake (extra large pond). This provides unique recreational opportunities to be incorporated into future development (such as trails along drainage ditches and active park/activity programing of the lake).

   Ways to Be Involved:
   1) Provide feedback for incorporating wide range of citizen voices and criteria in potential recreational plans
   2) Analyze plan draft and provide feedback from committee and personal perspective.
   3) Awareness of new development patterns that encourage public spaces and different housing types and land development types.

3. **Land Development Code Diagnostic and Amendment**

   The purpose of the LDC Diagnostic is to provide an in-depth assessment of the quality and effectiveness of the City's development codes, and to identify opportunities for improvement. This study kicked off in September of 2019 and is scheduled to conclude in April of 2020. The LDC Amendment will follow as a result of the Diagnostic's findings.

   Ways to Be Involved:
   1) Analyze and provide feedback on report's findings to be published in four months.
   2) Participate in the ongoing public engagement process to amend the code as necessary (an anticipated year-long process through 2021).

4. **Downtown InFocus Plan Implementation**

   The 2018 Downtown InFocus Plan is a comprehensive guidebook for the City of Fargo, Downtown residents, Downtown investors, and advocates to ensure a vibrant future for this neighborhood and place of destination. This guide is made up of 7 specific goals. Each of these goals is an intensive community collaborative with the goal towards implementation. This is a 15 year implementation plan.

   Ways To Be Involved:
   1) Participate in the identified goals and strategies of the plan.
   2) Identify areas of interest and collaborate with other interest groups.
   3) Awareness of community initiatives and advocate messaging; such as, safety, housing, arts, equity, etc.

5. **Improved governance organization cohesion of boards and commissions**

   The Planning Department manages about a dozen boards and commissions, (approximately half of the City of Fargo's boards and commissions) all of which use a slightly different set of bylaws, work structure, appointment process, etc. To improve consistency and clarity, staff seeks to identify processes that would work universally as well as to define work plans for commissions that fit within one unified work plan for the entire department in order to make greater impact and build larger awareness among community members as well as to identify stronger advisory messaging for our elected officials.

   Ways to Be Involved:
   1) Communicate to staff what is or is not working with current commission processes and structures
   2) Recommend improvements to processes and structures
   3) Identify ways you would like to be involved and communicate and coordinate with the chair.
   4) Participate in work plan development
   5) Understand local governance resources, laws and ordinances

6. **2020 Census**

   Through involvement with the Complete Count Committee, staff is leading efforts to reach hard-to-count populations, with the goal of achieving 100% local participation on Census Day, April 1, 2020. This includes targeted outreach to urban Indigenous people and people experiencing homelessness.

   Ways to be involved:
   1) Help publicize when necessary and conduct community outreach
   2) Offer feedback on opportunities to connect with hard-to-count populations

7. **Housing and Urban Development (HUD) impact and overall housing strategies**

   The City is conducting a city-wide housing analysis for greater understanding on needs, market and gaps. We seek to further align federal, local and private partnerships for greater documented impact. Ultimately a housing strategic plan will be developed.

   Ways to Be Involved:
   1) Analyze and provide feedback on annual applications for HUD funding.
   2) Conduct outreach with organizations that meet criteria for HUD funding to expand and diversify the pool of applicants.
   3) Advocate for continued federal funding of HUD programs.
   4) Identify housing challenges in our community.
   5) Understand where inequities exist.

8. **Fargo 2020-2024 Consolidated Plan – HUD (CDBG and HOME)**

   The City's 2020-2024 Consolidated Plan for Housing and Community Development, mandated by HUD, examines the demographic and economic status of the community, evaluates the housing market, and looks at needs that exist in the homeless, special needs, housing and community development issue areas. It relies on data and public input. It provides a strategic plan for how to spend the City's anticipated CDBG and HOME funds.

   Ways to be involved:
   1) Analyze and provide feedback on Analysis of Impediments to Fair Housing
   2) Analyze and provide feedback on drafts of plan during upcoming comment periods

9. **Sweat lodge operations and improvements**

   To ensure consistency and safety of participants of the City's sweat lodge, staff is collaborating with stakeholders to understand the ideal vision for the sweat lodge and what would be the best structure to oversee it long-term.

