



Irene Gomez-Bethke Papers.

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January 9, 1996

Ms. Irene Gomez-Bethke
4649 Decatur Avenue North
New Hope, MN 55428

Dear Ms. Gomez-Bethke:

First of all, on behalf of the New Hope City Council, I want to thank you for your interest in serving on our new Human Rights Commission. The New Hope City Council appointed members to this commission at its meeting of January 8, 1996. We are very fortunate to have such qualified and experienced individuals to serve.

The City Council has initially appointed Tim Thomas as Chair and Iris Moore as Vice Chair of the Commission. Next year, the commission members will elect their own officers with City Council approval.

We are extremely fortunate also to have Kay Kramer as a member of the Commission as Kay has a very strong background in human rights and ADA matters.

An introductory meeting has been scheduled for Tuesday, January 16, at which time the City Council will provide direction to the Commission. The meeting will take place at City Hall starting at 6:00 p.m. and dinner will be served. Also, the Commission will discuss membership terms and selection of a monthly meeting date. We hope you can attend the meeting. If you cannot attend, please contact Valerie Leone, City Clerk, at 531-5117.

Again, thank you for your interest; we look forward to working with you.

Sincerely,


Edward J. Erickson
Mayor

cc: City Council

**City of New Hope
Human Rights Commission
AGENDA
August 4, 1997
City Council Chambers**

The Human Rights Commission Meeting was called to order at _____ p.m., by _____.

_____ Timothy Thomas, Chair

_____ Stacy Unowsky, Secretary

_____ Kay Kramer, Vice Chair

_____ Henry Bates

_____ Irene Gomez-Bethke

_____ Eugene Jackson Jr.

_____ John Obereuter, Liaison

_____ Christopher Lange

_____ Katie McLaughlin

Moved by Commissioner _____ and seconded by Commissioner _____ to approve/amend the Agenda.

Moved by Commissioner _____ and seconded by Commissioner _____ to approve/amend the Minutes of July 7, 1997.

Committee Reports:

Housing Issues
No Fault Grievance
Student Citizens/High School
Human Rights Day
Affirmative Action

Commissioner Unowsky
Commissioner Gomez-Bethke
Commissioner McLaughlin
Commissioner Bates
Commissioner Jackson Jr.

City Council:

Liaison Obereuter

Old Business:

New Business:

It was moved by Commissioner _____ and seconded by Commissioner _____ to adjourn the meeting. The meeting was adjourned at _____ p.m.

**City of New Hope
Human Rights Commission Minutes
July 7, 1997**

The meeting was called to order at 7:05 p.m., by Chair Timothy Thomas.

Roll call indicated the presence of Commissioners Thomas, Kramer, Bates, Jackson Jr., and Liaison Obereuter.

It was moved by Commissioner Kramer and seconded by Commissioner Bates to approve the meeting agenda. Motion Carried.

It was moved by Commissioner Bates and seconded by Commissioner Kramer to approve the minutes of June 2, 1997. Motion Carried.

Affirmative Action Report--Commissioner Jackson Jr.

Commissioner Jackson Jr. did not have a specific report at this time. Although he did openly note some speculative displeasure's within the city of New Hope.

Due to the depth of Commissioner Jackson Jr.'s. remarks, Chair Thomas requested him to undertake the preparation of an Affirmative Action report within the city, for our Commission. Commissioner Jackson Jr. declined this request.

Guest Speakers Report--Commissioner Kramer.

Commissioner Kramer noted that he had no report; in that Commissioner Gomez-Bethke was preparing to get a Human Rights Department speaker on our No Fault Grievance Procedure issues.

Commissioner Gomez-Bethke's presence was acknowledged by Chair Thomas.

No Fault Grievance Report--Commissioner Gomez-Bethke.

Commissioner Gomez-Bethke noted that she had been in contact with M. Vicki Olivo, of The Minnesota Human Rights Department and said that Ms. Olivo would be glad to appear before our Commission to speak on No Fault Grievance and Human Rights Issues.

Human Rights Day Report--Commissioner Bates.

Commissioner Bates distributed a Team Department list for New Hope's City Management.

Commissioner Bates and the Commission further agreed that our Brochure placement should include the Library, Ice Arena, and Y.M.C.A., with further consideration of Apartment Buildings and Churches (where acceptable); as well as The League of Minnesota Human Rights Commissions.

Liaison Report--Liaison Obereuter.

Liaison Obereuter spoke with City Manager Donahue about the feasibility of a Human Rights Day, and said that he was receptive to the matter.

Commissioner Bates next moved and Commissioner Kramer seconded a motion making November 1st. the day of this event. Motion Carried.

Chair Thomas then moved and Commissioner Gomez-Bethke seconded a motion making 10:00 a.m. the start time for this event. Motion Carried.

It was then agreed that a resolution be prepared and presented to our City Council on this matter, at its next meeting.

Old Business.

In that our High School Commissioner Katie McLaughlin's term is due to expire on August 31st.; our Commission unanimously agreed that "our recommendation to the City Councils re-appointment of her for another term be made."

Liaison Obereuter noted that the City Attorney had approved our Commissions By-Laws, and that they will be presented to the City Council at its next meeting.

New Business--None

With no further business before us, Commissioner Bates moved and Commissioner Gomez-Bethke seconded a motion to adjourn the meeting. The meeting was adjourned at 8:28 p.m.

Respectfully submitted,



Kay Kramer,
Acting Secretary.

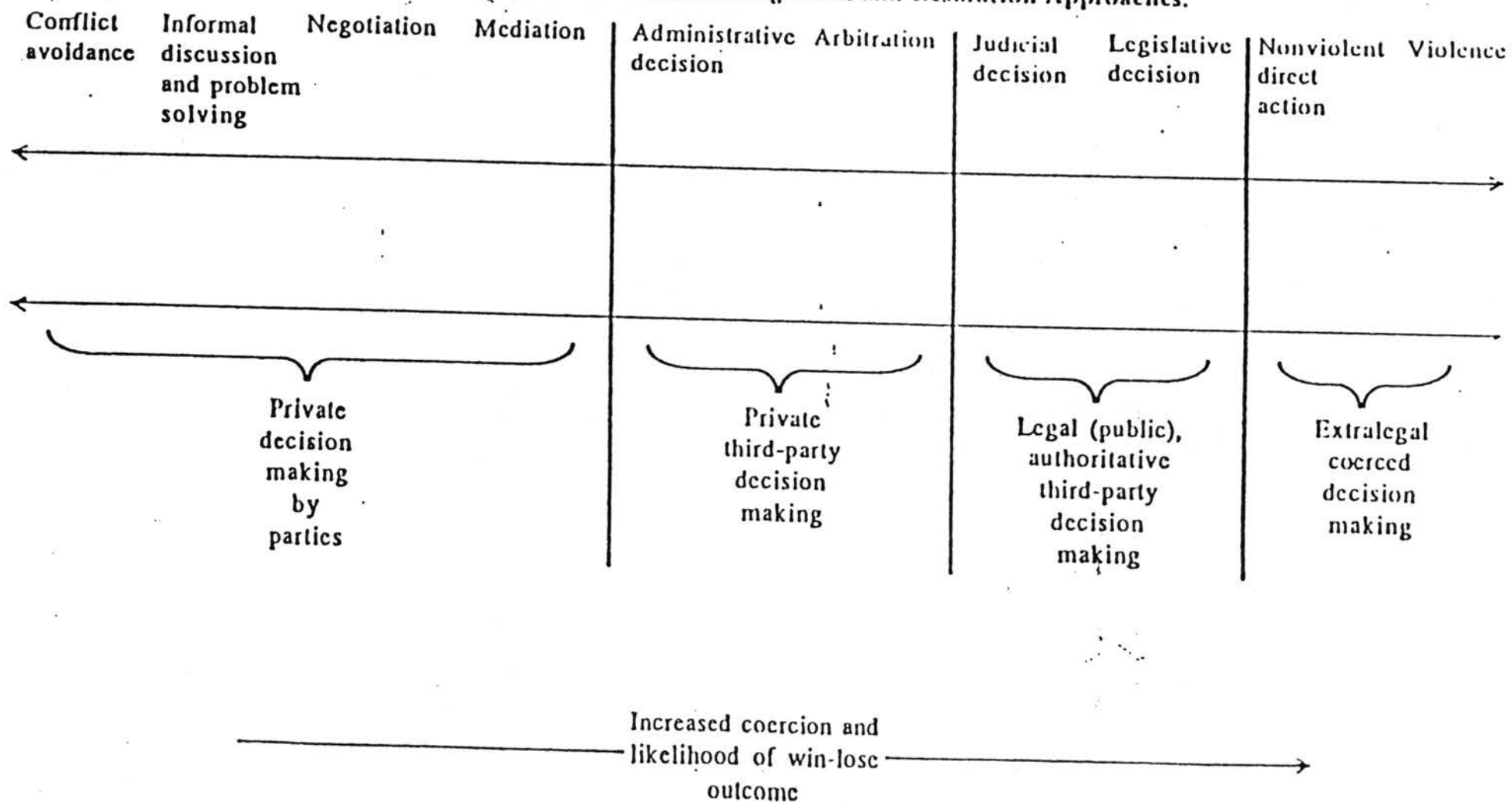
CONFLICT RESOLUTION

1. Conflict facts
 - necessary catalyst for change
 - inevitable
2. Responses to conflict
 - withdrawing One or both parties avoid discussion of their differences.
 - smoothing Both parties play down the conflict or one party continually gives in to the other
 - forcing Power is used by one party with victory going to the strongest.
 - compromising Each yields on the part of the desired goal.
 - confronting The underlying reasons for the conflict are explored and an effort is directed towards redefining the problem and finding productive solutions for all parties.
3. Conflict resolution strategies and possible accompanying results.
 - competition: Win/lose, lose/lose
 - avoidance: Impasse/lose
 - position based negotiations: Compromise
 - collaborative problem solving: Win/win
(turn zero sum situation to non-zero sum situation)
4. Beliefs conducive to collaborative problem solving
 - availability of mutually acceptable solution
 - desirability of mutually acceptable solution
 - desirability of cooperation rather than competition
 - views of others are legitimate statement of their interests
 - differences of opinion are helpful
 - others are trustworthy
 - understanding that the other party can compete but choose to cooperate
5. Power
 - relational
 - threats/rewards
 - social norms
 - equalizing/mitigating effect of presence of mediator
 - mediator's risk of loss of rapport by equalizing
6. Threat and Promises
 - tendency to use threats
 - tendency to respond with counter-threat/increased resistance

MEDIATION / NEGOTIATION

- privacy
- parties control process
- reflects concerns and priorities of disputants
- flexible
- finds integrative solutions
- addresses underlying problem
- process educates disputants
- high rate of compliance

Figure 1. Continuum of Conflict Management and Resolution Approaches.



The following is from materials provided by the Night Prosecutor Program in Columbus, Ohio through the Committee on Criminal Justice in Ames, Iowa.

SPECIFIC OBJECTIVES OF THE MEDIATOR

I. SEQUENTIAL PARTS OF THE MEDIATION CONFERENCE

A. Introductory Statement

- checks and/or collects information
- determines each party's preference for the name s/he wishes mediator to use in addressing him/her
- explains philosophy of the program
- explains goals of conference

B. Explanation of Ground Rules

- is clear, concise in explanation
- points out that both parties will have opportunity to talk uninterrupted
- get firm agreement from both parties for ground rules

C. Collection of Facts

- asks questions which prompt party to further develop the story (all the facts, the history of conflict/relationship)
- asks party to clarify when necessary
- discourages name-calling, etc..
- enforces ground rules
- reminds first party of ground rules when turning to second party
- thanks second party for waiting to be heard
- establishes a structure for dealing with interruptions which the parties can soon come to expect

D. Summarization of Parties' Statement

- includes all the key points of the story
- leaves out unnecessary detail
- uses the parties' language when appropriate
- uses value-free statements
- uses non-accusatory language (e.g. your perception of what happened is, you have said..., etc.), this helps to neutralize hostile/negative descriptions
- checks with party to see if she has anything else to add before mediation moves on

E. Problem Definition

- is general, specific only when necessary
- includes all the key issues which have been raised
- introduces the mediator's interpretation of the underlying problem or issue as his/her own (one possible interpretation among others), being sure to leave the door open for the generation of alternatives

F. Generation and Evaluation of Alternatives

- effectively redirects the party who wishes to rebut toward a search for a solution
- has the parties do the work of coming up with solutions (e.g. allowing periods of silence when a party is thinking, refraining from offering suggestions)
- when one party either reluctantly or submissively agrees to a point of solution, the mediator tests this out and makes sure the party 1) understands that both parties have equal rights in the creation of a solution; and 2) can live comfortably with that point of the agreement
- makes sure the agreement is specific enough so as to avoid confusion and further need for decision-making at a later date (e.g. if money is to be paid, how and when will it be paid? how much and when is community service to be completed?)
- repeats the agreement made thus far at any given point when clarification is needed, if agreement includes many different items

G. Use of Resources/Referrals

- presents Referrals as information rather than suggestions
- when appropriate, speaks with one or both parties individually after the mediation in regard to certain services available.

H. Conclusion

- reads aloud and gets acceptance from both parties before writing any thing down on the Dispute Settlement form
- acknowledges the work done by the parties and thanks them

MEDIATION: A STRUCTURED APPROACH

- I. Agreement to mediate obtained prior to session (appearance at mediation session implies tacit consent or agreement to mediate)
 - A. Rights and responsibilities re-iterated in opening statement.
 - B. Commitment to process renewed at session.
- II. Opening Statement (sets realistic and constructive expectations; predisposes the parties to mediation)
 - A. Introductions
 - B. Confidentiality
 - C. Role of the mediator(s)
 - D. Purpose of mediation
 - E. Caucuses
 - F. Negotiation in "good faith"
 - G. Courtesy
 - H. Follow-up
 - I. Time limits
 - J. Questions
- III. Fact finding (What are the facts of the case and relevant collateral issues?)
 - A. Begin with the "weakest" party (who, what, why, where, when?)
 - B. Follow-up with the other party (or side)
 - C. Corroborate with any other interested parties
 - D. Facilitate communication among the parties
 - E. Achieve consensus on facts
 - F. Summarize the facts
- IV. Options for Settlement
 - A. Maximize the natural inclinations toward fairness
 - B. Suggest alternatives (do not recommend solutions)
 - C. Use brainstorming when appropriate
 - D. Encourage bargaining among the principals
 - E. Summarize, clarify the proposals
 - F. Narrow the options
- V. Agreement/Settlement
 - A. Summarize the terms of agreement
 - B. Record the "Summary and Agreement"

A Framework for Mediation: Lending Structure to the Process

I. Setting the Stage

1. Ensure that the mediation session room is set up in a way that is comfortable and promotes interaction among the parties (do not set mediator's chair in a higher or detached place).
2. A tacit consent to mediation is obtained prior to the mediation session through case development. This predisposes the disputants to resolving the conflict.
3. It is important to renew the commitment to seeking a settlement which the disputants bring to the session.
4. Start the session in a positive way by expressing your confidence in the ability of the disputants to settle the conflict.

II. Establishing Rapport

1. Clearly explain mediator's role, alleviating fears and misconceptions that mediators are judges or have other powers of enforcement.
2. Establish ground rules so that the parties will have realistic and constructive expectations.
3. Allow the parties time to vent emotions and feelings.

III. Defining the Problem

1. Interview each of the parties to determine the facts of the conflict.
2. Listen for common themes and present them to the parties.
3. Help determine and distinguish between real or imagined risk or danger involved in the dispute.
4. Help sort out elements that cannot be changed (values, laws, life styles, matters of principle).
5. Clarify and legitimize the parties' perception of the situation.
6. Use attending behavior and open questions: What if...? Can you tell me something about...? What impact did that have on you? How do you feel about?
7. Facilitate communication among the parties. Get them to start talking to each other. Encourage discussion.
8. Pay attention to behavioral cues. Intervene as necessary to promote effective discussion of the issues.
9. Work toward consensus on the facts of the situation.

IV. Solving the Problem

1. Maximize the disputant's natural inclination toward

- fairness.
2. Suggest alternatives rather than recommending solutions.
 3. Use brainstorming to explore options and to avoid getting "stuck".
 4. Explore consequences of various options.
 5. Work toward commitment to appropriate actions.
 6. Avoid impractical or unworkable commitments.
 7. Encourage bargaining among the parties.
 8. Summarize and clarify the proposals.
 9. Narrow the options.
 10. Be optimistic. Remind the disputants of how much they have achieved.

V. Reaching an Agreement

1. Define the terms of agreement. Be sure that everyone understands each item.
2. Write out and sign any agreement reached, with a copy to each party involved.
3. Commend the parties on any agreement reached; their cooperative effort.
4. Whether or not an agreement has been reached, commend and thank the parties for their efforts; their willingness to TRY.
5. Encourage the parties to call upon you or the staff if we can provide assistance in the future (maintain the open communication channel).

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II. OVERALL EFFECTIVENESS OF THE MEDIATOR

A. Preparation for the Mediation Conference

- has read over the intake sheet/police reports
- arrives early enough to make necessary arrangements decisions about seating arrangements, etc.
- decides how to phrase the complaint on the Agreement to Mediate form

B. Neutrality

- creates a good balance between parties in the use of both verbal/nonverbal cues
- does not reveal personal preferences or opinions
- follows same format with either party for conducting different parts of the hearing
- gives both parties equal attention/opportunity to express themselves (e.g. if one rebuts and this is allowed, the other must be given the same chance)
- is equally firm, with both parties in maintenance of ground rules

C. Ability to be Non-Judgmental

- maintains an even and consistent tone of voice, unless otherwise called for
- demonstrates equal willingness to hear and to try to understand both parties
- does his/her best to conceal strong signs of un-comfortableness with any sensitive issues raised
- includes all of the key points of a party's story in the summary
- remains relatively calm in responding to potentially bothersome or even shocking material (acknowledges party's right to share whatever material s/he deems important.

D. Communication Skills

1. Listening

- has good eye contact
- Gives each party the chance to tell their side of the story uninterrupted except to redirect

- or get clarification from the speaking party
- verbally lets the parties know you have been listening (e.g. "Now let me make sure that I have understood you..." or "I want to be sure I have heard you correctly...", etc.)

