



Human Rights, Inclusion and Engagement Commission Agenda

Wednesday, November 15, 2023

6:30 PM

City Council Chambers

Commissioners: Amanda Becker, Namit Bhalla, Elliot Francke, Jeena Gurung Vomhof, William Hill, Richard James, Kathy Macomber, David Tidball, Lori-Anne Williams

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 1. Roll Call**
- 2. Receive Public Comment**
- 3. Approval of Meeting Minutes**
 - a. Draft Minutes 10/18/2023
- 4. Business Items**
 - a. Consensus Workshop
- 5. Other Business**
 - a. Staff Report
- 6. Adjourn - 8:00 p.m.**

1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **DRAFT – October 18, 2023 - DRAFT**

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6 **Commissioners Present:** Richard James, Amanda Becker, Namit Bhalla, Elliot Francke,
7 Kathryn Macomber, David Tidball, and Lori-Anne Williams

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9 **Youth Commissioners:** None

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11 **Commissioners Absent:** William Hill and Jeena Gurung Vomhof (excused)

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13 **Staff Present:** Rebecca Olson, Assistant City Manager

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15 **Call to Order/Roll Call**

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17 The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to
18 order at 6:30 p.m.

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20 **Receive Public Comment**

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22 Assistant City Manager Olson explained previously the City had been utilizing Zoom and
23 allowing people to participate remotely as well as coming in person but there were some issues at
24 the Council meeting with some inappropriate things happening on Zoom so the City has decided
25 to pause that to make sure the City has what it needs, at least through the end of the year and take
26 a look at what that would look like if the City does go back to offering that. There were very few
27 people participating remotely and there is still the opportunity to watch a live video feed through
28 NineNorth.

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30 There were no additional comments from the public.

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32 **Approve Minutes**

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34 **a. September 20, 2023 Human Rights, Inclusion and Engagement Commission**

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36 Commissioner Francke noted his name was misspelled.

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38 It was noted there were other corrections that were given to Ms. Olson before the meeting.

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40 Commissioner Bhalla arrived at the meeting at 6:39 p.m.

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42 Commissioner Francke moved and Commissioner Williams seconded a motion to approve the
43 September 20, 2023 Human Rights, Inclusion and Engagement Commission meeting minutes as
44 presented. Motion passed unanimously.

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46 **New Business**

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a. Introduction of HRIEC Members

Chair James explained he believed that the Commissioners should introduce themselves in order to get to know one another. He asked the Commissioners to introduce themselves and briefly give some background.

Chair James started his introduction and background and each Commissioner followed with their introductions and backgrounds.

b. Information Reports

This was combined with the Workplan updates.

c. Workplan Updates

Commissioner Francke reviewed the minutes of the Inclusion subcommittee and what the Committee has been working on.

Chair James indicated the subcommittee is aimed at trying to establish an organizational structure to use when the HRIEC does officially go out to groups, as opposed to going out and mingling and having conversations with individuals. This is an ongoing process and the beginning of this process. It is his objective to try to establish as many processes as possible in the next year so that the HRIEC can do things and also know where the Commission is going and how to do it, so everyone is presenting the same idea.

Ms. Olson suggested when the Commission tries to get into the schools is to check with City staff because the City may already have those connections.

Chair James updated the Commission on the workplan. He reviewed the Rosefest Parade and engagement. He indicated after discussion with City staff the time and effort put into this event, it was thought to scale back on this workplan item and not having an official responsibility. He noted the Commission could still participate and hand out cards and candy but maybe not be required to walk in the parade because he thought the Commission time could be better spent doing something else.

Ms. Olson explained the City Council is going to have a conversation on Monday about Rosefest in general and some changes that might be occurring. She did not know specifically what those changes might end up being. The Commission might want to consider waiting to see what the changes might be and talking about that while thinking about the Commission’s participation in the parade or if there is something else.

Commissioner Macomber agreed that the Commission should look at this further because a lot of time has been spent trying to get different communities involved in the parade and walking with little luck, but she did think there was value in the Commission walking, carrying a banner, wearing name tags, and encouraging other

92 Commissions to go because it is a communication channel that is different from other
93 ones that are used and makes the Commission visible.

