



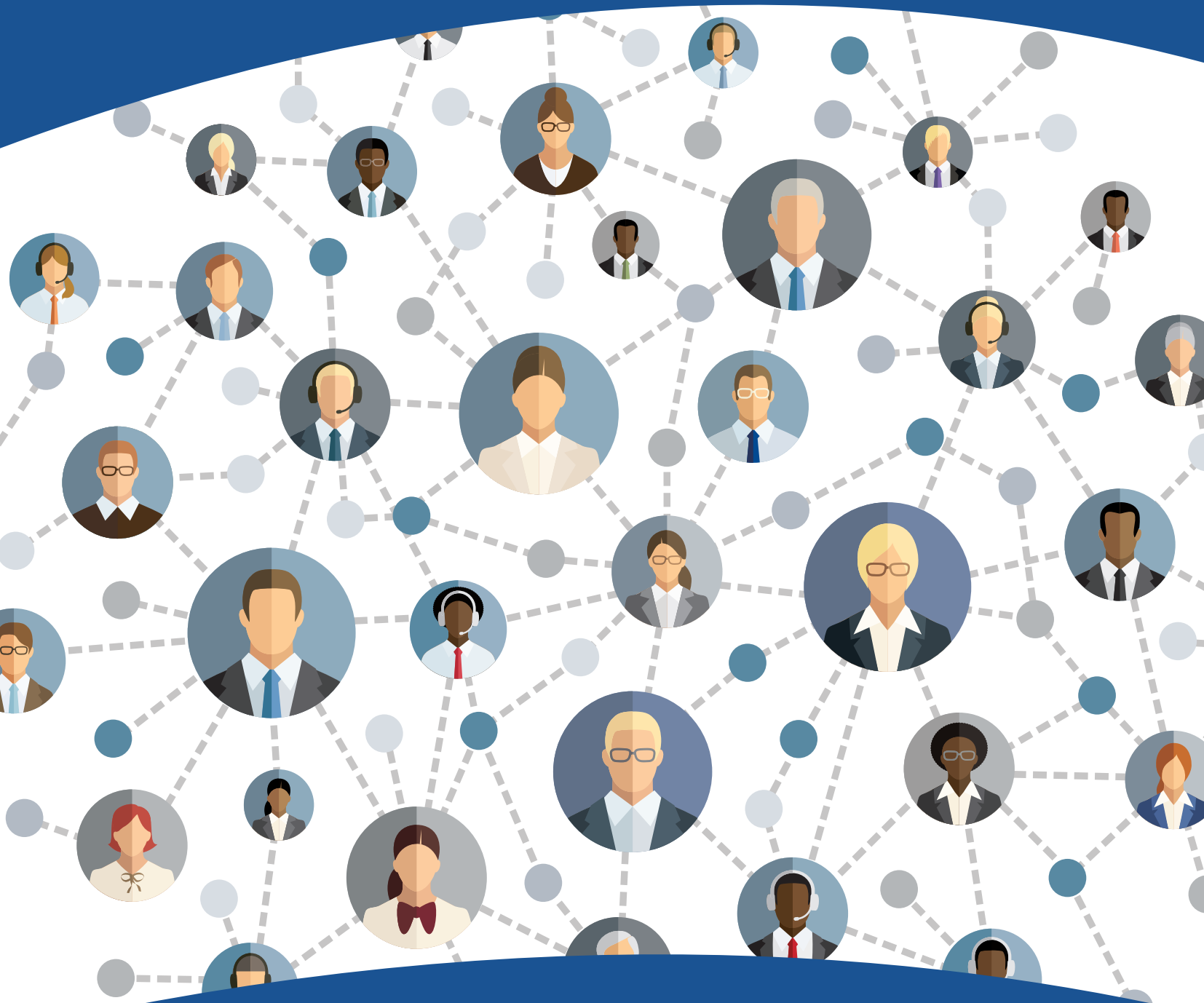
AGENDA
CHASKA HUMAN RIGHTS COMMISSION
ONE CITY HALL PLAZA, CHASKA CITY HALL
Thursday, May 23, 2019
6:30 PM

- 1 Roll Call
- 2 Adopt Agenda
- 3 Open Forum/Guest Presentation
 - 3A Guest Presentation - Jim Accurso, Minnesota Partnership Specialist, U.S. Census Bureau
- 4 Approve Minutes
 - 4A Human Rights Commission Minutes - April 25, 2019
- 5 Treasurer's Report
 - 5A Treasurer's Report
- 6 Old Business
 - 6A Reminder: Joint work session with the Council and all Boards/Commissions on June 17 from 4:30 pm to 7:00 pm in the Council Chambers
 - 6B Update: Equity & Inclusion
 - 6C Update: River City Days Booth July 26-27
- 7 New Business
- 8 Next Meeting Date: June 27, 2019
- 9 Adjourn

2020 Census Complete Count Committee

Guide

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Bureau

3A Guest Presentation - Jim Accurso,...

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2020

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WHY DO WE TAKE THE CENSUS?

The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and one has been conducted every 10 years since then.

