



500 CENTER AVENUE, BOX 779, MOORHEAD, MINNESOTA 56561

MOORHEAD HUMAN RIGHTS COMMISSION MEETING AGENDA
May 8, 2007 - 7:00 - 9:00 P.M.
CENTRO CULTURAL – 1014 19TH ST S, MOORHEAD MN

Routine Items:

1. Call to Order/ Roll Call/ Introductions
2. Agenda Amendments/Approval of Agenda
3. Approval of Minutes from April 10, 2007 Meeting (Attached)
4. Citizens to be Heard
5. Citizen Concerns Report
6. Reports of the Chair, Officers, Commissioners and Committees

Tonight's Agenda Items:

7. Commission Strategic Plan (Goal 4)
Goal 4/Develop a plan to fund the Commission and its priority programs of the Commission's Strategic Plan draft was tabled at the March 13, 2007 meeting while the rest of the draft was approved.
8. Review of Citizen Concern Process (Attachment)
Goal 1/Objective C of the Strategic Plan requires the Commission to clarify and revise Citizen Concern Process where appropriate.
9. Mediation Training Opportunities and Costs
Staff will recommend a preferred vendor for Alternative Conflict Resolution training
10. Protocol for Sending Letters from the Commission
This item was tabled at the last Commission meeting (see attached minutes)

Concluding Items:

11. New Business
12. Approval of Commission Expenditures
13. Adjournment

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MOORHEAD HUMAN RIGHTS COMMISSION
DRAFT MINUTES
APRIL 10, 2007, 7:00 PM
MOORHEAD CITY HALL
FIRST FLOOR COUNCIL CHAMBERS

Members Present: Tammie Yak/Vice-Chair, Phyllis Emmel, Brian Arett, Dorene Neeland, Miguel Balderas, and Del Rae Williams.

Members Absent: Dr. Richard Adler/Chair, Diane Wray Williams/City Council Member, Kevin Kopperud, Stephanie Chimeziri, LaVerne Czichotzki, Erin Clark, and Stephanie Clark.

Others present: Ryan O'Keefe/Staff Liaison

CALL TO ORDER/ROLL CALL/INTRODUCTIONS: The meeting was called to order by Vice Chair Yak at 7:00 p.m.

AGENDA AMENDMENTS/APPROVAL OF AGENDA: ***Action*** The agenda was approved as presented by unanimous consent.

APPROVAL OF MINUTES FROM FEBRUARY 13, 2006 MEETING: ***Action*** Ms. Williams moved, seconded by Mr. Arett, to approve the February 13, 2007 meeting minutes as amended to reflect comments from Ms. Emmel, Ms. Williams, and Vice Chair Yak. The motion passed by unanimous approval.

APPROVAL OF MINUTES FROM MARCH 13, 2006 MEETING: ***Action*** Ms. Emmel moved, seconded by Mr. Balderas, to approve the March 13, 2007 meeting minutes as amended to reflect comments from Ms. Emmel and Vice Chair Yak. The motion passed by unanimous approval.

CITIZENS TO BE HEARD: Enson Maattala informed the Commission that he is writing a letter to the Asst. Superintendent of the Moorhead Area Public Schools to protest what he believes is an overrepresentation of female authors among the 160 titles selected for curriculum in the 2007-2008 academic year.

CITIZEN CONCERN REPORT: On February 22, 2007, a citizen concern report regarding an alleged incident that occurred on February 18, 2007 was filed with the Executive Committee for its investigation. Vice Chair Yak met with the individual and was asked to file a report with the Minnesota Department of Human Rights on her behalf. In addition, the individual requested that the Vice Chair, along with another Commissioner, facilitate a meeting with the target of the complaint. Mr. Arett volunteered to accompany the Vice Chair to such a meeting. ***Follow-up Action*** Vice Chair Yak will file complaint with the MN Dept. of Human Rights and will attempt to arrange a meeting between the complainant and the target of the complaint.

