



Human Rights, Inclusion and Engagement Commission Agenda

Wednesday, December 20, 2023

6:30 PM

City Council Chambers

(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 11/15/2023
4. **Business Items**
 - a. Adopt Commission Calendar for 2024
 - b. 2024 Goal Setting
5. **Other Business**
 - a. Staff Updates
6. **Adjourn - 8:00 p.m.**

1 **Human Rights, Inclusion and Engagement Commission**
2 **Meeting Minutes**
3 **DRAFT – November 15, 2023 - DRAFT**
4
5

6 **Commissioners Present:** Richard James, Amanda Becker, Elliot Francke, Jeena Gurung
7 Vomhof, David Tidball, and Lori-Anne Williams
8

9 **Youth Commissioners:** None
10

11 **Commissioners Absent:** Namit Bhalla, William Hill, Kathryn Macomber (excused)
12

13 **Staff Present:** Rebecca Olson, Assistant City Manager
14

15 **Call to Order/Roll Call**
16

17 The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to
18 order at 6:30 p.m.
19

20 **Receive Public Comment**

21 None.
22

23 **Approve Minutes**
24

25 **a. October 18, 2023 Human Rights, Inclusion and Engagement Commission**
26

27 Commissioner Francke moved and Commissioner Williams seconded a motion to approve the
28 October 18, 2023 Human Rights, Inclusion and Engagement Commission meeting minutes as
29 presented. Motion passed unanimously.
30

31 **New Business**
32

33 **a. Consensus Workshop**

34 Assistant City Manager Olson facilitated a conversation to answer the question ‘What
35 over-arching goal(s) can guide our 2024 work plan to advance Human Rights,
36 Inclusion and Engagement in Roseville.
37

38 The results of the conversation were the following topic areas:

- 39 1. Develop a sustainable commission structure
 - 40 a. Define terms (inclusion, engagement) as part of setting goals
 - 41 b. Meet and greet old HRIEC members
 - 42 c. New members well trained and welcomed
- 43 2. Building Awareness of HRIEC work and purpose
 - 44 a. Focus on outreach
 - 45 b. Highlighting the commissions if present in any city events or meetings
 - 46 c. Bring HRIEC together with staff, police, council to work together

- 47 d. Support ongoing city work
- 48 e. Develop engagement tool
- 49 3. Gather community input
- 50 a. Listen to community
- 51 b. Youth commissioners
- 52 c. Creating conflict resolution strategies
- 53 d. Listening tour
- 54 e. Shared events and meetings with diverse groups
- 55

56 **Other New Business or Reports**

57 **a. Staff Report**

58 Assistant City Manager Olson reported on the following:

- 59 • Upcoming 2024 Commission Calendar: A draft calendar was included in the
- 60 agenda packet that builds off the work done in tonight’s meeting. With no
- 61 objections, this will be the calendar that the commission uses moving forward
- 62 for their agendas.
- 63 • December Council agenda item: Assistant City Manager Olson requested that
- 64 a representative from the Commission be present at the December 4th City
- 65 Council meeting to present the slate of proclamations and their new
- 66 proclamation format. Commissioner James and Commissioner Francke
- 67 indicated they would be willing to attend.
- 68 • Envision Roseville final report: This will be presented to council on
- 69 November 27th.
- 70 • Council discussion on commission scope: This will be on the city council
- 71 agenda for November 27th.
- 72

73 **Adjournment**

74
75 Chair James adjourned the meeting at 8:00 p.m.

76
77 Respectfully submitted,
78 Rebecca Olson
79 Assistant City Manager

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

DATE: December 20, 2023

ITEM: 4.a.

ITEM DESCRIPTION: Adopt Commission Calendar for 2024

Background

Each year, the commission must set their meeting calendar for the upcoming year. Listed below are the dates the commission typically meets (the third Wednesday of the month). Joint meetings with the City Council are also highlighted in the calendar below. The agenda topics can fluctuate and be amended, but listed below are the items that were discussed during the consensus workshop to help keep the commission progressing with their work. Staff has reviewed these dates to try and ensure that these dates don't conflict with major holidays and cultural events throughout the year.

