



Legislation Text

File #: 20-089, **Version:** 1

Human Rights Commission Meeting Date: February 13, 2020

To: Human Rights Commission

From: Beth Kallestad, Program Coordinator

New Commissioner Orientation and Existing Commissioner Refresher

Action Requested:

The Human Rights Commissioners receive an orientation to review duties and processes applicable to serving on this Commission.

Summary Report:

Staff will facilitate a Board and Commission New Member Orientation and Refresher that is being provided to all advisory boards and commissions. The following is an outline of the orientation:

- 1) Watch the Boards and Commissions Orientation Video and discuss any questions.
- 2) Review HRC enabling Ordinance in [City Code](https://library.municode.com/mn/northfield/codes/code_of_ordinances?) [\(<https://library.municode.com/mn/northfield/codes/code_of_ordinances?>](https://library.municode.com/mn/northfield/codes/code_of_ordinances?) attached) Bylaws (attached), meeting agendas, roles and responsibilities. A Board/Commission Orientation document that includes the Northfield City Council Rules of Business & Meeting Rules (Jan 2019 update) will be provided at the meeting.
- 3) Review the City [2018-2020 Strategic Plan](https://www.ci.northfield.mn.us/1148/City-Strategic-Plan) [<https://www.ci.northfield.mn.us/1148/City-Strategic-Plan>](https://www.ci.northfield.mn.us/1148/City-Strategic-Plan) in particular, the Human Rights Commission is asked to be working on the “Diversity, Equity, and Inclusion” goals including development of the Racial Equity Action Plan and board and commission leadership development. Review HRC Strategic Plan items created in 2018 and our calendar outline for 2020.
- 4) Please mark your calendars as we strongly encourage attendance of all boards and commissions at the following events:
 - a. State of the City Address: March 16, Weitz Center, Kracum Performance Hall, Carleton College. Doors open at 6 p.m., program starts at 6:30 p.m., social hour at 7:30 p.m.
 - b. Board and Commission Recognition Event: April 15, Weitz Center, Larson Family Meeting Room (236), Carleton College, 5pm - 6:30pm
 - c. Board and Commission Training Event: October, Date, Location and Time to be determined.
 - d. Holiday Social and City Council Appreciation Reception: December, Date, Location and Time to be determined.

Board and Commission Excellence Award Form:

The following is a link to the Board and commission Excellence Award Form:

[<https://www.ci.northfield.mn.us/FormCenter/BoardCommissions-9/2020-Board-Member-Commissioner-](https://www.ci.northfield.mn.us/FormCenter/BoardCommissions-9/2020-Board-Member-Commissioner-)

Staff encourages individuals to consider nominating peers for excellence of their fellow Human Rights Commissioners for their work in 2020 (or current work). The award is given out at the April Board & Commission Recognition Event. **Applications are due March 2, 2020.**

Alternative Options:

Not applicable.

Financial Impacts:

Not applicable

Tentative Timelines:

Not applicable.