

# REPORT / RECOMMENDATION



**To:** HRRC

**Agenda Item #:** VI. B.

**From:** Ari Klugman  
City Manager Intern

**Action**   
**Discussion**   
**Information**

**Date:** May 28, 2013

**Subject:** Review Joint Work Session W/Council

**Action Requested:**

**Approve a recommendation to the City Council to revise the HRRC work plan.**

**Information / Background:**

On May 7, 2013 the HRRC held their annual joint work session with the Edina City Council. This is an opportunity for the Commission to discuss the work session and to make any revisions based on the information they received. The HRRC should then formally submit the proposed revisions to the City Council for approval.

**Attachment:**

Approved work plan.

Draft report and recommendation for the City Council.

MN Advocates for Human Rights training handout

Proposed Revisions.

# APPROVED BY COUNCIL

## Human Rights and Relations Commission 2013 Annual Work Plan

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Anti-bullying event and/or education- Edina Reads	April 22, 2013	\$1,450	Video, publicity and communications.	Yes
<p><b>Progress Report:</b> Completed. The HRRC worked with the Edina Reads Committee and the League of Women Voters to host an event on April 22<sup>nd</sup> at the Senior Center. HRRC would like to plan an addition event for 2013.</p>				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
<p>Developing cross organizational partnerships to gain an understanding of community needs related to census demographic changes.</p> <p>Potential Partners- Edina Resource Center, Edina Police, Somali and Asian Community leaders.</p>		\$1,500		Yes
<p><b>Progress Report:</b> Commission has created its first workgroup and has contacted Carrie Cabe from the Edina Resource Center, John Ford –Equity and Inclusion Specialist for Edina Public Schools and Tom McKenzie from the Edina Police Department to serve as potential partners on the work group.</p> <p>The Commission is also considering hosting training by MN Advocates for Human Rights for Community Listening Sessions. The training would potentially be in partnership with Richfield and Eden Prairie Human Rights Commissions and be open to the community and/or other board and commission members.</p>				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
<p>Explore support opportunities for Victims of Domestic Violence.</p> <p>Potential for partnership with Cornerstone or Tubman.</p>	Early 2013			Yes

# APPROVED BY COUNCIL

**Progress Report:** Removed from the Commission’s Work Plan at April meeting. Commission felt there are other groups currently funded by the Human Services Taskforce that are better suited to work in this area.

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Plan an activity for Days of Remembrance- Janet Horvath to perform her piece related to the Holocaust and Bullying. Potential tie into anti-bullying with the High School.	April / May 2013 to coincide with the national celebration of Yom Hashoah	\$3,000	Video, publicity and communications.	Yes
<p><b>Progress Report:</b> The HRRC chose not to plan a performance due to budget and time limitations the Commission decided to only play the videos on channel 16 and set up a display, the event is completed for this year.</p> <p>In 2014, the Commission is considering hosting a larger event similar to the one previously thought for this year.</p>				

Ongoing Responsibilities
Update Bias/Hate Crimes Response Plan – March of each year
Days of Remembrance - April or May, to coincide with the national celebration of Yom Hashoah
Tom Oye Award – Jan 1 About town deadline is October 19 <sup>th</sup> . Select in March of each year.

Other Work Plan Ideas Considered for Current Year or Future Years

**Proposed Month for Joint Work Session:** May

**Staff Comments:**

**Council Comments:**



**To:** Mayor & Council

**Agenda Item #:**

**From:** Lisa Schaefer  
HRRC Staff Liaison

**Action**

**Discussion**

**Date:** June 18, 2013

**Information**

**Subject:** Proposed revisions to the 2013 HRRC Work Plan

**Action Requested:**

Approve the attached revisions to the 2013 HRRC Work Plan.

**Information / Background:**

At the August 28, 2012 regular meeting of the Human Rights & Relations Commission (HRRC), the HRRC submitted a proposed work plan to the City Council as part of the annual board & commission process. The City Council met on September 19, 2012 during a work session with board and commission chairs to discuss the work plans and ask clarifying questions, the Council then met again on December 18, 2013 to approve the current HRRC work plan.

At the May 7, 2013 joint City Council and HRRC work session, the HRRC discussed several proposed revisions to their 2013 work plan. The HRRC has provided a list of revisions and would like formal City Council approval.

Summary of the revisions include:

Removing:

1. Explore support opportunities for Victims of Domestic Violence.

Adding:

2. Planning an additional anti-bullying event and/or education for 2013.
3. Quasiquicentennial Timeline project.
4. Community Listening Sessions Training

**Attachment:**

Original approved work plan.

