

**February 25, 2025 — 6:30 PM**  
**Council Conference Room**  
**Hybrid Meeting**

## **DEI COMMISSION MEETING AGENDA**

Diversity, Equity, and Inclusion (DEI) Commission meetings are being conducted in a hybrid format with in-person and remote options for attending.

Remote Attendance Options: Members of the public may attend this meeting by streaming via [MS Teams](#) and entering passcode jCvmxK.

Questions/Comments: Members of the public who have questions about the commission or any items on the agenda should contact the staff liaison - Seth Kaempfer at (763) 593-8045.

### **1. Call to Order**

### **2. Land Acknowledgement**

We acknowledge and honor the Dakota nation, on whose ancestral land the City of Golden Valley is built, and whose land resources we use. We commit to counteracting the erasure of the cultural practices and presence of the Dakota people through education and by amplifying a wide range of indigenous voices.

### **3. Roll Call**

\_\_\_ Interim Chair, Ruth Paradise \_\_\_ Kristian Baker  
\_\_\_ Tracy Murphy \_\_\_ Kira Jimenez

\_\_\_ Joelle Allen  
\_\_\_ Andrew Alberth

### **4. Approval of Agenda**

### **5. Approval of Minutes**

5.A. Approval of Minutes - January 28th, 2025

### **6. Discussion Items**

6.A. DEIC Chair Updates and Process

6.B. DEIC 2025 Work Plan

1. City of Golden Valley 2030 Strategic Directives

2. Letter from City Manager
3. Language Regarding DEI

**7. Subcommittee Updates**

- 7.A. City Systems
- 7.B. Communication and Networking
- 7.C. Events
  1. BAEGV
    1. March 2025: Neighbors & Friends That Live/Thrive with Disabilities
    2. May 2025 Forum
  2. Global Golden Valley Festival (Working Title)

**8. Staff Updates**

- 8.A. DEIC's Bylaws Updates

**9. Future Agenda Items**

**10. Adjournment**



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.





**January 28, 2025 — 6:30 PM**  
**Council Conference Room**  
**Hybrid Meeting**

# **DEI COMMISSION MEETING MINUTES**

## **1. Call to Order**

Meeting called to order at 6:33pm

## **2. Land Acknowledgement**

## **3. Roll Call**

Commissioners present: Ruth Paradise, Tracy Murphy, Andrew Alberth, and Kira Jimenez

Commissioners absent: Joelle Allen and Kristian Baker

Staff present: Seth Kaempfer, Equity and Inclusion Manager

## **4. Approval of Agenda**

**Motion** to approve agenda by Commissioner Murphy, seconded by Commissioner Jimenez

**Motion carries 4-0**

## **5. Approval of Minutes**

**Motion** to approve minutes by Commissioner Murphy, seconded by Commissioner Alberth

**Motion carries 4-0**

## **6. Discussion Items**

### **6.A. DEIC Chair Updates and Process**

Staff Kaempfer provided an update regarding the stepdown of Chair Thoresen and Vice Chair Paradise taking the role of Interim Chair. Staff Kaempfer also shared the process and timeline for electing a new chair and vice chair.

### **6.B DEIC 2025 Work Plan**

Commissioner Paradise provided an overview of the updated work plan to the commission.

#### **1. New Brighton Equity Committee Work Plan Presentation**

Staff Kaempfer provided a presentation on how the City of New Brighton’s Equity Committee puts together and organizes their annual work plan.

Commissioners indicated that they would like to mimic some aspects of the New Brighton’s plan, which includes indicating how certain actions align with city plans, council plans, and the Equity Team’s work along with having “owners” of each action and due dates. Commissioner Paradise, Murphy, and Jimenz will work on reformatting the work plan.

