



500 CENTER AVENUE, BOX 779, MOORHEAD, MINNESOTA 56561

MOORHEAD HUMAN RIGHTS COMMISSION MEETING AGENDA
FEBRUARY 13, 2007 - 7:00 - 9:00 P.M.
COUNCIL CHAMBERS – 1ST FLOOR/CITY HALL

1. Call to Order/ Roll Call/ Introductions
2. Agenda Amendments/Approval of Agenda
3. Election of Commission Officers
4. Approval of minutes from October 10, 2006 meeting
5. Citizens to be Heard
6. Citizen Concerns Report
7. Reports of the Chair, Officers, Commissioners and Committees
8. Budget Report for FY 2007
9. Joint Moorhead-Fargo Human Rights Center
10. Commission Strategic Plan
11. League of Minnesota Human Rights Commissions
12. U of Minnesota Human Rights Action Plan Grant Application
13. Sister Corita Art Exhibit
14. Letter of Support for Greenwood Cooperative
15. New Business
16. Approval of Commission Expenditures
17. Adjournment

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Commission meetings will be provided. To arrange assistance, call the City Manager's office at 218.299.5312 (voice).

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RULES OF PRACTICE AND PROCEDURE
OF THE MOORHEAD HUMAN RIGHTS COMMISSION

3. OFFICERS AND STAFF ROLES

- 3.1 Chair: A Chair will be elected by the Commission at its annual meeting in February. The Chair will preside and maintain order at all Commission meetings in accordance with Rule 5.4 and will make such reports as required by law and as may be deemed necessary by the Commission to the Mayor and City Council. The Chair will have the authority to appoint committees and such other authority as may be granted by the Commission.
- 3.2 Vice-Chair: The Vice-Chair will be elected by the Commission at its annual meeting in February. The Vice-Chair will fulfill the duties of the Chair in the absence of the Chair, including the calling of Commission meetings, and assist the Chair with administrative duties.
- 3.3 Secretary: The Secretary will be a staff liaison responsible for the minutes of all meetings of the Commission and such reports at Commission meetings as may be deemed necessary or may be required of the Secretary and performing such other duties as are incidental to the Secretary's office or as are required of the Secretary by members of the Commission.
- 3.4 Liaisons: The Moorhead Human Rights Commission may authorize a Commissioner or staff to act as a permanent or temporary liaison with private and public organizations. The Liaison can explain the purpose and activities of the Commission, but cannot commit the Commission to any action without first receiving authorization from the Commission.

MOORHEAD HUMAN RIGHTS COMMISSION
OCTOBER 10, 2006
7:00 PM
MOORHEAD CITY HALL
FIRST FLOOR SOUTH CONFERENCE ROOM

ATTENDANCE:

Current Members Present: Phyllis Emmel, Dr. Richard Adler, Kevin Kopperud, LaVerne Czichotzki, Stephanie Chimeziri, Dorene Neeland, Del Rae Williams, Erin Clark, Tammie Yak

Members Absent: Verna Paul, Greg Lemke, Brian Arett

Others present: Kim Wangler, City of Moorhead staff

Amy Phillips, Fargo Human Relations Commission
Chelle Lyons-Hanson, Strategic Planning Facilitator
Enson Maattala, citizen

CALL TO ORDER/ROLL CALL/INTRODUCTIONS: The meeting was called to order by Chair Dr. Adler. Introductions were made.

AGENDA AMENDMENTS/APPROVAL OF AGENDA: *Action taken:* Dr Adler amended the agenda to include the Moorhead Human Rights Commission Membership and Emmel amended the agenda to include the Hate Crime Film Discussion. Emmel approve the agenda, seconded by Yak. Motion was carried by unanimous vote.

MEETING MINUTES: *Action taken:* Czichotzki made a motion to approve the September 13, 2006 minutes, second by Williams. Motion was carried by unanimous vote.

CITIZENS TO BE HEARD: Maattala share information on with MHRC on human rights issues.