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95 Commissioner Becker concurred with Commissioner Macomber. She thought the
96 Commission could hand out things with the QR code on them and hand out candy and
97 she thought it was important to walk and continue to be in community.

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99 Chair James thought the Commission needed to reduce the backend work and
100 participate but participate in a different way than what the Commission was charged
101 with before. He indicated he asked Mr. Yunke to give him a list of community events
102 that the Commission could be at for connections to the community.

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104 The Commission discussed their purpose in the community, what are the Commission
105 goals and how to achieve the goals of the Commission.

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107 Ms. Olson summarized the promises to the public that the City uses that align with
108 the IAP2 spectrum to help determine what level of engagement that can be done. If
109 the Commission’s purpose of engagement is to “inform” there are certain methods
110 and tactics to use. If the Commission is there to collaborate or empower the public,
111 the Commission wants to determine its goals, what level, or participation that the
112 Commission wants to have with the public, identify who the stakeholders are, and
113 then there are all kinds of things there that are more logistically such as how to
114 engage the public, what is going to be the draw to get the Commission what it is
115 looking for. She explained she could include some of this in the next meeting packet
116 if the Commission is interested in reading some of it and talk about it.

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118 The Commission felt it would be beneficial to see the information and talk about it to
119 determine what things might be appropriate for right now.

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121 The Commission discussed proclamation support and summarized what was
122 discussed at the September meeting for the new Commissioners. It was noted
123 Commissioner Macomber was on vacation and is the lead person for this workplan
124 item.

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126 Chair James thought the Commission should decide which three proclamations the
127 Commission wants to focus on so the subgroup can start working on them to bring
128 back for Commission discussion.

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130 Chair James asked the Commission which proclamations to focus on and it was
131 decided to work on: Women’s History Month in March, Gun Violence Awareness in
132 June, and Constitution Week in September because the elections are coming up at the
133 end of next year.

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135 Commissioner Macomber explained all of the proclamations will be done each month
136 but these three will be the ones to focus on.

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Commissioner Tidball asked if it would be appropriate to take the proclamation list and start re-writing them in a different, easier to understand format for the City Council to see if it would work and if the Council would like the new format.

Ms. Olson suggested bringing this topic up at the joint meeting with the City Council.

Commissioner Tidball indicated he did write the June proclamation in the new format, and it was given to the City Council, and they were intrigued with it but the proclamation was already done in the old format so that is what was read at the meeting.

Ms. Olson suggested including a draft in the list in December when it is given to the City Council.

Commissioner Macomber noted the Council was quite positive in the new format where Commissioner Tidball stripped out all of the whereas and made the proclamation much more approachable with engaging language.

Commissioner Tidball thought because it takes time to work on display cases that not many people see he thought it would be cool to do a short video with the people who put the case together at the location of the case and make that available through the website so that people who do not come to City Hall see it.

The Commission liked that idea.

Commissioner Becker explained she has done a couple of the “voices of Roseville” audio of some Roseville residents so there could be a QR code in there that would link to an audio in order to add a few more actions to the display.

Chair James thought the Commission needs to talk to Cory Yunke before anything is done so that they are sure how the information can be used and copywrite issues and things like that.

Chair James explained the next workplan item is Youth Engagement. He indicated his plan is to try to get in touch with schools sometime this next month before the holidays come to talk to them. He thought the Commission should talk to the superintendent to find out who the person would be to talk to, so the Commission is not wasting the superintendent’s time.

Commissioner Williams noted Ms. Olson stated earlier that the City already has those relationships so the first step would be to get in contact with Mr. Yunke.

Commissioner Becker explained her neighbor’s daughter who is in eighth grade is interested in the Commission so she hoped the student could come to a meeting to see

182 what it is like and become an ambassador at school for the Commission. She thought
183 maybe the student could have a badge and tell others about her experience with the
184 Commission in order to get more student interest. She also thought the Commission
185 should be inviting student groups to the meeting such as the debate team in order for
186 the students to see what the Commission does.

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188 Ms. Olson explained it was the understanding of the City that students sometimes do
189 not have the availability to attend meetings at City Hall and would prefer to have the
190 Commissions attend some of their events. She indicated the City needs to look at
191 youth engagement in a different way.