REPORTS OF THE CHAIR/OFFICERS/COMMISSIONERS/COMMITTEES:

- a) Vice Chair: Vice Chair Yak noted that a review of the Citizen Concern Process was scheduled in the Strategic Plan, for this April Commission meeting. Due to time

constraints and the low Commissioner attendance at this meeting, the Vice Chair suggested that the review be conducted at the May 8, 2007 meeting. There was unanimous consent on the Commission for such an amendment.

Vice Chair Yak suggested the Commission explore hiring Chelle Lyons Hanson, the consultant who assisted with the strategic planning process, to assist the Commission with developing a mission statement. Mr. O'Keefe noted that expenses incurred for professional services during the drafting stage of the strategic planning process were \$500 under the Otto Bremer grant proposal budget. ***Follow-up Action*** Vice Chair Yak will explore rehiring Chelle Lyons Hanson to assist with mission statement development and will report her findings to the Commission at the next meeting.

- b) Outreach Committee: At the March 13, 2007 meeting, the Outreach Committee was directed to seek out and arrange for alternative locations for Human Rights Commission meetings in order to foster better communication and understanding between the Commission and the Community it serves. Ms. Williams informed the body that the location for the May 8, 2007 Commission meeting would be at Centro Cultural which is located at 1014 19th Street South, Moorhead, Minnesota. ***Follow-up Action*** Mr. O'Keefe will coordinate efforts to publicize Commission meeting locations.

Ms. Williams gave a report regarding planning for a Moorhead Human Rights Commission booth at the *Cinco de Mayo Celebration* hosted by the Centro Cultural. She encouraged any Commissioners who could attend to do so. She also requested staff assist her with collecting appropriate educational materials for the booth. ***Follow-up Action*** Ms. Williams and Mr. O'Keefe will collaborate on logistical arrangements for a Commission booth at the event.

Ms. Williams also shared information with the Commission regarding *Pangaea-Cultivate Our Culture*, which will be hosted at the Hjemkomst Center on November 10, 2007. She informed the Commission that she would be serving as a "participant relations volunteer," and encouraged other Commissioners to consider doing the same. Ms. Williams suggested that in future Commission discussions they consider a modest monetary donation to support the event.

Ms. Williams updated the Commission on the *Sister Corita: The Joyous Revolutionary* exhibit coming to Fargo, North Dakota during the months of September and October. As part of the event, the organizers will host a discussion with Susanna De Leon, an immigration attorney and social justice activist based in St. Paul, Minnesota. Ms. Williams suggested the Commission use this opportunity for community outreach by having a booth or engaging in some other activity at the event.

Finally, Ms. Williams announced that future Outreach Committee meetings will be held on the third Tuesday of every month at the Starbucks located at 906 Holiday Drive, Moorhead, Minnesota. She invited any Commissioners who were interested in Outreach Committee activities to attend.

- c) Education Committee: Vice Chair Yak proposed amendments, drafted in conjunction with Mr. Kopperud, to the Strategic Plan Schedule in regard to items assigned to the Education Committee (see highlighted items on attached draft). ***Action*** Ms. Williams motioned, seconded by Mr. Balderas, to accept amendments proposed by Vice Chair Yak to the Strategic Plan, which motion passed with unanimous approval.

Vice Chair Yak also requested that staff create a calendar of community events that are relevant to the mission of the Human Rights Commission. Mr. O'Keefe agreed to do so assuming the Outreach Committee, as well as other willing Commissioners, would assist staff with compiling a list of relevant events. Vice Chair Yak requested that such a calendar be available by May 1, 2007 to facilitate the work of the education committee. ***Follow-up Action*** Mr. O'Keefe will create a calendar of events relevant to the mission of the Human Rights Commission with the assistance of Ms. Williams of the Outreach Committee and with input from the entire Commission.