KNOW YOUR RIGHTS INITIATIVE: Amy Phillips, Fargo Human Relations Commission (FHRC), discussed the Know Your Rights Initiative that the Fargo Human Rights has begun. FHRC would like the MHRC to be a part of this initiative. Quick Reference cards will be made available to new citizens in our community. On November 1st the first card will be released on Housing. Cards will be distributed to key agencies. Other cards will include: Credit, Fast Tax Rapid Anticipation Loans and they will be in 6 languages. The Know Your Rights Initiative meets once a month. The next meeting is October 25th at 12 noon at the Valley Room in Fargo City Hall. Chimerzi, Williams and Emmel were interested in representing the MHRC.

Dr. Adler had talked to Dan Mahli about the Human Rights Center. Dr. Adler had not heard from Mahli, Phillips was going to check into this.

HUMAN RIGHTS STRATEGIC PLANNING DISCUSSION: Chelle Lyons Hanson did an excellent job facilitating the Strategic Planning Workshop. The MHRC Strategic Plan was discussed. Hanson asked the MHRC members to review the plan and send any changes to her by October 16th. The MHRC will host a Community Open Forum to gather input on the MHRC Strategic Plan on November 14th at 7:00 pm in the City Council Chambers. Wangler will invite community members that attended the Strategic Planning Session to the open forum and she will send out a press release. Hanson, Yak, and Wangler will get together to discuss agenda for the open forum.

THIS IS MY HOME TRAINING: THE MOORHEAD PUBLIC SCHOOL DISTRICT WILL BE HOSTING A "THIS IS MY HOME" HUMAN RIGHTS TRAINING SESSION ON NOVEMBER 8TH. YAK WILL SEND THE TIME AND LOCATION OF TRAINING TO THE MHRC MEMBERS. KOPPERUD WILL VISIT WITH LYNNE KOVASH TO ENCOURAGE TEACHERS TO

PARTICIPATE IN THE TRAINING. ACTION TAKEN: KOPPERUD MADE A MOTION TO CONTINUE THE MOORHEAD HUMAN RIGHTS COMMISSION INVOLVEMENT WITH THE UNIVERSITY OF MINNESOTA AND THE, THIS IS MY HOME PROJECT, WILLIAMS SECONDED. MOTION WAS CARRIED BY UNANIMOUS VOTE.

OTHER BUSINESS:

MHRC Members: Verna Paul will be MHRC member position is open. Greg Lemke has asked to resign from the MHRC due to other commitments. Wangler will send out letters to new perspective board members. Hate Crime Video information was tabled until next meeting.

The November 14th meeting will not be replace by the Moorhead Human Rights Strategic Planning Community Open Forum to be held at 7:00 pm in the City Hall Council Chambers, first floor.

The next meeting is December 12th at 7:00 pm in Moorhead City Hall, First Floor South Conference Room.

Meeting was adjourned by chair.

Moorhead Human Rights Commission Strategic Plan (draft 10/06)

Critical Issues

Relationships with institutions
(police, school city, healthcare) (7)
Funding/fundraising plan (3)
Public Relations and marketing (3)
Programming by the Commission (2)
More awareness of the Commission (1)
Education for the Commission (1)
Being proactive (1)
Barriers to membership (1)
Student involvement (1)
Evaluation (1)
Mediation training
How to be a welcoming Commission

Community involvement
Poverty, Living Wage
Affordable, adequate housing
Discrimination
Collaboration with Fargo
Human Rights education for businesses and employers
Recommendations on Civil Rights
Expanding community resources
Process for dealing with issues (advocacy on issues)
Community partnerships
Grievance process and follow through
More diversity/participation by different groups
Anti-Racism training
Education for community, especially kids

Key strategic goals

- Clarify the role
- **Identify and evaluate** strategic programs
- Recruit partners
- Develop a funding plan

Goal 1: Clarify the role of the Human Rights Commission in the City of Moorhead.

