



AGENDA
CHASKA HUMAN RIGHTS COMMISSION
VIRTUAL ON ZOOM
Thursday, September 24, 2020
6:30 PM

- 1 Roll Call
- 2 Adopt Agenda
- 3 Open Forum/Guest Presentation
- 4 Approve Minutes
 - 4A Minutes - July 23, 2020
- 5 Treasurer's Report
 - 5A Treasurer's Report - September
- 6 Old Business
 - 6A Update: Resignation of Commissioner Scarborough Accepted by Council
 - 6B Discussion: Joint Work Session Next Steps
 - 6C Update: River City Days Committee
 - 6D Update: MLK Committee
- 7 New Business
 - 7A Human Rights Award
 - 7B Commissioner Terms and Reappointment Process
 - 7C Other Business
- 8 Next Meeting Date

9 Adjourn



Minutes
CHASKA HUMAN RIGHTS COMMISSION
ONE CITY HALL PLAZA, CHASKA CITY HALL
Thursday, July 23, 2020
6:30 PM

1. Roll Call

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

Absent: Spreadbury, Scarborough

2. Adopt Agenda

Motion: Haga

Second: Carlson

Motion Carried

3. Open Forum/Guest Presentation

3A. Discussion to Reconnect

Commissioner Welvaert thought it would be a good time to see how everyone is doing since the Feb meeting and if anyone has topics we need to address or bring up. Commissioner Dunbar mentioned the small group meeting with Kabat, Commissioner Bean and Commissioner Carlson. Commissioner Dunbar curious if we could see if we could ask Council to move our budget over to next year since we did not get the opportunity to spend it. We have projects we still would like to fund but not sure about timeframe.

Kabat - the budget that is decided for any given year for Human Rights and other projects is decided during the budget process which will roll out in August. This will play out further when Council approves the 2021 budget which happens end of November early part of December.

Kabat feels we could discuss this at the Joint Council Work Session in August. The budget does not come until approval happens but now is the right time to be asking questions.

Commissioner Carlson noted as an individual member of the commission, not speaking on behalf of the Commission, she is disappointed the Commission did not respond to the letter submitted via Nate from the ROAR Organization. Commissioner Carlson believes that when individuals write an official letter to an organization such as ours this requires a response. Disappointed we did not official respond back. Commissioners Dunbar and Welvaert agree with Commissioner Carlson. Commissioner Welvaert agrees a response of some sort should have been done in a timely matter. After further discussion, Kabat feels the response should come from the Human Rights Commission not a staff person. Kabat, Commissioner Welvaert and Commissioner Carlson will work on a response letter and send to the entire Commission for approval before sending out. The Commission would like the letter to address the following:

Thank you ROAR – We appreciate your feedback and will continue to invite your feedback, will take your ideas and will be meeting with City Council in August. Address that it was the Commissions mistake for not responding back in a timely matter. Commissioner Welvaert agrees and feels the Joint Session will help to give us some direction. She feels unclear what is within our scope of what we can and cannot do.

Joint Meeting Session with Council – Before meeting session, Commissioner Haga would like to individually encourage who as a Commission we want to be and what we want to do. Be prepared to advocate for ourselves, do not want them to be able set the terms. The Commission agreed with Commissioner Haga.

Commissioner Carlson wanted to discuss the format for future meetings, live versus the Zoom platform? The meeting with City Council she realizes will be in a social distancing room at the event center but future meetings going forward will we continue in Zoom format or live meetings? Commissioner Welvaert talked to Kabat and Council does meet at the Event Center and we could consider this option. The Zoom meeting tonight and at the Chambers was a requirement that Commissioner Welvaert and Kabat were in the Chambers. After further discussion and the ability to have public engagement by Zoom, the consensus was to hold future meetings by Zoom and will revisit this option from time to time.

4. Approve Minutes

- a. Motion: Carlson
- b. Second: Dunbar

Motion Carried

Voice vote was completed, Kabat called roll and asked each member individually to approve the minutes from February.