## **2. Annual Funding Approval**

Commissioners discussed the structure of the annual budget to include the following, which now includes paying speakers and presenters with an honorarium:

4 BAEGV forums at \$500 for food and supplies	\$2,000
Sweet Potato Pie event support	\$400
MLK Contest prizes	\$400
Pride event support	\$340
Bill Hobbs award (plaque)	\$60
Honorarium for speakers and panelists	\$1,600
Miscellaneous	\$500
<b>Total:</b>	<b>\$5,300</b>

**Motion** to approve budget spending by Commissioner Paradise, seconded by Commissioner Alberth

**Motion carries 4-0**

## **6.C. DEI Commission Calendar Date Adjustments**

Staff Kaempfer noted to the commission that annually that look at their future meeting dates to see if any need to be adjusted for holidays or other circumstances. Commissioner Alberth noted at this time that September DEIC meeting date would need to move because of a religious holiday.

**Motion** to approve move September DEIC meeting date to Thursday, September 25<sup>th</sup> by Commissioner Alberth, seconded by Commissioner Jimenez

**Motion carries 4-0**

## **6.D. “Separation Law” (Previously knowns as “Sanctuary Cities”) Policy**

Commissioner Paradise shared information about the current conversations being had across the community and in the news about cities establishing Separation Laws. Commissioner Paradise noted that this is something that should be connected with the PEACE Commission as they have direct contact with the Police Department.

Staff Kaempfer shared that he would find the information and policy of the Police Department that talk about their connection to federal policies and send that over to the Commissioners.

## **7. Subcommittee Updates**

### **7.A. City Systems**

Staff Kaempfer shared that he will be training staff during the month of February on the Equity Decision Making Toolkit and Tools along with the updated Equity Review process. Staff Kaempfer indicated that the updated Equity Review process should be starting end of February or the beginning of March.

Commissioner Alberth reminded Staff Kaempfer to send over the documents related to the toolkit, tools, and process for review.

## **7.B. Communication and Networking**

Commissioner Alberth and Paradise provided an overview of the information in the City's newsletter, which included information about upcoming DEIC events and the Commissions' statement of reaffirming the work of DEI.

## **7.C. Events**

### **1. MLK Contest and Event**

Commissioner Murphy provided a wrap-up of the contest and information on the Sweet Potato Comfort Pie MLK event. Staff Kaempfer shared submissions to the Finance Department have been completed and winners should soon receive their prize money.

### **2. BAEGV**

#### **1. March 2025: Neighbors & Friends that Live/Thrive with Disabilities**

Commissioner Murphy provided an update about the event and along with a breakdown of the evening. Commissioner Murphy asked for some feedback from the Commissioners about the communication of the event.

Commissioner Paradise also shared about needing to move the June BAEGV to May and that the overarching topic would remain the same. Commissioner Paradise shared that they are interested in showing a movie and Staff Kaempfer noted that there will be licensing fees and that partnering with an educational institution can sometimes cut down on fees or be considered an educational experience which means fees could be zero.

#### **3. Global Golden Valley Festival (Working Title)**

Commissioner Paradise provided an overview of the meeting with Dean Penk about the event and what is possible. Commissioner Paradise noted that a meeting was held at Brookview about gaining interest in bringing back an "Art and Music Festival", which was indicated to Commissioner Paradise and Allen that this is where conversation could be had about the partnering with the DEIC but was only talked about being arts- and music-centric festival instead of a being a larger multicultural and multiethnic festival.

Commissioners indicated that with the festival not being aligned with the

Commissions interest that it would be a difficult partnership. Commissioner Paradise also noted to their feedback meetings are being held a times in which community cannot be present, which limits the ability for a vast amount of community from different backgrounds and lived experiences to not be present during that decision making meeting.

## **8. Staff Updates**

### **8.A. DEIC Commissioner Membership**

Staff Kaempfer provided an update on the status of commissioners as well as the upcoming recruitment period from Council and City Manager for the City's commissions.

## **9. Adjournment**

Meeting adjourned at 8:04 pm.