Objectives and Action Steps	Who is	Deadline for completion
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	responsible?	
Obj. A: Evaluate the mission statement of the Commission.		
1. Participate in One-to-One Training . (PEPP is good at this!)		1
2. Identify key stakeholders.		1
3. Schedule 1:1 visits with key stakeholders.		1
4. Establish a task force/subcommittee to draft a revised mission statement.		1
5. Include conversation about the Commission mission statement in Community Forums.		
6. Present discussion and possible changes to the City Council.		1
7. Update the brochure with the revised mission statement.		
Did we want something about meeting with Mayor and City Manage to discuss role, or will we accomplish this through 1:1's with them?		
Obj. B: Identify and address barriers to membership/participation on Commission.		
1. Create a survey that identifies the skills/talents/ resources of Commissioners and their barriers to participation.		1
2. Match Commissioners' potential contributions to items on the strategic plan.		1
3. Develop a plan to eliminate barriers to participation.		
Obj. C: Clarify and revise the Concern Process.		
1. Review the current Concern Process.		
2. Identify key stakeholders in the Concern Process.		
3. Meet with key stakeholders to gather their feedback and recommendations.		
4. Propose a revised Concern Process to the City Council for approval.		
5. Update the brochure to include information about the Concern Process.		
Obj. D: Research the possibility of providing mediation training for Commission members.		
1. Research the options for mediation training.		
2. Consider whether mediation is a "strategic program" of the Human Rights Commission (based on Goal 2, Obj. A1.)		
3. Research the costs of doing mediation training.		
Obj. E: Initiate a process for training new Commission members.		

1. Plan an orientation for new members.		1
2. Implement the orientation for new members.		1
3. Plan a mentorship program that pairs incoming Commissioners with experienced Commissioners.		
4. Implement the mentorship program.		

Goal 2: Identify strategic programs that educate about Human Rights and the role of the Moorhead Human Rights Commission.

Objectives and Action Steps	Who's Responsible?	Deadline for completion
Obj. A: Evaluate community events and decide which MHRC can plan or participate in.		
1. List criteria for evaluation of events.		1
2. Evaluate current Commission sponsored programs against those criteria and determine which events to do.		1
3. Compile/consult a calendar of community events.		
4. Consult with community organizations about the potential role of MHRC in each event.		
5. Clarify the purpose for the MHRC's participation in each event.		
6. Develop a plan of action to include number of events and criteria met. (reword)		
Obj B: Decide the role MHRC will play in the "This is My Home" program.		
1. Present the program outline to the Commission for consideration.		1
2. Meet with Lynne Kovash to explore potential for partnership.		1
3. Participate in the Justice Committee to plan for implementation.		1
4. Work with Moorhead School District to plan for teacher training.		1
5. Attend MLK event planning meetings. (Does this belong here?) <i>Maybe reword to attend MLK planning meetings to support This is my Home Teacher Training during the event- (or such- they will be holding hourly trainings on the curriculum- the commission could help with this)</i>		
6, Develop a plan of action for implementation and support of This is my home.		
Obj. C: Educate the community about Human Rights		
1. Participate in Human Rights training.		

2. Explore existing curriculum for Human Rights education.		
3. Choose or develop a curriculum.		
4. Develop/revise key promotional materials (including web page and brochure)		
5. Provide Human Rights materials at community events.		
Obj. D: Convene Community Forums.		
1. Clarify the purpose of the Forums.		
2. Identify the specific groups to be invited.		
3. Schedule the Forums at locations appropriate for the groups to be invited.		
4. Plan the agenda for the Forums.		
5. Survey participants about their potential contributions and barriers.		
Obj.E: Participate in the Minnesota League of Human Rights Commissions.		
1. Clarify the funding source for attendance at League meetings.		
2. Make quarterly reports to the Commission on the work of the League.		
Note: Outreach (badges, attendance at events, buttons, flyers, etc.) should all be in the job description. Is it all really strategic or stuff you should always be doing anyway?		

Goal 3: Intentionally invite representatives of key institutions to partner with the Commission.

