

MEMORANDUM

TO: Fargo Human Relations Commission
FROM: Tia Braseth, Planning Coordinator
DATE: October 11, 2018
RE: Human Relations Commission Meeting

The next meeting of the Fargo Human Relations Commission will be held on Thursday, October 18, 2018 at 12:00 p.m., in the City Commission Room at the **old** 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, October 18, 2018 at 12:00 p.m.
City Commission Room
AGENDA

1. Welcome and Introductions
2. Approve Agenda & Minutes
3. Community Trust Officers: Dave Carlson, Fargo Police Department
4. Strategic Planning Update
5. Winnipeg Field Trip Update
6. Meeting Attendance Procedures
7. Funding Request
8. Budget Process Review
9. ND HRC LGBTQ Summit Summary
10. Staff Reports
11. Public Comment
12. 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.

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.

Minutes are available on the City of Fargo Web site at www.FargoND.gov/humanrelations.

**BOARD OF HUMAN RELATIONS COMMISSIONERS
MINUTES**

Regular Meeting:

Thursday, August 16, 2018

The Regular Meeting of the Board of Human Relations Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 12:00 o'clock p.m., Thursday, August 16, 2018.

The Human Relations Commissioners present or absent were as follows:

Present: Rachel Hoffman, Abdiwali Sharif-Abdinasir, Cheryl Schaeffle, Laetitia Hellerud, Matuor Alier, Paul Jensen, Barry Nelson, Hamida Dakane, David Lanpher

Absent: None

Also Present: John Strand (Fargo City Commissioner), Vince Kempf (Cultural Liaison Police Officer)

Item 1. Welcome and Introductions

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

Member Hellerud present.

Item 2. Approve Order of Agenda and Minutes

Member Sharif-Abdinasir moved the Order of Agenda and the minutes of the July 19, 2018 Human Relations Commission meeting be approved as presented. Second by Hoffman. All Members present voted aye and the motion was declared carried.

Item 3. Speaker: Cody Schuler, FM Coalition for Homeless Persons

Cody Schuler, FM Coalition for Homeless Persons, gave a presentation about the mission and history of the Coalition. He provided an overview of the work the Coalition accomplished last year and an update on the current needs in the community.

Item 4. Public Comment

No public comments were made.

Item 5. Budget Updates

Planning Director Nicole Crutchfield provided an update of the current budget for the Human Relations Commission. She noted any outstanding receipts should be submitted to the Planning Office.

Item 6. North Dakota Human Rights Film Festival Tickets

Ms. Crutchfield provided a summary of the event and noted that tickets for the event are a separate funding request than the sponsorship.

Item 7. PRIDE Debrief

Chair Nelson and Ms. Crutchfield gave an overview of the PRIDE event.

Discussion was held regarding updating materials and new ideas to make the booth interactive and engaging.

Item 8. MLK Committee and Consultant (Reach Partners)

Ms. Crutchfield noted that the Planning Office is working with a consulting firm, Reach Partners, to assist with developing a process for events to create sustainability and consistency. She noted she would like Reach Partners to work with the MLK Committee this year to improve practices and bridge the gap between the staff and volunteer levels.

Item 9. Fall Orientation and Workshop on August 30, 5:30 p.m.

Planning Coordinator Maegin Elshaug confirmed the date and time for the event with the Board, and noted it will take place in the Community Room of the Main Library.

Chair Nelson noted that save the date information for an upcoming LGBTQ summit was distributed to the Board.

Item 10. Adjourn

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

Request for Quotes – Fargo Human Relations Commission Strategic Planning

Organization: City of Fargo Human Relations Commission

Seeking: Strategic Planning Facilitator

Project Manager: Tia Braseth, Community Development Coordinator

Prepared by: Kara Gloe, Assistant City Planner

Date: 10/10/2018

The City of Fargo is seeking quotes for a facilitator to assist in the Human Relation Commission's strategic planning efforts. The purpose is to facilitate discussion among appointed officials, elected officials, and city staff in order to define the 2019 work plan. Facilitator will enter into a short-term agreement with the City of Fargo to provide services outlined in the Scope of Work.

Project Background:

The City of Fargo's Human Relations Commission (HRC) was first established in 2001. The purpose of the HRC is to promote the acceptance and respect for diversity through educational programs and activities and to discourage all forms of discrimination on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, participation in lawful activity off the employer's premise during nonworking hours which is not in direct conflict with the essential business-related interests of the employer or sexual orientation. The HRC is advisory in nature to the Fargo City Commission.

