

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Karin Flom, Assistant Planner
DATE: December 11, 2020
RE: Human Relations Commission Meeting on December 17, 2020

The next meeting of the Fargo Human Relations Commission will be held on Thursday, December 17, 2020 at 12:00 p.m., as a **virtual meeting**. If you are not able to attend, please contact staff at 701.241.1474 or Planning@FargoND.gov.

**HUMAN RELATIONS COMMISSION
Thursday, December 17, 2020 at 12:00 p.m.
Virtual Meeting**

AGENDA

1. Welcome & Introductions
2. Approve or Amend AgendaAction Item
3. Approve or Amend Minutes.....Action Item
4. Public Comment – Citizens to be Heard.
Individuals wishing to speak during public comment must contact the Planning Department in advance at 701-241-1474 for instructions.
5. City of Fargo Director of Diversity, Equity, and Inclusion PositionAction Item
6. Old Business
 - a. MLK Award Committee
 - b. MLK Day Discussion
 - c. Update from HRC Work Plan Work Groups
7. Staff Report
8. 2021 Meeting Calendar
9. Announcements
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.

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Karin Flom, Assistant Planner
DATE: December 11, 2020
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 December 17, 2020 agenda.

Item 3. Approve or Amend Minutes

Chair Alier will seek a motion to approve or amend the minutes of the November 19, 2020 Human Relations Commission meeting.

Recommended Motion: To approve the minutes of the November 19, 2020 meeting.

Item 4. Public Comment – Citizens to be Heard

Chair Alier will open the floor to public comment. **Individuals wishing to address the Human Relations Commission must contact the Planning Department in advance at 701-241-1474 for instructions.** 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. City of Fargo Director of Diversity, Equity, and Inclusion Position

See the memo included in the packet. 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 6a. Old Business: MLK Award Committee

Reach Partners is looking for three to five volunteers from the HRC to review and select the Human Relations Commission's MLK Day Human Relations award winners. This process has a tight timeline. Nominations are due December 18. Volunteers must complete a scoring matrix by 10:00 a.m. on December 22. Chair Alier will request three to five volunteers.

Item 6b. Old Business: MLK Day Discussion

Reach Partners have conducted stakeholder interviews with previous volunteers and City leaders. A memo of their findings is in the packet. Staff and Reach Partners are looking for feedback from HRC members on the options outlined in the memo.

Item 6c. Old Business: Update from HRC Work Plan Work Groups

One representative from each HRC Work Plan group will present a summary of their kick-off meeting. The HRC Work Plan groups are structured around the work plan goals and consist of the following members:

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

Members: Carolyn Becraft, Cody Severson

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

Members: Matuor Alier, Laetitia Hellerud, Abdiwali Sharif, Ahmed Shiil

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

Members: Hamida Dakane, Barry Nelson, Cheryl Schaeffle

Item 7. Staff Report

Time permitting, Chair Alier will open the floor to commission members to ask any questions on the staff update which is included in the agenda packet.

Item 8. 2021 Meeting Calendar

See the 2021 HRC Meeting Calendar in the packet. No action is necessary.

Item 9. Announcements

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

Item 10. Adjourn

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

**BOARD OF HUMAN RELATIONS COMMISSIONERS
MINUTES**

Regular Meeting:

Thursday, November 19, 2020

The Regular Meeting of the Board of Human Relations 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 19, 2020.

The Human Relations Commissioners present or absent were as follows:

Present: Abdiwali Sharif-Abdinasir, Cheryl Schaeffle, Matuor Alier, Laetitia Hellerud, Barry Nelson, Hamida Dakane, Ahmed Shiil, Carolyn Becraft

Absent: Cody Severson

Item 1. Welcome and Introductions

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

Item 2. Approve Order of Agenda

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

Item 3. Approve Order of Minutes

Member Becraft moved the minutes of the October 15, 2020 Human Relations Commission meeting be approved as presented. Second by Member Sharif-Abdinasir. All Members present voted aye and the motion was declared carried.

Item 4. Public Comment

Jamie Garvey, Fargo Fire Department, shared that the Fargo Fire Department is accepting applications for new firefighters and the application deadline is December 4. He reviewed basic the requirements and encouraged Board Members to share this information in the community. Additional information can be found at www.fargofire.com.

Member Schaeffle present.

Item 5. Old Business

a. Statement on Racial Covenants

Member Nelson provided a background and history of the racial covenant concern previously brought before the Human Relations Commission.

Michelle Rydz, Executive Director of the High Plains Fair Housing Center, read a prepared statement and noted that fair housing is a right that is protected.

Discussion was held on if covenants are listed in title opinions, and what the breakdown of homeownership for African Americans is in Fargo.