2. Summarizing/Feeding Back Statements

- is able to summarize without getting bogged down in detail
- takes notes when gathering specifics to be used later in drawing up a contract
- uses language both parties are likely to understand
- uses parties' own words when appropriate and possible

3. Encouraging Effective Communication

- commends parties when they have helped the communication process (e.g. one party remains silent the entire time or much of the time during which the other party is speaking)
- praises parties for assuming an air of flexibility and demonstrating willingness to work toward solution rather than prove between right and wrong or guilty and innocent
- addresses and tries to have parties change behavior distracting to the process of the hearing

4. Nonverbal

- dresses appropriately for hearing with something of a professional flair
- assumes basic body position effective in conducting the hearing with neutrality
- uses nonverbal language a fashion which stimulates effective communication (e.g. nodding only when the mediator wants the party to continue in the same vein, holding up a hand to get them to stop)

5. Tone

- projects a steady and even tone of voice except when there is a reason for its being otherwise (e.g. to break up a shouting match).
- projects a quality of authority
- is sufficiently loud but not overbearing

E. Maintenance of Ground Rules

- receives firm and equal agreement from both parties
- is immediate and persistent in enforcement of the

rules

- uses communication skills in encouraging parties to adhere to ground rules (e.g. recognition of feelings, confrontation, etc.)
- takes sufficiently strong measures to enforce ground rules

F. Limit Setting

- keeps the parties from rambling
- discourages verbal abuse of the other party (name calling, etc.)

G. Control of Emotional Involvement

- appears supportive/understanding of parties' feelings without feeling sorry for them
- makes every attempt to treat both parties equally, even in the face of very different responses from them (e.g. one is warm and friendly, the other somewhat hostile)
- is "with" each party when talking with him/her but focuses on understanding and good communication (it's not your problem).

H. General Effectiveness

- is familiar with the format and follows it
- directs the hearing---has control
- listens well
- shows understanding and compassion without damaging one's neutral position
- allows the parties their right to self-determination in spite of an agreement which the mediator believes is poor or incomplete. Should you sense doubt or assurance in either party, it is appropriate to question his/her commitment to and/or understanding of it. However, beyond this, your only role is to assist them in the process.

III. FOR HEARINGS IN WHICH CRISIS OCCURS

A. Response to Crisis in Its Early Stages

- Deals with distracting behavior soon after it first
- responds to both verbal and nonverbal behaviors

B. Use of Communication Techniques in Attempting to Deal With Crisis

When appropriate:

- acknowledges feelings
- localizes and redirects distracting/inappropriate behaviors.
- reassures/calms parties

- confronts
- uses sufficiently strong measures to stop loud and/or abusive behavior (e.g. when one party shouts or physically threatens the other party)

IV. FOR HEARINGS OF NON-RESOLUTION

- A. Timely Recognition of Stalemate
 - gives the parties ample opportunity to seek solutions
 - uses time out in the effort to get parties to reconsider their positions
- B. Willingness to Allow for Non-Resolution
 - shows acceptance of parties' rights to stop short of resolution
- C. Presentation of Ideas for Possible Resolution
 - presents ideas rather than suggestions (e.g. "Would you consider...? or "Have either of you thought of...?" rather than "It seems to me you could/should...")
 - points out possible consequences of non-resolution as point of information while simultaneously acknowledging each party's right to make him/her own decision (e.g. "The decision is yours, but I'd like to point out . . .")
- D. Referrals
 - is sufficiently familiar with the existence and function of human service agencies
 - presents information about referral agencies rather than suggestions
 - identifies options available

COMMUNICATION AND DISPUTE RESOLUTION

Whenever people have a conflict, there is almost always a problem of communication. Conflict situations involve people and their feelings about issues. As conflicts develop and become more of a problem, feelings of frustration and anger often increase. The situation can quickly become destructively competitive so that people no longer work to communicate. Instead each person works to defeat the other.

By the time the conflict has reached this stage, people may have engaged in shouting or fighting or perhaps they just walked away thinking "I don't know why I waste my time. I just can't talk to people like them." Now the conflict has deepened because of the breakdown in communication. If conflicts such as these are to be successfully resolved, people must be able to communicate. They must be able to talk, listen or understand each other's issues and feelings. Our definition of communication is "connecting of people that allows for the exchange of thoughts and feelings which lead to understanding."

Effective communication is the most important ingredient in dealing with conflict and resolving it successfully. In this section, we will examine the important role, responsibilities and skills of the listener in the communication process.

ATTITUDE

Attitude is extremely important to the communication process. Whenever people decide to communicate, they may want to inform, understand, learn or share feelings, all of which involve work. People must be honestly willing to do the work that promotes effective communication. This work means putting oneself in the position to give, receive and clarify information from others. If willingness is not a part of the process, efforts to communicate can be futile.

Along with willingness, respect is necessary for successful communication. Each individual must understand and demonstrate that what the other person has to say is just as important as what he or she has to say. Each person must also feel that he can be informed by or learn something from the other, since communication is an educational experience. Without respect, there is no equality in the communication process, and without equality, there can be no honest, effective communication. Understanding the importance of willingness to work and respect will allow people to see each other more as equals in the process and allow for the best potential communication.

EFFECTIVE LISTENING

Many times during discussions that involve people emotionally, strong feelings of anger, anxiety, fear or excitement can cause listening systems to shut down. The more emotionally invested one become in a discussion, especially a conflict situation, the easier it is to stop trying to communicate. This lack of effort may result in getting locked into a position:

"I know I'm right, no matter what she says."

"I am his supervisor, and he is trying to tell me something. What could he possibly know?"

In these situations, people have become less committed to hearing the other person and less interested in pushing away the senseless words and reactions.

LISTENING CAN WIN FRIENDS:

The speaker will be inclined to like you for listening.

LISTENING MAY SOLVE THE PROBLEM FOR THE OTHER PERSON:

Giving someone a chance to talk through her problem may clarify her thinking and provide necessary emotional release.

LISTENING HELPS SOLVE MUTUAL PROBLEMS AND RESOLVE DISAGREEMENTS:

You can't agree or disagree intelligently with another person until you understand his point of view. Only when you understand each other can you seek mutual solutions.

LISTENING LEADS TO BETTER WORK AND COOPERATION FROM OTHERS:

When people feel you are interested in them and their problems, thoughts, and opinions, they will respect both you and the organization you represent. In addition, they will be more likely to cooperate with you.

LISTENING CAN STIMULATE THE SPEAKER:

Eager, alert, active listening helps the speaker do a better job of presenting ideas.

LISTENING HELPS YOU MAKE BETTER DECISIONS:

Through listening, you can draw upon the experience of people who work in the same area. You will develop better judgment, as well as uncovering additional facts.

LISTENING CAN HELP YOU DO A BETTER JOB:

Ask people you work with for suggestions about how you can do a better job, and LISTEN.

LISTENING CAN HELP YOU SELL:

Ask the right questions of people and then LISTEN. "What advantages can you see in doing the job this way?" If you were to tell a neighbor the best features of this project, what would you say?" "What are the best ways we could get a program started here?" Let them tell you and sell themselves on the idea or product at the same time.

LISTENING CAN PREVENT TROUBLE:

When we talk before we listen, we often "stick our necks out", make decisions we later wish we could change, state criticisms we later regret, or commit ourselves to action we can't or won't carry out. LISTEN..then speak!

LISTENING CAN GIVE YOU CONFIDENCE:

If you follow the discussion, you can be confident that what you say is relevant. If you listen to and understand an opponent's arguments, you can be confident of arguing against him accurately. If you listen, you can spot flaws in the other person's argument and gain confidence in your own case. If you listen, you can be confident that your report of the discussion will be accurate.

LISTENING CAN INCREASE YOUR ENJOYMENT:

Listening can increase your enjoyment of a play, a movie, a lecture, or a television program. In addition, learning to listen will develop higher standards for everything you hear.

ACTIVE LISTENING:

WHAT IT IS: ACTIVE LISTENING lets people know they are being heard and understood.

WHY DO IT? When people feel that they are being heard and understood, they express themselves more fully. Active listening also enables the listener to get useful information from the speaker.

HOW TO DO IT: Mr. Jones says: "If Smith doesn't stop letting his dog run loose, I'm going to call the police." Active listening responses follow:

RESPOND TO THE CONTENT (PARAPHRASING)

Focus on the main idea that the speaker is trying to convey and restate that idea in your own words.

"Things are getting worse between you and Smith."

"It seems that this situation is getting serious."

Restating or paraphrasing lets the speaker know that you are really getting the main point and are understanding just how serious things are becoming. The speaker then feels she is being understood and supported.

RESPOND TO FEELINGS:

Focus on the emotion or feeling behind the speaker's statement. Then acknowledge these feelings and the emotions you are perceiving.

"You are really getting angry with Mr. Smith, aren't you?"

"It sounds as if you are really getting fed up and frustrated by this situation."

Acknowledging the feelings lets the speaker know her feelings are important; and she is being heard and understood.

ACCEPT AND UNDERSTAND:

Accept feeling without agreeing with or approving of them.
"I can see that you are really upset with Mr. Smith. You're angry because he keeps ignoring your complaint."

ENCOURAGE:

"Can you tell me a little bit more about how his dog affects you."

Active listening is one means of getting information and demonstrating understanding, but it is not meant to be used as an end in itself. Don't use active listening to show off new skills, and don't think that active listening is all there is to communication. The real key to active listening is sincerity. Using these skills with the intention of communicating sincerely can greatly enhance the quality and effectiveness of the process.

MORE EFFECTIVE LISTENING TECHNIQUES:

Here are other ways of improving your ability to hear and understand a speaker:

1. STOP TALKING: You can't listen while you are talking.
2. EMPATHIZE: Try to put yourself in the other's place so you can see what he is trying to communicate.
3. ASK QUESTIONS: When you don't understand, when you need more explanation, when you want to show that you are listening, ask. But don't ask questions to embarrass or show up the speaker.
4. DON'T GIVE UP TOO SOON: Don't interrupt other people; give them time to say what they have to say.
5. CONCENTRATE: Focus your attention on the words, ideas and feelings related to the subject.
6. LOOK AT THE OTHER PERSON: Her face, mouth, eyes, and hands all help communicate with you. They will help you concentrate too. Let the other person feel you are listening.
7. LEAVE YOUR EMOTIONS BEHIND IF YOU CAN: Try to push your worries, your fears, your problems, your anger, outside the meeting room. These feelings may keep you from listening well.
8. GET RID OF DISTRACTIONS: Put down papers or pencils, they may distract you.
9. GET THE MAIN POINTS: Concentrate on the main ideas, not the examples. Stories and statistics are important, but are

usually not the main points. Examine them only to see if they prove, support, or define the primary idea.

10. SHARE RESPONSIBILITY FOR COMMUNICATION: Only part of the responsibility rests with the speaker. You as the listener also have an important part. Try to understand, if you don't, ask for clarification.
11. REACT TO IDEAS, NOT TO THE PERSON: Don't let your reactions to the person influence your interpretation of what he says. The ideas may be good, even if you don't like the person or the way he looks.
12. DON'T ARGUE MENTALLY: When you are trying to understand the other person, don't argue with her mentally while she is speaking. This internal arguing sets up a barrier between you and the speaker.
13. LISTEN TO HOW SOMETHING IS SAID: We often concentrate so hard on what is said that we miss the importance of underlying emotional reactions and attitudes. Attitudes and emotions may be more important than a person's words.
14. DON'T ANTAGONIZE THE SPEAKER: you may cause the other person to hide his ideas, emotions and attitudes if you are antagonistic. Arguing, criticizing, taking notes, not taking notes, asking questions, not asking questions may disrupt the speaker. Be aware of the effect you are having on the other person and adapt.
15. LISTEN FOR THE OTHER'S PERSONALITY: One of the best ways of getting information about a person is to listen. You can begin to find out what she likes and dislikes, what are her motivations and values and what she thinks about things.
16. AVOID ASSUMPTIONS: Don't assume others use words the same way you do; that they don't say what they mean but you understand what they mean. Don't imagine they avoid looking you in the eyes because they are lying; that they are trying to embarrass you by looking in the eye; that they are distorting the truth because they don't agree with what you think. Don't decide they are lying because they have interpreted facts differently from you; that they are unethical because they are trying to win you over to their points of view or that they are angry because they are enthusiastic.
17. AVOID CLASSIFYING THE SPEAKER: Too often we classify people as certain types and then try to fit everything they say into pigeonholes. At times, it may be useful to know the politics, religious beliefs, or jobs of speakers. But

people are unpredictable and won't always fit into their classifications.

18. AVOID HASTY JUDGMENT: Wait until all the facts are known before you make judgments.
19. RECOGNIZE YOUR OWN PREJUDICE: Be aware of your own feelings toward the speaker, the subject, or the occasion and allow for these prejudgments.
20. IDENTIFY TYPE OF REASONING: It is often difficult to sort out good and bad reasoning while you are listening. Nevertheless, it is so important a job that you should make every effort to spot faulty reasoning as you hear it.

(Note: The information in this section courtesy of Michael Doyle and David Strauss of Interaction Associates.)

J.

AGREEMENT TO MEDIATE

_____ is the *grievant* and
_____ is the Respondent

The parties have both indicated that they are willing to participate in a mediation process in an effort to reach a voluntary agreement to resolve the *issue of alleged discrimination*

The parties, the mediator and _____ agree that:

1. Duty to meet. The parties will attend scheduled mediation conferences unless they advise *(1) HRC* of their inability to attend at least 24 hours before the conference, unless there is an emergency.

2. Termination of Mediation. The effort to resolve the through mediation may be terminated without cause as follows:

(a). The *grievant* or Respondent may withdraw from mediation; or

(b). _____ or the mediator may issue a "Notice of Termination of Mediation" to the *grievant/R* and Respondent.

3. Information. *Grievant* and the Respondent may refuse to divulge information, but will not give false information.

4. Mediator. The mediator does not represent either the *grievant* or the Respondent. The mediator has no duty to provide advice or information to a party or to assure that a party has an understanding of the problem and the consequences of his/her actions. The function of the mediator is to promote and facilitate voluntary resolution of the *dispute*. The mediator has no responsibility concerning the fairness or legality of the resolution.

5. Confidentiality. The *grievant* and Respondent will not:

(a). Subpoena the mediator, any members of *HRC* staff, or any records or documents of the mediator or *HRC staff*

(b). Attempt to discover or use as evidence in any proceeding relating to the *dispute* or the events referred to in the _____ any communication made in or related to the mediation process or any document, including meeting notes, developed in or as a result of the mediation process.

Date _____

by _____

Mediator

Respondent

OPENING STATEMENTS CHECKLIST

1. Introductions.
2. Mediation is voluntary.
3. Mediators are here to:
 - facilitate communication
 - assure that the settlement is equitable
 - maintain order (if necessary)
4. Mediators are not empowered to:
 - impose a judgment
 - impose a fine
 - enforce a settlement or ruling
5. The purpose of mediation is to provide a forum in which you can resolve this matter.
6. Proceedings are strictly confidential.
7. During the course of the session it may be determined that settlement could be encouraged if one or more of the parties met privately with the mediators in a caucus. Sometimes mediators may call a caucus to discuss something privately. Any party may call a caucus.
8. All parties agree to negotiate honestly and in good faith.
9. Basic rules of common courtesy apply here.
10. All parties will be contacted for a routine, confidential follow-up interview.
11. Identify any time constraints and plan when the session will conclude.
12. Questions?

INTRODUCTORY PHASE

INTRODUCTION

Hello. My name is _____ and this is _____, We will be your mediators this (afternoon, evening, etc.)

INFORMATION

Before we get started, I need to make sure we have the correct information. (Check names for spelling. Verify addresses and phone numbers)

NAMES

May I call you _____ first name --? (Use your judgment. If one of the persons is older or if there seems to be an imbalance, instead of the above you may want to ask each person, "How would you like me to address you?" It is best to address all parties in the same fashion for the sake of balance and equality.)

CONFIDENTIALITY

These proceedings are entirely confidential. Whatever you say here remains in this room.

MEDIATION EXPLANATION

Let me explain to you about our program and what our function is. Mediation is a procedure in which you will try to resolve the circumstances which bring you here. (The following are points to make:)

I am not a judge but more like a referee.

Our purpose is not to determine who is right or wrong or who is or isn't telling the truth but rather to search for solutions.

This is what will happen here today:

1. Everyone will have the chance to speak, one at a time.
2. I will then attempt to define the issues
3. You will then be asked to search for possible solutions and work toward an agreement.

CAUCUS

Occasionally it may be necessary for a mediator to take one of the parties aside either to explain something or to clarify something. This does not mean they are taking sides. It is simply to keep the proceedings moving along. It may not be necessary, but you should be aware that a caucus is an option. (A caucus is a useful tool, don't hesitate to use it when appropriate.)

GROUND RULES

There are two groundrules. First, only one person speaks at a time. While that person is speaking, I ask that the other party

remain silent. Second, when you speak be courteous.

NEGOTIATE IN "GOOD FAITH"

We ask you to negotiate in good faith, that simply means you make an honest effort to arrive at a solution to the conflict that brought you here.

COURTESY

We ask you to observe rules of common courtesy. Only one person speaks at a time. There will be no name calling, swearing nor shouting.

FOLLOW-UP

After a reasonable amount of time, you will receive a call from our office to determine if there has been compliance with the terms of the agreement. You may call our office anytime if there is a question or need for further help.

TIME LIMITS

The outside time limits for a mediation is two hours. Normally, they do not take that long. If the mediation takes longer than two hours it is usually better to arrange a second mediation to allow for time to cool down, rethink the issues and consider solutions.

QUESTIONS

Do you understand these rules and agree to abide by them? Do you have any questions about the proceedings?

TO THE INITIATING PARTY

Other Party, since Initiation Party has brought this situation to our attention, I am going to give him/her the first opportunity to speak. However, let me reassure you that when s/he is finished, you will have the same uninterrupted opportunity to tell your side of the story. I'd like to remind you of the groundrules.

BEGIN

Initiating Party, could you please tell us about the situation as you view it. (OR...please tell us your side of the story)

NO FAULT GRIEVANCE SETTLEMENT AGREEMENT

L.

This Agreement is entered into by _____
_____ (herein called the Grievant) and _____
_____ (herein called the Respondent), in settlement of a grievance
made by Grievant to the _____ Human Rights Commission,
involving alleged discrimination in _____ on the basis
of _____. The Grievant and Respondent herein agree
that the following terms serve to settle and resolve this grievance:

1. This No-Fault Settlement Agreement is voluntarily entered into by the parties. A mediator has no duty to protect the interests of either party involved in this dispute or to provide you with information regarding your legal rights. By signing this mediated agreement, you may adversely affect your legal rights and if you are uncertain as to what your legal rights are, you may wish to consult an attorney.
2. This Agreement does not constitute an admission by Respondent of a violation of the Minnesota Human Rights Act or any other federal, state or local statute or ordinance.
3. Respondent agrees:
4. In consideration of Respondent's promises contained herein, the Grievant agrees not to pursue legal remedies with federal, state or local agencies relating to the matters addressed in this grievance. However, nothing contained herein shall be construed as waiver by Grievant of any legal rights or remedies under federal, state or local statutes or ordinances in the event that Respondent violates or fails to comply with the terms of this Agreement. A party may seek enforcement of this contract through submission to the courts under contract law.
5. This Agreement does not purport to waive claims arising out of acts which occur after the execution of this Agreement.
6. This Agreement does waive claims arising out of acts or practices prior to, or concurrent with, the execution of this Agreement; therefore, pursuant to the Minnesota Human Rights Act this Agreement may be rescinded within 15 calendar days of this execution. To be effective, the rescission must be in writing and delivered to the waived or released party either by hand or mail within the 15-day period. If delivered by mail, the rescission must be:
 - A. postmarked with the 15-day period;
 - B. properly addressed to the waived or released party; and
 - C. sent by certified mail return receipt requested.

