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Chair Beltmann asked how Snapchat groups work and wondered if anyone can join the group.

Youth Commissioner Xie indicated she has encouraged her group members to get people to join because she felt this was a community type of thing.

New Business

a. Discuss Essay Contest Scoring and Timeline

Assistant City Manager Olson provided a recap of the timeline for the Essay Contest and how the Essays would be scored. She noted by March 10th she will need the scores from all the Commissioners to include in the packet. What will be needed is the essay number and score.

Commissioner Lee asked if the essays can be split in half so five commissioners read half and the other five commissioners read the other half.

Ms. Olson explained that cannot be done. She indicated the city Council wants each Commissioner to read every essay.

Chair Beltmann thought it goes fairly quickly once started and the nice thing about this year is that the essays are split by grade level which will make it easier for scoring. She noted she has an excel spreadsheet she uses as a template that she will share to make it easier.

Ms. Olson indicated she was in contact with Ms. Vasquez, regarding the Spanish, native language essays and requested she coordinate with her group for their scores to be given to her by March 10th as well along with the essays. Ms. Vasquez has indicated that herself and the Latin Ex-Cultural Liaison as well as four other people that the Latin Ex-Cultural Liaison knew were doing the scoring and those essays will be included in next months packet as well. The March meeting the Commissioners will review and select the winners of the essay contest and after that she will notify those students, their parents and teachers as well as the city Council for the upcoming event. She thought May 4th would be the best city Council meeting for the essays to be read, recognized along with having a reception.

b. Debrief From Joint Meeting

Chair Beltmann recapped the Joint Meeting and asked for observations.

Chair Beltmann thought the direction from Council and moving the workplan forward was excellent. The Council provided some direct feedback, especially looking at ranking the workplan items.

90 Commissioner James thought the Council was pretty positive about what the
91 Commission was doing and what was supposed to be done. The Council seemed to
92 be generally supportive of the plan and everything that was presented to them.

93
94 Commissioner Peterson thought from a historic perspective this was a good meeting
95 and she was pleased with it.

96
97 Commissioner Macomber thought there was more clarity and she was glad the
98 Council prioritized the items on the workplan.

99

100 **c. Discuss Workplan Assignments**

101 Chair Beltmann noted she talks a lot at the Commission meetings and would like to
102 see more shared ownership of the meetings themselves so she would like to use the
103 workplan as an opportunity to create more opportunity at the meetings for people to
104 be in charge or workplan items to present and facilitate that portion of the meeting.

105

106 Chair Beltmann reviewed the workplan for 2020 with the Commission that was
107 reviewed and approved at the city Council Joint Meeting. She noted she created a
108 spreadsheet with the activity, timeline and who will be responsible for each item
109 within each activity.

110

111 Commissioner James asked if the city departments and commissions come to the
112 HRIEC or will the HRIEC need to go to each department and meeting to advise them
113 the HRIEC will be a resource for them.

114

115 Ms. Olson explained that was the original intent however she thought as strategies are
116 developed that are associated with how to engage and include people in the
117 community, she thought the Commission could include recommendations on a way to
118 encourage people to be involved in the city. This is really more about if the city
119 departments or commissions have items coming forward the HRIEC can become
120 aware of those things and staff will be encouraged to come to the HRIEC to get
121 feedback from the Commission.

122

123 Youth Commissioner Xie did not think there has been enough outreach to the
124 community regarding Youth Commission openings because a lot of people have
125 asked her how she got on the Commission and the process.

126

127 Commissioner James asked Youth Commissioner Xie if she had any suggestions on
128 the city can communicate Commission openings better to the community. He also
129 wondered if there is a school tv channel.

130

131 Ms. Olson thought there may be an opportunity for Youth Commission Xie and
132 herself to have a conversation of what would be helpful to get the word out and could
133 be brought back to the Commission at a later date.

134

135 Youth Commissioner Xie agreed.

136

137 Commissioner Djevi thought if the Commission could have a Youth outreach
138 program that would be another way to get the youth involved and engaged in the
139 school system.

