



# Human Rights, Inclusion and Engagement Commission Agenda

Wednesday, January 17, 2024

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**

6:05 p.m. a. Draft Meeting Minutes - 12/20/2023

**4. Business Items**

6:10 p.m. a. Monthly Calendar

6:15 p.m. b. Discuss Action Plans related to 2024 Goals

7:00 p.m. c. Prepare for Joint Meeting with City Council

**5. Other Business**

a. Staff Updates

**6. Future Agenda**

7:25 p.m. a. Future Agenda Items

**7. Adjourn**

1 **Human Rights, Inclusion and Engagement Commission**  
2 **Meeting Minutes**  
3 **DRAFT – December 20, 2023 - DRAFT**  
4  
5

6 **Commissioners Present:** Richard James, Amanda Becker, Namit Bhalla, Elliot Francke,  
7 Kathryn Macomber, David Tidball, and Lori-Anne Williams  
8

9 **Commissioners Absent:** William Hill, and Jeena Gurung Vomhof (excused)  
10

11 **Staff Present:** Rebecca Olson, Assistant City Manager  
12  
13

14 **Call to Order/Roll Call**  
15

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

19 **Receive Public Comment**  
20

21 **Approve Minutes**  
22

23 **a. November 15, 2023 Human Rights, Inclusion and Engagement Commission**  
24

25 Chair James indicated he appreciated the abbreviated minutes rather than the verbatim minutes  
26 because it helps him to see what was going on in the meeting.  
27

28 The Commission concurred.  
29

30 Commissioner Francke moved and Commissioner Williams seconded a motion to approve the  
31 November 15, 2023 Human Rights, Inclusion and Engagement Commission meeting minutes as  
32 presented. Motion passed unanimously.  
33

34 **New Business**  
35

36 **a. Adopt Commission Calendar for 2024**  
37

38 Assistant City Manager Olson indicated the Commission must set the meeting calendar for  
39 the upcoming year. A recap of the proposed meeting schedule was given.  
40

41 The Commission discussed the 2024 HRIEC calendar and asked questions of staff.  
42

43 Commissioner Williams moved and Commissioner Macomber seconded a motion to approve the  
44 2024 HRIEC calendar for 2024. Motion passed unanimously.  
45

46 Commissioner Becker arrived at 6:35 p.m.

47 **b. 2024 Goal Setting**

48 Chair James explained the Commission is undertaking a process to better position itself to  
49 revitalize and sustain its efforts.

50  
51 Assistant City Manager Olson reviewed the November workshop and the 2024 goals with the  
52 Commission. She indicated that this process was undertaken when the Council initiated the  
53 request for each commission to review its scope. This was the perfect opportunity to start this  
54 process because the commission’s scope lays the foundation for the work the commission is  
55 doing. Then, with the work at the Consensus Workshop, the commission started to discuss  
56 annual goals. At that meeting, the commission identified three topic areas. It was then  
57 determined that the commission should put the “why” behind each topic area, which is truly  
58 the goal. The three topic areas identified at the November Consensus Workshop were:

- 59 1. To develop a sustainable commission structure
- 60 2. Build awareness around HRIEC’s work and purpose
- 61 3. Gather community input

62  
63 Assistant City Manager Olson stated that the commission will go through another process  
64 which entails asking “Why” they want to do each of the topic areas. This will ultimately lead  
65 to what the true goal is.

66  
67 The outcome of what the commission should accomplish tonight is to determine the why  
68 behind each topic area, decide which areas can be accomplished in 2024, and identify those  
69 commissioners who will be working on each item.

70  
71 **Definition of Inclusion and Engagement**

72 Chair James mentioned that at the last meeting, Commissioner Williams brought up  
73 understanding the definition of inclusion and engagement. He indicated that before we start  
74 these other things he would like to begin with “What does inclusion mean to you”?

75  
76 Commissioner Williams stated that what she doesn’t understand is, in the context of this  
77 commission, what the City Council asking of this commission? What do they mean by  
78 inclusion? What do they mean by engagement? She stated that we can define it all we want,  
79 but it doesn’t mean it follows what the City Council is looking for.

80  
81 Chair James stated that the commission could come up with a clear consensus among  
82 themselves, and go to the city council and let them know they discussed these topics and  
83 provides background. This can be something the commission discusses with Council at the  
84 joint meeting in January.