Proposed work plan revision.

MN Advocates for Human Rights proposal and hand out.

# PROPOSED WORK PLAN ADDITIONS

## Human Rights and Relations Commission

### 2013 Annual Work Plan

Explanation of Change: The HRRC completed their first Anti-bullying event for 2013, Edina Reads in April. They are interested in an additional event for 2013.

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Additional anti-bullying event and/or education		TBD	Video, publicity and communications.	
<b>Progress Report:</b>				

Explanation of Change: 2013 is the City's Quasquicentennial. The historical society is leading an effort to celebrate the City's milestone. The HRRC would like to participate in the celebration by putting together a timeline of what life was like for different parties throughout the City's 125 year history. Examples would include history spanning from the history of the land in Edina and Native Americans, the City's black pioneers and recent events such as the City's religious observance policy, domestic partner registry and the Minnesota's recent legalizing of same-sex marriages.

The timeline will be available both online and by a physical display. The HRRC plans to have the timeline finished for the Founders' Day Celebration on December 12, 2013 and to donate the display and online timeline to the Edina Historical Society for future use.

To help the HRRC accomplish their goal, they have proposed the creation of a temporary working group and plan to reach out to teachers in Edina schools. If approved by Council, the Commission will begin the working group recruitment process.

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Quasquicentennial Event	Dec. 2013	TBD		
<b>Progress Report:</b> 2013 is the City's Quasquicentennial. The historical society is leading an effort to celebrate the City's milestone. The HRRC would like to participate in the celebration by putting together a timeline of what life was like for different parties throughout the City's 125 year history. Examples would include history spanning from the history of the land in Edina and Native Americans, the City's black pioneers and recent events such as the City's religious observance policy, domestic partner registry and the Minnesota's recent legalizing of same-sex marriages.				
The timeline will be available both online and by a physical display. The HRRC plans to have the timeline finished for the Founders' Day Celebration on December 12, 2013 and to donate the display and online timeline to the Edina Historical Society for future use.				

# PROPOSED WORK PLAN ADDITIONS

To help the HRRC accomplish their goal, they have proposed the creation of a temporary working group and plan to reach out to teachers in Edina schools. If approved by Council, the Commission will begin the working group recruitment process.

Explanation of Change: The HRRC would like to host a training session for other Boards and Commissions and potentially other HRRC's in the area to teach how to host community listening sessions. MN Advocates for Human Rights has offered to come teach the session as part of their bigger goal the One Voice Minnesota project. MN Advocates for Human Rights already has a framework and materials available for these sessions.

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Community Listening Sessions training		TBD	Administration support and coordination	
<b>Progress Report:</b>				

**Hosting a Community Conversation**  
**A guide for One Voice Minnesota Monitoring Project volunteers**



Questions? Contact Milena Gebremeskel at  
[mgebremeskel@advrights.org](mailto:mgebremeskel@advrights.org) or 612-746-4695

Materials for event

Download at [http://www.energyofanation.org/monitoring\\_project\\_conversation\\_materials.html](http://www.energyofanation.org/monitoring_project_conversation_materials.html)

- Program with agenda and questions (if desired – can be helpful for large or unfamiliar group)
- What's in a Name handouts for tables
- Nametags
- Flip chart paper or white board
- Abbreviated Universal Declaration of Human Rights for each participant
- Community conversation questions on handouts
- Demographics questionnaires for each participant
- Notepads and pens, one for each small group
- Big paper and markers, one for each small group
- Information (cards and flyers) about project
- Information about the host organization
- Sign up sheet (if desired)
- Camera (if desired)

Set-up:

Room should be arranged in small conversation groups around tables so that the small groups have between 5 and 8 participants. Ideally, food will be provided during the icebreaker and introduction. Before the event begins, identify table leaders/note takers for each small group. These can be people from your organization or volunteers from those who are attending. Explain to each of them that they will be helping facilitate the discussion at their table and taking detailed notes on the notepads provided. Give them the following facilitation tips:

- If participants get off topic or spend too long on a single story or issue, gently steer them back to the question being discussed.
- Ask to hear from people who haven't yet spoken, but don't force people to participate.
- When people mention a specific incident where they felt welcome or unwelcome in their community, ask for details. Try to get basics: when the incident occurred, where it happened, who was involved (relationships or positions if not names), and anything that happened as a result of the incident.
- Try to take notes as close as possible to what people are actually saying. Don't summarize.
- Remember to participate yourself!