COMMISSION STRATEGIC PLAN (GOAL 4): At the March 13, 2007 meeting, a draft of the Strategic Plan was approved by the Commission with the exception of Goal 4/*Develop a plan to fund the Commission and its priority programs*. The Commission decided further discussion regarding Goal 4 was necessary due to opposition expressed by some members of the Community. Two basic types of opposition were expressed: that fundraising efforts by the Moorhead Human Rights Commission would compete with the fundraising efforts of other local nonprofit organizations and that the City of Moorhead should be responsible for fully funding its commissions. ***Action*** Ms. Williams moved, seconded by Mr. Arett, to table discussion until the next Commission meeting, which motion passed with unanimous approval.

BUDGET REPORT FOR FY 2007: Mr. O'Keefe gave a brief overview of the Commission's 2007 Budget and its Strategic Planning Process Budget. In summary, \$6,084.50 remains available for employee wages and benefits, \$600.37 remains available for operating expenses, and \$1,331.14 remains available for expenses relating to League of Minnesota Human Rights Commissions functions in the 2007 Budget. Of the Strategic Planning Process Budget, \$1,869.77 remains available for eligible expenses.

MHRC MEETING LOCATION PLANNING: At the March 13, 2007 meeting, the Outreach Committee was directed to seek out and arrange for alternative locations for Human Rights Commission meetings. Mr. O'Keefe solicited suggestions from Commissioners on how to raise public awareness of alternative meeting locations. Several suggestions were forwarded including:

- Public Service Announcements regarding meeting locations
- Listing meeting location in City elevators on the day of a meeting
- Listing future Commission meeting locations on Commission webpage
- Announcing meeting location at City Council meetings during "Citizens to be heard"
- Posting announcement on bulletin boards at grocery stores, academic campuses, and churches

The Commission also discussed the appropriateness and value of holding Commission meetings at places of religious worship. Some Commissioners felt that it would be inappropriate and would inevitably exclude individuals who felt uncomfortable at such locations. Other Commissioners viewed such venues as essential if the Commission wants to reach out to all members of the community. No consensus was reached during this discussion.

ID KEY STAKEHOLDERS AND SCHEDULE “ONE ON ONE” MEETING: At the March 13, 2007 Commission meeting, Duke Schempp of People Escaping (PEPP) conducted a workshop for the Commission on the “One on One” meeting technique. Vice Chair Yak suggested that Commissioners start individually scheduling “One on One” meetings with stakeholders in the community, stakeholders could be defined as people who are supportive of or opposed to the Commission’s mission, individuals who have insight that would be of value to the Commission, individuals who could assist the Commission in achieving their goals, as well as other interested parties. ***Follow-up Action*** Vice Chair Yak will solicit candidates from Commissioners for “One on One” meetings and will compile a list of such.

MEDIATION TRAINING OPPORTUNITIES AND COSTS: Mr. O’Keefe reported the results of his research on mediation vendors and, he is recommending Kristine Paratica, J.D. and the UND Conflict Resolution Center. The Center’s ½ day rate is \$175 per hour for a customized workshop for 1-12 participants. The trainer will also travel to Moorhead to conduct the workshop so long as travel fees, set by the State of North Dakota, are covered.

Mr. O’Keefe expressed his concern that this vendor may not be available to conduct training outside of standard business hours. Ms. Williams suggested another vendor would be just as suitable and might have a more desirable schedule. ***Follow-up Action*** Mr. O’Keefe and Ms. Williams will consult with both vendors and bring a recommendation to the Commission at their next meeting.

Mr. O’Keefe requested the assistance of Commissioners who are familiar with mediation techniques to craft a customized workshop. ***Follow-up Action*** Mr. O’Keefe and Mr. Arett will collaborate with the vendor to craft a customized workshop.

