



Legislation Details (With Text)

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Title: Staff Report - Future Agenda Items.
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Date	Ver.	Action By	Action	Result
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Human Rights Commission Meeting Date: June 13, 2019

To: Human Rights Commission

From: Beth Kallestad, Program Coordinator

Staff Report - Future Agenda Items.

Action Requested:

The Northfield Human Rights Commission discusses process for submitting agenda items to staff.

Summary Report:

City staff prepare the agendas with assistance from the Chair. All HRC members are welcome to submit agenda topics.

The following is the suggested process for agenda items:

1. Staff (Beth) will send out an email to all HRC members a week before items are due as a reminder.
2. When sending items you'd like considered for inclusion please include any attachments or power points you would like shared. Also provide some background such as: This item is informational and should take about 10 minutes to share with HRC.
3. As the HRC worked so hard on the thoughtful Strategic Plan in 2018 that was developed and approved by the entire HRC we want to honor that and focus our time/effort on the 3 priority items. When you send in a suggestion for the agenda, please not which of these priorities it relates to. If an item doesn't fit a priority it will be given less time on the agenda and/or may not fit that particular meeting's agenda.

Strategic Priority #1: To better reflect and include all of Northfield in city policy and planning, we should increase Diversity of Northfield Boards and Commissions.

Strategic Priority #2: To make a more welcoming community, we should increase bilingual staff at City Hall, Safety Center, and School District.

Strategic Priority #3: To build a long-term foundation for cultural inclusion, work to increase and sustain the participation of minority youth in Northfield's many athletic, art and cultural extra-curricular programs and activities.

4. About 10 days before the meeting staff and HRC Chair review items/agenda and staff creates agenda packet.
5. Staff finalize agenda and send out to HRC 7 days before the meeting.

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

NA