85  
86 Commissioner Francke indicated that he got a sense of what inclusion meant when he  
87 attended the council meeting. His sense was that it included residents, citizens and  
88 organizations across a diverse spectrum. He offered the following definition of inclusion:  
89 “Our actions and activities need to apply as much as possible across diverse communities,  
90 citizenry, and organizations within the City of Roseville or affected by the City of Roseville.”  
91

92 Commissioner Tidball stated that in the commission’s scope that they updated, one of the  
93 items listed was Ambassador. If you think about what an Ambassador does in the  
94 international sense, the Ambassador is there to represent an official organization, to explain  
95 it, and to interpret it. They are also there to communicate with that organization, what is  
96 going on out there in whatever territory the ambassador is assigned to. For the commission  
97 that would mean knowing as much as they can about the community, so when the City is  
98 thinking of implementing policies or programs we can have input what has been left out. On  
99 the flip side, it is taking what the Council has done and making sure it out there in the  
100 community to make sure they have someone to talk to about what it means to them. Inclusion  
101 would cover as much as we could get our hands around.

102  
103 Chair James suggested that he, Assistant City Manager Olson and Commissioner Becker will  
104 go over this and send it out to the commission in January. He then asked the commission how  
105 they see the definition of engagement.

106  
107 Commissioner Francke offered that Commissioner Tidball suggested the definition is the  
108 three “A’s” – Advisor, Ambassador and Advocate.

109  
110 Commissioner Tidball stated that he is trying to think of this from the Council’s perspective  
111 and part of that is ensuring that the community has avenues to be engaged with the city, with  
112 programs, to make sure that their lives mesh with city policies in a productive manner.  
113 Commissioner Tidball felt that part of what the City Council wanted from this commission  
114 was to make sure that the HRIEC was looking out for the avenues of engagement for citizens  
115 with the city to make sure they are open and available.

116  
117 Assistant City Manager Olson stated that this was a good segue to their discussion on goals.

118  
119 Commissioner Macomber mentioned that the HRIEC is not the only avenue for people to  
120 engage with the city. It is important that there is internal coordination with the city also.

121  
122 Commission Becker stated it is important to wrap our heads around our intentions and the  
123 reason she joined the commission and probably why a lot of people are on it, is that it is a  
124 very relational commission. Our work is about relationships and connecting people. It is  
125 important to distinguish ourselves from other commissions. What is it that motivates us to go  
126 to events and get to know our community. There is a great value in relationship building. If  
127 we are focusing on educating then we are focusing more on civic engagement or is it about  
128 that we want to know our community. How do we build from that year-to-year? If a young  
129 person asks me why I am on the HRIEC, it isn’t because I have a human rights background,  
130 it is because I care about people and cities are build on relationships. Our mission is to learn  
131 how to build relationships because that is a foundation for why issues matter – because we  
132 matter to each other.

133  
134 **2024 Goals**

135 Chair James began the discussion on the three topic areas, starting with ‘Developing a  
136 sustainable commission structure’. He stated that the calendar with the monthly topics is a

137 basic structure that can serve as a plan for the year. In addition, we also need to talk about  
138 how to make sure the new people and current people understand what the commission does.  
139 He asked what the commission sees as the basic “why” of having a sustainable commission  
140 structure.

141  
142 Commissioner Williams stated that if the commission is going to get the work done, it has to  
143 be with a commission that understands the whys and has been oriented to the work of the  
144 commission.

145  
146 Commissioner Macomber indicated that she and Chair James have been on the commission  
147 for many years and it has felt like they have done this type of work for years and never got  
148 out of the hamster wheel.

149  
150 Commissioner Williams stated that the expectations for subcommittees needs to be laid out.

151  
152 Commissioner Francke stated that everything needs to be more concrete.

153  
154 Commissioner Williams offered that the “why” as written was good. The commission agreed.

155  
156 Assistant City Manager suggested the following language “Ensure commissioners have  
157 positive experiences, understand the why behind the work of the commission, ensure  
158 continuity of work across various commissioner terms, and ensure adequate resources and  
159 time are devoted to other commission goals.”