---

Seth Kaempfer, Equity and Inclusion Manager

---

Date

---

Ruth Paradise, Interim Chair

---

Date

**Diversity, Equity & Inclusion Commission (DEIC)**  
**City of Golden Valley**

**Functional Work Plan 2025 -2026** *(first quarter) \* below for City newsletter schedule*

TIMEFRAME	TOPIC	COMMISSION TASK	LEADER
Q1  2025 January - March	BAEGV Forum – Q1, Disabilities – Workability	Event Date: March 20 <sup>th</sup> . Plan for program format, speakers, food, and publicity.	Tracy, Ruth, Joelle
	BAEGV Forum – Q2, Indigenous Community	Possible event Date: May 22 or 28. Determine Date, Location, specific topic. Look into having a co- sponsor of the event. Submit *Template by mid-February.	Ruth, Joelle
	BAEGV Forum – Q3, Neighbors	Approach PEACE commission regarding joint Q3 BAEGV forum.	Ruth
	“Hate Has No Home Here” series event: - Agism	Determine Date, Location, specific topic Possible date – July?	Andrew, Ruth, Joelle
	MLK contest / event recognition	Event Date: January. Complete the award planning process, coordinate with Sweet Potato Pie.	Tracy, Ruth, Joelle
	Global Culture Celebration	Participate in community meetings. Decide if proceeding with the current initiative is feasible. If yes: participate in planning the structure of the festival and the initial event.	Joelle, Ruth’ DEIC
	City Systems	Begin reviewing City housing, transit and other community development policies and programs with an equity lens	City System Committee, Staff
	Regional DEIC Joint Meeting	Beginning planning process	Staff/Chair
	“Separation Law” at City Level	As first step contact the PEACE commission to see if they want to cooperate in this advocacy effort. Look into what existing code the city has that could affect the final decision.	Ruth, Seth

TIMEFRAME	TOPIC	COMMISSION TASK	LEADER
Q2  2025 April - June	BAEGV Forum – Q2, Indigenous Community	Event Date: May 22 or 28. Coordinate with co-sponsor. Plan for program format, speakers, food, and publicity.	Ruth, Joelle
	BAEGV Forum – Q3, Neighbors	Proposed Event Date: September 18 <sup>th</sup> . Begin plan for program format, speakers in coordination with the PEACE commission.	Kira, Joelle, Ruth
	“Hate Has No Home Here” series event - Agism	Event Date: July? Continue Planning - Date to determine place in process. (Possibly July)	Andrew, Ruth
	“Hate Has No Home Here” series event – Immigration/immigrants	Determine Date, Location, specific topic (Possibly late October or November)	To be determined.
	Pride Festival booth	Event Date: June. Plan for booth, order t-shirts/swag, plan quiz questions.	Joelle, Ruth, staff
	Global Culture Celebration	Continue enlisting partners, sponsors, exemplars for mid-2026 celebration event.	Joelle
	City Systems	Evaluate use and effectiveness of Equity Analysis Tool	City System Committee, Staff
	Regional DEIC Joint Meeting	Event Date: September Continue Planning process. Speakers. Possible diversity training activity.	Staff/Chair/ Others?
	Inter-Commission cooperation	Discuss and promote inter-commission cooperation at Board Commissions Annual Meeting, and as opportunities arise.	DEIC/Staff
	Dual-naming for signage to include Hāña Wakpadan	Work with Open Space and Recreation Commission to research about and implement dual-naming for signage to include Hāña Wakpadan	Had been Lee. To be determined.



TIMEFRAME	TOPIC	COMMISSION TASK	LEADER
Q3  2025 July - September	BAEGV Forum – Q3, Neighbors	Proposed Event Date: September 18 <sup>th</sup> . Program format, speakers in coordination with the PEACE commission. Food, publicity.	Kira, Joelle, Ruth
	BAEGV Forum – Q4, End of Year	Event Date: December 4 <sup>th</sup> r. Begin planning an event. Determine, topic, date and location. Submit Template.	Joelle, Ruth
	“Hate Has No Home Here” series event - Agism	Event Date: July? Program format, speakers in coordination with the PEACE commission. Food, publicity.	Andrew, Ruth
	“Hate Has No Home Here” series event – Immigration/immigrants	Continue Planning. Secure speakers finalize topic focus, location. Submit Template.	To be determined.
	Global Culture Festival	Possibly the opening event will be held in Sept. 2025	Joelle
	Regional DEIC Joint Meeting	Event Date: September Final planning including food, handouts, publicity, invitations, hosting.	Staff/Chair/ Others?
	City Systems	Prepare to be able to discuss City Equity Plan implementation on progress with City staff and Council	City System Committee, Staff
	Bill Hobbs Award	Awards Given: December City Council Meeting. Begin promoting nominations for the award.	Joelle, Ruth, Other?
	MLK Contest	Decide on themes, deadlines, begin notification to schools	Tracy, Ruth
	Global Culture Celebration	Continue enlisting partners, sponsors, exemplars for mid-2026 celebration event. Template.	Joelle