Member Nelson presented the Board with a Statement. Member Becraft moved to approve the statement as proposed by Member Nelson. Second by Member Schaeffle. All Members present voted aye and the motion was declared carried.

b. MLK Day Planning Update

Assistant Planner Karin Flom stated that Reach Partners is being contracted with for the event, and the plan is to have a fully virtual event in January. She noted a planning call scheduled for November 20 and that the nomination period will open soon.

c. Update from HRC Work Plan Work Groups

No update was provided from the three work groups. Chair Alier requested the groups to meet before the next meeting.

d. Meeting Frequency & Structure Discussion

Ms. Flom provided an overview of the Human Relations Commission work plan and the three goals set out in it. She presented a summary of three possible meeting frequency options, and stated input on the options can be submitted to Planning staff.

Brief discussion was held by the Board on the three options.

e. HRC Liaison Positions Discussion

Ms. Flom noted an overview of the liaison positions discussion is included in the meeting packet.

Item 6. Staff Report

Ms. Flom stated a staff update is included in the packet and provided a brief overview.

Planning Coordinator Tia Braseth provided an overview of the CDBG (Community Development Block Grant) and HOME funds. She stated a public comment period will be held in January.

Item 7. Announcements

Member Becraft extended congratulations to Member Alier on his new position with Moorhead Public Schools.

Members Hellerud and Dakane were recognized for their recent campaigns for North Dakota legislature.

Item 8. Adjourn

The time at adjournment was 1:04 p.m.

TO: Human Relations Commission

FROM: Michael Redlinger
Assistant City Administrator *MSR*

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 Human Relations Commission in support of the commission's important work to promote acceptance and respect for diversity.

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 a diverse pool of applicants with this important job announcement.

In addition, we would like the Human Relations 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



TO: Human Relations Commission

FROM: Michael Redlinger
Assistant City Administrator

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

DATE: November 23, 2020

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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		
		1	2	3	4	5	27	28	29	30	31	1	2			1	2	3	4	5	6	
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

Martin Luther King Day Jr. Day City of Fargo

In years past, due to expertise in event strategy and management, volunteer coordination, and community gatherings, Reach Partners has held a behind-the-scenes role in assisting the City of Fargo staff, members of the Human Relation Commission (HRC) and community volunteer committee in producing MLK Day celebrations at the Fargo Theater.

As the conditions of the pandemic have pulled staff resources to focus on other priorities, Reach Partners was asked to informally interview community members involved in the past MLK Day celebrations, planning department staff, Mayor Mahoney and Commissioner Strand to develop a recommendation to the HRC.

2021 Recommendation

Taking into consideration public safety in a time of the pandemic, timing, the costs to produce a virtual event, the importance of a personal pledge of action, and the opportunity to celebrate the good being done within the community, we recommend the following:

1. Announce the Human Relations Commission's MLK Human Relations Award winners during a City Commission meeting on a meeting date close to MLK day, January 18, 2021. Doing so will:
 - Celebrate the people and organizations whose work or volunteer efforts promote acceptance and respect for diversity and help eliminate discrimination.
 - Showcase and acknowledge the Human Relations Commission as integrated in the work of the City Commission.
 - Honor the good work of 2021 awardees through a brief ceremony involving the Mayor and all the Commissioners, including videos highlighting each winner

2. Allocate the dollars earmarked for a January MLK event to sponsor events, activities or programs produced by Black organizers as modeled by Martin Luther King Jr. to emphasize racial justice or community healing aligning with the HRC workplan to:
 - Support the efforts of grass-roots community organizers and partners
 - Encourage the work of Black community organizers as established and emerging leaders.
 - Sponsor an event that provides community healing and provides a gesture of unity with Black organizers.

MEMORANDUM

TO: Fargo Human Relations Commission

FROM: Karin Flom, Assistant Planner

DATE: December 11, 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 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

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 Valley COVID-19 Task Force funds to rental and mortgage assistance. The assistance program is being carried out by SouthEastern 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. HRC Meeting Frequency & Structure and Liaison Positions

Staff distributed a survey on the three meeting options presented to at the November meeting, as well as questions on the liaison positions. Only two responses were received. Members are encouraged to fill out the survey by the end of the year. Contact Assistant Planner Karin Flom at kflom@fargond.gov if you need another copy. After the holidays, staff will schedule phone calls with those who have not responded to ensure feedback is received from all members.

MEMORANDUM

TO: ALL DEPARTMENTS

FROM: ALBERT GIBSON, PLANNING AND DEVELOPMENT DEPARTMENT AG

DATE: DECEMBER 1, 2020

SUBJECT: 2021 HUMAN RELATIONS COMMISSION MEETING SCHEDULE

Listed below are the Human Relations Commission meeting dates for the calendar year 2021.

2021 Meeting Schedule

Human Relations Commission Meetings
January 21
February 18
March 18
April 15
May 20
June 17
July 15
August 19
September 16
October 21
November 18
December 16

Human Relations Commission meetings will be held the 3rd Thursday of the month at 12:00 p.m. in the Commission Chambers at City Hall.