PROTOCOL FOR SENDING LETTERS FROM THE COMMISSION: Three issues were discussed in regard to this item:

- Allowing Commissioners sufficient time to review the language of proposed letters prior to discussion so that they do not feel rushed
- Clear delegation of letter drafting/ mailing responsibilities so that letters approved by the Commission are dispatched in a timely manner
- Clarifying with City Officials what role and authority the City has in overseeing and approving letters from the Commission to outside parties and agencies

Action Ms. Williams moved, seconded by Mr. Arett, to table discussion until the next Commission meeting, which motion passed by unanimous approval

UPDATE OF ARREST RECORDS ISSUE: Vice Chair Yak updated the Commission on the status of legislation that would seal the records of most arrests if they had not resulted in a

conviction. In the MN Senate the issue will be further studied this session for possible action next session. The bill has remained largely unchanged in the MN House, but will likely be amended to conform to the Senate's version.

Some members of the Commission expressed an interest in meeting with Moorhead Police Chief David Ebinger and Community Policing Coordinator Nancy Tarlson to better understand the opposition to this legislation. ***Follow-up*** Vice Chair Yak will invite the Chief Ebinger to the next Commission meeting.

NEW BUSINESS: None.

APPROVAL OF COMMISSION EXPENDITURES: None.

ADJOURNMENT: Meeting was adjourned by the Vice Chair at 8:56 p.m. The next meeting is scheduled for May 8th at 7:00 p.m. at the Centro Cultural.

RULES OF PRACTICE AND PROCEDURE
OF THE MOORHEAD HUMAN RIGHTS COMMISSION

7. HUMAN RIGHTS CONCERN PROCESS

The Moorhead Human Rights Commission promotes acceptance and respect for diversity and discourages all forms of discrimination according to the Minnesota Human Rights Act, section 363. Human Rights Concerns should be filed with a Commissioner or the City of Moorhead assigned staff person. A Commissioner who receives a concern should forward it to staff within 72 hours of the initial concern intake.

Staff will:

- Respond and explain the HRC process within 3-5 days of the original notification
- Inform individuals of their options under the Minnesota Human Rights Act
- Ask the person how he/she heard about the Moorhead Human Rights Commission
- Ask the person to sign a release form that will allow Commission staff to access records from public agencies
- Include an invitation to the next Human Rights Commission Meeting
- Provide referrals

The Moorhead Human Rights Commission authorizes the Executive Committee to process and act on concerns. All concerns should be brought before the Executive Committee within one month of the original notification. The Committee's actions should correspond with applicable laws and regulations. The Executive Committee will report to the full Commission within two months of the original notification to include response and action taken. The Executive Committee will follow-up and evaluate information for recurrence and community impact.

In the event that a Commissioner or staff believes that emergency action must be taken prior to an Executive Committee or regular Commission Meeting, the Commissioner or staff may notify the Chair or Vice-Chair who will then call a special meeting of the Commission or the Executive Committee. Such meetings and notice thereof will comply with applicable law (three days posted notice). A majority vote of the members present at a special meeting may authorize emergency action.

Standards of follow-up will include seeking resolution by tracking referrals and outcomes. The affected people and parties will be kept informed.

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- Include an invitation to the next MHRC Meeting
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Resources:

Minnesota Department of Human Rights: (800) 657-3704 (voice)
(605) 296-1283 (TDD)

Equal Opportunity Commission: (800) 699-4000 (voice) (800) 669-6820 (TDD)
www.eeoc.gov

Legal Services of Northwest Minnesota: (218) 233-8585 (800) 450-8585

Cultural Diversity Resources: (701) 526-3000

Fargo Human Relations Commission: (701) 476-4144 dmmahi@ci.fargo.nd.us

Human Rights Concern Intake Form

Name: _____

Address: _____

City: _____

Phone: _____

Email Address: _____

Date of Alleged Concern: _____

Do you wish to remain anonymous? _____

Type of Discrimination? race marital status creed public assistance status

(Circle those applicable) color sexual orientation disability religion

sex national origin age familial status

Statement of the concern in the person's own words: _____

Do you know of any other individual who have experienced the same situation? _____

Desired Outcome: _____

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Date of Intake: _____	Intake Person: _____
Meeting Date: _____	Referral?: _____
Commissioner's Assigned: _____	
Action Taken: _____	

