

47 **New Business**

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a. Monthly Calendar

Chair James provided a recap of the monthly calendar. He asked Ms. Olson to put this in every month's packet to help the Commission to keep on track. He noted the Commission subgroups need to meet as subgroups before the February meeting.

b. Discuss Action Plans Related to 2024 Goals

Chair James reviewed the Commission action plan related to the 2024 goals. He noted he would like to be a part of each subgroup and will take charge of calling the meetings, getting together, contacting the Commissioners for meeting times and leading the members through what is expected of each subgroup. He prepared a chart that he reviewed with the Commissioners.

Commissioner Williams thought the chart was very helpful.

Chair James indicated he wanted to discuss with the Commission a format for what the subgroups will be looking at when meeting. He reviewed subgroups guidelines.

Commissioner Becker went through the worksheet the Commission will use in the subgroups that include objectives around a main goal.

Ms. Olson explained the definition of what an objective is.

Commissioner Becker continued with her review of the objective worksheet with the Commission.

Chair James suggested in the next few subgroup meetings he would like the Commissioners to prioritize their objectives and what would be the most important, second and third objective. He indicated doing this could present multi-year ideas for moving forward.

Commissioner Becker thought what might help is to visualize some success in the goal and brainstorming ideas.

Chair James also envisioned each of the objectives. When the entire Commission talks about what was discussed in the subgroups there might be ideas that did not come up in those groups that might be helpful.

Commissioner Tidball indicated the only concern he had looking at this is that some of the names of the Commissioners are not on either of the subgroup lists yet. He wondered if Chair James was planning on contacting them to find out what subgroup to be on.

91 Chair James indicated he would. He noted there cannot be more than four
92 Commissioners in a subgroup. He noted Commissioner Hill has resigned so there are
93 currently eight members.

94
95 Commissioner Tidball noted the only problem with Chair James being a part of both
96 subgroups is the issue of the open meeting law.

97
98 Chair James explained that is one of the things he has thought about and instead of
99 taking on the responsibility of any one group, he would be a member of each group
100 and attend each meeting in order to maintain continuity.

101
102 Commissioner Tidball indicated that is his only concern about that, is to make sure
103 everyone has the chance to participate because everyone's ideas are needed and that it
104 is done without violating the open meeting law, otherwise, this is all the same kind of
105 stuff the Commission has been dealing with over the last several months.

106
107 Chair James explained the Commissioners excitement for an objective can be brought
108 out in the subgroups and there is no intention of cutting anyone out, every
109 Commissioner is equal with ideas to communicate. He saw his job as trying to
110 coordinate all of that so that the Commissioners understand each other. He reviewed
111 with the Commission past problems that he would like to fix.

112
113 Commissioner Francke explained with regard to the second subgroup, when the
114 Commission had an inclusion subgroup, the Commissioners in that group was already
115 trying to do exactly what it is that Chair James wants the Commissioners to do and
116 even to take it to the next step, which is to develop a workplan, which was cut short
117 for a very good reason because it was not in a concrete format. He noted
118 Commissioner Gurung Vomhof would be interested in subgroup two.

119
120 **c. Prepare for Joint Meeting with City Council**

121 Ms. Olson reviewed with the Commission how the joint meeting with the City
122 Council will be held. She noted all Commissioners are welcome to share their
123 thoughts and ideas with the Council.

124
125 Chair James explained he would like to take some time to try to explain to the City
126 Council what the Commission has been doing since the middle of November. He did
127 not think the Council is fully aware of how the Commission has gone back to the
128 drawing board and setting up procedures and plans so the Commission becomes a
129 more functioning group. He wanted the Council to understand the process of the
130 Commission and what the Commission sees going forward. He asked if this made
131 sense to do and if it was important.

132
133 Commissioner Tidball indicated he would not do this first though because the
134 Commission did the work being discussed when the scope was revised and basically
135 put it into three different activities that the Commission does, it advises the City

136 Council, it acts as an ambassador to the community, and it advocates for human
137 rights. That is the kind of thing Chair James is talking about setting up a process for
138 so that the Commission can refine the way the work is done. This was done with the
139 scope document, and this is concrete proof that the Commission can do that. He
140 thought it made sense to start with that.

141
142 Chair James asked Commissioner Tidball to be one of the main speakers about this at
143 the joint meeting.