5. Treasurer's Report

Kabat reported since February nothing has changed – no new expenditures, we did have in Feb some money committed to a few things. \$200 stipend remained to be paid to Dr. Josie Johnson which is pending due to her lack of response for paperwork not being returned but the offer still stands. \$500 committed to green card voices – \$500 unlikely for this year. Remaining balance is 1,684.95 available to the commission for this year. Commissioner Welvaert noted the white privilege could not be at the CCC, and the money has been refunded. Commissioner Dunbar questioned if Dr. Josie Johnson does not accept the \$200, can a donation be made in her name? Kabat explained payments from the city must be made for an exchange of a service, therefore a donation cannot be made. Commissioner White noted the importance to see if we can roll over to next year.

6. Old Business

- a. Update: Green Card Voices

Sub-Committee, Kabat and Commissioners Dunbar, Bean and Carlson met to discuss what makes sense for this year? CCC is not actively programming the gallery currently. No events are being held in the community room or theatre. The Committee agreed not to have the event this year but to pursue in the future, the committee does have an interest. Green Card Voices are doing remote options. Kabat would need some time to research this option.

- b. Update: MLK Breakfast Committee

Sub-Committee, Kabat and Commissioners Welvaert, Haga and Carlson met to talk about what the MLK event would look like on Jan 18th, 2021. The Event Center is available and reserved. Under the governor's restriction, the event center can hold 85 people as a max. The committee came up with 3 options to proceed. (1) Would allow fully on zoom. (2) Fully at Event Center (if safe and follow restrictions). (3) Hybrid model could come in person or zoom. Next steps would be to connect with the CHS jazz and CHS speech team. Committee feels it is necessary to have line of communication open to them. Also discussed to think about who some keynote speakers we could invite. Talked about what the

SW metro chamber role might look like this year. Good idea for the future to pursue relationship to explore partnerships. As this event grows it comes with more financial pressure. Commissioner Haga suggested a 4th option would be to hold at the Chaska Hight School using a larger venue with no school that day. Commissioner Carlson reported she already contacted CHS about the Jazz band and if they are interested or can think of a way to be able to have music at this event. She left a detailed message to return her call. Commissioner Welvaert mentioned this may not be an MLK breakfast, may just be an MLK program not to include food. This is a non-school day so may have more options this year. Kabat will work to set up a Sub Committee meeting for this event. Commissioner Carlson would like to ask if the committee could forward contacting speakers early to see availability for 2021. Commissioner Welvaert noted this event is still 6 months away so great opportunity to work on once we have more concrete details with the state due to COVID. MLK event has been a great event and she loves seeing it grow. Would like to continue even if it is not how it has looked in the past.

c. Update: River City Days Committee

Kabat reported RCD would have been held in July, given COVID now, RCD is targeting the last weekend on September 25th-27th. Kabat anticipates a decision to be made the middle of August. The question remains does the HRC want to participate in hosting a booth this year? After much discussion with the committee members the consensus was to not participate this year. Kabat will schedule a meeting with the Sub-Committee after the August Joint Session with City Council. Commissioner Haga will start a draft letter for the sub-committee to be able to work on to send to the editor for the paper explaining why the HRC did not participate this year.

7. New Business

a. August Meeting: Joint Council Work Session

Kabat reported the Joint Council Work Session with the City Council and HRC was scheduled for April. Due to the governor's shelter in place, this work session did not take place and is re-scheduled for August 27th at the Chaska Event Center starting at 6:30. The preferred way to have this meeting is in person. Plenty of room at the Event Center for distancing and will be wearing masks. If you feel this does not work for you, please do not hesitate to contact Nate directly.

Richard Fursman and Irina Fursman are scheduled to help with this meeting. They have worked with other meetings such as Council and other departments for strategic planning for the city.

Commissioner Welvaert noted the facilitators were to reach out to each committee members before the meeting to be able to discuss concerns, ideas, and goals we each have. Kabat will provide contact information to the Fursman's to have that conversation. You may get an unknown number so please listen to the message. Commissioner Carlson asked if Council will also be contacted prior to this work session. Kabat responded yes, they will be contacted as well.

Kabat wants the committee to know the intent is to bring both groups (City Council and HRC) together.