TIMEFRAME	TOPIC	COMMISSION TASK	LEADER
Q4 2025 October - December	BAEGV Forum – Q4, End of Year	Event Date: December 4 <sup>th</sup> . End of Year. Format program, publicity. food	Joelle, Ruth
	BAEGV Forum – Q1 2026	Event Date: March. Topic, location, date. Template	Joelle, Ruth
	“Hate Has No Home Here” series event – Immigration/immigrants	Event Date: Oct. Nov.? Format program, publicity. food	To be determined.
	Bill Hobbs Award	Awards Given: December City Council Meeting. Publicity, identify, notify award winners, coordinate with Council.	Ruth, Other?
	MLK Contest	Awards given out: January. Publicity, decide on award winners, coordination with Sweet Potato Pie.	Tracy, Ruth
	Work Plan	Begin developing work plan for April 2026 – March 2027	DEIC, Chair
	City Systems	Discuss City Equity Plan implementation progress with City staff and Council	City System Committee, Staff
	Global Culture Celebration	Continue enlisting partners, sponsors, exemplars for mid-2026 celebration event. Template.	Joelle

TIMEFRAME	TOPIC	COMMISSION TASK	LEADER
Q1  2026 January - March	Work Plan	Develop work plan for April 2026 – March 2027 – BAEGV Forums, other events, etc.	DEIC, Chair
	City Systems	Update City equity plan implementation goals for 2026 as necessary.	City System Committee, Staff
	BAEGV Forum – Q1 2026	Event Date: March. Program format, speakers. Food, publicity.	Joelle, Ruth, other?
	BAEGV Forum – Q2	Determine Date, Location, specific topic. Look into having a co-sponsor for the event. Submit *Template by mid-February.	Ruth, Joelle. Other?
	MLK Contest/ Sweet Potato Pie event	Event Date: January. Finish coordinating with Sweet Potato Pie, attendance of awardees, awards.	Tracy, Ruth
	Global Culture Celebration	Continue enlisting partners, sponsors, exemplars for mid-2026 celebration event. Template.	Joelle
	City Systems	Begin reviewing City housing, transit and other community development policies and programs with an equity lens	City Systems Committee, Staff
	Inter-Commission cooperation	As needed and when opportunity arises, meet with/share information and project participation with other commissions.	DEIC/Staff

**\*City Newsletter Schedule: bi-monthly**

January/February, March/April, May/June, July/August, September/October, November/December

**BAEGV Forums, “Hate Has No Home Here series events:**

**\*Template for use by the Communication Department to be submitted to them 90 days in advance of event.**

- The template must be submitted to Seth first. He will send it on
- Coordinate submission so that the publicity will appear in a City newsletter before the event.