140

141 Chair Beltmann thought that should go under the brainstorming possible outreach
142 engagement strategies of community outreach. She noted she did not want to dive
143 into specifics for the workplan at this meeting but wanted to look through the broad
144 categories for the workplan and make some assignments and come back to the March
145 meeting with recommendations under each area of what the workflow will look like
146 for the year.

147

148 Commissioner Peterson indicated she would volunteer for the Rose Parade activity on
149 the workplan.

150

151 Commissioner James indicated he would volunteer for the Display Case activity.

152

153 Chair Beltmann thought the Community Engagement Toolkit is close to being able to
154 go to Council but she thought there were a couple of things that still needed to be
155 done. As she has worked on this she keeps running into new documents and new
156 formats that she thought would be good and explained she could use another set of
157 eyes to help whittle things down.

158

159 Commissioner Allen indicated he would like to help.

160

161 Chair Beltmann explained another thing she wondered is if anyone on the
162 Commission has design skillset to help create the toolkit document and a PowerPoint
163 to be used as a training tool.

164

165 Commissioner Macomber indicated she could put together a PowerPoint for the
166 toolkit because she has done that before.

167

168 Chair Beltmann explained on the Community Outreach there are a couple of things
169 already identified in this. She wondered if there would be a Commission who would
170 be willing to take the lead on mapping out what this Community Outreach
171 brainstorming would look like.

172

173 Commissioner Djevi indicated he could take the lead on item two within the activity
174 but item one he has tried to get peoples names and it has not worked.

175

176 Chair Beltmann noted she would put Commissioner Djevi as the lead on the
177 Community Outreach activity and would put the contact list under the toolkit because
178 at this point the Commission is not looking at specific individuals, community
179 institutions and organizations is what is needed.

180
181 Commissioner Djevi thought if the Commission has any ideas on ways to reach out to
182 the community, he is willing to listen and take that into account as well.

183
184 Chair Beltmann noted all of the work is going to be done at a Commission level, this
185 discussion is about who is going to take the lead and responsibility for executing the
186 work.

187
188 Chair Beltmann thought the Essay Contest activity is almost done and everyone is
189 playing a role in that. She thought in June the Commission can back and discuss the
190 next essay contest and if a subgroup should be created.

191
192 Ms. Olson thought the lead for the Essay Contest should be whoever the staff liaison
193 is because that person helps facilitate getting the information out to the school system.
194 The role of the Commission is really to read the essays and score them.

195
196 Chair Beltmann agreed but thought the only other thing the Commission would do is
197 to decide if the pilot program should be expanded or keep it going and to pick a
198 theme for the next year.

199
200 Chair Beltmann explained the final activity is to work with city staff and other
201 commissions to integrate proclamations into existing program plans and she thought
202 the Parks and Recreation Commission and Parks Department has done a lot of
203 community events and are a great avenue to have proclamations integrated. She
204 thought with this activity the HRIEC should schedule a joint meeting with the Parks
205 and Recreation Commission and talk about the proclamations to see if there is an
206 opportunity for them to integrate them into some of their programs and activities
207 throughout the year.

208
209 Commissioner Macomber indicated she would volunteer for that activity.

210
211 Commissioner Djevi thought some of the activities will have overlaps on each other.

212
213 Chair Beltmann agreed and thought that was great.

214
215 **d. Update on Engagement Toolkit**

216 Chair Beltmann reviewed the updated Engagement Toolkit with the Commission.
217 She suggested on an annual basis staff, city Council and the commissions conduct a
218 community engagement assessment and the assessment would be tied to a budgeting
219 process so that if there is a realization there is a gap in some area that there is the time
220 to potentially add that to the budget if needed.

221
222 Chair Beltmann reviewed the Equity statement and thought the main area where
223 changes could be made, if needed would be the top paragraph and the five bullet

224 points because that wording was taken from the City of Portland from their document.
225 She asked for feedback on language or concept to be communicated.