- Improved working relationship between the City Council and Human Rights Commission
- Shared understanding of roles, responsibilities, and objectives.
- Shared expectations of how the City Council, City staff and HRC members can all support success of the identified roles, responsibilities, and objectives

Commissioner Welvaert met with Chief Ryan Seibert to invite him to an HRC meeting and build a relationship with the Chief. Commissioner Welvaert decided at this time to hold off after the August Work Session to have a more defined identify of the HRC. Commissioner Welvaert would also like to meet with other committees to build relationships and to discuss what are some of the city's goals, ideas, and missions to work together.

Kabat expressed the conversation with the Fursman's is an opportunity to really share what you want to see happen and hope to be. This will be a confidential conversation. Kabat wants to make it clear that everyone should feel comfortable and sees no reason not to share any information. Commissioner Dunbar asked if the Joint Work Session will be recorded? Kabat responded no, work sessions are not typically recorded. Consensus from the Committee is that the members are looking forward to this meeting.

8. Next Meeting Date – August 27, 2020 (At the Chaska Event Center)

9. Adjourn

- a. Motion: Carlson
- b. Second: Bean

10. Kabat led the roll call

**STAFF REPORT
CHASKA HUMAN RIGHTS COMMISSION
September 24, 2020**

Subject: **Treasurer's Report - 2020**

Prepared By: Nate Kabat

Balance and Expenditures:

2020 Beginning Balance:	\$2,000
January 2020 Expense	
-MLK Red Bench Bakery	\$170.10
-MLK El Paisano	\$52.50
-MLK Juice	\$22.45
-Lester Dahlberg, Human Rights Award Plaque	\$70.00
February – September 2020 Expense	\$0.00
None	
Balance: September, 2020	\$1,684.95

STAFF REPORT
CHASKA HUMAN RIGHTS COMMISSION
September 24, 2020

Subject: **Update: Resignation of Commissioner Scarborough Accepted by Council**

Prepared By: Nate Kabat

Background

Commissioner Darryl Scarborough submitted his voluntary resignation to the Human Rights Commission and City Council on August 30, 2020. The City Council formally accepted his resignation at their September 14th meeting. Mr. Scarborough's letter of resignation is attached for your reference. Mr. Scarborough was originally appointed to the Human Rights Commission on February 25, 2019.

The City Council thanks Mr. Scarborough for his community service and wishes him success in his upcoming pursuits.

August 30, 2020

To whom it may concern:

I am writing this letter to inform you of my decision to resign as a Human Rights Commissioner in the City of Chaska, effective immediately.

While serving as a member of the Commission, I have seen much growth in the city, and I am truly satisfied with the progress we have made as a commission and a community. I feel that the commission deserves someone that can, and will give more time and attention to the cause of human rights and the great City of Chaska.

I have accepted a new position at my organization on the executive team at a community health center, which serves the inner city in Minneapolis/St Paul area. Due to the work and the mission of our Health Center, I will not have the time to dedicate to the mission and vision of the Human Rights Commission.

Thank you for giving me the opportunity to be part of such a strong and dedicated team as the Human Rights Commission. I look forward to hearing of the continued success and opportunity that will come in the future. As I am not on the commission, I will continue to fight for human rights for all in and in every community.

Sincerely,

Darryl Scarborough

STAFF REPORT

CHASKA HUMAN RIGHTS COMMISSION

September 24, 2020

Subject: **Discussion: Joint Work Session Next Steps**

Prepared By: Nate Kabat

Background

A joint work session was held with the City Council and Human Rights Commission on August 27, 2020 to talk about roles, responsibilities, and ways to build on the Human Rights Commission's impact on the Chaska community. The intent of the discussion was to build mutual understanding and lay the groundwork for a strategic plan that the Human Rights Commission can use with the City Council's support to grow its effectiveness in serving Chaska residents. Richard and Irina Fursman along with their staff team at Hue Life facilitated the evening's discussions. Four primary questions were discussed among multiple breakout groups that included HRC and Council members:

1. What does the HRC do well?
2. What could the HRD do better at, what additional roles/activities should HRC assume?
3. What opportunities exist for the HRC and Council to have a coordinated effort toward becoming a welcoming respectful, engaging, and inclusive community?
4. What should the HRC not be doing?

Based on the conversations on these four questions several themes were identified that can now be used by the Human Rights Commission and staff to develop a strategic plan document. A summary report of the Work Session is attached to this memo.