The population totals from the census determine the number of seats each state has in the House of Representatives. States also use the totals to redraw their legislative and school districts. The next census occurs in 2020.

The U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

The population totals also affect funding in your community, and data collected in the census help decision makers know how your community is changing. Approximately \$675 billion in federal funding is distributed to communities each year.

Will the 2020 Census be the same as 2010?

There are some important changes in 2020:

- We are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.
- For the first time, you will be able to respond online, by phone, or by mail.
- We will use data that the public has already provided to cut down on in-person follow up visits to nonresponding households.



HOW ARE CENSUS DATA USED?

Census data are widely and wisely used.

Census data are used in many ways. Some examples include:

- Distribution of more than \$675 billion annually in federal funds back to tribal, state, and local governments.
- Redistricting of state legislative districts.
- Forecasting future transportation needs for all segments of the population.
- Determining areas eligible for housing assistance and rehabilitation loans.
- Assisting federal, tribal, state, and local governments in planning and implementing programs, services, and emergency response.
- Designing facilities for people with disabilities, the elderly, and children.



ARE CENSUS DATA REALLY CONFIDENTIAL?

ABSOLUTELY!

All responses to Census Bureau surveys and censuses are confidential and protected under Title 13 of the U.S. Code. Under this law, the Census Bureau is required to keep respondent information confidential. We will never share a respondent's personal information with immigration enforcement agencies, like ICE; law enforcement agencies, like the FBI or police; or allow it to be used to determine their eligibility for government benefits. The results from any census or survey are reported in statistical format only.

Individual records from the decennial censuses are, by law (Title 44, U.S. Code), confidential for 72 years.

In addition, under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000.



WHAT ARE COMPLETE COUNT COMMITTEES?

Complete Count Committees

Complete Count Committees (CCC) are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. The U.S. Census Bureau cannot conduct the 2020 Census alone.

There are three kinds of Complete Count Committees (other than the State Level CCC):

- Tribal.
- State and local government (regional, county, city, or town).
- Community.

A Complete Count Committee should be formed to:

- Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community.
- Bring together a cross section of community members whose focus is 2020 Census awareness.

Let's take a look at these and review the differences between the common types and sizes.

Tribal and Government Complete Count Committees

Complete Count Committees are usually formed by the highest elected official in that jurisdiction, such as a tribal leader, a mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2020. Members could include persons from the areas of education, media, business, religion, philanthropy, and community groups. Most local government CCCs are small to medium size, depending on the jurisdiction. A town may have a small committee with only 3-5 members, while a city may be medium to large size with anywhere from 10 to more than 100 members, depending on the size of the city or tribe.

Since state, county, and regional CCCs cover a larger geography, they tend to be larger in size, with 20-50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful

committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impact their communities. In previous censuses, the most productive government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under "What Is the Subcommittee Structure of a CCC?"

Examples of Tribal and Government Complete Count Committee Strategies

Nationwide, there were over 10,000 Complete Count Committees formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a "grassroots" approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day "Be Counted" parades.
- Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

Sample Activities of Tribal and Government Complete Count Committees

2018-2019

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.

- Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.
- Host a Census Solutions Workshop (see Appendix C) with others in the community.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of your census activities.
- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2020 Census.
- Have census information available during voter registration drives.

January–March 2020

- Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.
- Provide information on federally funded programs that have benefitted the community.
- Plan a major promotional event around the start of self-response or when households get their invitation to respond. Advise communities that they can respond to the census online.
- Saturate public access areas with easy-to-read and understandable census information customized for your community.
- Ask elected officials to encourage households to complete the census online, by phone, or return the questionnaire by mail.

- Place a census message on all municipal marquees urging households to complete the questionnaire online, by phone, or by mail.

April 2020

- Place public service announcements in local media encouraging households to respond.
- Have census rallies or parades.
- Urge households who do not respond to cooperate with census takers.

Community Complete Count Committees

Community Complete Count Committees are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among that population and encourage them to respond when the invitations to respond are delivered. A tenants' association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. They may also include foundations or philanthropy groups to fund the committee's activities around a particular audience. Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents.

Small committees may not need subcommittees, however larger committees may find this structure helps them focus and work more effectively.

Examples of Community Complete Count Committee Strategies

A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and Human Development Commission.

Here are some suggestions that worked for them:

- Set clear achievable goals and objectives.
- Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in your area or among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
- Develop an action plan that includes activities and events which will support your efforts and help you meet your goals and objectives.
- Create promotional materials that appeal to your community.
- Implement special events that will generate interest and participation in the census.
- Use social media to engage your community.

Sample Activities of Community Complete Count Committees

2018-2019

- Make a list of community-based organizations in your area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
- Host a Census Solutions Workshop with other community-based organizations in your area to come up with innovative and engaging ways to reach your communities.
- Check the community calendar in your area for events. Contact organizations to see if you can have a census table to pass out census materials to increase awareness.
- Plan and solicit sponsors for a “Census Day/Night Street Festival” in late 2019. Think of creative games or activities where census information can be incorporated.

- Develop a 2019 Census Activity Calendar, ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
- Ask organizations to include a census article or message in all of their publications and social media channels from April 2019 to July 2020.