226
227 Ms. Olson thought there might be some grammatical or typographical changes and if
228 the Commission has any of those things, she asked that those items be forwarded to
229 Chair Beltmann to make those changes.

230
231 Chair Beltmann noted the goal is to have a final document done by March to be
232 presented to the city Council.

233
234 Commissioner James understood the reasoning of leading with race and is part of the
235 larger picture. He wondered if it would make sense to say somewhere in this part of
236 the document that there are other topics or areas that would be addressed in the future.

237
238 Chair Beltmann thought the reason why the paragraph regarding race was added is
239 because it hits on that the city recognizes that sexual orientation, ability, age, all of
240 those things are important but the City of Roseville and other places have made the
241 determination to lead with race because if you lead with other inequities that race
242 might be left out of that. She thought it was consistent.

243
244 Ms. Olson thought that was the purpose of the whole paragraph, it ends with “By
245 centering on race and using tools that can be applied across oppressions, we increase
246 the ability of all of us to work for equity.” It is really about the city using the tools
247 and the techniques that can hit race but are also able to be applied across others.

248
249 Commissioner Lee indicated she did not really get the beginning of the phrase “We
250 lead with race...” and does not really flow for her.

251
252 Ms. Olson thought there was some clean up language that needed to happen in this
253 document and she will take that into consideration.

254
255 Commissioner Djevi asked if the second sentence after the sentence that
256 Commissioner James raised would address the concern. “We also know that other
257 groups of people are still marginalized, including based on gender, sexual
258 orientation...”.

259
260 Commissioner James indicated his concern is that this is general, and he wondered
261 whether it was important to not prioritize.

262
263 Chair Beltmann thought the purpose of this is not to say the city is starting with race
264 and when the city gets that right then the city will move to other areas, this is a value
265 statement for the city that we value equity and inclusion. This is more of a value
266 proclamation and then with the engagement practices and tools that is where the
267 different proclamations would be looked at.

268

269 Chair Beltmann indicated the next part of the packet is really the core and form the
270 basis of the training that is done with staff. She reviewed the four points with the
271 Commission.

272
273 Ms. Olson indicated on the first page where there are three bold headlines, she felt
274 those were also strategies on how the city can become more inclusive. She did not
275 know if those paragraphs fit right there or should be moved to a different area of the
276 document.

277
278 Commissioner Lee asked if those should be moved to section 7, the Community
279 Engagement Strategy recommendations.

280
281 Ms. Olson indicated that was a possibility.

282
283 Chair Beltmann continued with her review of the Engagement Toolkit. She thought
284 the Cultural Competence Continuum was really helpful in a number of ways and
285 something that has not been touched on previously. She thought it provided some
286 really good understanding of how certain practices would negatively impact
287 community outreach and inclusion. She noted she would need to check into the
288 copyright to see if the city can use this. She also thought the two paragraphs above
289 this paragraph might belong elsewhere in the document as well.

290
291 Chair Beltmann explained as the Commission is training staff the different subjects
292 and values would be walked through with them. She noted the Spectrum of Public
293 Participation will be seen multiple times, especially as people get into project
294 planning. This really goes into the level of involvement the city wants to have from
295 the community. She explained the last part of the document is the Orbits of
296 Participation and is another good framing concept for community engagement.

297
298 Ms. Olson thought it might be helpful to title this part of the document as the Training
299 Guide, so it is not seen as needing to read this every time a project is started.

300
301 Commissioner Lee thought an important thing to note on the Orbits of Participation is
302 that it acknowledges there are participants and then people that choose not to get
303 involved but she thought there was also people affected by projects by no choice of
304 their own and impacted both positively and negatively and not included in here but
305 something that staff and the city need to consider.

306
307 Chair Beltmann thought if all of these things are taken as a whole, that is what comes
308 out of that and part of the training that is given.

309
310 Ms. Olson noted when reading through the Orbits of Participation it is hitting on
311 those items.