Dated

Grievant

Dated

Respondent

Witnessed by _____ of the _____
Human Rights Commission

ETHICAL CONSIDERATIONS FOR MEDIATORS

Much discussion regarding the ethics of mediation has been related to the "rightness" or "wrongness" of specific actions taken by mediators. While these may be useful in evaluating some specific activities of mediators in specific instances, they do not establish criteria against which all actions comprise a mediation effort may be judged. The need for such a set of broadly applicable criteria is particularly apparent in situations outside the regularized interactions of private sector collective bargaining, where both the mediator and the parties may be unfamiliar with the negotiation/mediation process.

I. Definition of Mediation

Mediation is a voluntary process in which those involved in a dispute jointly explore and reconcile their differences. The mediator has no authority to impose a settlement. His or her strength lies in his or her ability to assist the parties in resolving their own differences. The mediated dispute is settled when the parties themselves reach what they consider to be a workable solution.

The definition includes some inherent elements that are critical to the development of ethical criteria: 1) The parties cannot be required or unduly coerced to negotiate or agree to any particular settlement; 2) there will be a joint face-to-face exploration of the issues; 3) the mediator supports and facilitates the negotiation by improving communications, serving as interpreter, arranging meetings, suggesting alternatives and serving in related ways; and 4) any agreement reached belongs to the parties and must be deemed viable and acceptable by them.

II. Variables Affecting the Level of Ethical Responsibility

Different dispute situations in which the mediator may become involved will differ with regard to the level of intensity of ethical concern. It is possible to differentiate between different social conflict arenas to illustrate the different experiences, skills and relationships that parties to a dispute bring to the negotiation/mediation process (1) private sector collective bargaining, in which there is a legal framework and a history to the experience of negotiations among the parties; (2) public sector collective bargaining - experienced, with established and continuing relationships among the parties and a legal or other framework for negotiations; (3) public sector collective bargaining - inexperienced, with no established relationship for negotiations among the parties; and (4) community and

citizen disputes, with no pre-existing relationship for collective bargaining and, possibly, large disparities in power, social skills and experience in bargaining.

Since mediators are presently mediating disputes that can be characterized as belonging to all of the categories listed above it is difficult to develop a set of criteria that can be equally operative in all situations. Therefore, the following variables may be considerations which the mediator should take into account in establishing a level of concern with the equity and stability of the relationship between the parties.

1. The more naive the parties, the greater ethical responsibility of the mediator.
2. The greater the impact of the issues in the dispute on the parties not directly participating in the negotiations, the more critical the responsibility of the mediator.
3. The less proportional the relative power equation between the parties, the greater the ethical burden on the mediator.

These three variables affect the "mix" of the three central concerns of the mediator; (1) achieving a settlement, (2) the justice of the settlement, and (3) the stability of the settlement. Where the mediator enters a clear dispute between parties experienced in negotiations, who have a continuing relationship and where issues have a limited impact on broader public, the primary concern of the mediator is properly, achieving a settlement, *per se*. It can be assumed that the parties can look out for their own interest and that those interests will not infringe upon the best interest of others. When, however, one or more of the variables is operative, the mediator must assume proportional concern with both the stability and justice of the settlement.

III. Ten Ethical Criteria for the Mediator

The following criteria should be considered in conjunction with the three caveats mentioned in the previous section: (1) achieving a settlement, (2) justice of settlements, and (3) stability of settlements.

1. The mediator should be explicit with regard to the basic elements of the mediation process.

Mediation should be demythologized. To call mediation an art or suggest that what the mediator does cannot be described because it is so personal in nature is to make the parties less able to control the negotiations, after intervention by the

mediator. Any mediation tactic that relies on the naivete or ignorance of the parties for its effectiveness must be rejected.

2. The mediator should foster and protect the proportional relative power relationship between the parties in decisions regarding entry, strategy, tactics, and shaping of agreement.

A basic principle is that proportional power provides individuals and interest groups a basis upon which to pursue their own best interest. Mediators, in decisions regarding their entry into, behavior within, and exit from a conflict situation should be conscious of the need to protect this proportional power relationship. Where the proportional power relationship is sufficiently unequal that a mutually acceptable agreement is unlikely to emerge, the mediator should not enter the dispute.

3. The tactical decisions of a mediator should be based upon the explicit, conscious rationale capable of later explanation and evaluation.

"Seat-of-the-pants" mediation is not good enough. The parties can be harmed by a benign "do-gooder", who fails to carefully assess the impacts of intervention on the parties, their relationships, or the perceptions of the broader public. It is only by perceiving mediation as an intervention process that the mediator can properly consider the cumulative effects of his/her actions or the way in which present action choices may preclude later options.

4. The mediator must be concerned with enhancing the ability of the parties to jointly administer any agreement reached.

This criterion is particularly important when there is no pre-existing relationship between the parties. In such a case, the mediator may find it necessary to prolong the negotiation in order to give the parties an opportunity to develop a working relationship. The mediator will have a role and obligation to assist the parties in implementation, including helping to find resources for implementation.

5. The mediator should permit himself or herself to be a party to any agreement that violates the basic principles of freedom, justice and proportional empowerment.

Simply put, the mediator should not continue as an intervenor in a situation where it becomes clear that a goal of a party is to reach an agreement that abrogates these basic prin-

ciples, either for one of the parties in the dispute or some party not at the table. The mediator should withdraw.

6. The primary responsibility of the mediator is to enhance the collective bargaining or other relationship existing between the parties.

The mediator's intervention in a relationship can have a negative or positive impact upon the relationship. A mediator is merely an extension of the negotiating relationship. The ultimate aim of any intervention by the mediator.

7. The mediator should promote the ability of the parties to negotiate joint agreements.

The criterion may require a conscious effort by the mediator to train one or more of the parties in such basic negotiation skills as organizing a team, phrasing demands or listening. It may also involve providing parties with access to technical or legal expertise that can assure their ability to enter into good faith agreements, or otherwise, better equipping the parties to operate on a knowledgeable level in their interactions with one another.

8. The mediator must familiarize him or herself with the specific dynamics of the dispute in which he or she is intervening.

The mediator must recognize and relate to context within which a particular dispute occurs. Where race is an issue or minority concerns are involved, for instance, the mediator must consider the concerns of a minority population within the broader society. Similarly, the mediator must familiarize himself with dynamics that may be related to concerns of women, sexual minorities, individual neighborhoods, or other parties involved in specific dispute situations in which the mediator may intervene.

9. The mediator must have a concern with the viability of any agreement reached by the parties in his/her presence.

There are four factors that relate to viability of agreements; (1) technical feasibility, (2) legal feasibility, (3) political feasibility, and (4) financial feasibility. Clearly, these factors arise in different combinations and are of varying levels of importance in different dispute situations. However, settlement or accommodation per se is not the only responsibility of the mediator. When an agreement is reached that is not viable, it may discredit the negotiation/mediation

process. It may also cripple any party that has power based upon its ability to confront established institutions, as the apparent legitimacy of the process can decrease public sympathy for its efforts and make it difficult to mobilize supporters.

10. The mediator should keep before the parties a consideration of the realities of the broader public interest.

This criterion is related to the concern with the viability of agreements, as discussed in the above section. It is not intended that the mediator attempt to define and impose some notion of the public interest upon the parties. However, he/she does have an ethical responsibility to ensure that the parties consciously consider the public interest and the ways it might affect any settlement they might reach through negotiation/mediation.

Again, it is most important that mediators intervening in disputes in which there is little or no pre-existing bargaining relationship among the parties place great emphasis upon the ethical criteria suggested in this section. Such disputes generally include racial conflicts, citizen disputes, environmental disputes, or the broad category of community disputes.

NO FAULT GRIEVANCE PROCESS
GRIEVANT INFORMATION SHEET

Date: _____

Dear _____:

You have chosen to participate in the No Fault Grievance Process. The purpose of this process is to resolve the situation informally at the local level. The goal is a mutual resolution of the problem and a better understanding of the situation by you and the person or company.

The local human rights commission representative will discuss your concerns with you and the person or company you have named, to see how you believe that matter could be resolved. The contact person for the _____ Commission is _____, phone _____.

The grievance process with the local commission should be completed by _____. If you do not receive a satisfactory resolution by then and want to pursue this matter further, you still have the right to file a formal complaint with the Minnesota Department of Human Rights, as long as you do so within one year of the alleged discriminatory practice. If you want to discuss this, please call me at the number listed below. If you decide to file a formal charge, you should notify the commission with whom you have been working. Upon notification of your intention to file a formal charge, the commission will discontinue its activity in this matter.

Human Rights Enforcement Officer

(612) _____ Toll-Free in Minnesota: 1-800-652-9747

..... DETACH HERE

Date: _____

If your grievance was not resolved through the No Fault Grievance Process with the

_____ Commission and you would like to be contacted about filing a charge with the Minnesota Department of Human Rights, please fill out the form below, and send it to:

Mobile Unit
Minnesota Department of Human Rights
500 Bremer Tower
7th Place and Minnesota Street
St. Paul, Minnesota 55101

Your Name: _____

Street Address: _____

City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

IN

Local Commission Case No. _____
Minnesota Department of Human Rights Case No. _____

DATE: _____

AGENCY/COMMISSION: _____

INTAKE PERSON: _____

COMMISSIONER ASSIGNED: _____

TELEPHONE: _____

DATE OF INTAKE: _____

DATE JURISDICTION EXPIRES: _____

7 months _____

one year _____

REASON/BASIS:

Age _____ Creed _____ Color _____

Disability _____ Familial Status _____

Public Assistance _____ Race _____ Religion _____

National Origin _____

Marital Status _____

Local Commission _____

GRIEVANT: _____

ADDRESS: _____

CITY: _____ PHONE: _____

BUSINESS PHONE: _____

RESPONDENT: _____

NAME OF CHIEF EXECUTIVE OFFICER/OWNER: _____

PERSONS ALLEGED TO HAVE COMMISSIONED: _____

ADDRESS: _____

CITY: _____

DATE OF INTAKE: _____

DATE OF INTAKE: _____

DATE OF INTAKE: _____

DATE OF INTAKE: _____

DATE OF INTAKE: _____

DATE OF INTAKE: _____

DATE OF INTAKE: _____

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DATE OF INTAKE: _____

DATE OF INTAKE: _____

DATE OF INTAKE: _____

DATE OF INTAKE: _____

DATE OF INTAKE: _____

GRIEVANT'S STATEMENT: _____

Response: _____

1. <u>Court Adjudication</u>	2. <u>Arbitration</u>	3. <u>Mediation/ Negotiation</u>	4. <u>Administrative Decision-making</u>	5. <u>Ombudsman</u>	6. <u>Internal Tribunal</u>
<ul style="list-style-type: none"> - announces and applies public norms - precedent - deterrence - uniformity - independence - binding/ closure - enforceability - already institutionalized - publicly funded 	<ul style="list-style-type: none"> - privacy - parties control forum - enforceability - expeditious - expertise - tailors remedy to solution - choice of applicable norms 	<ul style="list-style-type: none"> - privacy - parties control process - reflects concerns and priorities of disputants - flexible - finds integrative solutions - addresses underlying problem - process educates disputants - high rate of compliance 	<ul style="list-style-type: none"> - defines problems systematically - devises aggregate - flexibility in obtaining relevant information - can accommodate multiple criteria 	<ul style="list-style-type: none"> - not disruptive to ongoing relations - flexible - self-starting - easy access 	<ul style="list-style-type: none"> - privacy - responsive to concerns of disputant - enforceability
<ul style="list-style-type: none"> - expensive - requires lawyers and relinquishes control to them - justifying - lack of special substantive expertise - delay - time-consuming issues redefined or narrowed - limited range of remedies - no compromise - polarized, disruptive 	<ul style="list-style-type: none"> - no public norms - no precedent - no uniformity - lack of quality - becoming encumbered by increasing "legalization" 	<ul style="list-style-type: none"> - lacks ability to compel participation - not binding - weak closure - no power to induce settlements - no due process safeguards - reflects imbalance in skills (negotiation) - lacks enforceability - outcome need not be principled - no application/ development of public standards 	<ul style="list-style-type: none"> - no control by parties - not independent - not individualized 	<ul style="list-style-type: none"> - not enforceable - no control by parties 	<ul style="list-style-type: none"> - not independent - no due process safeguards - not based on public norms - may reflect imbalance within organization

AGENDA

* Advanced Commissioner Training *

- I. MEDIATION/NFG
 - A. INTRODUCTIONS AND DEFINING COURSE OBJECTIVES
 - B. CONFLICT AND CONFLICT RESOLUTION OPTIONS
 - Recognizing the various types of conflict
 - Available options to resolve conflict
 - C. MEDIATION AS A VIABLE OPTION FOR EFFECTING CHANGE
 - What is mediation
 - Who should consider the mediation option and why.
 - D. MEDIATION: NEGOTIATING ON MERITS AND/OR NEEDS (Getting to Yes)
 - Interest based negotiating
 - Role of disputants and mediator(s)
 - E. ELEMENTS OF MEDIATION/NFG PROCESS
 - 1. Initial Contact with disputing parties
 - 2. Preparing for mediation
 - 3. Beginning of the mediation session
 - 4. Identifying and clarifying the issues and then encouraging participants to focus on needs and interests
 - 5. Generating and assessing options
 - 6. Reaching final agreement and reducing agreement into a written settlement
 - 7. Potential road blocks to Interest Bases Negotiating (Getting to Yes)
 - F. ETHICAL CONSIDERATIONS
 - G. ROLE PLAY
 - H. SUMMARY DISCUSSION - RELATING TO MEDIATION/NFG PROCESS
- II. BEYOND NFG: OTHER ACTIVITIES FOR LOCAL COMMISSIONS

POSSIBLE DATA INTERVENTIONS

- o reach agreement on what is important
- o agree on process to collect data
- o develop common criteria to assess data
- o use third party experts to gain outside opinion or break deadlocks

POSSIBLE INTEREST-BASED INTERVENTIONS

- o focus on interests not positions
- o look for objective criteria
- o develop integrative solutions that address all parties needs
- o search for ways to expand options or resources
- o develop trade offs to satisfy interest of different strengths

DATA CONFLICTS are caused by

- o lack of information
- o misinformation
- o different views on what is relevant
- o different interpretation of data
- o different assessment procedures

INTEREST CONFLICTS are caused by

- o perceived or actual competitiveness
- o substantive (content) interests
- o procedural interests
- o psychological interests

RELATIONSHIP CONFLICTS are caused by

- o strong emotions
- o misperceptions or stereotypes
- o poor or miscommunication
- o repetitive negative behavior

STRUCTURAL CONFLICTS are caused by

- o destructive patterns of behavior or interaction
- o unequal control or ownership of limited resources
- o unequal power/authority
- o geographic, physical, or environmental relations that hinder cooperation
- o time constraints

VALUE CONFLICTS are caused by

- o different criteria for evaluating ideas or behavior
- o exclusive intrinsically valuable goals
- o different ways of life, ideology, religion

POSSIBLE RELATIONSHIP INTERVENTIONS

- o control expression of emotions through procedure
- o promote expression of emotions by legitimizing feelings and providing a process
- o clarify perceptions/build positive perception
- o improve quality, quantity of communication
- o block negative repetitive behavior by changing structure
- o encourage positive problem solving attitudes

POSSIBLE VALUE RELATED INTERVENTIONS

- o avoid defining problem in terms of value
- o allow parties to agree to disagree
- o create spheres of influence where one set of values dominates
- o search for superordinate

POSSIBLE STRUCTURAL INTERVENTIONS

- o clearly define/change roles
- o replace destructive behavior
- o establish a fair and a mutual decision making process
- o change negotiation process for to interest based bargaining
- o modify means of influence use less coercion, more persuasion
- o change physical/environment of parties (closeness/distance)
- o modify external pressures on
- o change time constraints (mor



Minnesota Department of Human Rights

3. (continued)

- D. All proceedings with parties will be characterized by neutrality. The local HRC may educate persons about provisions of the Human Rights Act, but shall not comment on the individual merits of any complaint.
- E. The local HRC will not investigate complaints while implementing the No-Fault Grievance Process. Problem solving and complaint resolution will be stressed, and fault-finding and blaming will be avoided.
- F. The local HRC will contact the MDHR for technical assistance when needed.
- G. All parties will be apprised of the ^{1 YEAR}~~300 day~~ statute of limitations for filing a charge with the Department of Human Rights. All No-Fault Grievance proceedings will be suspended after seven months have passed from the date of the last alleged discriminatory action. An extension may be granted by the Department in special cases.
- H. The local HRC will maintain and submit to the MDHR those reports and records specified by the MDHR.

Authorized Signature _____

Date _____

Title _____

City _____

~~Jayne B. Khalifa~~ _____

Date _____

Acting Commissioner

Minnesota Department of Human Rights

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Minnesota Department of Human Rights

3. In cases of all complaints that are No-Fault jurisdictional, the MDHR will encourage complainants to take advantage of the No-Fault Grievance Process alternative available to them.

Only these cases will be considered No-Fault jurisdictional.

- the alleged incident is covered by MS.363
 - it occurred within the geographical limits of a certified local HRC
 - it occurred within 7 months prior to filing and referral
4. The MDHR will be ready to provide technical assistance to local HRC's as they work with the No-Fault Grievance Process.
 5. The MDHR will provide forms and standards by which local HRC's will report their No-Fault Grievance Process activities to the Department on a regular basis.
 6. The MDHR will assist local Commissions with public relations and educational activities to support and promote the No-Fault Grievance Process.

The local Human Rights Commission will do the following:

1. It will obtain from its governing body authorization to take part in the No-Fault Grievance Process and submit a record of that authorization to the MDHR.
2. It will maintain a contingent of Commissioners who are trained and certified as follows: at least three certified at the basic level and at least one each year who has, having been certified, taken an advanced course.
3. It will develop and maintain an effective structure for the processing of No-Fault Grievance cases, which will include the following specifics:
 - A. Only certified Commissioners will be active in the No-Fault Grievance Process.
 - B. The local HRC will inform the MDHR of names of all currently certified Commissioners, identify Commissioners to whom referrals should be made, and define how such referrals should be made.
 - C. The local HRC will accept appropriate referrals and contact parties promptly. The No-Fault Grievance Process is entirely voluntary for all parties. The HRC must exercise the option of not accepting a referral, if a conflict of interest exists.