January-March 2020

- Encourage organizations to include 2020 Census on the agenda of their meetings, workshops, or conferences.
- Distribute/post on social media fliers announcing the invitation to respond to the census at busy locations in the community.
- Make public statements of support and the importance of participating in the 2020 Census.

April 2020

- Encourage households to complete the questionnaire online, by phone, or by mail.
- Plan a Census Day event to motivate the community response.
- Look online or check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate individuals to respond.
- Remind households if they didn't respond online, by phone, or mail their questionnaire back, a census worker may come to their home. Encourage households to cooperate with census workers.

May 2020

- Continue to encourage community individuals to cooperate with census workers.
- Evaluate what worked best for your community and briefly report this information to your census contact.
- Celebrate your success and thank all those involved in making it happen.



WHEN SHOULD A COMPLETE COUNT COMMITTEE ORGANIZE?

Get Organized RIGHT NOW!

Although the 2020 Census may seem a ways off, the census awareness campaign should start TODAY. The 2020 Census jobs are being advertised. Households will begin to experience, by the end of 2019, some type of census operation such as address listing. These operations are necessary to verify the accuracy and location of each address in the United States.

The immediate formation of a CCC will ensure that local households are kept abreast of the various census operations before the information is nationally circulated.

The more informed households are about the 2020 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2020.



WHAT IS THE SUBCOMMITTEE STRUCTURE OF A CCC?

The Structure

The Census Bureau partnership staff will serve as a liaison or an informational resource.

The operation of the CCC flows from the tribal leader or highest elected official or community leader to the chairperson, the committee members, and/or to the community at large.

The tribal leader or highest elected official or community leader appoints a chairperson. The chairperson is the liaison or main source of contact between the CCC and the Census Bureau.

The chairperson collaborates with the highest elected official or community leader to select subcommittee chairs.

The CCC should involve every aspect of a local community in its subcommittee structure—government, education, faith-based organizations, media, community-based organizations, business, foundations or other philanthropic organizations, and recruiting. **The Census Bureau does not manage Complete Count Committees.**

The following are examples of a typical subcommittee structure. Other subcommittees may be formed based on the focus of the CCC or the needs of the community. Examples of other subcommittee topics are migrant and seasonal farmworkers, children/youth services, immigrants, senior services, and the disabled community.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a Complete Count Committee are those community members who have

expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

Recruiting subcommittee—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

Government subcommittee—Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs and identifying other resources for CCC activities.

Education subcommittee—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials.

Faith-based subcommittee—Creates and coordinates activities and materials that can be

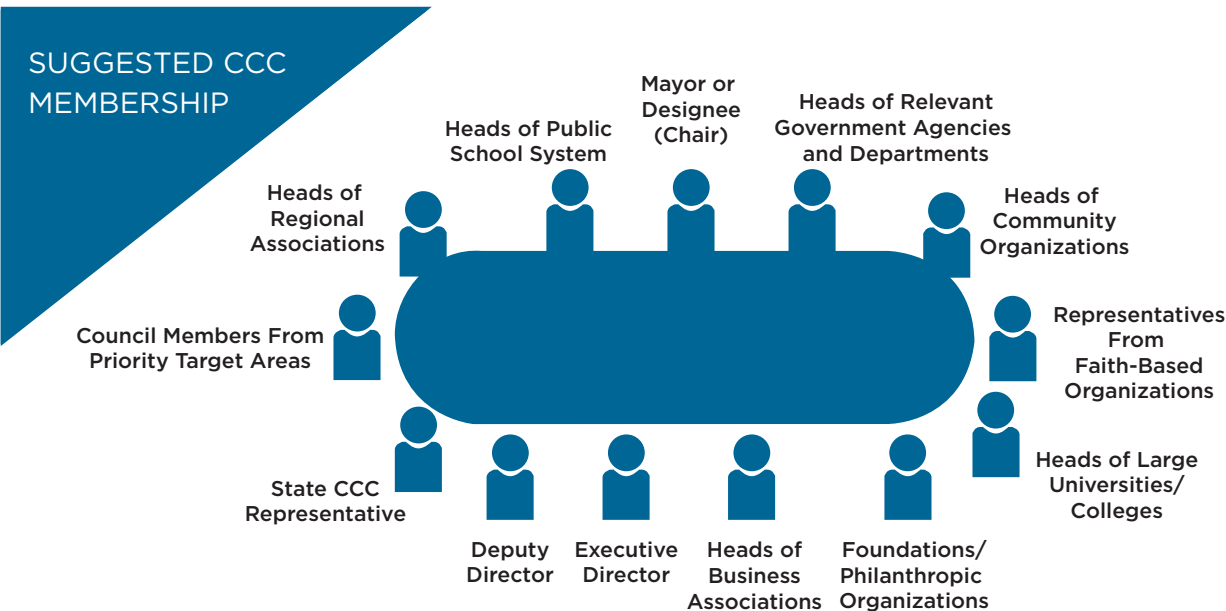
used by any local faith-based institution in the promotion of the 2020 Census awareness and participation.