# CITY OF GOLDEN VALLEY

## 2030 Strategic Directives

<p><b>Strategic (Re)Development</b></p> 	<ul style="list-style-type: none"> <li>• Pursue vibrant, identifiable community nodes, including a “downtown,” with diverse housing and retail options that attract and engage residents and visitors.</li> <li>• Foster a healthy mix of housing stock that accommodates various price points and life stages.</li> <li>• Ensure transparency and inclusivity in (re)development decision-making by intentionally partnering with residents, business owners, and visitors.</li> <li>• Cultivate a reputation as a supportive partner in (re)development efforts.</li> <li>• Retain and actively engage local businesses, recognizing their role as vital community members.</li> <li>• Prioritize the redevelopment of existing commercial and residential infrastructure to uphold our commitment to thoughtful stewardship of land and natural resources.</li> </ul>
<p><b>Infrastructure Maintenance &amp; Enhancement</b></p> 	<ul style="list-style-type: none"> <li>• Prioritize quality infrastructure designed to last, emphasizing environmental sustainability and climate resiliency.</li> <li>• Stay ahead of City infrastructure needs, prioritizing timely maintenance and replacement.</li> <li>• Strategically use park land to offer diverse amenities that fulfill community needs while advancing environmental goals.</li> <li>• Improve responsiveness to emerging safety and maintenance issues such as crosswalks, potholes, and curb cuts.</li> </ul>
<p><b>Effective Governance &amp; Management</b></p> 	<ul style="list-style-type: none"> <li>• Maintain our local control and ability to represent our community’s values and priorities.</li> <li>• Ensure effective City operations through strategic leadership and proactive planning that addresses current needs while ensuring longterm sustainability.</li> <li>• Enhance resident understanding about City projects and initiatives by clearly and regularly communicating trade-offs and the rationale behind investments.</li> <li>• Uphold transparency and accountability with the community, acknowledging mistakes and promptly addressing them.</li> <li>• Stay at the forefront of advancing equity and inclusivity by fostering strong, welcoming relationships with community, maintaining a workplace that fosters belonging and equitable outcomes, and embedding equity and inclusion into all City policies, initiatives, plans, and projects.</li> <li>• Create a workplace that attracts and retains talent by investing in staff development, engagement, and morale while promoting accountability and focusing on solutions to challenges.</li> </ul>

# CITY OF GOLDEN VALLEY

## 2030 Strategic Directives

<p>Financial Wellness</p> 	<ul style="list-style-type: none"> <li>• Increase the tax base to distribute the tax burden more evenly and better respond to emerging community needs.</li> <li>• Cultivate taxpayer confidence in our financial stewardship and the value of their investment by providing high-quality services, actively seeking alternative funding sources (grants, philanthropy, community partnerships), and transparently sharing our story.</li> <li>• Address the immense needs within a limited budget by planning strategically for future financial requirements and pursuing alternative funding sources.</li> <li>• Foster partnerships with nearby jurisdictions to collaboratively tackle infrastructure challenges affecting Golden Valley.</li> </ul>
<p>Community Affairs</p> 	<ul style="list-style-type: none"> <li>• Prioritize inclusivity and engagement with ALL Golden Valley populations, co-creating initiatives and regularly soliciting input.</li> <li>• Treat taxpayers as valued customers, fostering a community-centric approach that responds promptly to inquiries and keeps them up to date on progress.</li> <li>• Strengthen community identity through a sharpened brand, more community gatherings, and effective communication.</li> <li>• Build community understanding about local government functions and roles to manage expectations and help them effectively access the resources they need.</li> <li>• Leverage City events and projects to reflect our environmental values (eg, zero-waste, zero-plastic community gatherings, etc).</li> </ul>

# BYLAWS

## Diversity, Equity, & Inclusion Commission (DEIC)

### Article I: Purpose, Mission, and Prescribed Duties

The Commission shall be an advisory commission to the City Council.

#### A. Mission, Vision, Values

The Commission's mission is to promote and nurture a safe and welcoming community dedicated to the values of social equity, inclusion, and justice.

The Commission shall advise and make recommendations to the Council in matters relating to diversity, equity, inclusion, and human rights.

#### B. Duties

In accordance with its bylaws and annual work plan, and through the collaboration and cooperation of City staff, the DEI Commission shall:

- (1) Analyze the City's processes, procedures, policies, and ordinances as directed by the City Council on matters of diversity, equity, inclusion, human rights.
- (2) Present the results of programs of research and recommend changes to processes, procedures, policies, and ordinances to the City Council based on those results.
- (3) Regularly review and evaluate the City's community outreach methods and activities to ensure messaging reaches diverse populations and provides inclusive participation opportunities.
- (4) Annually provide input on the City's Equity Plan and, as requested by City Manager, their designee, or City equity staff:
  - a. Analyze City systems to identify systems of inequality (including systemic racism), and
  - b. Make recommendations relating to changes in ordinance, policy, or practice to dismantle those systems.
- (5) Communicate the City's diversity, equity, and inclusion (DE&I) work and facilitate community engagement and feedback.
- (6) Collaborate with organizations to host and promote events that educate the community on issues of diversity, equity, inclusion, and human rights, and other issues and to promote awareness and appreciation of diversity.