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Minnesota Department 07 - OLD -

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TS

A WORK-SHARING AGREEMENT between the Minnesota Department of Human Rights (MDHR) and the Local Human Rights Commissions (HRC'S)

For the purpose of maximizing the resolution of human rights concerns on the local level throughout the state, the Minnesota Department of Human Rights and the local Human Rights Commission with whom this agreement is made, agree to perform the following tasks:

The Minnesota Department of Human Rights will perform the following:

1. The MDHR will maintain a current list of local Human Rights Commissions certified to take part in the No-Fault Grievance Process and a current list of local Commissioners who are trained and certified to be active in the No-Fault Grievance Process.

A Commission will be certified if it meets the following criteria:

- It has gained initial authorization from its governing body;
- It has maintained a continuous minimum of three Commissioners who are certified;
- It has at least one Commissioner who has upgraded training in the No-Fault Grievance Process each year (i.e., became certified, or took advanced training);
- It has maintained a good record of fulfilling the requirements of this worksharing agreement, as listed below.

A Commission will be routinely reexamined for re-certification at three-year intervals.

A Commissioner will be certified upon completion of the No-Fault Grievance training seminar administered by the MDHR or its designee.

2. The MDHR will be responsible for the training of Local Commissioners for No-Fault Grievance Process by:
 - a. providing suitable trainers;
 - b. developing training courses on two levels: basic and advanced;
 - c. producing suitable and effective training materials; and
 - d. scheduling and conducting training sessions on the two available levels at times and places reasonably convenient to those who desire and need training.

AN EQUAL OPPORTUNITY EMPLOYER

How do I know if I've been treated illegally?

The law is pretty clear. It says that people cannot be treated differently in certain **areas of life because of certain personal characteristics**. For instance, you can't be treated differently in **employment** because of your **race**. The chart below lists the **areas of life** in which you are protected, and the **personal characteristics** that cannot be used as a reason to treat you differently.

Reason	Category	CREDIT	EMPLOYMENT	HOUSING	PUBLIC ACCOMMODATIONS	PUBLIC SERVICE	EDUCATION	AIDING, ABETTING	REPRISAL
RACE		•	•	•	•	•	•	•	•
COLOR		•	•	•	•	•	•	•	•
CREED		•	•	•	•	•	•	•	•
RELIGION		•	•	•	•	•	•	•	•
NATIONAL ORIGIN		•	•	•	•	•	•	•	•
SEX		•	•	•	•	•	•	•	•
MARITAL STATUS		•	•	•	•	•	•	•	•
DISABILITY		•	•	•	•	•	•	•	•
PUBLIC ASSISTANCE		•	•	•	•	•	•	•	•
AGE		•	•	•	•	•	•	•	•
FAMILY STATUS		•	•	•	•	•	•	•	•
LOCAL COMMISSION		•	•	•	•	•	•	•	•

What if I'm not sure?

Call your local Human Rights Commission, if you have one in your town. City Hall would know where to call. They can advise you on what the law says, and also about the No-Fault option for dealing with your problem. It costs nothing.

What is this no-fault option?

It's a way the state has set up to deal with human rights problems, trying to solve them

quickly, fairly, and locally. In the No-Fault process, the local Human Rights Commission acts as a **neutral** mediator between you and the party you think discriminated against you, trying to negotiate a settlement satisfactory to everyone, but without assigning blame to anyone.

Is no-fault my only option?

No. You can instead file a discrimination charge directly with the Minnesota Department of Human Rights in St. Paul. No-Fault is completely **voluntary** for all parties.

What's the advantage of no-fault?

There are several, for all parties: For you, there is the chance of a faster settlement, before the damage done to you gets too great. The party you think discriminated against you might also think better of you for not making a state case out of it. And lots of people just like the idea of settling local problems locally.

But what if it doesn't work? Have I lost anything?

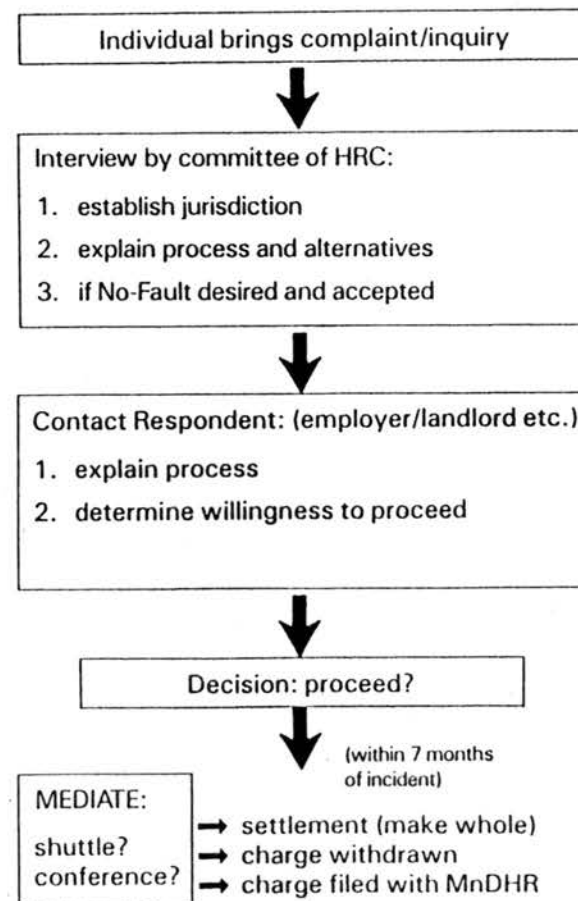
At all times you still have the right to break off the No-Fault process and file a charge with the state. If no progress is being made, the Human Rights Commission that is working with you will advise you to consider doing just that, well before the time limits are up. (A charge has to be filed with the state within one year of when the alleged discrimination occurred.)

How does this no-fault process work?

1. First you call up the local Human Rights Commission, and talk over what happened to you.
2. If after that discussion you decide to go ahead with the No-Fault process, the Com-

missioners you are working with will help you draw up a one-paragraph statement of what happened to you.

3. The Commissioners will contact the party you think discriminated against you, hear their side of the story, and see if they are willing to enter the No-Fault process too. Remember, the Commissioners will be neutral; they are just as concerned with stopping unfair charges of discrimination as with stopping unfair discrimination.
4. The Commissioners will then either shuttle back and forth between you and the other party, or they might bring you all together, whichever seems best for reaching a settlement.



What outcomes are possible?

There are three possibilities:

1. You may reach agreement on a settlement.
2. You may decide the No-Fault process is not working, and file a charge directly with the state's Department of Human Rights.
3. You may decide for some reason to drop the complaint entirely.

What kinds of settlement are possible?

No-Fault aims to reach an agreement satisfying both parties. This might involve restoring what you feel you lost because of the discrimination, or a change in the other party's operating procedures, or an agreement by them to stop doing something, or to obtain training in human rights. There are many other possibilities, since the process is informal and flexible. Once you reach a settlement that satisfies you, you will agree not to file a formal charge with the state any more — unless of course the settlement agreement is broken.

Can the person I charge with discrimination get even with me for using the no-fault process?

That's called "reprisal" and it's against the law. If you notice any attempt to get even for your complaint (no matter how it turned out), you could file **another** separate charge of discrimination for that.

How can I find out more about all this?

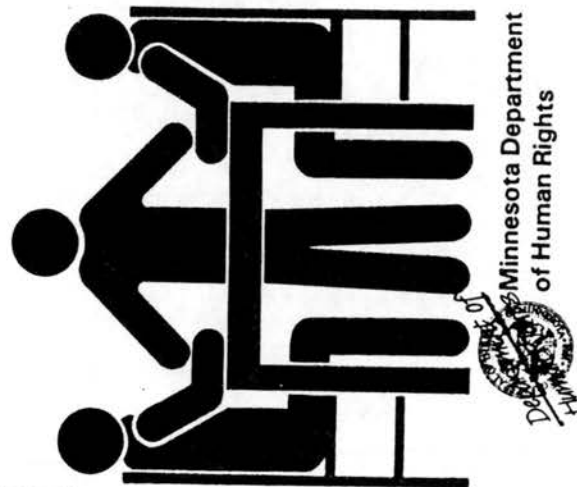
Contact your local Human Rights Commission (phone number below, or through your City Hall), or call the Minnesota Department of Human Rights (296-5663, or in Greater Minnesota call toll-free 1-800/652-9747 and ask for the Human Rights Department).



 Minnesota Department
of Human Rights
500 Bremer Tower
7th Place and Minnesota St.
St. Paul, Minnesota 55101

THE NO-FAULT OPTION IS IT FOR ME?

If you think you have suffered unfair and illegal discrimination in Minnesota, you might be interested in the "No-Fault" option. Read on. . .





4401 Xylon Avenue North
New Hope, Minnesota 55428-4898

City Hall: 612-531-5100
Police: 612-531-5170
Public Works: 612-533-4823
TDD: 612-531-5109

City Hall Fax: 612-531-5136
Police Fax: 612-531-5174
Public Works Fax: 612-533-7650
Fire Dep't. Fax: 612-531-5175

June 3, 1997

Mr. Henry Bates
9300 46th Avenue North
New Hope, MN 55428

Dear Henry:

Following is a list of names and titles of the City's Management Team:

Dan Donahue, City Manager
Kirk McDonald, Management Assistant/Community Development Coordinator
Sherry Draper, Human Resources Manager
Jeannine Clancy, Director of Public Works
Shari French, Director of Parks and Recreation
Colin Kastanos, Director of Police
Doug Smith, Director of Fire & Safety
Larry Watts, Director of Finance/Administration

Also, as promised, here's the Chamber's address:

Twin West Chamber of Commerce
Woodside Office Park
10550 Wayzata Blvd.
Minnetonka, MN 55343

Let me know if I can provide any additional assistance.

Sincerely,

Valerie Leone, CMC
City Clerk

Short Human Rights Day Program

- City Proclamation of Human Rights Awareness Day
- Commissioner meets with local city officials
- Commissioner addresses Local Human Rights Commission members at luncheon or dinner
- Commissioner takes part in any local event or festival which might be occurring
- Speech or workshops on Human Rights issues.

Long Human Rights Day Program

- Workshops conducted on Human Rights laws. How they affect employers, schools, government services, businesses, housing and what protections older people, women, the disabled, minorities enjoy.
- City Proclamation of Human Rights Awareness Day by Mayor or City Council.
- Press Conference
- Commissioner of Minnesota Department of Human Rights meets city/county officials, school superintendents, AVTI Director
- Commissioner meets with members of Chamber of Commerce or other civil or business groups
- Lunch or dinner with Local Human Rights Commission members and Commissioner Cooper
- Radio or TV Talk Show appearance by Commissioner and Chairperson from Local Human Rights Commission
- Panel Discussion of one or more local issues
- Public Forum
- Commissioner meets with presidents of local colleges or university campuses
- Commissioner addresses local high school students (Fall of 89)
- Commissioner takes part in any local events or festival which might be occurring

This project would probably require a staff person, at least part-time.

MDHR is available for tech. assis. in developing such a program

Other Activities -

- * Networking with the Newspaper's editorial board
- * Annual Human Rights Award - banquet (formal) or informal presentation
- * HRC members can establish rapport with individual businesses.
- * Network with School District, offering to speak on HR issues to Law classes or social studies classes.
- * Conduct a survey of community organizations, institutions, businesses and governmental agencies to determine the status of human rights policies, activities, needs, positive examples, and requests for assistance.

Antioch HRC

- * Training to Police Dept.
- * Networking with Newspaper's editorial board
- * Annual Human Rights Award
- * Commendation for law firms -
- * HRC members establish rapport w/individual businesses
- * Networking with school district - IDS-492
Superintendent - Dr. J. Douglas Meyers
- * Survey of community organizations, institutions
- * businesses and governmental agencies to determine the status of human rights policies, activities needs, positive examples, and requests for assistance.

Human Rights Day Awareness Program

- A. Plan an all day or half-day event; invite the mayor, school officials, etc.
- B. Invite the Commissioner of Human Rights to be present & conduct a workshop or do a speech
- C. Choose a topic your community needs or would like to address or focus on: housing problems, migrant workers, race relations, disability awareness, sex. har:

C. Sponsor a seminar for local property owners/managers/realtors on housing discrimination.

coordinate with ^{local} realtors association.

D. Sponsor cultural sensitivity training for local police force

speakers from ethnic councils, agencies.

E. Monitor Newspapers for discriminatory employment or housing ads.
(sample letters)

F. Monitor Employment Applications
checklist for prohibited pre-employment inquiries.
approach er's in a positive manner -
offer this advise as a service to them.

G. Contract Compliance -

if it isn't in ordinance, perhaps it could be amended to require larger businesses with city contracts to have a certified Affirmative Action Plan.

Education & Outreach

Programs:

A. Annual Human Rights Awareness Day

1. Plan an all Day or half-day event - invite the Mayor, City Council, school officials, etc.
2. Invite the Commissioner of H.R. to be present & conduct a workshop or do a speech.
3. Choose a topic your community needs or would like to address or focus on: housing problems, race relations, disability awareness, sex harassment, migrant farm workers.

B. Sponsor an "Equal Employment Opportunity / Discrimination in Employment seminar for local employers.

in conjunction with your local Job Service, Chamber of commerce,



Minnesota Department of Human Rights

A G E N D A

HUMAN RIGHTS COMMISSION ORIENTATION

Introductions and Identifying Objectives

Overview of Minnesota Human Rights Act (Minnesota Statutes 363)

Definitions

Unfair Discriminatory Practices

1. Employment
2. Real Property
3. Public Accommodations
4. Public Services
5. Educational Institutions
6. Aiding and Abetting and Obstruction
7. Reprisal

Exemptions

Role of Local Human Rights Commissions: Education and Outreach

Programs (Examples)
Monitor Ads (For Employment and Housing)
Monitor Applications
Monitor Accessibility of Public Property
Public Relations
Legislative Phone Tree
Recognition Awards
Contract Compliance
No-Fault Grievance

Overview of the No-Fault Grievance Process

Grievance Intake
Establishing Jurisdiction
Identifying Options
Preparing Grievant For Mediation Process
Contacting Respondent

Using Minnesota Department of Human Rights as Resource

Wrap-up/Evaluations

AN EQUAL OPPORTUNITY EMPLOYER

ESTABLISHING JURISDICTION EXERCISES

1. Jane, a 51 year old female, worked for a company as a seamstress for 15 years. In the last three years she was denied raises, denied overtime, blamed for loss of money on contracts, yelled at by the manager for many reasons, given simple sewing tasks, and criticized in front of co-workers. The company stated that she was slowing up because of age and should find another job. The operation manager said she could remain employed while she looked for another job.

A. Is the alleged act potentially covered by M.S. 363?

Area:

Basis:

B. If so, what else must be asked to determine jurisdiction at intake?

2. A male injured his back at work and was on medical leave for three weeks. His doctor restricted him to lifting no more than 10 pounds and no overhead lifting. When he returned to work he was asked to lift barrels which weighed 30 pounds. *Was fired when he refused.*

A. Is the alleged act potentially covered by M.S. 363?

Area:

Basis:

B. If so, what else must be asked to determine jurisdiction at intake?

3. Kim, a female, was hired as an LPN by the Acme Nursing Home at \$6.00 an hour. A male was recently hired at \$10.00 an hour. He was not required to work weekends until six months after his employment and then was paid at time and a half rates.

A. Is the alleged act potentially covered by M.S. 363?

Area:

Basis:

B. If so, what else must be asked to determine jurisdiction at intake?

4. Joann, a black female, called about a position as a receptionist and had an interview scheduled for October 15. When she arrived at the company, she was told that the interview was cancelled and she should reschedule on October 19. When she called on October 19, she was told that the job was filled. She was told that she could come in and complete an application. She refused the offer.

A. Is the alleged act potentially covered by M.S. 363?

Area:

Basis:

B. If so, what else must be asked to determine jurisdiction at intake?

GLOSSARY of ABBREVIATIONS and ACRONYMS

ADA	<i>Americans with Disabilities Act</i>
ADEA	<i>Age Discrimination in Employment Act</i>
C or CP	<i>Complainant or Charging Party</i>
CDP	<i>Commission (EEOC) Decision Precedent</i>
CDS	<i>Charge Data System</i>
CFR	<i>Code of Federal Regulations</i>
CHARGE	<i>Formal filing of allegations also referred to as a COMPLAINT</i>
CMS	<i>Case Management System</i>
CRA	<i>Civil Rights Act</i>
EEOC	<i>Equal Employment Opportunity Commission</i>
EPA	<i>Equal Pay Act</i>
FEPA	<i>Fair Employment Practice Agency</i>
HERO	<i>Human-Equal Rights and Opportunity System</i>
HPI	<i>High Performing Investigator</i>
IP	<i>Investigative Plan</i>
LOD	<i>Letter of Determination</i>
MIS/MIA	<i>Management Information Specialist/Data Management Supervisor</i>
PDI	<i>Pre-Determination Interview</i>
PFC	<i>Prima Facie Case</i>
PROBE	<i>Plan Respond Orient Balance Evaluate</i>
R or RP	<i>Respondent or Responding Party</i>
USC	<i>United States Code</i>

B. If so, what else must be asked to determine jurisdiction at intake?

C. Additional Questions:

III. Jane Doe applied for a job at a local factory that makes parts for and assembles farm machinery. Jane was interviewed but was denied the position because she failed the lifting test that they give to all applicants for the factory positions. Jane believes she was not given the job because she is a woman.

A. Is the alleged act potentially covered by M.S. 363?

Area:
Basis:

B. If so, what else must be asked to determine jurisdiction at intake?

C. Additional Questions:

J.D. #3

ESTABLISHING JURISDICTION
EXERCISES

- I. Sally Smith was employed as a secretary/receptionist with a local insurance office for 4 1/2 years. At the time she was hired, she was single and had no children. During the course of her employment, she married and later became pregnant. She worked throughout her pregnancy and used her accumulated vacation and sick leave after the birth of her baby. After she returned to work, however, it seemed to her that the boss never treated her quite the same. Eventually she was fired. She believes it was because of her pregnancy.

- A. Is the alleged act potentially covered by M.S. 363?

Area:
Basis:

- B. If so, what else must be asked to determine jurisdiction at intake?

- C. Additional Questions:

- II. John Jones applied for a governmental affairs job with a local labor union with strong DFL ties. John had previous experience working in the trade and he also had worked as a legislative aid when the Republicans controlled both houses of the state legislature. John had run as an unendorsed Republican candidate for the legislature and lost. When he spoke with the person responsible for hiring, he was told that he would not be considered for the position because of his political affiliation. John strongly believes that he was discriminated against, particularly in view of his qualifications.