144
145 Commissioner Tidball indicated he would be happy to do that. He noted the Council
146 is saying that the Commission totally redrafted the scope but in actuality it is not, the
147 form is what was redone and important to the Commission because it helps to capture
148 how the Commission can actually do the work that is in there because it is eighty-five
149 or ninety percent the same ideas that were there before, it is just in a more cohesive
150 and better view.

151
152 Chair James agreed. He anticipated with this explanation the Council might have
153 suggestions and not issues.

154
155 Ms. Olson indicated she was anticipating there would not be a decision made at this
156 meeting because the Council is looking at all of the Commission's scopes and trying
157 to put it into a uniform format as well. She thought this would be more of a
158 conversation and information gathering. She indicated she would like to hear from
159 each Commissioner on if there is a plan to attend the joint meeting or not.

160
161 The Commission discussed ways to inform and discuss with the Council the
162 Commission scope, vision and workplan.

163
164 Chair James encouraged all Commissioners to be at the joint meeting.

165

166 **Other New Business or Reports**

167 **a. Staff Updates**

168 Assistant City Manager Olson reported on the following:

- 169 • Hiring Equity and Inclusion Manager Position
 - 170 • First review of resumes on Friday
 - 171 • Interviews should be scheduled for January 30th
- 172 • Dialogue One – Translation services and interpreters
- 173 • Proclamations and Display Cases
 - 174 • Looking for ideas for the display cases for three proclamations
 - 175 ▪ March – Women's History Month
 - 176 ▪ June – Gun Violence Awareness Month
 - 177 ▪ September - Constitution Week
- 178 • Commission Vacancies
 - 179 • Three vacancies advertising for
 - 180 • Interviews are February 21st and February 22nd

- 181 • 2024 Community Survey

182
183 Chair James reminded everyone as the Commission moves forward that there are three things
184 that the Council asked the Commission to be responsible for, one of them was proclamations,
185 which needs to fit in somewhere with what the Commission is planning on doing. The other one
186 is the Essay Contest, which needs to be addressed. The third item is the display cases and need to
187 be addressed from now until the new workplan is accomplished. He asked the Commission to
188 think about ideas or suggestions about doing these.

189
190 Commissioner Francke explained the Commission talked about the essay issue and he had a
191 thought, not necessarily a full suggestion at this point but since the essay itself does not always
192 catch on he thought that it might be better if the Commission just stays in communication with
193 the schools to find out community, either activism or participation that is noted by people in the
194 schools or the community or both so the Commission can do a recognition which would feature
195 whoever it is that is doing it and not require an essay be written for it, making sure it is
196 highlighted in the newspaper, on the cable channel and also deciding if an award or prize should
197 be given.

198
199 Chair James explained the proclamations should be addressed more clearly in group one and that
200 the essay and display cases would be more appropriate for group two. The subgroups do not have
201 to have an objective necessarily but figure out how the Commission is going to approach the
202 Council on these subjects.

203
204 Commissioner Tidball thought the display cases were in conjunction with the proclamations.

205
206 Ms. Olson explained the City has two display cases for the Commission to use and indicated one
207 has been primarily focused on proclamations and the other one is sometimes used for
208 proclamations and sometimes it is used for something else. She did not know that the HRIEC
209 needs to be responsible for the content in there all of the time. She thought if the Commission
210 does want to tie it to the proclamations, then the HRIEC should provide some ideas, suggestions
211 or guidance on what is put in there.

212
213 Commissioner Tidball indicated in his mind he thought the proclamations and the display cases
214 were somehow linked so whatever group was talking about proclamations might be the one to
215 also do some thinking about how active the Commission wants to be with the display cases and
216 things like that.

217
218 Chair James indicated his understanding of what Commissioner Tidball was trying to convey and
219 thought his points were very valid.

220 **Announcements**

222 **Future Agenda Items**

- 223 a. February 28th – Discussion with Communications Staff and Volunteer Manager &
224 finalize Action Plans.
225

- 226 **b.** March 11th – Joint meeting with the City Council to present the Annual Work Plan
227 **c.** March 20th – Debrief from Joint Meeting and make any changes to Action Plans, as
228 necessary
229

230 **Adjournment**

231
232 Chair James adjourned the meeting at 7:51 p.m.

233
234 Respectfully submitted,

235
236 Sue Osbeck
237 *TimeSaver Off Site Secretarial, Inc.*