### Article II: Membership, Appointments, Terms, and Officers

#### A. Membership

Initially, any current member of the existing Human Rights Commission or Rising Tides Task Force who submits an application, shall be automatically appointed to the Commission. After the initial appointments, the Commission shall consist of nine regular members, and two youth voting members. The reduction in membership size shall happen gradually over the first three years as initial appointment terms expire so that there are 11 members by May 2023. Youth members shall live or attend school within Golden Valley, the Robbinsdale Area District or Hopkins School District and be enrolled in school grades 9

through 12.

In accordance with the City's values and Welcome Statement, the Council shall seek to have said appointments reflect the diverse voices and perspectives in the community, including:

- Individuals who have professional, volunteer, or personal experiences with communities that have historically experienced or presently experience the stress and trauma of discrimination, for example, individuals with work or volunteer experience in the field of diversity, equity and inclusion, or personal involvement in advocacy or activism;
- Individuals who have professional, volunteer, or personal experiences with healing of marginalized communities; and
- Individuals with personal experience involving discrimination.

At a minimum the DEIC membership shall consist of:

- One member with a connection to multi-family or group housing; and
- One member of a community group that has demonstrated commitment to the values of racial equity, inclusion, social justice, and human rights.

If the City does not receive qualified applications from one of the above categories, the remaining spots may be filled with any person who lives, works, attends school, volunteers, or worships in the City of Golden Valley.

#### B. Appointments and Terms

Appointments are made effective May 1 of each year. The Council shall appoint regular members of the Commission for three-year staggered terms. Youth members shall be appointed for a one-year term. The terms of Commission members shall be fixed and determined at the time of appointment by the governing ordinance. The City Council shall appoint the members of the Commission and to fill vacancies for unexpired terms. A vacancy shall be deemed to exist if a regular member ceases to meet the residency requirements or a youth member who ceases to meet the residency, age, or school requirements.

#### C. Officers

The Commission shall elect officers of Chair and Vice-Chair from the Commission membership by its voting members at its regular annual meeting, (no later than the second meeting after May 1 in each year). The Chair and Vice Chair positions rotate, and members may only serve two consecutive years as the Chair or Vice-Chair. Should the office of Chair or Vice-Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office. Officers may also delegate the duties of their position to other Commissioners as deemed appropriate by the Commission.

Chair responsibilities include:

- work with staff liaison to develop meeting agendas
- conduct and preside at all meetings in a productive and time-efficient manner
- ensure the Commission conducts its activities within the stated mission and bylaws of the Commission
- appoint Commissioners to subcommittees
- monitor and ensure the progress of the Commission
- report to the City Council

Vice-Chair responsibilities:

- perform the duties of the Chair in the absence or incapacity of the Chair
- perform all other duties as prescribed by the Commission



## Article III: Meetings and Attendance

### A. Meetings

All meetings of the Commission shall be conducted in accordance with the Minnesota Open Meeting Law and City code. This means all business and discussion occurs at a meeting which has been posted and is open to the public.

The presence of a majority of all regular members currently appointed to the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. In the event a quorum is not reached, a smaller number of members may meet to have informal discussion, however, formal action shall not be taken and must be reserved for such time as when a quorum of the Commission is reached. A quorum of the members should not discuss Commission business by email, forms of social media, telephone, or informal meetings. Commission meetings may be cancelled by the staff liaison if there are no items on the agenda for discussion.

The proceedings of meeting should be conducted using standard parliamentary procedure.

#### i. Regular Meeting

The regular meeting of the Commission shall be held on the fourth Tuesday of the month at City Hall at 6:30 pm. The Commission may, by a majority vote, change its regular meeting dates for any reason provided proper public notice of the changed meeting is provided.