- A. Is the alleged act potentially covered by M.S. 363?

Area:
Basis:

Sample letter for illegal housing ads
[City] HUMAN RIGHTS COMMISSION

[date]

[Owner/Prop. Mgr]
[firm name]
[address]
[city, state, zip]

Dear []:

It has recently come to our attention that you may be engaging in practices that are in violation of state and local laws prohibiting discrimination. The Minnesota Human Rights Act, at Minnesota Statutes Chapter 363.03, subd. 2, prohibits discrimination in housing due to a person's race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or familial status. (The prohibition against familial status discrimination, or refusing to rent to persons with children, does not apply to owner occupied buildings of four or fewer units or to housing for elderly persons.)

Our concern is your recent advertisement which []. Enclosed is a copy with the areas of concern underlined.

You should be aware that this practice could result in a charge of discrimination and subsequent investigation by the Minnesota Department of Human Rights. Furthermore, the City of [] has an interest in maintaining a climate of equal opportunity and non-discrimination.

Your prompt attention to this matter is advised. Please respond within two weeks by explaining your resolution of this concern. If you have any questions, you may call me at the number listed below or the Minnesota Department of Human Rights at (612) 296-5663 or (800) 652-9747.

Sincerely,

[Chair]
[Staff]
[City] Human Rights Commission]
[telephone]

cc: Commissioner
Minnesota Department of Human Rights
Mobile Unit

Sample letter for illegal employment ads
[City] HUMAN RIGHTS COMMISSION

[date]

[CEO/Owner]
[Name of business/agency]
[address]
[city, state, zip]

Dear []:

It has recently come to our attention that you may be engaging in practices that are in violation of state and local laws prohibiting discrimination. The Minnesota Human Rights Act at Minnesota Statutes Chapter 363.03, Subd. 1 (4)(c) prohibits "an employer, employment agency, or labor organization... to... cause to be printed or published a notice or advertisement that relates to employment or membership and discloses a preference, limitation, specification, or discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age."

Our concern is your recent advertisement which [].
Enclosed is a copy with the areas of concern underlined.

You should be aware that this practice could result in a charge of discrimination and subsequent investigation by the Minnesota Department of Human Rights. Furthermore, the City of [] has an interest in maintaining a climate of equal opportunity and non-discrimination.

Your prompt attention to this matter is advised. Please respond within two weeks by explaining your resolution of this concern. If you have any questions, you may call me at the number below or the Minnesota Department of Human Rights at (612) 296-5663 or (800) 652-9747.

Sincerely,

[Chair]
[Staff]
[City] Human Rights Commission
[telephone]

cc: Commissioner
Minnesota Department of Human Rights
Mobile Unit

After a great deal of examination of the concerns of the League, individual commission members, and the Department, some conclusions have been reached. The Department is ready to offer a proposal for future worksharing agreements between the Department and the various local commissions. The proposal is to individualize the worksharing agreements in order that the local commission can select the human rights project(s) upon which it wishes to focus and the Department will provide technical assistance for helping to undertake the activity.

The activities can include the current NFG process as well activities that impact larger segments of your communities, including contract compliance (ensuring that companies who receive your local tax dollar for contracts for goods or services are affirmative action/ equal opportunity employers). Projects can include activities that are particularly relevant to each community and can range from something relatively simple, such as monitoring local newspapers for discriminatory housing and employment ads to a more involved undertaking, such as sponsoring seminars on discrimination.

In any case, the project would be selected after discussion among the local commission members and with Department staff, so as to learn what kind of training and assistance the Department can provide and what the expectations would be.

As you may be aware, we have recently assigned the four Enforcement Officers from the Community Services Unit to serve as liaisons with the local commissions. Each Enforcement Officer has some six to eight local commissions with whom they will be working closely in developing these projects.

For those that choose to continue with the NFG process, we will expect recertification with closer controls and fewer individuals being trained for this particular activity.

The overall goal is to enable the local commissions to promote human rights in their communities in the most meaningful way possible.

The Department welcomes your ideas as we undertake this new effort.

MH/edm

cc: David Beaulieu, Commissioner
Tracy Elftmann, Deputy Commissioner



Licker

Minnesota Department of Human Rights

February 23, 1992

Irene: { For your info. -
Just a little
History. Since
then, our
Community Services Unit
is no more. We'll
talk later! Vicki

To: The League of Minnesota Human Rights Commissions
From: Mary Hedges, Director *MH*
Compliance & Community Services Division
Re: Status of the NFG Referral Process/Alternatives

As you are well aware, the status of the No Fault Grievance (NFG) process has been a concern of the League, as well as the Department, for quite some time. The number of NFG referrals to local human rights commissions has dropped in recent years for several reasons, but primarily because the Department changed its Alternative Dispute Resolution (ADR) referral process at the intake stage. Currently the local commissions receive NFG referrals after both parties have committed themselves to mediate through the NFG process. Although much fewer in number, these referrals should present a much greater opportunity for successful resolution than those previously made, where only the grievant had expressed an interest in attempting "no fault".

While the League has understandably expressed concern about the decreasing number of NFG referrals, the Department has been equally concerned about the NFG process. Our concern stems from the difficulty in maintaining the level of expertise and skill at the local commission level which is required for the process to be meaningful.

As you probably know, very few NFG referrals actually result in a settlement, and those that do, often have questionable results. More importantly, however, is that we have repeatedly asked ourselves if "no fault" is the best tool for advancing the cause of human rights in various communities. For the expenditure of resources in training the 300-400 members of local commissions, we believe there are better projects for combatting discrimination in your communities. The mediation of these grievances generally only involves two individuals, (grievant and respondent) and often turns out to be more of a personality conflict than an actual discrimination issue, as several of you have reported to me.

AN EQUAL OPPORTUNITY EMPLOYER

— The Resource Center of The Americas is proud to present —



Alicia Partnoy

Argentine human rights activist
and author of

Revenge of the Apple/venganza de la manzana

"They tossed me away like a stone, a weed, an evil herb;
separated out the rotten, subversive apple . . .
And now all the rest of the apples are fermenting . . ."

Revenge of the Apple

Poetry Reading and Book Signing

A Benefit for the Penny Lernoux Memorial Library

Friday, November 20

1813 Girard Avenue South, Minneapolis

\$5-\$10 sliding scale fee

Literature and Human Rights in the Americas

Thursday, November 19

University of Minnesota Law School, Room 30

12:15-1:30 pm

Saturday, November 21

Resource Center of the Americas Coffeehour

317 - 17th Ave SE, Mpls.

10:30 am - 12:00 pm / \$3 members / \$4 non-members

Alicia Partnoy was among the 30,000 Argentines who "disappeared" after the military junta came to power in 1976. During her years as a political prisoner, her stories and poems were smuggled out of prison and published anonymously.

After nearly three years of imprisonment, she was forced to leave the country and go to the United States. Since her arrival in this country, she has lectured extensively at the invitation of Amnesty International, religious organizations, and universities.

She has presented testimony on human rights violations in Argentina to the United Nations, the Organization of American States, Amnesty International, and human rights groups in Argentina.

Her testimony was quoted in the final report of the Argentinean Commission for the Investigation of Disappearance and helped to bring about the convictions of four junta generals in Buenos Aires.

Cosponsored by the University of Minnesota Center for Advanced Feminist Studies, Human Rights Center, Creative Writing Department, Department of Spanish and Portuguese, The MacArthur Program in International Peace and Cooperation, Women's Studies Department.

ADVISORY
COMMISSIONS AND COMMITTEES
"GUIDELINES"



ADVISORY COMMISSIONS AND COMMITTEES "GUIDELINES"

PURPOSE

New Hope City Ordinance provides for several advisory commissions including: Citizens Advisory, Human Rights, Northwest Hennepin Human Services Advisory, Personnel Board and Fire Personnel Committee, and Planning. The purpose of each advisory commission is to provide input to the City Council or City Manager regarding specific issues. Citizen commissions contribute to the quality of life in the community by assisting the City Council in an advisory capacity regarding a wide range of activities. Members volunteer their time to attend frequent meetings addressing matters relevant to the particular commission.

BENEFITS

The City may offer to Commissioners opportunities to attend conferences and various training programs as well as subscriptions to professional publications. Persons who serve their community gain valuable insight relative to city operations. Commissioners have the capacity to help shape the community through decisions and input.

The City recognizes commissioners for their contributions to the City through an invitation to the annual summer picnic (Employee and Volunteer Appreciation Picnic). After five consecutive years of service on any one commission, the City will present a "Volunteer Service Award" recognizing the individual for his/her service to the community. Tokens of appreciation are also presented to persons who may resign from commissions.

STATUTORY CITY GOVERNMENT

The City of New Hope operates under a Statutory Plan B form of government (Council-Manager). The elected City Council consists of a mayor and four councilmembers. All policy and legislative decisions are the responsibility of the Council. The Council delegates the administrative duties to a City Manager. The Manager is accountable to the Council for the effective administration of city business in accordance with Council decisions.

ADVISORY COMMISSION DESCRIPTIONS

The Citizen Advisory Commission acts as a resource group, and an informational, educational coordinator to the community on subjects and matters assigned by the Council for study, analysis, and recommendations. The Citizen Advisory Commission is also free to study any subject they believe has importance to the citizens of the City. Meetings are held on the third Monday of the month at 7:00 p.m. The Commission consists of members serving one-year terms.

The Human Rights Commission advises the City Council on human relations and civil rights issues, and acts in an advisory capacity with respect to planning or operation of any city service or program on issues of civil and human services and recommends the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community. Also, the Commission is active in educating the community regarding the Minnesota Human Rights Act. Meetings are held on the first Monday of each month at 7:00 p.m. Members serve two-year terms.

The Northwest Hennepin Human Services Council Advisory Commission serves as the primary vehicle through which consumers, family members and concerned residents have taken part in the planning and provision of social services in the 15 communities of Northwest Hennepin County. The Commission is comprised of two appointed citizen representatives from each of the member communities. Experience in

human service programs is helpful but not required. The most important quality is a sincere concern for human service needs in the community. Meetings are held the third Thursday of each month. Members serve two-year terms.

The Personnel Board is responsible for the recruitment and the hiring process of all employees covered by the Personnel Ordinance; the establishment of general personnel rules; and advising the City Manager on personnel policies and issues. The Board consists of three members serving three-year terms. Regular meetings are the second Tuesday of each month. Applicants must currently be employed in the personnel/human resources field.

The Fire Personnel Committee acts on and oversees the firefighter recruitment and hiring process. This Committee is directly answerable to the Personnel Board. The Committee consists of five members: two City firefighters, one citizen with outside firefighter experience, Fire Chief, and a representative from the Personnel Board. Members serve two-year terms.

The Planning Commission carries on planning activities regulating future physical development, unplatted properties, and subdivisions of land in the City, and makes recommendations to Council regarding matters affecting zoning, platting, commercial/industrial expansions and redevelopment, and public improvements. Meetings are held on the first Tuesday of the month at 7:00 p.m. Members serve three-year terms.

The Planning Commission is divided into two sub-committees: 1) Codes and Standards which has the responsibility to review code text amendments; and 2) Design and Review which reviews site/building expansion projects.

STAFF LIAISONS

Each commission is assigned a staff liaison to prepare agenda packets, facilitate research activities, and to staff meetings.

Citizens Advisory	Shari French, Director of Parks & Recreation	531-5152
Human Rights Commission	John Oberreuter, Police Inspector	531-5149
Personnel Board & Fire Personnel Committee	Sherry Draper, Human Resources Manager	531-5115
Planning Commission	Kirk McDonald, Management Assistant/ Community Development Coordinator	531-5119

TIME COMMITMENT

Volunteer commissioners invest a substantial amount of time per month to commission-related activities. Occasionally sub-committees are created to deal with specific projects. Regular commission meetings are held once per month. Prior to each regularly scheduled meeting, commissioners receive an agenda packet with staff reports and background information. Commissioners must allot sufficient time to review the packet to become familiar with agenda items. Also, commissioners are expected to maintain regular attendance at the monthly meetings, participate in the formal meeting, physically review sites when appropriate, and render decisions based on the overall good to the community.

AUTHORITY

Commissions and committees do not have policy-making power. However, the City Council gives thorough consideration to all commission recommendations. All commissioners/committee members are encouraged to form their own opinions on matters; however, no commissioner or committee member is authorized to speak on behalf of the entire commission or committee publicly, unless the commission/committee has first considered and approved such statements.

Commissioners must recognize and accept the possibility that the City Council, after deliberation, may take final action which varies from commission recommendations.

EXPECTATIONS

While representing the City, it is expected that commissioners dress in an appropriate manner, refrain from the use of profanity, maintain a proper attendance record, and demonstrate acceptable behavior towards staff, consultants, businesses, and citizens. Commissioners shall accord courtesy to each other, to City employees and to the public appearing before them and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. Sexual or other harassment will not be tolerated.

APPOINTMENTS/RE-APPOINTMENTS

Following advertisement, the City Council interviews, selects, and appoints applicants to various commissions. Commissioners must remain residents, property owners, business owners, or employees of area businesses. Terms of office expire on December 31st of respective calendar years. Commissioners desiring re-appointment to commissions will be given consideration by the City Council in December.

RESIGNATIONS/REMOVAL FROM OFFICE - VACANCIES

Commissioners may resign voluntarily or be removed from office by the Mayor with consent by majority vote of the City Council. Excessive unexcused absences from regular meetings shall constitute automatic resignation from office. The staff liaison shall inform the City Council of such automatic resignations. Other causes for discharge include: intoxication on duty; offensive conduct or language toward the public or city employees; abuse of public trust; or acceptance of a fee, reward, gift, tip, or other form of remuneration from any source (per state statute).

Vacancies shall be filled in a prompt manner in accordance with the fore-mentioned appointment process.

CHAIRPERSON

At the beginning of each year, the commissioners shall elect one of its members as chairperson. The chairperson is a regular voting member of the commission. As presiding officer, the chairperson's duties include calling the meeting and members to order, announcing the business before the commission/committee, calling for vote on issues requiring official action, and enforcing rules, decorum, and order during meetings.

TAPE RECORDINGS/MINUTES

Regular meetings are tape recorded; the audio tapes are retained in accordance with the City's records retention schedule. Official meeting minutes shall be prepared and approved by the commission at the next regular meeting. Additions or corrections shall be voted upon. Minutes shall be in summary format rather than verbatim.

CONFLICT OF INTEREST

No commissioner shall take part in consideration of a matter where his/her interest might affect his/her impartiality. Additional information on this matter is contained in the attached League of Minnesota Cities' "Conflict of Interest Highlights". If there is a question or if a commissioner has concerns, contact the City Manager.

OPEN MEETING LAW

As a general rule, all meetings must be open to the public with proper notice. New Hope meets the notice requirement of the law by posting meeting agendas on the bulletin board at the front entrance of City Hall. A violation of this law would occur if a quorum or more of members meet without giving proper notice of the meeting. An exception to the meeting definition occurs when the group meets by chance or gathers for a purely social purpose.

PRESENTING MOTIONS

The formal method of presenting and processing a motion is as follows:

1. Chair recognizes member
2. Member makes motion* (introduces the business)
3. Another member seconds the motion
4. Chair states (repeats) motion
5. Members debate motion
6. Chair takes vote on motion
7. Chair announces result of vote

*Note: a motion should always be in the positive, never in negative terms. For instance, if the consensus of the commission/committee is to deny a permit, the motion should be to grant the permit and then vote it down. The member making such a motion does not need to favor it or vote for it.

PARLIAMENTARY PROCEDURE

In the absence of rules or statute to govern a point or procedure, Robert's Rules of Order, Newly Revised, shall be used as a guide. The Chair shall decide all questions or interpretation of these rules, points of order or other questions of procedure requiring rulings. Unless overridden or suspended by a majority vote of the Commission members present and voting, a ruling shall be final and binding for purposes of the matter under consideration. Additional information on this subject is provided as an attachment.

ATTACHMENTS - POLICIES

The attached information and policies are excerpts from the Employee Handbook. As a representative of the City, commissioners and committee members are expected to comply with the same standards of behavior as employees of the City. Please read through these policies.

- a) Sexual Harassment Policy
- b) Drug and Alcohol Policy
- c) Violence in the Workplace
- d) Tobacco Policy for City Facilities

ATTACHMENTS - INFORMATION

The attachments are for informational purposes only.

- a) Organization Chart
- b) New Hope Service Directory
- c) Commonly Used Motions and Terms
- d) Conflict of Interest Highlights

g:\commission\guide.doc

SEXUAL HARASSMENT POLICY

1. It is the City's policy that the work force environment will be free of sexual harassment and that all individuals will be treated with respect at all times.
2. Sexual harassment by City officials and employees toward any member of the public or any other City official or employee is prohibited.
3. This policy will apply to all officials and employees of the City of New Hope.
4. Sexual harassment is defined as behavior such as, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to or conduct or communication is made either implicitly or explicitly a term or condition of an individual's employment.
 - b. Submission to or rejection of such conduct or communication is used as a basis for an employment decision affecting that individual's employment.
 - c. Such conduct or communication has a purpose or effect or substantially interfering in an individual's employment or creating an intimidating, hostile, or offensive employment environment.
5. Other behavior, whether subtle, overt or otherwise, which constitutes sexual harassment includes, but is not limited to:
 - a. Verbal harassment (epithets, derogatory remarks, or slurs);
 - b. Physical harassment (gestures, assault, impeding or blocking movement; or any physical interference with normal work or movement);
 - c. Visual forms of harassment (derogatory posters, letters, poems, graffiti, cartoons, or drawings); and
 - d. Requests for sexual favors or unwanted sexual advances.
6. It is the responsibility of any employee who feels he or she is being subjected to sexual harassment in any form, or who believes he or she has witnessed sexual harassment in any form, to contact his or her supervisor, the City Manager, or the Administrative Assistant immediately without fear of any retaliatory action by any employee of the city. All supervisors are required to report immediately any allegations to the appropriate city personnel.
7. Any complaints which are made will be investigated confidentially and in a timely fashion. All officials and employees shall cooperate in any investigation of such a complaint. If the facts support the allegations, the perpetrator of the sexual harassment will be subject to disciplinary action up to and including termination. Any official or employee found to have made a false complaint of sexual harassment or found to have knowingly given false information during an investigation of such a complaint may also be subject to disciplinary action. "Discipline", as used in this paragraph, shall mean any of the courses of action described in Chapter XI, including dismissal.

CITY OF NEW HOPE

DRUG AND ALCOHOL POLICY FOR CITY FACILITIES

Unless specifically authorized, no employee shall use, possess, manufacture, distribute, dispense, sell or transfer drugs, alcohol, or drug paraphernalia while the employee is working or while on City premises or operating City vehicles, machinery or equipment.