   Ways To Be Involved:
   1) Demonstrate support for NAC and staff in their efforts to improve the sweat lodge.
   2) Participate in community conversations
   3) Advocate for good and clear messaging
   4) Bridging the spiritual knowledge

10. Core Neighborhood Plan

The City of Fargo is working with its consultant, *czb*, to develop a Core Neighborhoods Master Plan over the course of the 2020 calendar year. The Core Neighborhoods Master Plan develops a strategic plan for the nine neighborhoods surrounding downtown, focusing on housing and quality of life issues.

Ways to Be Involved:

1) Sit on steering committee and provide a committee and personal perspective.
2) Participate in public meetings
3) Review and comment on prepared documents for accuracy

11. Mid-America Steel Clean Up Plan

The City acquired the Mid-America Steel site in 2019 and is currently using a federal EPA brownfield grant to determine the amount of contaminates on the site due to its past usage as a steel manufacturing plant. Once we understand how much and what type of contaminates there are, the City can determine the best use for the property moving forward. In 2020 the City will be working with the community to build a vision for the future use of this site, pulling from the Downtown InFocus study as a place to start.

Ways to Be Involved:

1) Participate in evaluating proposals for redevelopment of the site providing an equity perspective.
2) Participate in public meetings
3) Provide comments of documents

12. Public Art Capital Project

In an effort to integrate public art with public infrastructure, the Arts and Culture Commission is soliciting art projects to incorporate into a light installation piece along a gateway, common place, or passage in Fargo, by the end of 2020. Similarly, the ACC lead the Utility Box Project, in which artists used city infrastructure as a public canvas for artwork.

Ways to Be Involved:

1) Help affirmatively market project and solicit project proposals.
2) Recommend criteria for evaluating proposals that promotes equity and respect for diversity
3) Provide outreach and communication regarding the project as information becomes available.

13. Artist integration into infrastructure

In planning and designing public infrastructure, the Planning Department is working with city leaders and artists for more integrating in outreach and influence on meaningful ways for community input.

Ways to Be Involved:

1) Help spread the word when call for artists and other infrastructure and public projects come forward.

2) Share ideas and opportunities

14. Parking facilities strategic plan

In collaboration with Parking Commission and related stakeholders, the City will create a strategy for maintenance and utilizing existing City-owned parking facilities in the Downtown area to maximum capacity. This may include, but is not limited to, increasing awareness of the location and availability of existing parking facilities.

Ways to Be Involved:

1) Provide feedback on parking's influence on equity issues and transit access as plan is created; encourage the inclusion of people who may be forgotten stakeholders at the table

15. Single Room Occupancy (SRO) Drop-in Center conversion

Currently a building with 22 SRO units, this building is in a prime location to be converted to a drop-in center and additional housing units. A drop-in center has been increasingly deemed necessary for downtown area, to provide a refuge during daytime and connect people with housing, medical care, employment services, counseling, etc.

Ways to Be Involved:

1) Public input and outreach as opportunities become available.

16. Housing Projects: 7th St N and 13th Ave S

The City is seeking development proposals for new housing projects.

Ways to Be Involved:

1) Awareness of policies related to housing access.

17. Lashkowitz High Rise

Based on Fargo Housing and Redevelopment Authority's full analysis of the site, he Planning Department will be involved in the redevelopment or disposition of the current site of the Lashkowitz High Rise, 101 2nd St S, It is anticipated to reallocate the units elsewhere. The High Rise currently contains 247 units, and tenants are in need of vouchers or relocation assistance.

Ways to Be Involved:

1) Awareness of housing project disruption and continuity of housing needs.
2) As new proposals come forward, share input related to committee or personal experiences and priorities.

2020 Work Plan

Fargo
Human
Relations
Commission

Work Plan Framework

Goal 1: Create a more inclusive community via formally protected rights.

Strategy: Discrimination Complaint Audit

Goal 2: Increase and promote diversity, equity, inclusion, and anti-discrimination practices within City government.

Strategy: Bias Assessment Tool

Goal 3: Promote and grow community-wide efforts related to advancing diversity, equity, inclusion, and anti-discrimination.