Update

Following the Work Session and understanding the themes that emerged in the discussion it appears that a closer working relationship between the Human Rights Commission and the Parks & Rec Department and the Police Department could be beneficial. This is driven by the level of community engagement that both of these departments are actively engaged in, the existing partnership with the community that exist, and the desire of all three entities to more deeply connect with and serve all populations in the community in meaningful ways. Additionally, by engaging with a broader array of City staff and the resources they can bring by way of knowledge, time, and program budgets the HRC can be better positioned to implement its ideas and inform the City's work.

For this reason, staff from Parks & Rec, the Police Dept., and Administration recently met to discuss possibilities for HRC involvement. A few areas emerged in the staff discussion for the HRC to consider as this work develops. First, staff see opportunity for the HRC to play a more active advisory role to help staff develop programming and partnerships that expand

community participation and appeal to diverse populations. An example could be advising the Parks & Rec Department on a program proposal that has the objective of increasing participation among a certain population segment, or perhaps an objective of developing a participation diversity more reflective of the general population. A second role identified is to involve HRC members actively and intentionally in volunteer opportunities. Examples could include food distribution events that the Police Department is currently involved in or accompanying a Police Officer on a Bus Stop Tuesday visit. The third role identified among staff is to seek community groups for HRC members to serve as board members on. Examples could include ICONIC, which seeks to develop connections to the community for residents with physical and cognitive support needs or exploring the potential for involvement in the School District's equity work to build bridges to the City's similar goals.

Staff also outlined a possible timeline to move forward towards developing a strategic plan that can gain approval by the HRC and the City Council by the end of the year. The goal is for this plan to provide guidance to the HRC for its 2021 efforts and beyond. The HRC would intentionally revisit the plan towards the end of each year to think ahead to the next as goals are accomplished or as they change based on community needs. This evening's discussion is the first step. Based on HRC feedback, staff would then develop a draft plan to bring back in October for HRC review. Staff would then use this final feedback to draft a final plan to bring to the HRC in November for approval. Assuming HRC approval is achieved, the plan would then go to the City Council for their approval of the plan. This approval will provide a show of mutual support and mutually understood roles and responsibilities between the two bodies, and also give direction to staff assisting to implement the identified objectives.

Recommendation

At this point the three roles, corresponding examples, and the timeline outlined above are merely a staff proposal. Following review of the Work Session summary report attached to the memo, and discussion at tonight's meeting Staff desire HRC's feedback on the best direction to proceed.

Q1: What does HRC do well and should continue?

Cultural Celebrations/Awards

- MLK Breakfast
 - Rates are doubling – may need a new venue
 - Video and reflection at the event
- River City Days

Providing Education & Information

- Thoughtful programming
 - Holocaust (art gallery)
 - Collaboration with other organizations/groups

Listening to our community

- Pulse on the current issues
- Embrace opportunities to bring diverse individuals together
- To be the listening place
 - Conversations with a full range of community members
 - Members of the commission are identified with HR interests and are approached around town
 - TOPICS: What are my rights? Who can I talk with that understands me in my language? What are my rights under the landlord tenants act? Racial impact comments – does the City care about me? (a person not born in Chaska, a black/brown person) what is the City doing to help everyone in the community?

Q2: What could the HRC do better at, what additional roles/activities should HRC assume?

Better communication between council and HRC and other city depts

- The Commission also felt left out of Martina's table meetings (for planning purposes)
 - COMMUNICATION IS KEY (Need more frequent communication – a member gives a report to the Council)
 - Council and HRC should shine the best light on each other
 - Better at communicating with council

Celebrating Cultural Holidays/Months/Community Focused Goodwill

- Pro-actively partner with community organizations to promote fairness and dignity.
 - HRC to be part of "Chaska Cares" (Be in charge of it?)
 - Be City's Goodwill Ambassadors
 - Involved and connected to the community

Find ways to promote diversity within our city commissions

- More inclusive of all diverse views and designing aligned actions. Focus on opp. not problem

Q3: What opportunities exist for the HRC and Council to have a coordinated effort toward becoming a welcoming respectful, engaging, and inclusive community?