Objectives and Action Steps	Who is responsible?	Deadline for completion
Obj. A: Identify 5-10 key institutional partners.		
1. Brainstorm potential partners.		
2. Identify a key person at each institution.		
3. Match a Commissioner with each key person to meet and begin dialogue about potential partnerships.		
Obj. B: Develop a partnership manual.		
1. Outline responsibilities of the Commission and potential partners.		
2. Identify outcomes for each potential partner.		
3. Implement partnerships.		

Goal 4: Develop a plan to fund the Commission and its priority programs.

Objectives and Action Steps	Who's responsible?	Deadline for completion
Obj. A: Participate in fund development training.		
1. Research the options for training.		
2. Identify the key Commissioners to attend the training		
3. Share the ideas learned at training with the whole Commission.		
4. Identify a partner for Human Rights education. I do not understand this?		
Obj. B: Determine a fundraising goal.		
1. Identify the specific needs for financial resources (programs barriers, etc.)		1
2. Estimate the cost of each specific need		1
3. Assign a percentage of the total amount to be raised to business sponsorships, special events, grants and individual/business/organization contributions.		
Obj C: Develop a strategy for securing business sponsors.		
1. Identify 10 possible business sponsors and a key individual within the organization.		
2. Develop a proposal for sponsorship including a letter of introduction.		
3. Identify a point person to ask		
Obj. D: Plan annual fundraising events.		
1. Evaluate current events for their fundraising potential.		
2. Brainstorm alternative events that have fundraising potential.		
3. Plan appropriate number of events to meet the fundraising goal.		
Obj. E: Secure funding from foundation/grant sources.		
1. Recruit a student advisory committee to help search for available and appropriate grant opportunities.		
2. Recruit 2-3 Commissioners to serve on a Grants Committee and take the lead on writing and submitting grants.		
3. Recruit community members to serve in an advisory capacity on the Grants Committee.		

Obj. F: Evaluate the potential for soliciting individual contributions.		
1. Research City policy about solicitation of individual contributions.		
2. Brainstorm options for asking individuals to contribute.		
3. Implement one strategy for asking individuals to contribute.		

HUMAN RIGHTS ACTION PLAN
Grant Application
Page 1
Application Deadline: February 1, 2007

Organization Information

Human Rights Commission/School:

Address

City, State, Zip

Phone

Fax

Web site

**Name of contact person
regarding this application**

Title:

Phone

E-mail

Proposal Information

Please give a description of your human rights action project in terms of:

- 1) **Goals:** What will this project accomplish?

- 2) **Approach:** How do you plan to implement this project?

- 3) **Support:** What kind of local support is there for the project?

- 4) **Evaluation:** How will the success of the project be measured?

- 5) **Funds:** How will this grant be used?

HUMAN RIGHTS ACTION PLAN
Grant Application
Page 2

School/s served:

Geographic area served:

Focus Area

Check all that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Human Rights Curriculum Development | <input type="checkbox"/> Video Documentation Project | <input type="checkbox"/> Community Project |
| <input type="checkbox"/> Justice Committee | <input type="checkbox"/> Capacity-Building | <input type="checkbox"/> Other |

Budget

Project dates (if applicable):

Dollar amount requested:

Fiscal agent (Where shall the funds be transferred?)

Authorization

Name and title of the contact person for this application

Signature and Date

February 13, 2007

Mr. Duke Schempp, Director
People Escaping Poverty Project
116 12th Street South
Moorhead MN 56560

Dear Mr. Schempp:

Thank you for agreeing to provide training to the Moorhead Human Rights Commission on active listening on March 13th at Moorhead City Hall. As we discussed, enclosed is an honorarium in the amount of \$50.

We look forward to working with the People Escaping Poverty Project at this meeting.

Sincerely

Ryan O'Keefe
Assistant to the City Manager
Human Rights Commission Liaison

ROK/bj:021207pepp

Enclosure

c: Human Rights Commission