160  
161 Commissioner Becker suggested that her statement about relationships could stand as a value  
162 statement. Commissioner Francke stated that it is a vision. She mentioned that many of the  
163 goals could fall under this umbrella statement. For example: Because we value connections  
164 and relationships and believe they are a foundation of community...we will develop a  
165 sustainable commission structure.

166  
167 Chair James introduced the next topic area of ‘Gather Community Input’. Commissioner  
168 Williams stated that this whole topic area makes her ask “why”. She said that gathering  
169 community input is great and important, but to what purpose or end. This is not clear to her  
170 yet. Just gathering community input, none of the commissioners are skilled facilitators. It  
171 seems really big.

172  
173 Commissioner Macomber said that there is a second component to gathering input that is a  
174 response is expected. Commissioner Williams agreed and stated that if the commission  
175 doesn’t have a definition of what kind of community input they are gathering, you are going  
176 to get input on a variety of topics and will all expect follow through.

177  
178 Assistant City Manager Olson suggested that as part of the calendar schedule and the piece  
179 that has been missing is the coordination with staff. Staff could leverage this commission to  
180 help advance the Council’s priority. By meeting with staff in January or February some  
181 events, or tasks can be identified that can assist with advancing those priorities.

182  
183 Commissioner Williams stated that she loves the idea that staff and council would come to  
184 the commission with ideas, but she wonders if this is the commission best suited for  
185 gathering input since none of them are trained facilitators. It depends on what we are asked to  
186 do, whether they are the best group to do the engagement.

187  
188 Commissioner Francke said that the commissioners could go out with staff. He stated you  
189 need a general statement as proposed “To gather input and share city council appropriated  
190 resources that address the needs and concerns of our diverse groups across the community”.

191  
192 Commissioner Tidball said that if we major in simply building relationships, it means that  
193 this year if we decide we want to make sure we build relationships with seniors, it means we  
194 show up at things they do and keep our eyes and ears open. Then when there are issues that  
195 come up and we have developed relationships, we can leverage those relationships to connect  
196 them to other avenues of engagement.

197  
198 Assistant City Manager Olson stated that relationships are very valuable to the city. She  
199 mentioned that Commissioner Becker hit it right on the head when she said relationships are  
200 the foundation of community. What we do at the city is intended to help support and build  
201 our community.

202  
203 Chair James said that it is important that every time they go out, they have to be clear on why  
204 they are doing it. He summarized the basic “why” of gather community input is centered  
205 around building relationships with the community to gain insights and formulate suggestions  
206 and showing up.

207  
208 Assistant City Manager Olson clarified that the updated goal would be to “Build  
209 relationships within the community with guidance from staff and council”.

210  
211 Chair James asked if topic area 3 – Build Awareness of HRIEC work and purpose, was  
212 appropriate for this upcoming year. The commission could include these as part of what they  
213 include when they are out in the community.

214  
215 Commissioner Tidball offered that the commission has a lot to do with the first two goals,  
216 but this shouldn’t be lost. If the commission does a good job with the first two, it should  
217 become fairly obvious what we can do for this goal. It could be important for the commission  
218 to have an organized way to inform people in Roseville that there is a group that exists and  
219 does this work.

220  
221 Commissioner Macomber said she thinks of this as leveraging the resources within the city.  
222 What could the commission provide Corey (Yunke) with that he could make an interesting  
223 brief article or sidebar in the city newsletter with?

224  
225 Assistant City Manager Olson stated that through the work the commission is currently doing  
226 in identifying the why behind the work they do, that naturally as they are out at events, it will

227 raise awareness. Commissioners will be able to articulate why they are there and what they  
228 are doing.

229  
230 Commissioner Bhalla stated that one thing he thinks is really important, and they are still  
231 forming the answer, is the big why. What can an HRIEC Commissioner do that a non-  
232 commissioner can't? How does becoming a commissioner help, or how are we different? The  
233 big why, as he likes to think of it as a vision, every organization needs to have a vision. We  
234 need to get that one big goal that excites us, that can excite new commissioners that come in  
235 to be a part of it. The part that excited him as he was reading through it was the why on topic  
236 area 3.

237  
238 Assistant City Manager Olson stated that from a staff perspective, the reason building  
239 relationships is so important is that commissioners have a direct line to staff and council who  
240 can make changes. The information that you are gaining, and the things you learn through  
241 those relationships can be shared with those who have the ability to affect change for the  
242 community.