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193 The Commission discussed ways to engage youth in order to participate in City
194 government.

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196 Commissioner Macomber thought the Commission could probably get Elizabeth
197 Hansel, who had been a youth Commissioner and Beverly Xie to give testimonials,
198 maybe by video or audio. Another thing she was thinking about was Beverly was
199 quite young when she started with the Commission and did not drive as well as had
200 care giving responsibilities at home for younger siblings so during COVID she joined
201 the meetings a lot virtually. She understood that the time commitment and the
202 transportation was a barrier for the youth so the ability to join virtually, at least for
203 some of the time, would be helpful and may remove a barrier.

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205 **Other Business**

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207 **a. Staff Report**
208 Ms. Olson reviewed the new City website and how to get to the City meetings and
209 agendas. She also updated the Commission on the City’s search for an Equity
210 Inclusion Manager and upcoming events.

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212 **Adjournment**

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214 Chair James adjourned the meeting at 8:19 p.m.

215
216 Respectfully submitted,

217
218 Sue Osbeck
219 *TimeSaver Off Site Secretarial, Inc.*

**Roseville Human Rights, Inclusion and Engagement Commission
Agenda Item**

DATE: November 15, 2023

ITEM: 4.a.

ITEM DESCRIPTION: Consensus Workshop

Background

Over the past year, the commission has discussed ways in which to make the commission more functional and provide each member an opportunity to participate fully in meaningful ways. In addition, the commission has discussed the importance of putting more structure in place with agendas and work so that current commissioners and future commissioners understand the work the commission is undertaking and why.

The commission will participate in what is known as a 'Consensus Workshop'. This is a facilitated discussion that seeks to build consensus around a single topic. The commission will be asked to identify its focus/purpose/goal for 2024. This will be what the commission's work plan will be focused upon for the coming year.

The purpose of this workshop is to bring each commissioner's ideas to the table and come to a broad consensus on what the focus area should be for the 2024 calendar year. For example, if the commission comes to a consensus that outreach or engagement should be the focus of the 2024 year, the logical next question would be 'For what purpose'? If the commission were to decide 'Education or Awareness' would be the focus area, again, the next question would be "For what purpose"?

Identifying the overarching focus area will then allow the commission at their next meeting to delve into further details. (e.g. If outreach is the focus area, and the purpose is to build relationships with community members so they feel comfortable participating or engaging in various decision-making processes at the local level, then how does the commission achieve that?)

Staff is providing an attachment that lays out the basics of the International Association of Public Participation (IAP2) model for engagement. This is the model that staff at the city have been trained in and provides a good visual for anyone beginning to think about public participation methods. This is being provided as it was discussed at the last meeting and may be a relevant handout for the consensus workshop.

Additionally, a draft calendar for the remainder of 2023 and 2024 is attached. This aligns with the process the commission is starting with the consensus workshop.

Recommendation


Engage in the facilitated discussion to determine consensus around a singular focus area/goal/purpose from which to build a work plan around in 2024.

Attachments

1. IAP2 Spectrum
2. DRAFT HRIEC 2023-24 Calendar

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

 INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Human Rights, Inclusion & Engagement Commission

Annual Calendar

2023-24

November	Consensus Workshop to determine Focus Area for 2024
December	Development of Action Plan/Work Plan
January	Discussion with city staff - implementation plan & engagement opportunities
February	Subcommittees action plan report
March	Joint meeting with City Council to present 2024 work plan
April	New commissioners join/ Review feedback from Council / Assign tasks
May	
June	These are the months where most of the engagement opportunities occur
July	
August	
September	Mid-term vacancies filled with new commissioners. Reports on work done to-date
October	Commission reviews all the work and how it aligned with focus area. Challenges & successes
November	Consensus Workshop to determine Focus Area for 2025
December	Development of Action Plan/Work Plan

**Roseville Human Rights, Inclusion and Engagement Commission
Agenda Item**

DATE: November 15, 2023

ITEM: 5.a.

ITEM DESCRIPTION: Staff Report

Background

Staff will provide an update on the following:

- Upcoming 2024 Commission Calendar
- December Council agenda item (Proclamations)
- Envision Roseville final report
- Council discussion on commission scope

Recommendation

Informational only

Attachments

None