Make HRC more accessible and visible

- City provided dedicated email
 - Currently, the email goes to Nate with no reference to the HRC.
 - Updated Website with pictures of the Commissioners
 - Have a student on the HRC.
 - While not an authority, can be source of resources and support for community members

Communicate more between each other (HRC and Council)

- Have a periodic standing agenda item that is a report out from the HRC
 - Helps public and Council (could be a member – different each time)
 - Historically, respectful, honest dialogue has been lacking. This causes a barrier to some people approaching the community
 - Engage HRC early in conversations about opportunities

HRC and City Council partner to implement relevant aspects of the strategic plan

- Get a more diverse HRC (and staff) and planning and parks commissions as well
 - That person looks like me and therefore I feel more comfortable.
 - Commissions are feeder groups into the Council (would help with the diversity of the council) (this has been a hard sell thus far....)
 - Important that the HRC can speak in concrete and definite terms
 - Speech has to go through the different layers of City edits.
- Establishing partners with other organizations Having meaningful discussions/conversations with the organizations could advance the City's vision
 - Police
 - Latino Organizations
 - ROAR
- Create a 3-year plan for HRC
 - Would need to know what advocacy means first...

HRC 'owns' Certain 'Human Rights' Community Programs

- Chaska Cares
- Things like Marnita's Table

Q4: What should the HRC *not be* doing?

Responding directly to the complaints of the community

- HRC holds a special balance of being neutral, objective, and impartial
 - A tough balance that may be helped with a more diverse HRC.

Be partisan

- Provide education, outreach, and resources vs, taking a stand
- Do not post or write letters to the editor, rather follow the media guidelines. Need Guidelines
 - *This is a fine line between being a citizen vs. Commission member*
 - *HRC not the only communicator of acceptance and respect*
- Not a policy-making body; rather, inform and advise council
- Should not represent HRC (or make public statements) without HRC's approval
 - *Should not make statements that are inconsistent with City's values*

Be a compliance authority

- Having the Council attend the events of the HRC would go a long way
- Should not be investigating claims of discrimination

Police oversight

- Not a police review board

STAFF REPORT
CHASKA HUMAN RIGHTS COMMISSION
September 24, 2020

Subject: **Update: River City Days Committee**

Prepared By: Nate Kabat

Background

River City Days has been canceled. In place of the public interaction that typically occurs at the Human Rights Commission Booth at River City Days, the Commission has discussed drafting a message to the community. Commissioner Haga has volunteered to draft the message, but seeks input from the Commission on key points to address.

To initiate some ideas, the following concepts could be considered. The message to the community can be used to update the community on work the Human Rights Commission has been doing to create a strategic plan for its future. Messaging may also include inviting the community to participate in monthly meetings, apply to serve on the commission, submit nominations for the human rights award, and participate as community volunteers at one of Chaska's many non-profits or events like the food distributions that have taken place and will continue.

STAFF REPORT
CHASKA HUMAN RIGHTS COMMISSION
September 24, 2020

Subject: **Human Rights Award**

Prepared By: Nate Kabat

Background

As we approach the end of 2020, it is time to begin seeking nominations for the annual Human Rights Award to be presented at the 2021 MLK Breakfast. A marketing plan will be presented to the HRC for consideration and feedback.



Chaska Human Rights Commission

Social Media Marketing Plan for Human Rights Award

Background:

Beginning in 2011, the Human Rights Award has been given annually to an individual or organization that has shown special efforts to ensure all citizens of Chaska have equal opportunities in employment, housing, public accommodations, public services, education and other affairs that impact the social well-being of the Chaska community.

Current Status:

This is the third year that a social media plan will be implemented. Each year has seen slow growth in applications. The Commission is continuing to explore ways to:

- Grow the awareness about the award
- Engage a wider part of the community
- Solicit more nominations

How are we're changing the status quo?

Last year, we increased the frequency of social media posts and expanding our marketing to local faith organizations. This year, we are looking to incorporate video interviews with past recipients of the award. The videos would be packaged for social media. Videos on social media tend to get better engagement than standard text/photo posts.

We would also look to partner with more community organizations to share the posts through their networks to increase engagement. Human Rights Commission members would also be encouraged to share and promote the award on their personal social media accounts.