Media subcommittee—Facilitates ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, social media, radio, and television.

Community-based organizations subcommittee—Collaborates with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.

Business subcommittee—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.

Figure 1.
Suggested CCC Membership



*Partnership Specialist is advisor and Census Bureau liaison to Municipal CCCs



SUMMARY: THE BENEFITS OF COMPLETE COUNT COMMITTEES

CCCs speak the language of and know the pulse of its community, therefore establishing an information highway that even the internet cannot rival—neighbor informing neighbor.

The CCCs will help ensure an accurate 2020 Census count.

The CCCs gain valuable knowledge about the census process at the local level and develop a plan to impart that knowledge to each and every household as only neighbors and fellow stakeholders can do.

The CCCs help maximize participation and response rates by increasing awareness throughout the 2020 Census.

APPENDIX A:

50 WAYS CENSUS DATA ARE USED

- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- Developing assistance programs for American Indians and Alaska Natives.
- Creating maps to speed emergency services to households in need of assistance.
- Delivering goods and services to local markets.
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing “intelligent” maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as background for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Spotting trends in the economic well-being of the nation.
- Planning for public transportation services.
- Planning health and educational services for people with disabilities.
- Establishing fair market rents and enforcing fair lending practices.
- Directing services to children and adults with limited English proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographic areas.
- Providing genealogical research.
- Planning for school projects.
- Developing adult education programs.
- Researching historical subject areas.
- Determining areas eligible for housing assistance and rehabilitation loans.

APPENDIX B:

UNDERSTANDING THE

LANGUAGE OF THE 2020 CENSUS

GLOSSARY

The 2020 Census From A to Z

A

Address Canvassing

The Address Canvassing program implements methods to improve and refine the U.S. Census Bureau's address list in advance of the 2020 Census enumeration. The Census Bureau needs the address and physical location of each living quarter in the United States and Puerto Rico to conduct and tabulate the census. An accurate list ensures that residents will be invited to participate in the census and that the census counts residents in the correct location.

American Community Survey (ACS)

A monthly sample household survey conducted by the Census Bureau to obtain information similar to the long-form census questionnaire. The ACS is sent to a small percentage of the U.S. population on a rotating basis. First tested in 1995, it replaced the long form for the 2010 Census. Since 2004, ACS has provided annual data for social and economic characteristics for many geographic areas and population groups.

Area Census Office (ACO)

A temporary office established to oversee census operations in a specific area. These operations include address listing field work, local recruiting, and visiting households to conduct the 2020 Census.

C

Census Bureau

An agency within the U.S. Department of Commerce and the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people, housing, and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys, conducts the

decennial census of the U.S. population and housing, the quinquennial economic census, and the census of governments.

Census Day

The reference date for collection of information for a census. For the decennial census, this has been April 1 of the decade year (year ending with zero) since the 1930 Census. April 1, 2020, is the reference date, Census Day, for the 2020 Census.

Census Information Center (CIC)

The CIC program was established in 1988, when the Census Bureau and the National Urban League entered into a joint agreement to create a pilot project to make census data and information available to minority communities. Over the next 2 years, the Census Bureau added four additional organizations to the pilot program; the National Council of La Raza, the Asian and Pacific Islander American Health Forum, Americans for Indian Opportunity, and the Southwest Voter Research Institute (now the William C. Velasquez Institute).

In 2000, the CIC network became an official Census Bureau program. That year, the Census Bureau expanded the network to a total of 59 organizations.

Census Solutions Workshop

A Census Solutions Workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. The Census Solutions Workshop is specifically geared to generate new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.

Commitment

An agreement or pledge to carry out a particular task or activity that will in some way help the census achieve its goals.

Complete Count Committee (CCC)

A volunteer committee established by tribal, state, and local governments, and/or community organizations to include a cross section of community leaders, including representatives from government agencies; education, business, and religious organizations; community agencies; minority organizations; and the media. The committees are charged with developing and implementing a 2020 Census outreach, promotion, recruiting, and enumeration assistance plan of action designed to target and address the needs of their communities.

Confidentiality

The guarantee made by law (Title 13, U.S. Code) to individuals who provide information to the Census Bureau, ensuring that the Census Bureau will not reveal information to others.

D**Decennial Census**

The census of population and housing taken by the Census Bureau in each year ending in zero. Article I, Section 2, of the U.S. Constitution requires that a census be taken every 10 years for the purpose of apportioning the U.S. House of Representatives. The first census of population was taken in 1790.

E**Enumeration**

The process of interviewing people and recording the information on census forms.

Enumerator

A Census Bureau employee who collects census information by visiting households during census field operations.

G**Group Quarters (GQ)**

The Census Bureau classifies all people not living in housing units as living in group quarters. There are two types of group quarters: institutional group

quarters (for example, correctional facilities for adults, nursing homes, and hospice facilities) and noninstitutional group quarters (for example, college/university student housing, military quarters, and group homes).

H**Hard to Count (HTC)**

Groups or populations who have historically been undercounted and/or traditionally have not responded well to the decennial census questionnaire, such as ethnic/minority populations, renters, and low income households.

