

## MEMORANDUM

**TO:** Fargo Human Relations Commission

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

**DATE:** December 14, 2018

**RE:** Human Relations Commission Meeting on December 20, 2018

The next meeting of the Fargo Human Relations Commission will be held on Thursday, December 20, 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](mailto:planning@FargoND.gov).

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**HUMAN RELATIONS COMMISSION**  
**Thursday, December 20, 2018 at 12:00 p.m.**  
**City Commission Room**  
**AGENDA**

1. Welcome & Introductions
2. Approve or Amend Agenda
3. Approve Minutes
4. Public Comment – Citizens to be heard
5. ADA Update: City Report
6. Human Rights Film Festival Wrap Up: Sean Coffman
7. Changing Our Environment (COE) Committee Update: Greg Lemke, Rape & Abuse Crisis Center
8. Strategic Planning Update
9. Martin Luther King Jr. Day Event Update
10. Attendance Policy & Staff December Attendance Report
11. Other Business
12. Staff Reports
13. Public Comment – Continued if needed
14. Adjourn

Human Relations Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on [www.FargoND.gov/streaming](http://www.FargoND.gov/streaming). They are rebroadcast each Thursday at 12:00 p.m. Minutes are available on the City of Fargo Web site at [www.FargoND.gov/humanrelations](http://www.FargoND.gov/humanrelations).

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

**BOARD OF HUMAN RELATIONS COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Thursday, November 15, 2018**

The Regular Meeting of the Board of Human Relations Commissioners of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 12:00 p.m., Thursday, November 15, 2018.

The Human Relations Commissioners present or absent were as follows:

Present: Abdiwali Sharif-Abdinasir, Cheryl Schaeffle, Matuor Alier, Barry Nelson, Hamida Dakane, David Lanpher, Paul Jensen (via conference call)

Absent: Laetitia Hellerud, Rachel Hoffman

**Item 1. Welcome and Introductions**

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

**Item 2. Approve Order of Agenda**

Member Lanpher moved the Order of Agenda and the minutes of the October 18, 2018 Human Relations Commission meeting be approved as presented. Second by Member Alier. All Members present voted aye and the motion was declared carried.

**Item 3. Honoring Keith Bjornson: 09/23/1951 – 11/07/2018**

Chair Nelson read a statement honoring former Human Relations Commission Board Member Keith Bjornson and extending condolences to the family.

**Item 4. Funding Request: Global Youth United: \$200 APPROVED**

Chair Nelson presented the funding request from Global Youth United for \$1000, noting the Executive Committee has recommended facilitating a conversation with the Park Board regarding the fees associated with the rental space and approving \$200 towards transportation costs.

Member Lanpher moved to approve \$200 for Global Youth United. Second by Member Schaeffle. All Members present voted aye and the motion was declared carried.

**Item 5. Strategic Planning Update/Meeting Availability**

Assistant Planner Kara Gloe noted that a Request for Proposals (RFP) has been sent out and the submission deadline is November 16.

Ms. Gloe shared that a poll has been sent out regarding scheduling availability for the first meeting.

**Item 6. Budget Process Review**

Planning Director Nicole Crutchfield provided a handout to Board members regarding the timeline and process of budget review and presented an overview. She provided a background of the difference between Community Development Block Grant (CDBG), Social Service, and General Funds.

**Item 7. MLK Update**

Ms. Gloe announced the winners of the 2019 Martin Luther King Jr. awards as Ellen Mahli, Haley Dellaneva, and Family Healthcare & NDSU Pharmacy.

She noted that work is continuing to secure a photographer, entertainment, and sign language interpreter for the event scheduled for January 21, 2019.

**Item 8. Attendance Policy**

Chair Nelson shared that the attendance policy was established at the last meeting, and noted the importance for prompt responses to attendance emails.

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

**Item 9. Staff Reports**

**a. November Attendance Report**

**Heard with Item 8**

Planning Coordinator Tia Braseth noted a typo in the first sentence of the attendance policy and stated it will be updated and resent out. She also provided an update on the call-in process for board members unable to attend meetings in person.

**Item 10. Public Comment**

No public comment was provided.

Ms. Gloe shared that an email was sent out this morning to Board members regarding the Human Rights Film festival.

Chair Nelson gave an overview of the ND Human Rights Summit taking place on November 17.

**Item 11. Adjourn**

The time at adjournment was 12:42 p.m.

## **Human Relations Commission Attendance Procedures**

To be respectful of everyone's time and to maximize the effectiveness of the Human Relations Commission, please review the attendance procedures below:

- The Human Relations Commission meetings are held monthly, on the third Thursday of the month at 12 p.m. in the City Commission Chambers. Scheduling time to attend these meetings is a priority. The goal is to have 100% attendance as often as possible.
- Two weeks before the meeting, a confirmation of Commissioners' attendance will be required and requested via email from City staff. Please respond directly to this email within 24 hours of the scheduled meeting to verify quorum. If a quorum is not confirmed through this process, 24 hours prior to the scheduled meeting, the meeting will be cancelled.
- If your attendance status should change, please let staff know promptly so arrangements can be made if necessary.
- If you are unable to attend a meeting due to unforeseen circumstances or travel, you may opt to call-in to a meeting if able. Please let staff know four or more hours before the scheduled meeting.
- A Human Relations Commission member who misses three or more meetings in a calendar year without giving advanced notice may be removed, subject to a vote of the remaining members and approval of the Mayor.