Exceptions to this policy are authorized in the following circumstances:

- a valid medical prescription;
- police officers in the performance of duty and while acting under proper and specific orders from a superior officer;
- the sale of an alcoholic beverage is part of an employee's job duty;
- the City Manager approves the use of alcoholic beverages at specific City celebrations;
- by ordinance, within City Parks and related facilities, when employees are off-duty and said use and possession is not prohibited to members of the general public.

Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Reference: City of New Hope Drug and Alcohol Policy adopted by Council Resolution No. 94-169 in compliance with the federal Drug-Free Workplace Act of 1988.

VIOLENCE IN THE WORKPLACE

The City of New Hope is committed to providing its employees with a safe work environment. Violence, threats of violence, intimidation of employees or attempts to instill fear in employees will not be tolerated. Menacing behavior, stalking, and the possession of weapons (except by law enforcement personnel while carrying out official duties) in the workplace are all prohibited actions. Any of these confirmed behaviors will be met with appropriate disciplinary action, up to and including termination. Employees who become aware of such behavior on the part of others should notify a department head, the Human Resources Manager, or the City Manager. **In an emergency situation, violent behavior should be immediately reported by calling 911.** All reports of violent behavior will be promptly investigated and dealt with appropriately.

TOBACCO POLICY FOR CITY FACILITIES

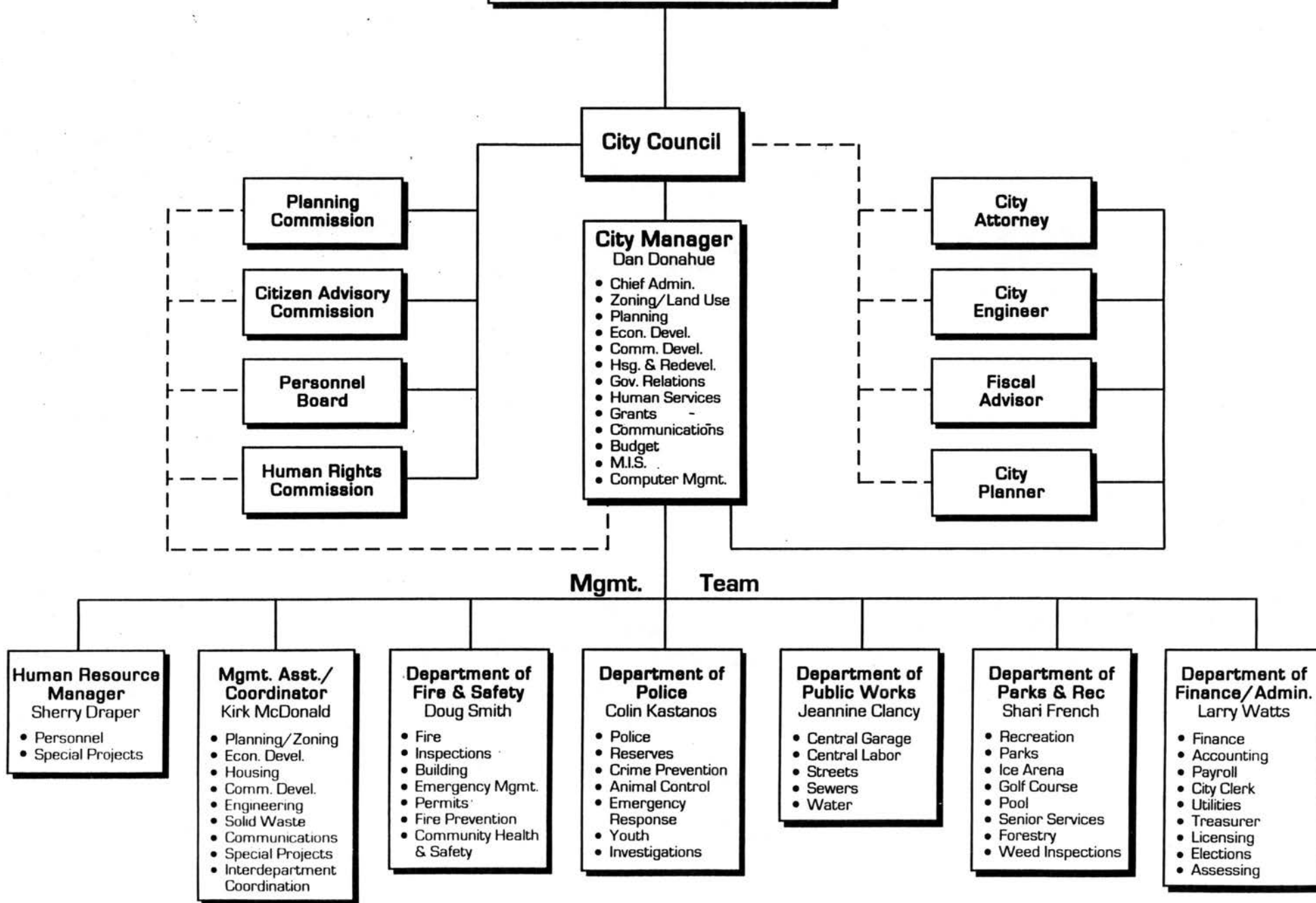
All buildings and vehicles shall be tobacco free.

This policy is a 24 hour, seven-day per week policy. It shall cover City Hall, the Golf Course, the Fire Station, the Public Works building, the Ice Arena, the Pool, all enclosed park shelter buildings, the NHPAA building, and all city-owned vehicles.

Adopted by Council Resolution
January 1, 1989

February 26, 1996

New Hope Residents



New Hope Service Directory

New Hope City Hall 4401 Xylon Avenue North 531-5100

Office Hours - 8:00AM-4:30 PM Monday - Friday

Monthly Meetings

Council Meeting	2nd and 4th Monday	7:00PM
Planning Commission	1st Tuesday	7:00PM
Citizen Advisory Commission	3rd Monday	7:00PM
Human Rights Commission	1st Monday	7:00PM
Free Blood Pressure Testing:		
New Hope Fire Station		
4251 Xylon Avenue	Monday & Friday	6:30PM - 8:00PM

City Council

Mayor	W. Peter Enck	533-4707
Council Member	Sharon Cassen	537-5193
Council Member	Don Collier	535-6351
Council Member	Pat LaVine Norby	537-0213
Council Member	Gerald Otten	545-1237

Administrative Staff *voice mail messaging is available at all times for City Hall 531 prefixes

Attorney - Steve Sondrall	Corrick & Sondrall	425-5671
City Clerk	Valerie Leone	531-5117
City Hall	Administration Information	531-5100
City Manager	Dan Donahue	531-5112
Director of Finance/Administration	Larry Watts	531-5131
Director of Parks /Recreation	Shari French	531-5152
Director of Public Works	Jeannine Clancy	533-4823 ext. 16
Engineer - Mark Hanson	Bonestroo, Rosene, Anderlik	636-4600
Fire Chief/Director of Fire & Safety	Doug Smith	531-5120
Human Resources Manager	Sherry Draper	531-5115
Management Assistant/ Community Development Coordinator	Kirk McDonald	531-5119
Police Chief/Director of Police	Colin Kastanos	531-5141

Important Phone Numbers

24 Hour Comment Line	531-5102	
TDD	531-5109	
Animal Control	911	
Clerk of Court - Brooklyn Center	569-2799	
Electric Service	330-5500	
Emergency Fire, Police & Medical	911	
Emergency Public Works (after 4:30)	531-5170	
Gas Service	332-5133	
Job Hotline	531-5107	
King Video, Cable TV	533-8020	
Parks & Recreation Weather Cancellations	531-5158	
Robbinsdale School District 281	504-8000	
Scheduling Inspections	531-5127	
TwinWest Chamber of Commerce	540-0234	
Water and Sewer Utilities	Billing & New Service	531-5132
	Service Problems	533-4823
Welfare - Relief - County		348-3000

New Hope Facilities & Community Service Organizations

City Hall.....	4401 Xylon Avenue North	531-5100
Fire Station	4251 Xylon Avenue North	531-5171
Golf Course	8130 Bass Lake Road.....	531-5178
Ice Arena	7100 49th Avenue North.....	531-5181
Municipal Pool	4301 Xylon Avenue North	531-5177
Northwest Hennepin Human Services	7601 Kentucky Avenue North, Brooklyn Park.....	493-2802
Parks & Recreation	4401 Xylon Avenue North	531-5151
Public Works Facility	5500 International Parkway	533-4823

A

Abandoned Vehicles	Police.....	911
Accidents	Police.....	911
Alarm Systems	Police.....	531-5170
Animal Complaints.....	Police.....	911
Apartment Manager Coalition.....	Section 8 Representative.....	531-5114
Apartment Rehabilitation Program.....	Management Assistant.....	531-5119
Assessing, Real Estate	Hennepin County	348-3046
Assessments, Prepayments.....	Special Assessment Clerk	531-5132
Assessments, Special.....	Special Assessment Clerk	531-5132
	General Inspector	531- 5124

B

Barbecuing.....	Fire Department	531-5125
Bicycle License	Administration	531-5100
Bicycles - Stolen/Recovered	Police.....	911
Bill Payments Water/Sewer	Utility Billing Clerk.....	531-5132
Block Party	Police.....	531-5170
Building Permits.....	Building Official or General Inspector	531-5123
Burning Permits	Fire Department	531-5125
Business Council (New Hope/Crystal)	Management Assistant.....	531-5119
Business Licensing	Business License Clerk	531-5118
Business Link Newsletter	Management Assistant.....	531-5119
Business Retention.....	Management Assistant.....	531-5119

C

Cable TV, City Programming.....	Management Assistant.....	531-5119
Catch Basins, Maintenance	Public Works.....	533-4823 ext. 12
Census Information	Management Assistant.....	531-5119
City Report Newsletter	Management Assistant.....	531-5119
Code Compliance	General Inspector	531-5123
Community Health Inspector	Sanitarian	531-5126
Condemned Houses/Buildings.....	Building Official or General Inspector	531-5123
Connection Charges	Utility Billing Clerk.....	531-5132
Construction Concerns/Private Improvements	Building Official or General Inspector	531-5123
Construction Concerns/Public Improvements	Public Works.....	533-4823
Council Agendas.....	City Clerk.....	531-5117
Crime Prevention	Crime Prevention Officer	531-5140
	Crime Prevention Officer	531-5142
Curbs and Culverts.....	Public Works.....	533-4823 ext. 12

D

Demographics.....	Management Assistant.....	531-5119
Dog Complaints.....	Police.....	911
Dog Licensing.....	Administration.....	531-5100
Drug Abuse Information.....	Police.....	531-5170
Dust Control, Construction.....	Building Official or General Inspector.....	531-5123
Dust Control, Roads.....	Public Works.....	533-4823 ext. 12

E

Economic Development/Financial Assistance.....	Management Assistant.....	531-5119
Election Information.....	Administration.....	531-5100
Electrical Permits.....	State Electric Inspections.....	241-2102
Emergencies.....	Police/Fire/EMS.....	911
Engineering Projects.....	Public Works Director.....	533-4823 ext. 16
	Management Assistant.....	531-5119
	Parks & Recreation Director.....	531-5152
Environmental Information.....	Management Assistant.....	531-5119

F

Filling, Dirt.....	Property Inspector.....	531-5123
Fire Doors.....	Fire Inspector.....	531-5125
Fire Hydrants, To Use.....	Public Works.....	533-4823 ext. 22
Fire Lanes.....	Fire Inspector.....	531-5125
Fire Safety Inspection.....	Fire Inspector.....	531-5125
First Time Home Buyers.....	Management Assistant.....	531-5119
Flood Zone.....	Property Inspection.....	531-5123
Forestry.....	Park Superintendent/Forester.....	533-4823 ext. 13

G

Garbage, Complaints.....	Building Official or General Inspector.....	531-5123
Garbage Hauler, Licensed Haulers.....	Licensing Clerk.....	531-5118
Golf Course.....	Parks & Recreation.....	531-5178
Grades, Site.....	Property Inspector.....	531-5123
Grass/Trees.....	Forester.....	533-4823 ext. 13
Guns.....	Police.....	531-5170

H

Heating Permits.....	Building Official or General Inspector.....	531-5123
Homesteading.....	Homestead Clerk.....	531-5118
House Numbering.....	Building Official or General Inspector.....	531-5123
Housing, Inspection.....	Inspections.....	531-5123
Housing, Programs.....	Management Assistant.....	531-5119
Housing, Section 8 Program.....	Section 8 Representative.....	531-5114

I

Illegal Burning	Fire Department	531-5125
Incinerators	Fire Department	531-5120

J

Junk, Debris, Litter	Building Official or General Inspector	531-5123
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L

Land Use Explanations	Management Assistant	531-5119
Licenses, Dog, Bike, Business	City Clerk	531-5117
Liquor Licensing	City Clerk	531-5117
Lost and Found	Police	531-5170
Lot Legal Descriptions	Special Assessment Clerk	531-5132
Lot Sizes	Hennepin County	348-3046

M

Minnesota City Participation Program	Management Assistant	531-5119
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N

New Hope/Plymouth Athletic Association	City's Athletic Association (Hot Line)	831-1240
(private Organization)		
Noise	Inspections	531-5122
Nuisances	Inspections	531-5123

O

Ordinances, Complaints	Inspections	531-5123
Ordinances, Information	City Clerk	531-5117
Outdoor Storage	Inspections	531-5123

P

Parades	Police	531-5170
Park Facilities	Parks & Recreation	531-5151
Park Maintenance	Parks Superintendent	533-4823 ext.13
Parking Lot Construction/Drainage	Inspections	531-5123
Parking Ticket Payment	Clerk of Court, Brooklyn Center	569-2799
Permits: Heating/Cooling, Moving, Pools, Plumbing, Signs, Demolition	Inspections	531-5123
Permits, Use of: Curb Cuts, Approaches, Culverts, Sidewalks	Inspections	531-5123
Permits, Use of: Fire Hydrants, Water Taps, Sanitary Sewer Taps, Construction ROW	Public Works	533-4823 ext.22
Petitions, For Improvements	City Clerk	531-5117
Planning and Zoning Questions	Management Assistant	531-5119
Planning Case Applications	Management Assistant	531-5119

P

cont.

Police Explorer Post.....	Police.....	531-5170
Police General Information.....	Police.....	531-5170
Police Reserve Unit.....	Police.....	531-5170
Population Information.....	Administration.....	531-5100
	Management Assistant.....	531-5119

R

Real Estate Taxes.....	Hennepin County.....	348-3011
Real Estate Values.....	Hennepin County.....	348-3011
Recreation Programs.....	Parks & Recreation.....	531-5151
Recycling.....	Administration.....	531-5100
Restaurant Inspections.....	Sanitarian.....	531-5126
Rezoning Information.....	Management Assistant.....	531-5119
Road Repair and Maintenance.....	Public Works.....	533-4823
Road Weight Restrictions.....	Public Works.....	533-4823 ext. 12

S

Sanitarian.....	Inspections.....	531-5126
Scattered Site Housing.....	Management Assistant.....	531-5119
School District 281.....		533-2781
Section 8 Housing.....	Section 8 Representative.....	531-5114
Senior Citizens Activities.....	Parks & Recreation.....	531-5153
Septic Tanks.....	Inspections.....	531-5123
Sewer, Storm.....	Public Works.....	533-4823 ext. 12
Sewers, Sanitary.....	Public Works.....	533-4823 ext. 22
Signs, Commercial.....	Inspections.....	531-5123
Signs, Streets, Traffic.....	Public Works.....	533-4823 ext. 12
Site Plans.....	Inspections.....	531-5123
Small Claims Court.....	Brooklyn Center.....	569-2799
Special Assessment Petitions.....	City Clerk.....	531-5117
Special Hazard Permits.....	Inspections.....	531-5123
Storage, Under Stairs (MR).....	Inspections.....	531-5123
Street Lights (existing light - malfunctioning).....	NSP.....	493-1666
	NSP.....	493-1656
Street Lights (request new).....	Public Works.....	533-4823 ext. 16
Swimming Pools, Construction.....	Inspections.....	531-5123
Swimming Pools, Private Inspection.....	Inspections.....	531-5123

T

Tax Exemptions.....	Hennepin County.....	348-3046
Tax Information.....	Hennepin County.....	348-3046
Tents.....	Fire Inspector.....	531-5125
Tours, Fire Department.....	Fire & Safety.....	531-5120
Traffic Control Requests, Lights, Signs, etc.....	Public Works Director.....	533-4823 ext. 16
Traffic Violations.....	Clerk of Court - Brooklyn Center.....	569-2799
Trees and Turf.....	Forester.....	533-4823 ext. 13

V

Vacant Land/Buildings.....Management Assistant.....531-5119
 Vehicle Storage.....Inspection.....531-5123
 Voters Registration.....Licensing Clerk.....531-5118

W

Water Service.....Public Works.....533-4823 ext. 22
 Water and Sewer Billing.....Utility Billing Clerk.....531-5132
 Water Mains, Location, Construction, Broken.....Public Works.....533-4823 ext. 22
 Water Meters, Testing, Repairs, Installation.....Public Works.....533-4823 ext. 22
 Weed Control, Cutting on Vacant Property.....Forestry.....533-4823 ext. 13

Z

Zoning Enforcement.....Inspections.....531-5123
 Zoning Information.....Inspections.....531-5123
 Management Assistant.....531-5119

GENERAL TABLE OF RULES FOR FREQUENTLY USED MOTIONS
(listed from highest to lowest precedence)

MOTIONS (In precedence order)	MOTION MAKER NEEDS RECOGNITION?	MOTION NEEDS A SECOND	MOTION IS DEBATABLE	MOTION IS AMENDABLE	VOTE REQUIRED TO PASS	APPLIES TO WHAT OTHER MOTIONS	SPECIAL NOTES AND COMMENTS
10. Adjourn	Yes	Yes	No	No	Majority	None	Highest precedence
9. Recess	Yes	Yes	No	Yes	Majority	None	
8. Appeal ₁	No	Yes	Yes	No	Majority	Decisions of Chair	Members can challenge a decision by the chair
8. Point of Order ₁	No	No	No	No	Chair decides	Any error	To point out an error
8. Parliamentary Inquiry ₁	No	No	No	No	Chair decides	None	To ask a question
8. Suspend rules ₁	Yes	Yes	No	No	2/3	None	Cannot apply to minority rights
8. Division ₁	No	No	No	No	Chair decides	All votes	A second vote on votes which are close
7. Lay on Table	Yes	Yes	No	No	Majority	Main, amend, appeal	Also called postpone Temporarily
6. Close Debate ₁	Yes	Yes	No	No	2/3	All debatable motions	Also called previous question & vote immediately
5. Limit Debate ₁	Yes	Yes	No	Yes ₃	2/3	All debatable motions	To limit debate to a set period
4. Postpone Definitely	Yes	Yes	Yes ₂	Yes ₃	Majority	Main motions	To set aside to next meeting
3. Refer to Committee	Yes	Yes	Yes ₂	Yes ₃	Majority	Main motions	To allow a small group to study
2. Amend ₁	Yes	Yes	Yes	Yes	Majority	All amendable motions	You may amend an amendment
1. Main	Yes	Yes	Yes	Yes	Majority	None	Lowest Precedence

¹ Indicates possible exception to precedence order.