Hard to Enumerate (HTE)

An area for which the environment or population may present difficulties for enumeration.

Highest Elected Official (HEO)

The elected or appointed person who is the chief executive official of a governmental unit and is most responsible for the governmental activities of the governmental unit such as the governor of a state, chair of a county commission, or mayor of an incorporated place, tribal leader, or chairman.

Household (HH)

A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.

Housing Unit (HU)

A house, townhouse, mobile home or trailer, apartment, group of rooms, or single room that is occupied as separate living quarters or, if vacant, is intended for occupancy as separate living quarters.

M**Master Address File (MAF)**

A Census Bureau computer file of every address and physical location, including their geographic locations, that will be used to conduct the next decennial census, as well as some ongoing surveys. This address file is updated throughout the decade and is supplemented by information provided by tribal, state, and local governments.

N

Nonresponse (NR)

A housing unit for which the Census Bureau does not have a completed questionnaire and from which the Census Bureau did not receive a telephone or Internet response.

Nonresponse Followup (NRFU)

A field operation designed to obtain a completed interview from households where a self-response was not received. Enumerators will make personal visits to these households to obtain completed interviews. The enumerator will collect respondents' answers to interview questions or information about the status of the housing unit (for example, vacant or nonexistent). If all attempts to contact the individuals of a household are unsuccessful, an enumerator will obtain as much information as possible about the household from a neighbor, building manager, or another reliable source.

P

Partner

A partner is a group or individual that commits to participate in some way with census activities.

Partnership

An agreement with tribal, state, and local governments, national organizations, and community groups (faith-based organizations, businesses, media, schools, etc.) that allows their active participation in various census activities.

Partnership Specialist

The Partnership Specialist takes a lead role in outreach and promotional efforts before and during census operations. Their main duties are increasing awareness and outreach in communities and gaining cooperation and participation from those communities.

Privacy Act

The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering the questions.

R

Regional Census Center (RCC)

One of six temporary Census Bureau offices established to manage census field office and local census office activities and to conduct geographic programs and support operations.

Regional Office (RO)

One of six permanent Census Bureau offices that direct and advise local census offices for the 2020 Census. The Regional Office also conducts some one-time and ongoing Census Bureau surveys, such as the Current Population Survey (CPS), which is used to publish unemployment figures each month, and the American Community Survey (ACS), a nationwide survey designed to obtain information similar to long-form data and to provide communities a fresh, more current look at how they are changing.

Respondent

The person who answers the Census Bureau's questions about his or her living quarters and its occupants. The respondent is usually the member of the household who owns or rents the living quarters.

Response Outreach Area Mapper (ROAM)

A Web mapping application developed to make it easier to identify hard-to-count areas and to provide a socioeconomic and demographic characteristic profile of these areas using American Community Survey estimates available in the Census Bureau Planning Database, available at <www.census.gov/roam>.

S

Self-Response

Self-response is where households complete and return their census questionnaire in a timely manner, directly to the Census Bureau, without requiring a census worker to visit the house to obtain their responses in person. Self-response—by internet, mail, or phone—is significantly less costly than in-person followup.

State Data Center (SDC)

The State Data Center (SDC) program is one of the Census Bureau's longest and most successful partnerships. This partnership between the 50 states, the

District of Columbia, Puerto Rico, the island areas, and the Census Bureau was created in 1978 to make data available locally to the public through a network of state agencies, universities, libraries, and regional, and local governments.

The SDC lead organization is appointed by the Governor of each state/commonwealth, Puerto Rico, the Island Areas (American Samoa, Guam, The Commonwealth of the Northern Mariana Islands, Virgin Islands) or the mayor of the District of Columbia.

Since its creation, the SDC network has provided access and education on Census Bureau data and products as well as other statistical resources to millions of data users.

Statistics in Schools (SIS)

A national program component of the 2020 Census with an emphasis on kindergarten through eighth grade students in schools located in hard-to-count areas. The purpose of Statistics in Schools is to educate all of the nation's K-12 students about the importance of the 2020 Census.

T

Title 13 (U.S. Code)

The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting censuses in Puerto Rico and the Island Areas.

Transitory Locations

Sites that contain movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers, tents, or other types of portable housing.

Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.

U

Update Enumerate (UE)

The UE operation is designed to update the address and feature data and enumerate respondents in person. UE is designated to occur in areas where the initial visit requires enumerating while updating the address frame, in particular in remote geographic areas that have unique challenges associated with accessibility.

Update Leave (UL)

This operation is designed to update the address and feature data and leave a choice questionnaire package at every housing unit (HU) identified to allow the household to self-respond. UL is designed to occur in areas where the majority of HU do not either have mail delivered to the physical location of the housing unit, or the mail delivery information for the HU cannot be verified.