Why does the Human Rights Award matter?

The Human Rights Award celebrates the people and organizations in the Chaska Community who impact lives for the better. The events of 2020 have shown us how much our lives can change. It is important to recognize those who go above and beyond to care for others. Bringing attention to these actions can provide inspiration to the entire community to continue to find ways to care for the well-being of the members of our community.

How do we communicate our message?

- City of Chaska's website: This will serve as the "home base" for award information. Public can find details related to nomination forms, submission deadline, and other criteria.

- Social Media (Facebook, Twitter, Nextdoor, YouTube, and Instagram): We will use the main City accounts to push out a message every other week.
- Chaska Herald: We will send a press release about the award to the Herald. We would also encourage the Commission to consider writing a letter to the editor about the award and why it is important.
- Neighbors of Chaska magazine: This magazine is mailed each month to residences in some of Chaska's neighborhoods. We will mention the award and ask for nominations in the Mayor's column.
- Business-to-business: Increase awareness through other Chaska organization networks like the Carver County Community Development Agency, SW Chamber of Commerce, Downtown Business Alliance, Ridgeview Foundation, and other local groups.
- Chaska Community Television: We will run ads on the community channels and run replays of the broadcast of last year's MLK Day Breakfast.

Social Media Marketing Content & Schedule:

We will post content every other Thursday from October 1 until November 19. The content will tie into the overarching goals of the Human Rights Commission and bring awareness to the Human Rights Award nomination process and deadline.

- Oct 1: Post about nominations being accepted for the Human Rights Award
- Oct 15: Post about previous winner of the Human Rights Award
- Oct 29: Post about nominations being accepted for the Human Rights Award
- Nov 12: Post about previous winner of the Human Rights Award
- Dec 3 (skip Thanksgiving): Post about previous winner of the Human Rights Award
- Dec 10: Post about the deadline for nominations for Human Rights Award

STAFF REPORT

CHASKA HUMAN RIGHTS COMMISSION

September 24, 2020

Subject: Commissioner Terms and Reappointment Process

Prepared By: Nate Kabat

Background

The following chart provides the appointment dates and term dates for all current Human Rights Commission Members. For those with terms expiring at the end of 2020, a new application will need to be completed and submitted to City Council before the year is over to express desire for reappointment. For those submitting application for reappointment, an interview process will be held in January, 2021 for Council to consider reappointment. While the date for the interviews is not yet official set, Council would seek to complete the process prior January 28, 2021, which is the first Human Rights Commission meeting date of the new year.

HUMAN RIGHTS	FIRST APPOINTED	1 ST TERM	2 ND TERM	3 RD TERM	UP FOR REAPPOINTMENT
Jennifer Welvaert Chairperson	05-15-17	05-15-17 to 12-31-19	02-03-20 to 12-31-22		12-31-22
Sarah Carlson Vice Chairperson	02-05-18	02-05-18 to 12-31-20			12-31-20 Re-appointment
Judy Dunbar	02-05-18	02-05-18 to 12-31-20			12-31-20 Re-appointment
Ellen Bean	08-6-18	08-06-18 to 12-31-20			12-31-20 Re-appointment
Celi Haga	02-05-18	02-05-18 to 12-31-20			12-31-20 Re-appointment
Lisa White	02-05-18	02-05-18 to 12-31-20			12-31-20 Re-appointment
Seth Spreadbury	02-25-19	02-25-19 to 12-31-21			12-31-21
OPEN Alternate #1					OPEN
OPEN Alternate #2					OPEN
7 members with 2 alternates					

APPLICANT INFORMATION
VOLUNTEER COMMISSIONS
CITY OF CHASKA

(Please use black ink or type)

Date: _____

Name of Preferred Commission: _____

Secondary Commission Choice: _____

Personal Information:

Name: _____

Address: _____

Telephone: Home: _____ Work: _____

Email Address: _____

Place of Employment: _____

1. Please describe work, volunteer, or life experience that you have had that would prepare you for being a member of this commission.

2. What skills and abilities do you have that would be helpful in doing the work of this commission?

5. Please fully disclose any potential conflicts of interest you may have serving on this commission.

Denise Wetzel
Senior Clerk
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