² Limited in the sense that debate is only on the merits of that specific motion.

³ Restricted to the variable part of the motion.

BRIEF EXPLANATIONS OF COMMONLY USED MOTIONS AND TERMS

<u>Main Motion</u>	to bring business before the group. "I move that the Student Government pay D. E. Sikkink \$100 for his speech."
<u>Amend</u>	to change motions so they more closely express the will of the group. "I move to amend the motion by striking out the word \$100 and inserting \$10."
<u>Vote Immediately</u>	to stop discussion and to get a vote. "I move to vote immediately on the amendment." (Also called <u>close debate</u> and <u>previous question</u> .)
<u>Parliamentary Inquiry</u>	to let a member ask a question. "Mr. or Ms. Chair, can we have a secret ballot on this amendment?"
<u>Point of Order</u>	to call attention to a mistake in procedure. Interrupt and say "point of order, please: Mr. or Ms. Chair, there was no second for that motion to amend."
<u>Division</u>	a request for the Chair to use a more accurate method of voting. "Mr. or Ms. Chair, I call for a division on that last vote."
<u>Appeal</u>	to get a vote by the group on some procedural decision made by the Chair. "I appeal your decision on not allowing a secret ballot."
<u>Refer to Committee</u>	to allow for study and investigation by a smaller group. "I move to refer the main motion to a committee of three appointed by the chair."
<u>Postpone Definitely</u>	to consider at a definite future time. (No later than the next meeting.) "I move to postpone this main motion definitely to our next regular meeting."
<u>Postpone Temporarily</u>	to consider at an unspecified time. "I move to postpone this main motion temporarily."
<u>Quorum</u>	a quorum is the minimum number of members who must be present in order to transact legal business. The number is usually stated in the organization's by-laws. If not, common law fixes the number as a majority of members.
<u>Precedence</u>	refers to the rank of motions. When a motion has been made, any motion of higher order may be proposed but no motion of lower order may be proposed (there are a few exceptions). Motions are discussed and voted upon in inverse order to their proposal (the last motion made will be acted on first, etc.). See the Summary of Rules Chart which follows. The motions are listed from lowest rank-precedence to highest.

Conflict of Interest Highlights



1. What is a conflict of interest?

A conflict of interest occurs when an individual has a personal interest in a decision that he or she has the power to make. A prohibited personal interest may be contractual or non-contractual. It includes decisions in which personal involvement, gain, or financial benefit exist for the decision-maker. The following elements must be considered:

- ◆ **Contracts.** Public officers may **NOT** have a personal financial interest in any sale, lease, or contract that they are authorized to make in their official capacities. Councilmembers of home rule charter cities should consult their city charters for additional limitations.
- ◆ **Incompatibility of offices.** A public officer may **NOT** hold two positions if the positions' functions are inconsistent with one another.
- ◆ **Self-interest in non-contract matters.** Sometimes, elected officials find that they have an interest in a non-contract decision that the council will make. This type of interest is sometimes of a financial nature, but not always. These non-contract matters may include such things as council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited, an interested councilmember should abstain from participating in the council discussion and from voting on these issues.

2. Who is subject to the conflict of interest law for contracts?

All public officers who have the authority to take part in making any sale, lease, or contract in their official capacity are subject to the conflict of interest law. A "public officer" certainly includes councilmembers. In some circumstances, it may also include non-elected officers and employees who are able to influence the decision or to make recommendations.



3. What are some common exceptions to conflicts of interest in contracts?

The statute generally prohibits conflicts of interest. However, there are several exceptions to the law. The following exceptions are permitted under certain circumstances:

- ◆ Designation of a bank or savings association;
- ◆ Designation of an official newspaper;
- ◆ A contract that is not required to be competitively bid;
- ◆ A contract with a volunteer fire department for payment of wages or retirement benefits to its members;
- ◆ A contract for construction materials or services, if the contract is let by a sealed bid process and the city has a population of 1,000 or less;
- ◆ A contract to rent space in a public facility to a public officer at a rate similar to that paid by other renters;
- ◆ An application for a grant offered by a county or multi-county housing and redevelopment authority (HRA).

There are several other less common exceptions. See the research memo *Official Conflict of Interest* (LMC 140a.3) for a more complete discussion.



4. Is there any special procedure to use if a contract is permitted under one of the exceptions?

If a contract with an official is permitted under one of the exceptions in the law, the council must do the following:

- ◆ The council must approve the contract by unanimous vote; and,
- ◆ The interested officer should abstain from voting on the matter.

There are additional requirements for some of the exceptions. See the research memo *Official Conflict of Interest* (LMC 140a.3) for a more complete discussion.

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5. Who is subject to the law regarding incompatibility of offices?

All persons in elected offices must be aware of this law. In addition, many city employees and appointed officials may have to consider this law if taking a position that may conflict with their other city responsibilities.



6. When are offices incompatible?

Generally, positions are incompatible when one or more of the following conditions exist:

- ◆ If one position:
 - hires or appoints the other;
 - performs functions that are inconsistent with the other;
 - makes contracts with the other; or,
 - approves the official bond of the other.
- ◆ If a specific statute or charter provision:
 - states that one person may not hold two or more specific positions;
 - requires that the officer may not take another position; or,
 - requires that the officer devote full time to the position.
- ◆ If one of the positions:
 - is in the federal service (except for postal employees);
 - exists because of a contract made by the group or board of which the officer is a member;
 - is in a governmental unit that has interests and purposes conflicting with those of the group to which the other belongs;
 - has duties that conflict with those of the other.

?

7. What are common problems in applying the laws?

Most questions seem to come from situations involving a non-contract interest of a councilmember. These are some of the more common situations:

- ◆ **Self-appointment.** City officials may **NOT** appoint themselves to a position.

- ◆ **Contracts with relatives of a councilmember.** Generally, a contract with a councilmember's relative is not prohibited unless the councilmember has a financial interest in the relative's business or the relative's income.
- ◆ **Zoning of a councilmember's land.** Generally, a city council is not prohibited from rezoning property owned by a councilmember. However, the councilmember must not participate in the council deliberation and voting.
- ◆ **Local improvements.** A councilmember is probably not prohibited from petitioning for an improvement that will benefit his or her property. However, the councilmember should abstain from voting on the matter.
- ◆ **Issuing licenses to councilmembers.** Although the law is unclear, a councilmember applying for a license should not take part in the council's decision on the license application.

8. What happens if the city doesn't follow the conflict of interest laws?



- ◆ **Contracts.** Any contract that has been made illegally is void. In addition, every public officer who violates the conflict of interest law can be found guilty of a gross misdemeanor, be fined up to \$3,000, and imprisoned for up to one year.
- ◆ **Incompatible offices.** If a public officer accepts a position that is incompatible with his or her office, the first office is automatically vacated.
- ◆ **Non-contract situations.** Although the outcomes of these types of situations are less clear, a council decision could be reversed. There is also the potential of personal liability for the officials who are involved. See the research memo *Official Conflict of Interest* (LMC 140a.3) for a more complete discussion.

9. Where can cities get further information?



The League of Minnesota Cities has several publications that discuss issues related to conflicts of interest in more detail. Call the League's Research Department for further information, (612) 281-1200 or (800) 925-1122.

**CREATE CORRECTIVE MEASURES
TO REDUCE AND ELIMINATE:**

- Sexual Harassment
- Racist Behavior
- Threatened Violence
- Actual Violence
- Verbal Abuse
- Name Calling
- Anti-Semitism

Learning:

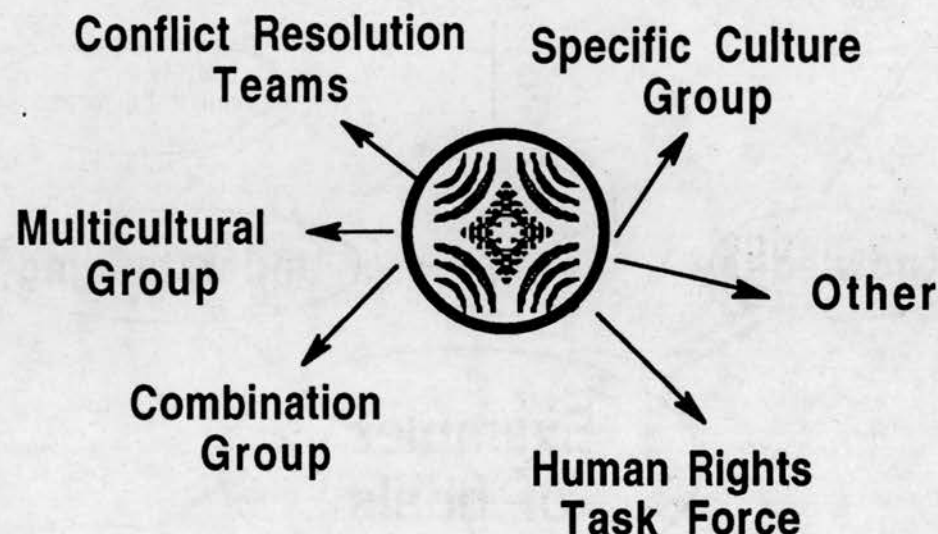
- Invite speakers to your meetings.
- Read, view videos, attend programs.
- Attend Human Rights Commission meetings.

Doing:

- Learn and use conflict resolution skills.
- Prepare panel discussions.
- Plan a multicultural event.
- Plan and present a lesson to a younger grade level.
- Create and post "Prejudice Free-Zone" posters.
- Promote positive school climate by designing T-shirts, book covers, pins, posters.
- Meet with similar groups in other schools to exchange ideas.

League of Minnesota Human Rights Commissions
4221 Lake Road Avenue, Robbinsdale, MN 55422
612-535-1051

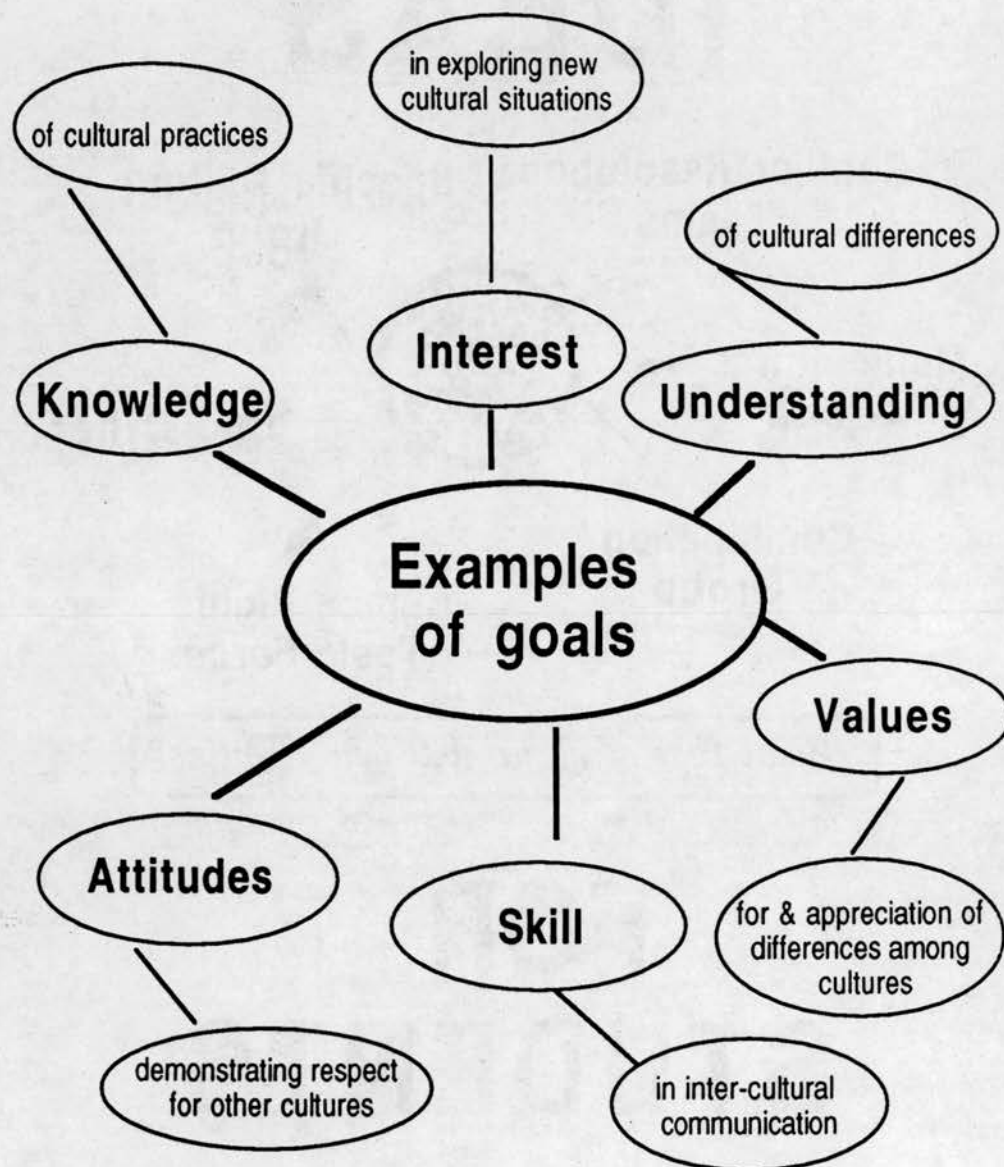
IDEAS



What type of group will you organize?

FOR STUDENTS

The ideas in this brochure are designed to spur the formation of student groups to address human rights issues.



Getting started:

- Call a meeting of students interested in human rights issues.
- Establish purpose and goals.
- Set meeting times and place.
- Identify problems and needs relating to human rights issues and school climate.
- List long range strategies to address these needs.
- Decide on a beginning activity.
- Divide tasks and set timelines.

General suggestions for student groups:

- ◆ Clearly state the purpose of your group.
- ◆ Set realistic goals.
- ◆ Record group decisions for future reference.
- ◆ Seek knowledge. Examples:

Gathering information and experience about cultural heritage.

Understanding stereotyping, prejudice and discrimination.

Differentiating between perception and reality.

- ◆ Identify allies to support your work.

Jrene

Commission Vacancies

1/5/99

Commission	Term	Code	Maximum per code	Current Membership	Vacancies
Citizens Advisory	one-year	2.35	15 (minimum 5)	8	none unless Council desires to increase*
Human Rights	two-year	2.25	9 (including student commissioner)	2	7
Personnel Board	three-year	Appendix C, Section 4	3	3	0
Planning	three-year*	2.13	9 (10 th member could be councilmember)	8	1
*Christopher Lange (former Human Rights Commissioner) has expressed an interest in appointment to the Citizens Advisory Commission					

Interested Residents (as of 1/5/99):

	<u>Human Rights</u>	<u>Citizens Advisory</u>	<u>Planning</u>
Cal Monroe, 4025 Nevada Ave. N.	X		
Janice Monroe, 4025 Nevada Ave. N.	X		
Winnie Kramer, 6041 Winnetka Ave. N.	X		
Tad Johnson, 9209 29 th Ave. N.	X	X	X
Laura Statz, 4120 Oregon Ave. N.	X		
Leah Rago, 3723 Major Ave. N.	X		
?Tamara Rubin (need application)	X		
?Sandra Salita, 8409 Hopewood Lane (need application)	X		
?Patricia Green, 5936 W. Meadow Lake Road (need application)	?		
Christopher Lange (served on HRC until 12/31/98)		X	

Memorandum

To: Henry Bates and Irene Gomez-Bethke
From: Valerie Leone, City Clerk
Date: March 1, 1999
Subject: New Commission Members

Cal Monroe and Winnie Kramer have recently been appointed to the Human Rights Commission (copies of appointment letters enclosed).

If you plan on holding an April 5th meeting here at city hall, please contact me (#531-5117) and I will assist you with coordination of an agenda.



4401 Xylon Avenue North
New Hope, Minnesota 55428-4898

City Hall:	612-531-5100	City Hall Fax:	612-531-5136
Police:	612-531-5170	Police Fax:	612-531-5174
Public Works:	612-533-4823	Public Works Fax:	612-533-7650
TDD:	612-531-5109	Fire Dep't. Fax:	612-531-5175

March 1, 1999

Ms. Winnie Kramer
6041 Winnetka Ave. N.
New Hope, MN 55428

Dear Winnie:

Congratulations on your appointment to the Human Rights Commission. Your term will expire December 31, 2000. We are grateful to have residents willing to volunteer and serve on commissions for the benefit of the community. Our commissioners provide valuable citizen input to the local government process.

The regular meeting date for the Human Rights Commission is 7:00 p.m. on the first Monday of each month. However, in an effort to establish regional work plans, commissioners have been holding "regional" meetings with neighboring cities. It is anticipated that a regional meeting will take place in March. Once the date is set, a meeting notice will be mailed to you with details.

Again, congratulations on your appointment. Please contact me at 531-5117 if you have any questions.

Sincerely,

Valerie Leone, CMC
City Clerk

cc: Henry Bates, Human Rights Commissioner
Irene Gomez-Bethke, Human Rights Commissioner



4401 Xylon Avenue North
New Hope, Minnesota 55428-4898

City Hall: 612-531-5100
Police: 612-531-5170
Public Works: 612-533-4823
TDD: 612-531-5109

City Hall Fax: 612-531-5136
Police Fax: 612-531-5174
Public Works Fax: 612-533-7650
Fire Dep't. Fax: 612-531-5175

March 1, 1999

Mr. & Mrs. Cal Monroe
4025 Nevada Ave. N.
New Hope, MN 55427

Dear Cal and Janice:

Thank you for recently interviewing with the City Council. The Council was impressed with both of your backgrounds. We are grateful to have residents willing to volunteer and serve on commissions for the benefit of the community. To maintain gender balance on the commission, the City Council decided to appoint Cal to the Human Rights Commission for a term expiring December 31, 2000. Janice, please let me know if you would be interested in a future vacancy on a different city commission.

The regular meeting date for the Human Rights Commission is 7:00 p.m. on the first Monday of each month. However, in an effort to establish regional work plans, commissioners have been holding "regional" meetings with neighboring cities. It is anticipated that a regional meeting will take place in March. Once the date is set, a meeting notice will be mailed to you with details.