Conversation agenda:

This is the complete conversation agenda. **For groups with limited time, at least complete the steps highlighted in the text boxes.**

1. Icebreaker: What's in a Name? (15 min)

**Objective:** To allow participants to get to know each other better.

**Instructions:** This is a good activity to do while people arrive, sign in, get food, and start eating. Make sure everyone has name tags and that all the tables have at least one copy of the "What's in a Name?" questions. Ask participants to share the story behind their name with their group.

They can use the following questions on the handout as prompts:

- Where does your name come from?
- Do you like your name? Why or why not?
- Do you know the meaning of your name?
- How did you get your name?
- What nicknames have people given to you?
- Does your name hide or show your heritage?

**2. Introduction/Context:** Introduce the One Voice Minnesota Monitoring Project and explain the agenda for the evening. Make sure participants know that whatever is discussed at the event will be used anonymously. No one's name or other identifying information will be connected with the information gathered during the conversation. Answer any questions the participants have about what will happen. (5 min)

**3. Large Group Brainstorm:** What does a welcoming community mean to you? (in other words, What things should we be measuring to decide if Minnesota is a welcoming state?) (5-10 min)

**Objective:** To start the conversation and identify areas to discuss in the small groups.

**Instructions:** The moderator will ask the question "What does a welcoming community mean to you?" and write down the group's responses on a piece of flip chart paper or a white board. Try to get as many different kinds of answers as you can. Some people will focus on interpersonal factors (a smile, saying "hello"), while others will focus structural factors (laws that discriminate against immigrants, inequality in funding for minority or poor neighborhoods), and others will look to cultural or societal factors (racism, ignorance of other cultures). All of these are important for the discussion.

After people have discussed the question, ask them to pull out their abbreviated UDHRs. Have people connect the elements of a welcoming community with the human rights they see in the Declaration, and write down their answers on the flip chart in a different color. Point out that one way we can create welcoming communities is to ensure that everyone's human rights are respected and fulfilled.

#### 4. Small Group Discussion (75 min)

**Objective:** To gather information about participants' experiences and perceptions of how their community welcomes immigrants and refugees.

**Instructions:** Look over the seating arrangements and make sure that people are evenly distributed across the small groups. At each of the small conversation groups, one member of the host organization or team will sit as a table leader. They will have a notepad for taking notes – remind them to write clearly. The groups will get 10 minutes to discuss each question before moving on to the next question. Offer people a chance to take a break after question #2.

- Have you, or someone you know well, ever had a problem with any of the topics you identified in the large group discussion?
- How did you or they work to overcome the problem? Did anyone help?
- Do you see other members of the community struggling with any of the issues you identified in the large group discussion?
- What is working well in making sure people feel included in their communities?
- What can we change as individuals, communities, and a state to be more welcoming?

During the discussion, the table leader should help keep the conversation on track.

- If participants get off topic or spend too long on a single story or issue, gently steer them back to the question being discussed.
- Ask to hear from people who haven't yet spoken, but don't force people to participate.
- When people mention a specific incident where they felt welcome or unwelcome in their community, ask for details. Try to get basics: when the incident occurred, where it happened, who was involved (relationships or positions if not names), and anything that happened as a result of the incident.
- Try to take notes as close as possible to what people are actually saying. Don't summarize.
- Remember to participate yourself!

#### 5. Draw the Human Rights Connection (15 min)

**Objective:** To connect the experiences of participants to international human rights.

**Instructions:** Give each table a large piece of white paper or flip chart paper and markers. Remind participants of what they did as a large group at the beginning of the meeting, linking human rights to a welcoming community. They are going to repeat the process with their own findings. The small groups should choose 4 or 5 themes they heard over the course of the discussion and write them on one side of the white paper. Then ask the groups to match those themes to human rights found in the abbreviated UDHR. Circulate among the groups to help them find the rights.

## 6. Large Group Discussion: Summary of Results (5 min)

**Objective:** To report the results of the small group discussions and to draw conclusions as a group about ways Minnesota can be more welcoming to immigrants.

**Instructions:** The table leaders each take a few minutes to read back the results of their discussion, focusing on the themes they chose, the human rights they identified, and the solutions they identified. The moderator should draw connections between the ideas expressed at each table.

### 6. Wrap-up:

- Ask participants to fill out the demographic questionnaires and turn them in.
- Remind participants that the results of their discussion will be used in the report to be published in early 2014 and provide contact information for The Advocates in case anyone has any questions.
- Announce any specific action your organization or team wants participants to do (sign up for a newsletter or follow up, participate in a future event, etc).
- **Thank everyone for coming!**