The commission is being asked to adopt the meeting schedule, so it can be published on the city's website.

2024 Annual Calendar

Meeting Date	Agenda Topic
January 17	Discussion with city staff - implementation plan & engagement opportunities
February 28 (Note Date Change due to Commission Interviews scheduled Feb. 21-22)	Subcommittees action plan report, Finalize report for Annual Joint meeting with Council
March 20	Review feedback from Council joint session/revise work plan if needed, Election of Chair/Vice Chair, Ethics Cmsn. representative (1 year terms)
April 17	Swearing in of new commissioners, Review work plan, Assign tasks
May 15	Update on Assignments/ Work plan
June	No Meeting due to Rosefest
July 17	TBD
August 14 (Note Date Change due to Commission Interviews schedule August 21)	TBD
September 18	Swearing in of mid-term new commissioners. Reports on work done to-date
October 16	Identify challenges and successes from previous work plan
November 20	Consensus Workshop to determine goals for 2025
December 18	Development of Action Plan/Work Plan

Additional meeting dates:

January 22 - Joint meeting with City Council to discuss commission scope

March 11 - Annual Joint meeting with City Council to discuss workplan

Recommendation

Adopt the meeting calendar for 2024.

Attachments

None

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

DATE: December 20, 2023

ITEM: 4.b.

ITEM DESCRIPTION: 2024 Goal Setting

Background

The Commission is undertaking a process to better position itself to revitalize its efforts. By defining a clear scope with guidance from the city council, identifying achievable goals, developing an annual work plan, and establishing subcommittee action plans, the commission aims to foster a more focused, collaborative approach in advancing human rights, inclusion and engagement in Roseville. As the graphic displays, each step in this process builds upon the next. For reference purposes, the outliner of meeting topics for the commission has been included as an attachment.

Scope

The commission submitted its revised Scope to the City Council which was briefly discussed at the December 4, Council meeting. The City Council would like the commission to attend the January 22, 2024, Council meeting to further discuss this scope. The scope of duties is one of the foundational items that goals, work plans and action plans are built around.



Goals

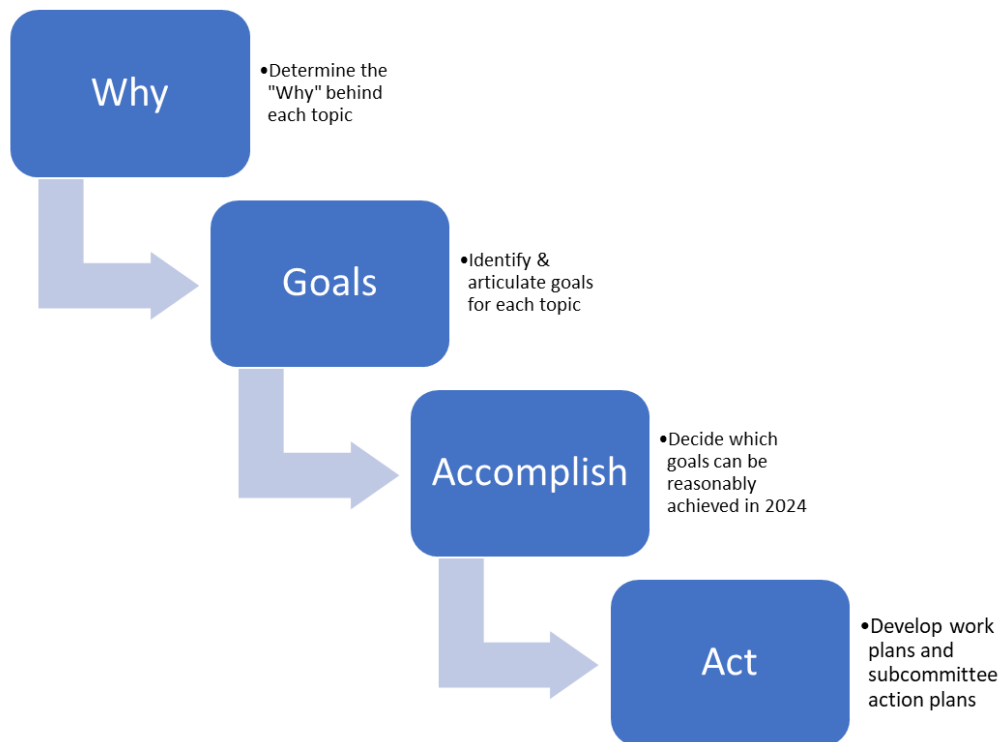
At the November 15 meeting, commissioners participated in a Consensus Workshop designed to address the question: 'What overarching goal(s) can guide our 2024 work plan to advance Human Rights, Inclusion and Engagement in Roseville?' The results of this workshop led to the commission forming consensus surrounding the following three topic areas:

Develop a sustainable commission structure	Build awareness of HRIEC work and purpose	Gather community input
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Each of these topic areas had suggested actions associated with them. They were as follows:

Develop a sustainable commission structure	Build awareness of HRIEC work and purpose	Gather community input
Define terms (inclusion, engagement) as part of goal setting	Focus on outreach	Listen to community
Meet and greet old HRIEC members	Highlight commissions if present in any city events or meetings	Youth commissioners
New members well trained and welcomed	Bring HRIEC together with staff, police, council to work together	Creating conflict resolution strategies
	Support on-going city work	Listening tour
	Develop engagement tool	Shared events and meetings with diverse groups

In order to clearly articulate the 2024 goals associated with the topic areas, commissioners are being asked to go through another discussion process. This process is as follows:



The first step is to answer the question 'why' behind each topic area. For example, if the commission is seeking to set a goal to build a sustainable commission structure in 2024, first, it would be appropriate to answer the question of why? This process helps to determine what the true goal is. Examples of "why" are listed below to give the commission a starting point for further discussion. At the end of the discussion, the commission should have consensus around the Why/Purpose and the 2024 Goal(s).

Topic Identified in Consensus Workshop	Why/Purpose	2024 Goal
1. Define a sustainable commission structure	Ensure commissioners have positive experiences, ensure continuity of work across various commissioner terms, and ensure adequate resources and time are devoted to other commission goals.	Establish a sustainable commission structure
2. Gather Community Input	Community input provides valuable insights that inform the commission's recommendations to the city council. By understanding the priorities and concerns of the community, the commission can make well-informed recommendations that are responsive to the evolving needs of the population it serves. This approach enhances the relevance and effectiveness of the commission's actions.	Establish Robust Community Feedback Mechanisms 
3. Build awareness of HRIEC work and purpose	Promote understanding of the commission's role, objectives and ongoing initiatives. Clarify its purpose and function. By communicating the commission's work, the goal is to inspire residents to actively participate in programs, events and initiatives. Increased participation demonstrates a collective commitment to human rights and inclusion. As the community becomes more informed and engaged, the commission is better positioned to address evolving human rights challenges and contribute to lasting positive change.	Build awareness of HRIEC work and purpose

Recommendation

- Staff recommends the following outcomes be decided by consensus of the commission.
- Determine the *Why/Purpose* statement for each topic area.
- Determine the 2024 Goal for each topic area.
- Determine which Goal should be included for 2024.
- Assign members to subcommittees based on Goal.

Attachments

- 1. HRIEC Workplan Calendar

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: December 20, 2023

ITEM: 5.a.

ITEM DESCRIPTION: Staff Updates

Background

Staff will provide updates on the following items:

- Commission Scope & Duties Discussion with Council

The City Council discussed the various commission's updated scope and duties that was presented to them at the November 27th City Council meeting. The Council would like to engage in a discussion with the HRIEC members at the January 22, 2024 council workshop session to learn more about their recommendations on the scope and duties.

- Envision Roseville Final Report

The city's consultant presented the final report of the Envision Roseville community visioning project to the City Council at the November 27th meeting. A copy of the final report can be found on the city council agenda website located under the [November 27, 2023 meeting](#).

- Equity and Inclusion Manager hiring process

The city will be advertising for the position of Equity and Inclusion Manager after January 1. This position was previously advertised, however the chosen candidate withdrew their acceptance of the position which led the city to need to repost the position.

Recommendation

Information only.

Attachments

None