243  
244 Commissioner Francke stated that we are here because we can connect to all the resources of  
245 the city and can help bring them to bear when an issue arises. And we need to have those  
246 relationships in order to do anything.

247  
248 Commissioner Macomber stated the commission is the conduit to the decision makers.

249  
250 Commissioner Bhalla stated that previously the commission had discussed having some type  
251 of card that can be given out that lists various resources and a QR code will bring in this  
252 topic area goal. Chair James stated that it has been recommended that the commission wait  
253 until the scope has been approved by Council.

254  
255 Chair James clarified that the commission will have two goals for 2024, but the last topic  
256 area will be incorporated into some of the work, but will not be a stand-alone goal.

257  
258 Commissioner Becker stated that the idea was two have working groups for the two goals  
259 and within those working groups will be sub-goals that we can measure. We should be able  
260 to measure successes and challenges in 6 months. Each commissioner should email Assistant  
261 City Manager Olson or Chair James to indicate which working group they are interested in.

262  
263 Assistant City Manager stated that the topic of the January meeting will be how to create an  
264 action plan so that it can be standardized. Tonight, the request is to identify who wants to be  
265 on each group.

266  
267 Chair James mentioned that as we form these groups we also need to be cognizant of open  
268 meeting laws and he would participate in both groups so there is continuity between the two  
269 groups.

270  
271

272 **Other Business**

273 **a. Staff Updates**

274 Assistant City Manager Olson reported on the following:

- 275 • Commission Scope and Duties with Council
- 276 • Envision Roseville Final Report
- 277 • Equity and Inclusion Manager Hiring Process

278

279 **Adjournment**

280

281 Chair James adjourned the meeting at 8:09 p.m.

282

283 Respectfully submitted,

284

285 Rebecca Olson

286 *Assistant City Manager*

# Roseville Human Rights, Inclusion and Engagement Commission Agenda Item

**DATE:** January 17, 2024

**ITEM:** 4.a.

**ITEM DESCRIPTION:** Monthly Calendar

**Background**

With the work the commission is undertaking to set goals and define scope and purpose, there are a few items that will be included in each monthly packet as reference materials to ensure the commission continues to focus their work. These include the following items:

- Definitions of Inclusion and Engagement, and Values Statement - intended to be a reference item when discussing these topics. These definitions were discussed at the December 2023 commission meeting.
- Annual Goals
- Purpose - Once the scope of the commission is approved by the City Council, this will also be included to guide the work of the commission.

Term	Definition
Inclusion Means:	Our actions and activities need to apply as much as possible across diverse communities, citizenry, and organizations within the City of Roseville or affected by the City of Roseville
Engagement Means:	To build relationships with the community + and to gain insights to formulate suggestions to modify or initiate programs and/or policies to City Council as well as satisfying HRIEC scope and goals.
Values Statement:	We value connections and relationships and believe they are a foundation of community.

2024 Goal	Purpose/Why	Commissioners
Develop a sustainable commission structure	To ensure commissioners have positive experiences, understand the why behind the work of the commission, ensure continuity of work across various commissioner terms, and ensure adequate resources and time are devoted to other commission goals.	Richard James Kathy Macomber David Tidball Lori-Anne Williams
Build relationships within the community with guidance from staff and council	To gain valuable insights that inform the commission's recommendations to the city council, promote understanding of	Richard James Elliot Francke Namit Bhalla

	the commission's role and inspire residents to actively participate and engage with the city to contribute to lasting positive change	
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**2023- 2024 Annual Calendar**

*\*This calendar has been updated to reflect the current year progress.*

November (2023)	Consensus Workshop to determine Focus Area for 2024
December (2023)	Goals Discussion
January	Development of Action Plan/Work Plan
February	Discussion with city staff - implementation plan & engagement opportunities 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	TBD
June	TBD
July	TBD
August	TBD
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	Goals Discussion

**Recommendation**

Informational only.

**Attachments**

None

# Roseville Human Rights, Inclusion and Engagement Commission Agenda Item

**DATE:** January 17, 2024

**ITEM:** 4.b.

**ITEM DESCRIPTION:** Discuss Action Plans related to 2024 Goals

**Background**

At the December meeting, the commission finalized its 2024 goals, defined terms related to the work the commission does, and identified a values statement. Between December and January, commissioners selected which goal they were most interested in working on in 2024. This information is listed below.