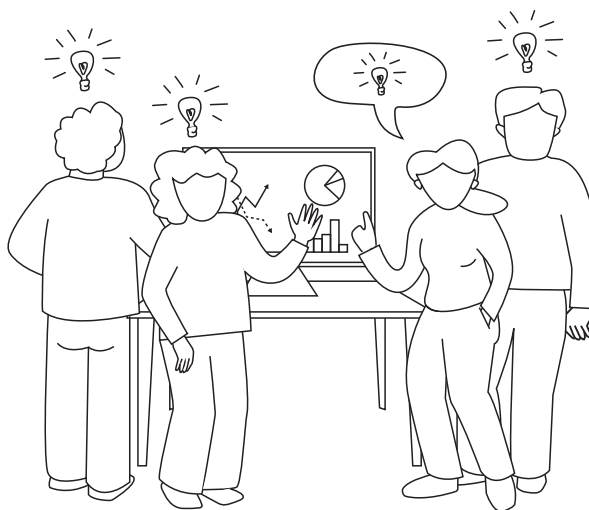
V

Value Added

Refers to any service or activity provided by partners that would ordinarily require payment such as room/space for training, use of staff time, and use of other business resources.

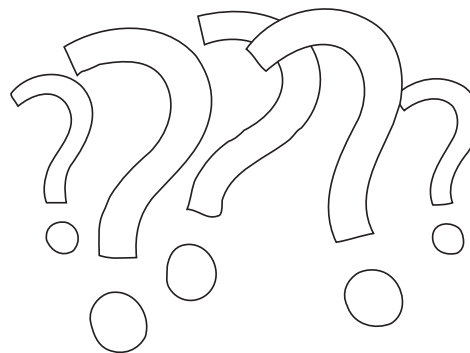
What Is A Census Solutions Workshop?

A solutions workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. A Census Solutions Workshop generates new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.



Why It Matters

A complete count ensures accurate census data that is critical for government programs, policies, and decision-making, but participation in Census Bureau surveys has declined in recent decades. We want to support your efforts to generate innovative and engaging ways to reach your communities.



How Can You Host A Workshop?

Businesses, city officials, community-based organizations, or anyone else can host a workshop. We created a toolkit to give you step-by-step guidance on how to host one.

The toolkit is available at:
www.census.gov/partners.

For more information, please contact us at:
census.partners@2020census.gov.





CONTACT INFORMATION

For additional information about the Complete Count Committee Program, please contact your regional census center.

If you reside in:	Please contact:
Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina	ATLANTA Atlanta.rcc.partnership@2020census.gov
Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin	CHICAGO Chicago.rcc.partnership@2020census.gov
Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming	DALLAS Dallas.rcc.partnership@2020census.gov
Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington	LOS ANGELES Los.Angeles.rcc.partnership@2020census.gov
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico	NEW YORK New.York.rcc.partnership@2020census.gov
Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia	PHILADELPHIA Philadelphia.rcc.partnership@2020census.gov

Chaska Human Rights Minutes

Thursday, April 25

Meeting called to order at 6:30

1. Roll Call

Present: Bean, Carlson, Dunbar, Haga, Leggett, Welvaert, White

Absent: Scarborough, Spreadbury

2. Motion to adopt the agenda. Moved by Carlson, seconded by White. Motion approved.

3. Open Forum:

Jenny Stone, ECCS School Board Member

Stone introduced herself as someone who taught and coached at Chaska High School for a number of years and is the newest member of the school board. She said we live in a strong and caring community with great schools, but we have a lot of work to do so everyone in our community feels welcome, safe, and supported. Noted her gratitude that so many HRC members were there to speak at the last school board meeting and agrees we need to do better for our kids. The more we communicate, the more trust we can build. She also wanted to note for the record that she didn't know anything about latest racial incident at CHS at the April community conversation. She was disappointed, and felt disingenuous, and was sorry.

As is common practice with a district of 10,000 students, behavior issues stop at the superintendent level. She believes this incident should have brought forth to the public. In spite of that misstep, she believes community dialogue was progress in the right direction. Stone came to the HRC meeting to learn and listen, and is committed to doing the hard work necessary to make change. She wants to partner with all of community leaders to create safe and nurturing schools for all of our students and the life of our community depends on it.

Leggett thanked her for a powerful, authentic, and heartfelt statement made in the City Council Chambers. We have children that are hurting, the community is hurting. The community is getting a name right now – we have to decide as a community if we're going to change that. The school is just a symptom. City Council has to decide what they want to do. He noted he was encouraged there's been some joint activity. Mayor Windschitl was at the school board meeting and put out a statement. For this community to truly come out of this positively - which we must – it will take the community to step up and do something. He thanked Stone for taking the first step as the leader he knows she is.

Carlson thanked her for coming.

Kabat noted the city is working on opening dialogue with the school district. That starts with the city working to understand better what the true nature and nuance of things at the school district are, but this is a community issue and we have to understand all sides. Quality of education is really important to the entire community, which increases the sense of urgency.

4. Motion to approve minutes.

Motion to approve by Carlson, seconded by Bean. Motion approved.

5. Treasurer's Report:

No expenditures yet this year, so balance remains \$2,000.

6. Old Business

a. Joint Work Session, June 17, 4:30 – 7:00 pm

Reminder of June 17 Joint Work session.

b. Discussion: Equity and Inclusion

Welvaert read a statement she developed on behalf of the commission. She noted there was a lot in her heart this week, and the need to create a platform for these voices and back them up with action. She noted appreciation for the work of the commission on these issues, being present in the community and working to help heal.