#### ii. Annual Meeting

The Annual Meeting of the commission shall be a regular meeting, typically the first meeting after May 1 of each year, at which time elections will be held.

#### iii. Special Meetings

A special meeting of the Commission may be called by the Chair or two commissioners, or by the City Council, for the purpose of transacting any business designated in the meeting notice. The notice for a special meeting shall be posted in compliance with the Minnesota State Statutes governing public meetings. The staff liaison shall notify Commissioners at least three days prior to the meeting of the date, time, place and purpose of the special meeting. A special meeting must also be posted in accordance with the requirements of the Minnesota Open Meeting Law.

### B. Attendance

Members are expected to attend all meetings, including the annual board and commission joint meeting. If a member is unable to attend a meeting, they should contact the staff liaison, who will inform the chair. If a quorum cannot be attained, the meeting will be canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager's office will review attendance records for the preceding calendar year (April-March) and send a standardized letter of warning to any member that has missed:

- two consecutive or three total meetings for groups that meet once a month; or
- two consecutive or five total meetings for groups that meet twice a month.

Because attendance is so important to the work of the City's boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances prevent the member from committing to consistently attending future meetings, the member may be asked to step down. The City Manager will not ask the member to step down if their inability to attend meetings is due to health reasons. If the member's attendance does not improve within 3 months after receiving a warning, the City Manager or their designee shall ask the member to step down. If the member chooses not to step down, the Council may take action to remove the member.

## Article IV: Rules

### A. Agenda

The agenda for regular and special meetings of the Commission shall be prepared by the staff liaison. Items to be placed on the agenda may be proposed by the Chair, a Commission member, the staff liaison or at the request of the City Council. Residents, businesses, or other interested parties may contact the staff liaison to request that an item be placed on the agenda for consideration. All agenda topics presented by the City Council will be placed on an appropriate agenda; requests from other parties will be placed on an appropriate future agenda at the discretion of the staff liaison.

The agenda shall be approved at each meeting prior to discussion of any item on the agenda. At the time of agenda approval, items may be removed and the order of business may be modified by a majority vote of members present at the meeting. No items shall be added to the agenda unless deemed as urgent by the staff liaison. Prior to adjournment, members present may communicate items recommended for inclusion on future agendas.

### B. Recordkeeping

All minutes and resolutions shall be in writing and shall be kept in accordance with City procedures, Minnesota Statute and Rules regarding preservation of public records and the Minnesota Data Privacy Act.

### C. Work Plan

The Commission will draft an annual work plan that details activities and projected timelines for the upcoming year.

- The Chair may appoint Commissioners to be primarily responsible for each work plan activity.
- The Commission may establish subcommittees to oversee work plan activities. The subcommittees will be chaired by Commissioners appointed by the Chair.
- The Commission's work plan will be submitted to the City Council, typically during the first quarter of the calendar year. The Chair and/or Commissioners will attend a Council/Manager meeting to discuss the annual work plan with the City Council.
- The Commission's work plan must be agreed upon by the City Council.

### D. Annual Report

The Commission shall submit an annual report to the City Council summarizing the past year's activities. The report may highlight information the Commission feels appropriate to convey to the City Council.

- The Chair or Vice-Chair will prepare the report for approval by the Commission. Commission members may submit signed addenda presenting alternative conclusions or perspectives.
- The report and addenda are submitted to Council with the current year work plan in the first quarter of the calendar year or as soon thereafter as possible.

### E. Subcommittees

The Commission may create subcommittees to plan and direct activities related to topics of interest to the Commission and to oversee work plan activities.

- Subcommittees will be chaired by Commissioners appointed by the Chair and shall not consist of a majority or more of currently appointed Commission members.
- A majority of the subcommittee must be present to conduct business, including the subcommittee chair.
- The Commission may consolidate or dissolve subcommittees at any time.
- The subcommittee chair may appoint other Commissioners and representatives from the broader community to the subcommittee, provided that the subcommittee at no time consists of a majority or more of currently appointed Commission members.