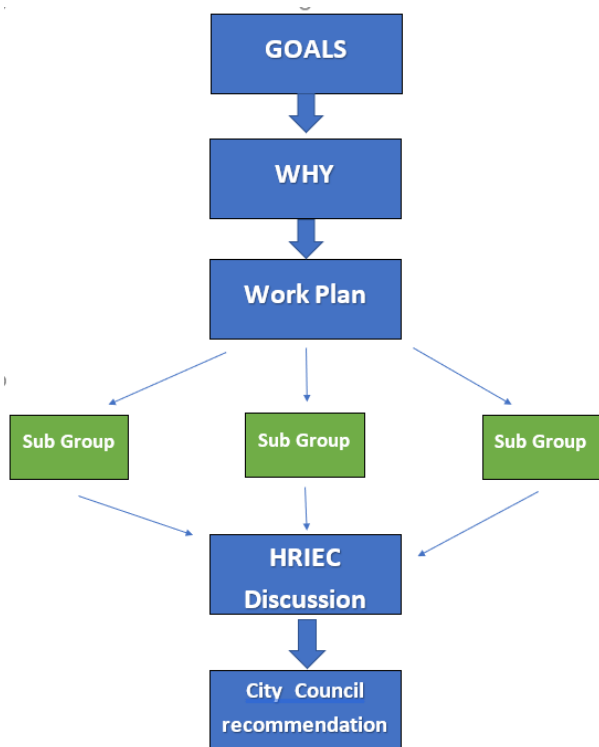
**Value statement:** We value connections and relationships and believe they are a foundation of community.

**Inclusion:** Our actions and activities need to apply as much as possible across diverse communities, citizenry, and organizations within the City of Roseville or affected by the City of Roseville

**Engagement:** To build relationships with the community + and to gain insights to formulate suggestions to modify or initiate programs and/or policies to City Council as well as satisfying HRIEC scope and goals

Goal	Purpose/Why	Commissioners
Develop a sustainable commission structure	To ensure commissioners have positive experiences, understand the why behind the work of the commission, ensure continuity of work across various commissioner terms, and ensure adequate resources and time are devoted to other commission goals.	Richard James Kathy Macomber David Tidball Lori-Anne Williams
Build relationships within the community with guidance from staff and council	To gain valuable insights that inform the commission’s recommendations to the city council, promote understanding of the commission’s role and inspire residents to actively participate and engage with the city to contribute to lasting positive change	Richard James Elliot Francke Namit Bhalla

The next step is to create an action plan for each goal that will lay out detailed steps, tasks and activities the commission will take to reach these goals. These action plans will lead the work of the commission from month to month. The basic concept is that each goal will have a working group associated with it (sub-group) that will develop an action plan. Those subgroups will then bring a written report each month to the full commission for discussion.



One of the attachments is a template to be used to identify the tasks for each goal. Staff will walk through how to fill out this template. Listed below are guidelines for the work groups (sub-groups).

1. Identify the purpose of the sub-group (WHAT) and be sure to identify how it will help the commission achieve one of the goals for 2024 (WHY).
2. List how you plan to accomplish the goal (HOW)
3. Identify who you intend to engage or who your intended audience is with the actions (WHO)
4. List when and where you plan to interact with them (WHEN?WHERE). Groups may want to wait to fill in this column until after a discussion with the city's Community Relations Team and Volunteer Manager.
5. Identify any resources you may need (name tags, talking points, etc.)
6. Choose 1 commissioner to be the Lead Commissioner (OWNER) that will prepare a brief written summary of any meetings/discussions of the group and report back to the full commission.

These templates should be filled out and submitted to the staff liaison no later than Monday, February 6th for inclusion in the commission's February agenda packet.

### Recommendation

Finalize the format for the Action Plan Template.

### Attachments

1. Action Plan Template

# NAME OF SUB GROUP

**WHAT** (*What do you want to do?*): \_\_\_\_\_

**WHY** (*Why are you doing it?*): \_\_\_\_\_

<b>HOW</b> <i>How are you going to accomplish it?</i>	<b>WHO</b> <i>Who is your intended audience?</i>	<b>WHEN/WHERE</b> <i>When and where will you interact?</i>	<b>RESOURCES</b> <i>What resources will you need?</i>	<b>Owner</b> <i>Who is the lead commissioner?</i>
1.				
2.				
3.				