Scope of Work:

- Facilitate approximately 2 focused strategic planning meetings (with the first one held before January 1, 2019).
- Meeting discussions to include:
 - Duration of Plan – 12-24 months
 - Vision and Commitment
 - Identify and confirm mission
 - Goal Setting
 - How does the HRC want to achieve its vision?
 - What activities does the HRC want to perform? Quality vs. Quantity
 - Review of current and past activities and evaluate success
 - Governance structure review
 - Review Meeting Date/Time/Frequency
 - Is it equitable?
 - Does it help achieve HRC vision?

Outcomes:

- Meeting agenda and logistics (with support from City staff)
- Initial stakeholder interviews for grounding and to form agenda
- Facilitate meeting (more than one if needed)
- Provide observations and report in a format ready to organize in a work plan
- Collaborate with City planners on outcomes as needed

Please forward questions to Tia Braseth at 701.476.4144 or tbraseth@fargond.gov.

Please submit a one-page proposal, by email to Kara Gloe at 701.476.4143 or kgloe@fargond.gov by November 2nd.

Proposal to include estimated number of hours, fee, and confirmation of ability.

Canadian Museum for Human Rights Field Trip Budget Estimate

Item	Unit Cost	# of Units	Total Cost
Museum Admission	\$21.00	13	\$273.00
Van Rental	\$120.00	1	\$120.00
Breakfast	\$7.00	13	\$91.00
Lunch	\$10.50	13	\$136.50
Dinner	\$17.50	13	\$227.50
Gas	\$0.55	718	\$394.90
Total			\$1,242.90

Van Quotes

U-Save \$110.50 15 passenger
Hertz \$199.80 12 passenger

Other Stuff

Manitoba Human Rights Commission 204-945-3007 <http://www.manitobahumanrights.ca/v1/>

Human Relations Commission Attendance Procedures

To honor the time and energy of everyone involved in the Human Relations Commission and to maximize its effectiveness, please review the attendance procedures below:

- The Human Relations Commission meetings are held monthly, on the third Thursday of the month at 12 p.m. in the City Commission Chambers. Scheduling time to attend these meetings is a priority. The goal is to have 100% attendance as much as possible.
- Two weeks before the meeting, an attendance request will be sent to all members. Please respond to this email with your availability. This helps ensure there will be a quorum, which is required to take action on any agenda item. If there is no quorum, the meeting will be cancelled to be respectful of everyone's time and investment.
- If your attendance status should change, please let staff know promptly so arrangements can be made if necessary.
- If you are unable to attend a meeting, but have the ability to call in, please let staff know within 2 days before the meeting. Arrangements can be made to receive a conference call into the meeting.
- A Human Relations Commission member who misses three or more meetings in a calendar year without giving advanced notice may be removed, subject to a vote of the remaining members and approval of the Mayor.

**CITY OF FARGO
HUMAN RELATIONS COMMISSION**

Sponsorship Application

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

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

ORGANIZATION NAME: North Dakota Human Rights Coalition

PROGRAM/PROJECT NAME: Human Rights Summit

DATE SUBMITTED: 9/10/2018

AMOUNT REQUESTED \$ 250

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

BASIC INFORMATION:

Address: P.O. Box 1961, Fargo, ND 58107

Contact Name: Ruth Buffalo Phone: 701.516.6125

Fax: _____ E-mail: ruthiebuffalo@gmail.com

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

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

9th Annual, Human Rights Summit, people attend from around the region. More detail on attached

The ninth annual Human Rights Summit and Arc of Justice Awards, hosted by the North Dakota Human Rights Coalition is scheduled for Saturday, November 17, 2018, in Fargo, ND.

Scheduled to run from 9 a.m – 4 p.m., the summit will feature plenary, facilitated discussions and breakout sessions directed on how citizens and groups can be better informed about the state of human rights in North Dakota and subsequently make decisions as to how policy and awareness can better reflect a more just community.

Although details of the day are yet to be finalized, the summit will feature a panel of Native American experts to discuss the timely topic of Missing and Murdered Indigenous Women, a continuation of the film festival the evening before that will feature films on this tragic topic. Also confirmed is Sarah Burlingame Executive Director of Equality Wyoming who has directed her state's efforts in creating a safer place for LGBTQ people in that state.

The day also features the presentation of awards given to individuals and organizations who have gone above and beyond in promoting social justice within North Dakota. A luncheon is provided to participants.