Kabat provided an update on what the city's been working on following the mayor's statement:

- Three key steps

- Dialogue with school district; there is a meeting scheduled next week. The discussion will talk about city work, and taking a leadership role in recognition that this is a community topic. There will be discussion about partnership to achieve those goals.
- The city is working with the YMCA about possibility to do some training, open up some community conversations. They met with the Y today, who has been doing programs for some time around equity, race, dialogue. They opened a new center in Minneapolis that among other things provides training on unconscious bias. They also have a lot of training they can bring to communities and have done so in places like Hastings and Burnsville. Talking with them it became clear that this could be a really good opportunity for the city. There aren't specifics yet but the city will work with the Y to develop a proposal. Many community leaders will be involved in that conversation, makes sense for Jen in her role as chair to be a key part.
 - During the meeting with the Y the city committed to sending all staff to the YMCA to receive this training on unconscious bias. That's a six-month process, but every staff member will receive that training. There is also hope that the City Council can participate in some way, possibly something condensed available for commissions.
- The city is also exploring working with a group to do a community dialogue. YMCA is part of that conversation, they've also talked with HueLife, who has a lot of experience working with communities on strategic planning, broader community discussions. Not just equity and diversity but other potential contentious situations. The city group will look at both proposals, and talk about building Will look at Y proposal, HueLife proposal, with city group. Can also look at opening up dialogue and building capacity at a leadership level, too.

Leggett said it was great to see the city taking a stance. It would have been good to see the city respond faster, because these issues have been going on for quite a while and it's taken a long time to recognize it was happening and for city to engage but better late than never. He noted that the city hasn't had a real community conversation yet – the one the district sponsored last week was controlled conversation. We need to make sure everyone gets to engage and all voices are heard. The meeting at Clover Ridge didn't meet expectations, a lot of folks walked out of there feeling very disappointed. If the city is going into a meeting with the school district, be really clear what the outcomes are. People are looking for action. Leggett encouraged the city leadership to act on what they can do to change the culture in the city – that's what's going to reverberate. These impacts have lasting ramifications.

Carlson said she went to the community meeting expecting to have dialogue. There were no interpreters there, so rights of those who were disabled were not met, no introductions were made. Some people were walking around the room, there were discussions at the tables; one of two community members at a table filled with school employees reported they all said they were instructed not to speak negatively. She felt the apologies made were hollow and walked away feeling very unsatisfied. She noted another incident has occurred at Chaska High School, and she continues to be deeply troubled. She suggested partnering with school board and members of city staff to work towards resolving these issues – respecting, honoring, listening, and acting so that there is a positive change.

Carlson told Stone she was thankful she was at the HRC meeting and was troubled that no one bothered to introduce the school board members at the community dialogue meeting. Dialogue didn't even occur, it wasn't community engagement. Something has to change. Process, education, opportunities take time. She's glad to hear the city and commission are stepping up, but deeply saddened that this is occurring in our community and we as the HRC have not stepped forward and said what can we do. What is it we can do, how soon can we get this going?

White asked if the HRC can host a community dialogue.

Kabat said that's what the city is currently working on. The YMCA doesn't want to tell the city what that looks like, but it's a great place for the HRC to engage and act as a sounding board for that process. Intent is to have these groups assist with one. What's said in the HRC meetings informs him, it informs the council, they read meetings and watch minutes. What happens at these meetings is not isolated to this moment in time, but is heard and shared. Community dialogue is a good idea, and it's important for us all to be on the same page. We need to have professionals in the room who can help lead and guide that discussion.

Leggett asked what are we advising. The commission knows there's a problem, we know the city wants to go after it the right way; an attempt was made that wasn't very good. He urged the city to move faster, and get to work. People are in jobs to do this kind of work. Making a community work well is the mayor's job, that's the superintendent's job, that's the city administrator's job. React as if your kids depend on it. There are kids even today who continue to have issues and not feel safe. The city has to act.

Dunbar noted she was at a table at the community conversation and only two of the others at that table weren't school board members. There was a list of five questions and answers were provided by going around the table but there was no indication how that information would be used. She realizes these things take time but we're almost to the end of the school year and there are kids hurting right now who shouldn't have to go the summer with no resolution that something's going to happen. If the commission doesn't have concrete ideas tonight we're going to fall way behind.

Kabat noted that the YMCA is preparing a proposal, hoping to move forward with it in the next couple of weeks. Dunbar asked to be notified via email when something moves forward.

Welvaert said it's the same thing that people have been saying at school board meetings - we need some communication and transparency. Everyone keeps hearing about things in the works but have no idea what they are. Getting communications out to the people in Chaska is important, and they don't have to be detailed, but just who/what, timelines and deadlines. People need to see the work along with increased visibility and effort from leadership. That's going to be reassuring to community members.

Welvaert said she's been struggling this week with how to change the culture. It's not something you can say – you can't say don't do that and it won't occur anymore. She's going to meet with a couple of commissioners from the Saint Louis Park and Bloomington HRCs to understand what they've done. This isn't to fix Chaska, but find out what worked for them and get some takeaways to look at things from a different perspective.