# Roseville Human Rights, Inclusion and Engagement Commission Agenda Item

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**DATE:** January 17, 2024

**ITEM:** 4.c.

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**ITEM DESCRIPTION:** Prepare for Joint Meeting with City Council

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## Background

The City Council had previously requested that all commissions review and update their scope of duties. The HRIEC submitted their suggested changes and Council has requested the commission attend the January 22 meeting so they can further explain the changes that were suggested. Attached is the current scope for the commission, as well as the updated suggested changes that the commission discussed.

Given that the commission has worked diligently to craft a new scope, and identify goals and the purpose behind the goals and how they connect to the scope, staff has drafted a statement that summarizes the work you have done that could be used and presented as part of the discussion.

The Human Rights, Inclusion and Engagement commission will ***guide and affirm the City of Roseville's commitment to being a welcoming, inclusive, engaged, and respectful community***. The commission will ***advise on and support present and proposed city policies, programs, and procedures that ensure inclusivity; promote active engagement; and respect the human rights of all residents, actively working towards making Roseville a more welcoming, inclusive, engaged, and respectful community***. We believe ***connections and relationships are the foundation of community***, and through a commitment to affirming every voice in the city has an opportunity to be heard and considered in city-related matters, ***Roseville will be a thriving, inclusive, engaged and respectful community***.

This paragraph is intended to simply be used to start the conversation if the commission chooses to use it. Staff will create a brief Request for Council Action (RCA) for the upcoming meeting. At the meeting, staff will introduce the item and then will turn it over to the Commission for further discussion with the Council.

## Recommendation

Identify who will attend the meeting and whether any other materials or items are necessary for commission members to be fully prepared for the joint meeting.

## Attachments

1. Updated Scope with Suggested Edits
2. Current Scope

## **CHAPTER 205 Human Rights, Inclusion and Engagement Commission**

### **SECTION 205.01: Establishment and Membership**

#### **205.02: Purpose and Function**

#### **205.01: ESTABLISHMENT AND MEMBERSHIP**

There is established a Human Rights, Inclusion and Engagement Commission (HRIEC) for the City which shall consist of nine (9) members appointed by the City Council and be subject to Chapter 201 of the City Code.

Roseville aspires to be a welcoming, inclusive, engaged, and respectful community. To achieve these goals, the City believes it is important to create and foster positive connections with residents while also addressing programs and policies that may hinder the establishment of these connections. The City believes decision-making best reflects the views of the residents when many people are engaged.

The City recognizes the need to adapt to an always-changing community that includes many components such as residents, businesses, workers, religious and secular organizations, schools, and ethnic groups. The City desires to be proactive in examining and improving its engagement and outreach practices and exploring opportunities for all constituencies to be productively involved with the work of the City.

#### **205.02: PURPOSE AND FUNCTION**

In order to help the City achieve its goal of being a welcoming, inclusive, engaged, and respectful community, the work of the HRIEC shall be to affirm that every voice in the City of Roseville has an opportunity to be heard and considered in all community matters and that every person has equal opportunities to thrive in civic and social roles.

Empowered and directed by the City Council, the HRIEC:

- Shall serve to advise the City Council on present and proposed city policies, programs, and procedures to ensure that they are designed to 1) be inclusive of all relevant constituencies, 2) promote active engagement by all relevant constituencies, and 3) respect the Human Rights of all relevant constituencies.

- Shall serve as an ambassador to all relevant constituencies in support of present and proposed policies, programs, and procedures of the City, to **explain** how they function to make Roseville a more welcoming, inclusive, engaged, and respectful community and to **seek input from** all relevant constituencies on ways that City policies, programs, and procedures can be more effective in reaching these goals.
- May serve as an advocate for and/or ally of Roseville residents seeking just resolution for alleged Human Rights violations involving the City. The commission will also work to educate relevant constituencies within the city regarding the nature and meaning of Human Rights and the nature and value of a fully inclusive and engaged community.

Specific projects and initiatives designed to implement the above-mentioned work of the HRIEC shall be included in a work plan that shall be 1) reviewed and updated on a yearly basis, 2) agreed to by all active commissioners, and 3) approved by the City Council. In order for the HRIEC to carry out its work contextually, the city shall regularly provide relevant updated demographic information to the HRIEC.