Strategy: Inclusion & Equity Study

Strategy: Strategic Programming & Events

Goal 1:

Create a more inclusive community via formally protected rights.

Discrimination Complaint Audit

Outcome: A clear process for the public and staff to follow when instances of discrimination occur.

Audit discrimination complaints in order to inventory the procedural steps available to the public leading to an inventory or database in order to obtain data and evidence of discrimination.

Who:

Multiple parties to conduct the work in phases. Conduct the work in subcommittees with volunteers with staff assistance.

Why:

Procedurally we need to be able to communicate to public members about the tools we have so that we can better understand roles and accountability. We also need to understand if we need better tools to identify room for improvement or change.

How:

Through audits and “secret shoppers” we can collaborate with our partners in police, state agencies, federal agencies, local non-profits and citizen groups.

When:

Monitor project quarterly. Sub-group meets and collaborates monthly through a board member liaison.

Discrimination Complaint Audit

Work Plan Items

- Hold task force kick-off meeting to assign tasks and establish timeline.
- Organize data in Human Relations "Discrimination Inquiries" digital folder
- Research & interview community partners to gather information such as historical complaint data, complaint processing and referrals, outreach strategies, and gaps in recourse and enforcement options for discrimination complaints.

  Potential organizations or agencies include:

  Freedom Resource Center
  ND Legal Services
  State Bar Association
  ACLU
  FirstLink
  High Plains Fair Housing
  Fargo Police
  Somali Community Development
  ND. Dept. of Labor and Human Rights

- Research and interview best practices by similar cities to learn how they process and archive discrimination complaints; what enforcement tools they have; and what is working or not.

  Moorhead, MN
  Sioux Falls, SD
  Grand Forks, ND
  Minneapolis, MN

- Create flow chart demonstrating which complaints are best suited for which community resources, as the system currently exists. Create communication plan for general public to understand this process.
- Summarize findings on gaps in the current system, if any. How effectively do complaints get resolved? How aware is the public on the processes available?
- Draft report summarizing task force recommendations on which data archiving, complaint processing, communications, and/or enforcement tools the City of Fargo should implement.

Goal 2:

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

Bias Assessment Tool

Outcome: Implement a bias/multicultural assessment tool within City departments.

A bias assessment tool identifies an individual's and organization's ability to operate in a multicultural setting and identifies areas for improvement. Implementation of an assessment tool across City government would provide for better understanding of where we are with these best practices as an organization and brings opportunities for education and awareness.

Who:

Invite non-profits, government agencies and experts in our community to introduce these tools and collaborate with city leaders for use within the City of Fargo organization. City staff led in conjunction with board member liaison as champion/leader and city commissioner liaison.

Why:

By learning where our barriers are we can identify opportunities for change and improvement for a stable workforce that is representative of the community it serves. It can also be a demonstrative tool for our community partners.

How:

Invite leaders and knowledge experts in the community and from the HRC to demonstrate these tools to city leadership. Partner with local non-profits, local universities and local employer groups to lead in subject matter.

When:

Monitor project quarterly. Sub-group meets or reports back monthly and collaborates back to the HRC through a board member liaison.

Bias Assessment Tool

Work Plan Items

- Hold task force kick-off meeting to assign tasks and establish timeline.
- Identify Fargo-area organizations that have utilized a multicultural or bias assessment tool.
- Identify the most appropriate person(s) at these organization who are the most knowledgeable about the organization's use of the tool.
- Interview representatives of the companies identified in the previous step to gather information such as the particular assessment tool used; cost of the assessment; scale of the assessment within their organization; what goals did the organization have in implementing the assessment; results of using the tool; etc.
- Compile the findings as "case studies." This case study report should be made available to the public so other companies in the Fargo area can understand the value of a multicultural assessment tool and follow-up training.
- Analyze the case study findings to learn the types of multicultural assessments available and what goals and priorities are best met by certain assessment tools.
- Work with City of Fargo Department of Human Resources to advocate for the importance and value of a multicultural assessment tool implemented across all City of Fargo departments.
- Work with City of Fargo department heads and other key governmental stakeholders to understand their goals and priorities with implementing a bias or multicultural assessment tool.
- Implement the use of the assessment as a "pilot study" within Planning.
- Scale implemention of the assessment within more City of Fargo departments.