312

313 Commissioner Allen thought comments like that helps out building a case in the
314 opening introduction when presenting to the Council. It could be on record that this
315 is not meant to make things better the next day.

316
317 Chair Beltmann reviewed the Program Planning Templates with the Commission and
318 asked for feedback from the Commission.

319
320 Commissioner Djevi asked if there was any way to have feedback of the process.

321
322 Chair Beltmann indicated there could be an evaluation. There was another packet she
323 came across that had a number of templates like the one shown and something the
324 Commission can pull from and build up a few more templates to be helpful.

325
326 Chair Beltmann reviewed the Equitable Development Principles and City
327 Demographics and Community Outreach Techniques sections with the Commission
328 and thought this would be a good place to move the previously discussed sections.

329
330 Ms. Olson thought when looking at these techniques, these are very non-specific,
331 general suggestions then going onto the next page those techniques are more
332 Roseville specific strategies and experience.

333
334 Chair Beltmann noted in the Community Engagement Strategy Recommendations
335 section she would envision Commissioner Djevi's work on Community Outreach
336 Engagement Strategies be included. She saw this as being a living list, continually
337 being added to and removed from.

338
339 Ms. Olson suggested adding to the Request for Council Action a section for
340 engagement to tie back into the work being done. This would be done for all Council
341 items.

342
343 The Commission thought the toolkit looked good.

344
345 **Other New Business or Reports**

346
347 **a. Parade Application**
348 Assistant City Manager Olson reported that applications for the Rosefest parade are
349 now being accepted. This year's parade theme is "2020: Focus on Fun". She noted
350 the parade will start at the Roseville Area High School at 6:15 p.m. on Monday, June
351 29th.

352
353 **b. Civic Campus Master Plan**
354 Assistant City Manager Olson explained that in 2019 the city Council authorized
355 sending out a Request for Proposals (RFP) to hire a firm to develop a master plan for
356 the city's Civic Campus. At the January 6, 2020 meeting, the city Council authorized
357 the hiring of BKV Group to develop the master plan for the campus at BKV

358 introduced themselves at the February 10th city Council meeting and reviewed the
359 schedule for its work and public engagement efforts.

360

361 Ms. Olson reviewed the schedule with the Commission.

362

363 **Announcements**

364

365 Assistant City Manager Olson reported at the most recent Council meeting there was an item that
366 Council approved a donation in the amount of \$500,000 for inclusive and senior adult all play
367 opportunities in Roseville. She noted the final project is still evolving but the idea is to enhance
368 Central Park playgrounds by installing fully accessible safety surfaces throughout the entire play
369 area including some exercise play pieces along the trails for adults and seniors as well. There
370 was also another donation for lighting at the Arboretum.

371

372 Ms. Olson indicated work is being done on the Census as well. Staff met with two groups, one
373 was at the Sienna Green Complex working with renters and developing some relationships there
374 as well as having someone from the Communications Team speak with the Bhutanese Group.
375 Staff is trying to get out more into the community and the Census is providing staff more
376 opportunities to do so.

377

378 Ms. Olson noted she reached out to the US Court System regarding the Naturalization Ceremony
379 and at this time there is not a need for a Naturalization Ceremony so the city will not be holding
380 one this year.

381

382 Commissioner Macomber noted she watched the MN Department of Human Rights workshop
383 and highlighted some items that were talked about.

384

385 **Future Agenda Items – March**

386

- 387 a. Essay reading and scoring
- 388 b. Finish working on the Engagement Toolkit.
- 389 c. Continue working on Workplan.

390

391 **Adjournment**

392

393 Commissioner Peterson moved and Commissioner Macomber seconded a motion to adjourn.
394 Motion passed unanimously.

395

396

397 Chair Beltmann adjourned the meeting at 8:06 p.m.

398

399 Respectfully submitted,

400

401 Sue Osbeck

402 *TimeSaver Off Site Secretarial, Inc.*