## **CHAPTER 205**

### **HUMAN RIGHTS, INCLUSION AND ENGAGEMENT COMMISSION**

#### **SECTION:**

205.01: Establishment and Membership

205.02: Purpose, Objectives, Duties and Function

#### **205.01: ESTABLISHMENT AND MEMBERSHIP:**

There is established a Human Rights, Inclusion and Engagement commission of the City, which shall consist of nine (9) members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The City of Roseville believes decision-making in a representative democracy best reflects the views of the people when the most people are engaged in that civic decision-making. The City recognizes the need to adapt to an always changing community and being proactive to examine and improve the city's engagement and outreach practices with its residents, as well as the opportunities for residents to engage with the work of the City. In addition, the people of Roseville aspire to be welcoming, inclusive and respectful. The City believes that achievement of that aspiration requires the creation and fostering of positive connections between people in the community and monitoring of issues and concerns that may be counter to achievement of that aspiration.

#### **205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION:**

The purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts which could improve civic engagement and human rights. The commission will advise the City Council regarding the effective and meaningful involvement of Roseville residents in their local government. Additionally the commission may propose programs, events and projects to increase understanding, engagement and inclusion with the work of the City. The commission shall maintain a balance of work to include ongoing evaluation, recommendations & engagement in support of the commission's purpose. Any engagement would also have a balance between programs and events and evaluation projects.

In fulfillment of its purpose, the commission's objectives, duties and functions shall be to:

- A. **Evaluate** – The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities and engagement opportunities to ensure the best and the most equitable practices are being used to engage residents and business with the work of the City.
  - 1. Review policies and actions taken by the City that may be inhibiting full inclusion for those of diverse or underrepresented backgrounds.
  - 2. Understand the demographics of the community.

3. Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.
4. Have an awareness of human rights related matters in the community and assist the city council in identifying opportunities to address those matters.

**B. Advise** – The commission shall advise the city council on strategies to improve outreach and communication and increase engagement, equity and inclusiveness in the City’s efforts to foster a sense of community with residents and businesses.

1. Act in an advisory capacity to the City Council with respect to human rights related matters and providing for equitable opportunity through the City’s policies and actions
2. Review and recommend ways to improve the City’s interactions with residents, businesses, and community and neighborhood organizations through:
  - a. Communication efforts to facilitate effective two-way communication whenever possible
  - b. Public participation processes, to identify under-represented groups, to remove any barriers, and to engage and promote increased participation, including with the community’s various visioning efforts.
  - c. Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.
3. Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the city council innovative ideas, including the latest trends, technologies, tools and methods.

**C. Engage** – The commission may engage residents and businesses through city council approved programs, events and projects that support the commission’s purpose. Such city-council-approved efforts may be developed or supported by the commission through:

1. Education programs and community dialogues that will assist in creating equitable opportunity and eliminating discrimination and inequalities.
2. Events or projects that promote connections in the community.
3. Events or programs that engage residents and businesses with their city government, facilitating community feedback whenever possible.

**D.** Perform other duties and functions as directed by the City Council.

## **Section 2**

Title 2, Chapter 209 (Community Engagement Commission) is repealed.

## **Section 3**

Effective date. This ordinance shall take effect upon passage and publication.

# Roseville Human Rights, Inclusion and Engagement Commission Agenda Item

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**DATE:** January 17, 2024

**ITEM:** 5.a.

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**ITEM DESCRIPTION:** Staff Updates

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## **Background**

Staff will provide updates on the following:

- Equity and Inclusion Manager Hiring
- Translation services
- Proclamations & Display cases
- Commission Vacancies
- Community Survey

## **Recommendation**

Information only.

## **Attachments**

None

# Roseville Human Rights, Inclusion and Engagement Commission Agenda Item

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**DATE:** January 17, 2024

**ITEM:** 6.a.

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**ITEM DESCRIPTION:** Future Agenda Items

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## **Background**

February 28 - Discussion with Communications Staff and Volunteer Manager & Finalize Action Plans

March 11 - Joint Meeting with City Council to present the annual work plan

March 20 - Debrief from joint meeting and make any changes to Action Plans, as necessary

## **Recommendation**

Informational only.

## **Attachments**

None