Goal 3:

Promote and grow community-wide efforts related to advancing diversity, equity, inclusion, and anti-discrimination.

Inclusion & Equity Study

Outcome: Adopt a community-wide Welcoming Plan.

A welcoming and belonging-visioning plan that is created and adopted by year end 2021. The welcoming plan serves as a citizen led strategic plan for confirming a holistic embracement towards citizen belonging and citizen led community development.

Who:

Staff led through consultant and academic knowledge experts. Partnering with private foundation sponsorship and national expertise for the purpose of a strategic plan that is representative of community members' vision for Fargo.

Why:

A strategic plan focused on belonging and welcoming provides an opportunity for messaging and communication based on citizen focused needs to align city and public agency with the community-at large.

How:

Staff will craft a specific work plan through partnership with a consultant. To include creative strategies and unique and customized public engagement.

When:

Weekly staff meetings, bi-weekly subcommittee work, and monthly reporting to HRC.

Inclusion & Equity Study

Work Plan Items

- Bring together like minded groups who are taking on similar initiatives.
- Establish unique city's perspective to differentiate between the other interest groups (if needed).
- Bring forward priorities of the Kresge Foundation grant and other initiatives funding priorities.
- Create an awareness building symposium highlighting local leaders and knowledge experts for community wide conversation.
- Highlight city initiatives through public arts demonstrations.
- Highlight communication messaging.
- Conduct survey and needs assessment.
- Align messaging with MLK Event, and other city supported initiatives.
- Work with City and peer agencies on messaging.
- Through needs assessment integrate priorities into city-wide work plan.

Strategic Programming and Events

Outcome: Sustainable community events with a clarified role for the Human Relations Commission.

Coordinate with partners to determine future of annual cultural programming and events and strategize City of Fargo's and HRC's role in cultural programming and annual events.

Who:

Board member led with staff support. Collaborating with Pangea, Cultural Resources Diversity Center, Police, Fargo Health, State agencies, and other community groups.

Why:

Clarify roles of board members, liaisons and community needs as we grow into a larger city with more complex issues. Identify roles for the City, HRC, board member and staff as we collectively serve as partner, leader, or sponsor contemplating the larger metropolitan area and limited resources.

How:

With a subcommittee of HRC members and staff support identify methodology for evaluating and recommending future structure for considerations. Inventory, schedule and strategize City of Fargo's and HRC's role in cultural programming and annual events. Determine sustainable and adaptable community structures based on standardizing roles (apart from individual personal roles and commitments) as best as possible. Itemize methods for supporting partners for their sustainability as well.

When:

Report monthly or as needed to the HRC. Recommend future changes for consideration in 2020 and 2021.

Strategic Programming & Events

Work Plan Items

- Hold task force kick-off meeting to assign tasks, establish timeline, and identify key interview questions.
- Research City of Moorhead and City of West Fargo's level of involvement and funding in cultural events and possibly interview staff/officials.
- Interview program planners of local cultural programming and events to understand an organization or event's strengths, weaknesses, opportunities, and threats. Example events or organizationss could include:

  Pangea
  Welcoming Week
  MLK Day
  Native American Festival & Education Series
  Multi-Ethnic Summer Picnic
  Community Table

- Interview the Mayor on his priorities for City involvement with cultural programming.
- Define criteria for possible tiers of involvement for City of Fargo, e.g. Primary Leader/Partner/Sponsor/Booth Runner. Criteria examples include:

  1) Impact: How well does the event directly execute the HRC's specific goals?
  2) Public Relations/Reach: How valuable is it to have City of Fargo's name attached to this event? How many people does it reach? Is it an audience that otherwise wouldn't know about HRC?
  3) Public Feedback: How possible is it for City/HRC to use this event to gather direct feedback from citizens on their needs? Is it an audience that otherwise wouldn't know about HRC?
  4) Equity: How equitable is access to the event? Who is the audience year after year?

- Using these criteria, complete attached ranking chart to evaluate the best level of involvement for the City of Fargo in each local cultural event for 2021 into foreseeable future.
- Draft short paper to summarize findings, criteria rankings, and recommendations.