Carlson said this isn't an issue that's just important for parents who have kids in the schools, it's important to our community. Chaska is our home, ISD112 is the school that serves our homes. if we don't have good school systems here, then people will choose not to come to Chaska, but go to Waconia, or someplace else. That would be a shame.

Dunbar noted that the meeting didn't provide a lot of direction, but if there are updates before May we should get them sooner.

Kabat said the intent would be so share updates.

c. Census – Update on city involvement

- a. It is probably not possible to do a complete count city process at this point but there may be other ideas to promote everyone getting counted. Andrew Vernon has offered to come out and speak to the commission at our next meeting. Mayor and city council are welcome to attend. Carlson also noted he will be able to provide the HRC with material to hand out at River City Days about why it's important. There may be some funding available through the state but that's not certain.

Motion to direct staff to formally invite city council to attend the presentation made by Dunbar, seconded by Haga. Motion approved.

d. Equity letter revisited

Members complimented Welvaert on the letter she'd read earlier in the meeting and encouraged wider distribution. Motion to send letter, with small revisions, to Herald, city social media made by Carlson, seconded by Leggett. Motion approved.

e. River City Days

An update will be provided at the next meeting with concrete plans and actions.

7. New Business

Leggett asked for a clarification from last meeting regarding open meetings. Welvaert noted that the June training will clarify many of the outstanding questions.

Kabat noted that those on the commission are appointed members of the HRC, so whether in this chamber or not members are commissioners. Obviously, everyone is entitled to their own opinion, but any time members are at a public forum and there's a quorum present (>4) there's the potential to be in violation of open meeting law. There's some nuance to that of course, and it's up to a court to determine. His advice is to avoid having a quorum at an event to avoid even the perception of an open meetings law violation. The reality is more likely than not if commissioners are at a community event they're not making decisions, but it could put us in a position to defend ourselves. If HRC members anticipate four or more are going to be somewhere let him know so he can post it. If at all possible, avoid having a quorum.

Welvaert indicated that practice could be a positive PR piece, actually, if commissioners let Nate know and he posts something it shows level of engagement. This is why the training is important.

Kabat urged, as HRC moves forward, to do as the City Council does. The best practice is to figure out who is going to represent HRC at particular meetings. That's the way public bodies frequently approach this sort of thing. Show of support piece is important, and makes sense on occasion, but that needs to be balanced strategically.

8. Our next meeting date is May 23, 2019.

9. Motion to adjourn made by Carlson, seconded by Leggett. Meeting adjourned at 7:42.

STAFF REPORT

CHASKA HUMAN RIGHTS COMMISSION

May 23, 2019

Subject: **Joint Work Session - June 17, 4:30 - 7:00 pm**

Prepared By: Nate Kabat

The City will be holding a joint work session with the Council and all Boards/Commissions on June 17 from 4:30 pm to 7:00 pm in the Council Chambers. This joint meeting will be for Pamela Whitmore from the League of MN Cities to come conduct a training related to general governance, open meeting law, data practices, and other related topics which are important for elected and appointed officials to understand. During this session, Matt Podhradsky will also provide an overview of the City's mission, vision, and strategic goals.

We believe this will be good timing for the training as its one of the first meetings following the special election on May 14th for the Ward 2 and Ward 4 Council seats. Additionally, we've had a number of new people join the Boards/Commissions recently, so introducing everyone to these important topics will be helpful.

Whether you are new to your position, or have been serving for a number of years, the training will be relevant to you as a City Official and you are strongly encouraged to attend.

More information will be shared about the training as June 17th gets closer.

STAFF REPORT

HUMAN RIGHTS COMMISSION

May 23, 2019

Subject: **Update: Equity & Inclusion**

Prepared By: Nate Kabat

Work has continued to move forward with putting together a plan on working with the School District and City of Carver on equity.

Since last Human Rights Commission meeting, we have held meetings including representative of the City of Chaska, City of Carver, the School District, concerned parents, and the YMCA to learn about the services the YMCA could potentially provide to the community for developing a dialog with residents. Following that meeting, the YMCA staff have joined additional meetings with the School District's recently created Equity Task Force. YMCA staff want to learn about the work the School District is pursuing and the role of its Task Force to best understand how they can contribute to both the School District's efforts and broader community discussions in the most effective way. The YMCA is actively drafting a proposal that we expect to receive within the next two weeks.

Additionally, the Eastern Carver County Leaders group met over the past week and brought in a speaker from the League of MN Cities to discuss efforts the League has been doing with communities over the past 4 years on topics related to equity. There was consensus among the group to pursue this work with the League County-wide.

Also, the City of Chaska has received a proposal from the YMCA for staff training on the topics of equity, inclusion, and unconscious bias. This training is a component of a broader customer service training initiative we have been pursuing. Staff are evaluating the proposal and will move towards implementing this training for City of Chaska staff in the coming weeks.

In addition to these updates to the Human Rights Commission, Matt Podhradsky is routinely providing updates directly to the City Council on this work.