- The subcommittee chair shall report back to the Commission about its activities as an agenda item at regular Commission meetings.
- Subcommittee meetings shall be held at a date and time that does not conflict with the Commission's regular and special meetings. The staff liaison shall be notified of the date, time, location and topic of all Subcommittee meetings.

#### F. Performance of Duties

Commissioners are expected to adequately prepare for meetings. Commissioners unable to complete an assigned task should notify the commission chair or subcommittee chair as soon as possible. The Commission staff liaison may ask the City Council to review a Commissioner's appointment based upon its assessment of significant lack of performance.

### Article V: Amendments and Revisions

The Commission will review these bylaws no later than the second meeting after May 1 every three years. Members may present recommendations for changes and amendments. These bylaws can be altered or amended at any regular monthly Commission meeting with a majority of members present, provided that notice of the proposed changes and amendments is provided to each member at least 10 business days before the meeting. The Council must review and approve any changes to, and has final authority regarding, these bylaws.

### Appendix: Glossary

This glossary is a set of terms adopted by the City to ensure common language and understanding regarding diversity, equity and inclusion. When discussing the diversity, equity and inclusion efforts, use these terms and definitions in all contexts:

**Accountability:** Processes and procedures that ensure the centering of equity in the decision-making process

**Barrier:** Social, economic and physical impediments constructed to decrease access to resources essential for positive life outcomes

**BIPOC:** An acronym for Black, Indigenous, People of Color

**Bias:** A mental process that evaluates and classifies others by their appearance and/or behaviors based on personal schemata. Bias influences our actions, beliefs and attitudes about others positively and negatively. There are two types of bias in regards to equity and justice:

- Explicit: Bias we are aware of and act in the name of
- Implicit: Subconscious feelings, perceptions, attitudes and stereotypes developed over time<sup>i</sup>

**Capacity Building:** Exercises and trainings developed to ensure all members of a community work towards equity

**Community Engagement:** Employment of a range of tools and strategies to ensure successful, accountable relationships between an organization and the people it serves

**Community Indicator:** An impact on a life-outcome influenced by public policy

**Disparity:** A pattern of disproportionate life outcomes based on a social identity

**Diversity:** A measurement of individuals' differences from one another in the form of social identities and lived experiences; all the ways in which people differ.<sup>ii</sup>

**Equity:** Fair treatment, access, opportunity and advancement for all people; one's social identity cannot predict the outcome.

- Racial Equity: practices and policies to mitigate adverse impacts one's race has on life outcomes

**Equality:** Evenly distributed tools and assistance to access resources and opportunities

**Human Rights:** Rights inherent to all human beings, regardless of race, sex nationality, ethnicity, language, religion or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more.<sup>iii</sup>

**Inclusion:** Systems that allow for access to all spaces regardless of social identity; a variety of people have power, a voice, and decision-making authority.

**Inequality:** Unequal access to opportunities and resources

**Justice:** Fixing the system to offer equal access to both tools and opportunity

**Oppression:** Intentional harm, construction and upholding of access to human and civil rights

- **Personal:** Thoughts, beliefs, and attitudes about yourself, coworkers, supervisors, customers, residents, etc. based on their social identity
- **Interpersonal:** Negatively expressed words and actions based on social identity
- **Institutional:** Golden Valley (or other agency) enforced practices, policies and procedures that create barriers to resources and opportunities
- **Structural/Systemic:** Golden Valley (or other agency) enforced practices, policies and procedures created by larger entities (local, state, federal government and agencies)

**Racialized Violence:** An instance of bodily/mental harm as a result of systemic racism

**Social Identity:** All of the ways people are grouped and stratified in society e.g. race, socioeconomic status, gender, gender identity, sexual orientation, ability, nation/language of origin, family structure, age, religion, immigration status, marital status, etc.

**Systemic Racism:** A collection of institutions that create unequal access to resources and opportunities

---

<sup>i</sup> Source: US Justice Department

<sup>ii</sup> Source: City of Portland Office of Equity and Human Rights

<sup>iii</sup> Source: United Nations