Congratulations on your appointment, Cal. Please contact me at 531-5117 if you have any questions.

Sincerely,

Valerie Leone, CMC
City Clerk

cc: Henry Bates, Human Rights Commissioner
Irene Gomez-Bethke, Human Rights Commissioner



CITY OF NEW HOPE
APPLICATION FOR COMMISSION

Applying for:

- () Citizen Advisory Commission
() Personnel Board
() Planning Commission
☒ Human Rights Commission

1. Name Leah M. Rago Home Phone* 588-7929
Bus. Phone _____
2. Address 3723 Major Ave. N., Robbinsdale, MN 55422
3. How long have you lived in the City? I have been a member of Crystal Evangelical Free Church for 5 years.
4. What skills do you have that you feel would benefit the City?
I am a very fair, truth minded individual, biblically based and I feel I possess the necessary communicative skills in order to serve on the Human Rights commission. I am a person of
5. Why do you want to serve on this commission? very high integrity and character.
I would like to be able to be a part of policy making regarding human rights, to represent the truth in doing such.
6. What experience have you had that you feel would be pertinent to this commission?
I am currently the coordinator for the Task Force on Homosexuality at Crystal Evangelical Free Church.
7. What other civic activities are you involved in?
None to date.
8. Have you served on any City commissions or boards in the past?
No, I have not.

Signature

Date

*Under the law, your telephone number is private data. If you are selected to serve, your telephone number(s) will be listed on the Commissioner's list. The purpose is so other Commissioners, city officials, and the public will be able to contact you. There is no consequence for refusing to supply this information.



CITY OF NEW HOPE
APPLICATION FOR COMMISSION

Applying for:

- ☒ Citizen Advisory Commission
☐ Personnel Board
☒ Planning Commission
☒ Human Rights Commission

1. Name Tad T. Johnson Home Phone* (612) 545-7853
Bus. Phone _____
2. Address 9208 29th Avenue North, New Hope, MN 55427-2363
3. How long have you lived in the City? Over two years
4. What skills do you have that you feel would benefit the City?
I have a new perspective, as a relatively new resident. I'm
also a team player and problem solver.
5. Why do you want to serve on this commission?
I am interested in serving the public and the longterm good
of New Hope. It's also a great way to get involved.
6. What experience have you had that you feel would be pertinent to this commission?
I have worked extensively with the committee process as the
state legislature, particularly transportatoin issues.
7. What other civic activities are you involved in?
Northwest YMCA Youth In Government Advisor; Wooddale Church
8. Have you served on any City commissions or boards in the past?
No

Tad T. Johnson
Signature

12-23-1998
Date

*Under the law, your telephone number is private data. If you are selected to serve, your telephone number(s) will be listed on the Commissioner's list. The purpose is so other Commissioners, city officials, and the public will be able to contact you. There is no consequence for refusing to supply this information.



CITY OF NEW HOPE
APPLICATION FOR COMMISSION

Applying for:

- () Citizen Advisory Commission
() Personnel Board
() Planning Commission
(☒) Human Rights Commission

1. Name F.L. "Cal" Monroe Home Phone 537-2884

Bus. Phone _____

2. Address 4025 Nevada Ave. N. New Hope

3. How long have you lived in the City? 33 years

4. What skills do you have that you feel would benefit the City?

Received training^{while} with the Ford Motor Co. (32 years) in public relations.

5. Why do you want to serve on this commission?

To help people

6. What experience have you had that you feel would be pertinent to this commission?

15 years with N.E.A.R. food shelf as a volunteer, Vice President & President

7. What other civic activities are you involved in?

volunteers at North Memorial in Hospice

8. Have you served on any City commissions or boards in the past?

No

F.L. "Cal" Monroe
Signature

12-31-98
Date

*Under the law, your telephone number is private data. If you are selected to serve, your telephone number(s) will be listed on the Commissioner's list. The purpose is so other Commissioners, city officials, and the public will be able to contact you. There is no consequence for refusing to supply this information.



CITY OF NEW HOPE
APPLICATION FOR COMMISSION

Applying for:

- ☐ Citizen Advisory Commission
☐ Personnel Board
☐ Planning Commission
☒ Human Rights Commission

1. Name Janice (Jan) Monroe Home Phone* 537-2884

Bus. Phone _____

2. Address 4025 Nevada NO

3. How long have you lived in the City? 34 years

4. What skills do you have that you feel would benefit the City?

I am the Buyer - Fund Raiser for the NEAR Food Shelf which services New Hope - 18 years

5. Why do you want to serve on this commission?

For the betterment of the community, where ever there is a need, I will do my best.

6. What experience have you had that you feel would be pertinent to this commission?

I have worked with NW Hennepin Human Services in the past - I also am the speaker for our Food Shelf.

7. What other civic activities are you involved in?

None

8. Have you served on any City commissions or boards in the past?

No

Janice E Monroe
Signature

12-31-98
Date

*Under the law, your telephone number is private data. If you are selected to serve, your telephone number(s) will be listed on the Commissioner's list. The purpose is so other Commissioners, city officials, and the public will be able to contact you. There is no consequence for refusing to supply this information.



CITY OF NEW HOPE
APPLICATION FOR COMMISSION

Applying for:

- () Citizen Advisory Commission
() Personnel Board
() Planning Commission
(X) Human Rights Commission

1. Name Winnie Kravner Home Phone* 612-971-0619

Bus. Phone 612-531-5092

2. Address 6041 Winnetka Avenue North

3. How long have you lived in the City? 2 years

4. What skills do you have that you feel would benefit the City?

My professional career includes real estate professional, property management, St. Therese Residence Manager;

5. Why do you want to serve on this commission? I am a mother and grandmother. My perspective spans all generations.

I feel I bring a unique perspective to human rights because of my extended experience with the senior population. At times, our seniors can be lost

6. What experience have you had that you feel would be pertinent to this commission? in Society's

My skills and experience co-exist and complement each other. As St. Therese manager, I have set up our home health program, an adult day activity program, a respite program and more. I believe in

7. What other civic activities are you involved in? the preservation of human dignity.

Minnesota Chairperson for International Volunteer Group -

Water For People Three years

8. Have you served on any City commissions or boards in the past? Raised funds for wells and for school, community center in Guatemala, Dominican Republic,

No

Signature

Date

*Under the law, your telephone number is private data. If you are selected to serve, your telephone number(s) will be listed on the Commissioner's list. The purpose is so other Commissioners, city officials, and the public will be able to contact you. There is no consequence for refusing to supply this information.

Draft of Human Rights Commission Recruitment Letter to
Northwest Human Services Council

Danielle Ricciardi
Northwest Human Services Council
Suite 101
7601 Kentucky Avenue North
Brooklyn Park, MN 55428

Dear Danielle:

The New Hope Human Rights Commission is currently seeking individuals having a strong interest in human rights issues. We felt that the Northwest Hennepin Human Services Council might have someone within your organization or know of an interested person who would meet the below listed criteria.

The Human Rights Commission advises the City Council on human relations and civil rights issues, and acts in an advisory capacity with respect to the planning or operation of any City service program on issues of civil and human services, and recommends the adoption of such specific policies or actions as are needed to provide full, equal opportunity in the community. Also, the Commission is active in educating the community regarding the Minnesota Human Rights Act.

Meetings are held on the first Monday of each month at 7:30 p.m. Members serve two year terms. Membership on the Commission is open to residents, property owners, business owners, employees of area businesses, members of area churches, social service or social action agencies, as well as members of organizations promoting a human rights agenda - the only requirement for the latter organizations being that the specific organization services the City of New Hope.

The City Council interviews, selects, and appoints applicants to the Commission. Interested parties can obtain further information on the application process by contacting New Hope City Clerk Valerie Leone at 531-5100. If you have any questions as to the operation of the Commission, contact Police Inspector John Oberreuter at 531-5170.

Thank you.

Sincerely,

Irene Gomez-Bethke, Vice Chair
New Hope Human Rights Commission

jrw



4401 Xylon Avenue North
New Hope, Minnesota 55428-4898

City Hall: 612-531-5100
Police: 612-531-5170
Public Works: 612-533-4823
TDD: 612-531-5109

City Hall Fax: 612-531-5136
Police Fax: 612-531-5174
Public Works Fax: 612-533-7650
Fire Dep't. Fax: 612-531-5175

October 20, 1998

Irene Gomez-Bethke
4649 Decatur Avenue North
New Hope, MN 55428

Dear Ms. Gomez-Bethke:

I have attached a draft of a letter I'd be sending to all New Hope churches, as well as a draft of a letter to Northwest Hennepin Human Services Council. The letters to other organizations would be along similar lines.

As we discussed at the last meeting, if you wish to change or add to the text of the letter, please let me know. If I don't hear from any commissioners by October 23, I will go ahead and start the mailing.

Thank you.

Sincerely,

Dave Rudolph
Acting Chief of Police
New Hope Police Department

John Oberreuter / jrw

by: John Oberreuter
Police Inspector

jrw
enclosures

Minutes to October 12, 1998, City of New Hope
Human Rights Commission Meeting

Members present: Vice Chair (Acting Chair) Irene Gomez-Bethke
Commissioner Henry Bates
Commissioner Chris Lange
Staff Liaison John Oberreuter

The meeting was brought to order by Commissioner Gomez-Bethke at 7:05 p.m. The role call was held with all members present. The agenda was set and approved.

The agenda included:

- minutes from previous meeting
- old business
- recruitment issues
- review of Northwest area cities regional meeting
- new business and announcements

The minutes from the September 4 meeting were reviewed and approved unanimously. Discussion was initiated by Commissioner Lange regarding the various recruitment issues.

Staff Liaison Oberreuter mentioned that the City Manager had asked for and received Council approval to recruit members from various organizations operating within the City of New Hope whose purpose would include an interest and/or commitment to human rights issues. Potential Human Rights Commission members would not necessarily have to be City residents, but would have to be active members of organizations which operate within the City.

The Commission discussed the initial means of contacting potential members. Commissioner Lange mentioned that the City had already put an announcement in the City Newsletter.

During the course of the discussion, it was decided that initial contacts would be made through letters sent to such organizations as mentioned above. Letters will be sent to the New Hope YMCA, through the director of the New Hope YMCA; District 281 (the staff person assigned to human rights issues and education); the School Board; individual schools in order to ensure contact with parent organizations, student organizations, and school employees who might be interested; Northwest Hennepin Human Services Council; all local churches; possibly applicants for other city commissions; senior citizens' residences; residences for the handicapped; Twin West; civic groups (the Lions Club and Women of Today); New Hope Alcoholics Anonymous; St. Raphael's Church (in that it is on the border of New Hope and has numerous New Hope parishioners); and PRISM. It was also decided that Sue Webber (Sun Newspaper) would be contacted regarding either publishing a notice or doing a short article.

Commission members discussed the contents of the proposed letter, suggesting that the letter be personalized to the extent of acknowledging the type of organization it was being sent to. The letter should define the Commission. It should be mentioned that there are several openings for commissioner positions (in order to encourage applicants to apply) and, finally, a brief description of the process respective commissioners would follow in being selected by the City Council to the Commission.

It was decided that Staff Liaison Oberreuter would create a draft of the letters, review them with City Clerk Valerie Leone, and send them to the commissioners for their approval. Once approved, Staff Liaison Oberreuter would work with City Clerk Leone in producing a mailing list.

The next item on the agenda was a review of the September 24 regional meeting. Commissioners Lange and Gomez-Bethke reviewed the various topics discussed, including joint projects, human rights speakers, projects within the school districts, future meetings and/or conferences, etc.

It was mentioned that Northwest Hennepin Human Services Council Staff Member Danielle Ricciardi would be contacting the school districts with regard to a proposed meeting with School District personnel in January and returning to the various commissions with further information.

Both Commissioners Lange and Gomez-Bethke emphasized that all individual city Human Rights Commissions would remain independent. The purpose of the regional meetings was not to create a regional organization, simply to provide a vehicle in which the commissions could initiate joint projects and assist each other.

Commissioners Lange and Gomez-Bethke mentioned the response to hate crimes presentation made by the guest speaker from the Eden Prairie Human Rights Commission. It was mentioned during the ensuing discussion that it might be possible to have regional members assigned to address hate crime response as opposed to having each city training and assigning a team to respond to hate crimes. Staff Liaison Oberreuter mentioned that it might be years before an individual city would be required to respond to a hate crime, thus frustrating the individual commissions.

Commission members talked about the issue of non-binding arbitration being brought up at the regional meeting. It was stated that it seemed to be a common experience for the smaller cities to have spent a great deal of time and, in some cases, expense training their commission members to handle non-binding arbitration without any cases ever being brought before them. Commissioners Bates and Lange mentioned that there are definitely other avenues for mediation and arbitration which could be used to resolve complaints and differences. Commissioner Gomez-Bethke stated that she believed our Commission should be proactive and not reactive to issues and should emphasize things such as training and the advisory aspects of the Commission Charter.

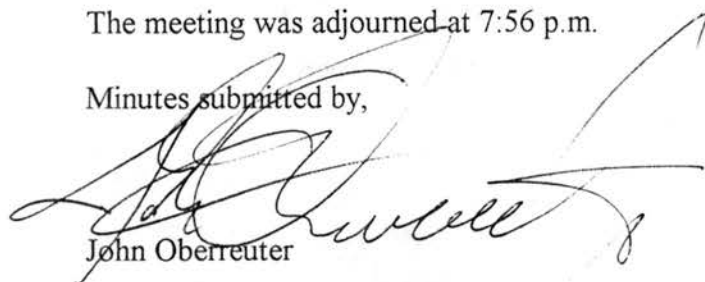
Commissioner Gomez-Bethke introduced the announcements section of the agenda. There being no announcements, the Commission inquired as to whether there had been any human rights complaints brought against the Police Department in recent months. Staff Liaison Oberreuter stated there had not been any.

Staff Liaison Oberreuter re-emphasized that he would attempt to have the draft of the letter completed and mailed to commissioners by the end of this week.

Because the regularly scheduled meeting on Monday, November 2, presents a conflict in various schedules, **the next Commission meeting will be at 7 p.m., Monday, November 9,** in the Parks and Recreation Conference Room.

The meeting was adjourned at 7:56 p.m.

Minutes submitted by,

A large, stylized handwritten signature in black ink, likely belonging to John Oberreuter, is written over the text "Minutes submitted by," and extends across the line for the name.

John Oberreuter

cc: Valerie Leone

**CITY OF NEW HOPE
4401 XYLON AVENUE NORTH
NEW HOPE, MINNESOTA 55428**

Approved City Council Minutes
Regular Meeting

March 8, 1999
City Hall, 7:00 p.m.

CALL TO ORDER

The New Hope City Council met in regular session pursuant to due call and notice thereof; Mayor W. Peter Enck called the meeting to order at 7:02 p.m.

**PLEDGE OF
ALLEGIANCE**

The City Council and all present stood for the Pledge of Allegiance to the Flag.

ROLL CALL

Council Present: W. Peter Enck, Don Collier, Pat LaVine Norby, Mark Thompson
Absent: Sharon Cassen

Staff Present: Steve Sondrall, City Attorney
Mark Hanson, City Engineer
Valerie Leone, City Clerk
Dan Donahue, City Manager
Sue Henry, Community Development Specialist
Guy Johnson, Acting Director of Public Works

**APPROVAL OF
MINUTES**

Motion was made by Councilmember Collier, seconded by Councilmember Thompson, to approve the special and regular meeting minutes of February 22, 1999, and work session minutes of February 16, 1999. Voting in favor: Enck, Collier, Thompson; Absent: Cassen; Abstained: Norby. Motion carried.

OPEN FORUM

Boy Scout Troop 405 was recognized along with Scout Master Mike LaBerge. Mr. LaBerge introduced other Boy Scout Officials and explained that the scouts are earning their citizenship and community merit badge.

Mayor Enck responded to questions from several of the boy scouts.

ROTATING VOTES

Please note that votes taken on each agenda item are called by the secretary on a rotating basis; however, the written minutes always list the Mayor's name first followed by the Councilmembers in alphabetical order.

CONSENT AGENDA

Mayor Enck introduced the consent items as listed for consideration and stated that all items will be enacted by one motion unless requested that an item be removed for discussion. Mr. Donahue requested that Item 6.6 be tabled until March 22, 1999.

**MOTION
Consent Items**

Motion was made by Councilmember Thompson, seconded by Councilmember Norby, to approve all remaining items contained on the Consent Agenda. All present voted in favor. Motion carried.

**FINANCIAL CLAIMS
Item 6.2**

Approval of Financial Claims Through March 8, 1999.

**LIABILITY CLAIM
Item 6.3**

Acknowledgment of Liability Claim No. 99-03 (Patricia Tell-Violett).

RESOLUTION 99-37
Item 6.4

Resolution Approving Agreement Between the New Hope/Crystal/Plymouth Swim Club and City of New Hope for Use of Milton C. Honsey Pool for Summer Practices.

RESIGNATION
Item 6.5

Acceptance of Resignation of Steven Reed from the New Hope Citizen Advisory Commission.

IMP. PROJECT 620
Item 6.6

Resolution Approving Traffic Control Signal Agreement Relating to Highway 169 and 49th Avenue North (Project No. 620). This item was tabled to March 22, 1999.

RESOLUTION 99-38
Item 6.7

Resolution Extending and Terminating Seasonal Weight Restrictions on City Streets.

RESOLUTION 99-39
Item 6.8

Resolution Re-Appointing Dan Donahue, City Manager, to Northwest Community Television Board for Term Expiring February 14, 2001.

RESOLUTION 99-40
Item 6.9

Resolution Approving Conditional Use License Agreement with Hennepin County for Use of the County's Electronic Proprietary Data Base (EPDB).

IMP. PROJECT 612
Item 6.10

Motion Authorizing Staff to Enter into Agreement with Equal Access Homes for Design Concept Services in the Amount of \$1,100 for a Single Family Handicapped Accessible Home for 5629 Wisconsin Avenue North (Improvement Project No. 612).

IMP. PROJECT 547
Item 8.1, 8.2, 8.3

Mayor Enck introduced for discussion:

- Item 8.1, Review Bids Submitted by Contractors for Improvement No. 547; Resolution Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment in Connection with Street and Storm Sewer Improvement No. 547 (New Hope City Center Streetscape Project);
- Item 8.2, Resolution Approving Contract Between the City of New Hope and Northern States Power Company (NSP) for the Burial of Power Lines Along 42nd Avenue in Connection with Street and Storm Sewer Improvement No. 547 (New Hope City Center Streetscape Project);
- Item 8.3, Resolution Awarding Contract Between the City of New Hope and G.L. Contracting for the Preliminary Grading Along 42nd Avenue to Allow for Burial of Overhead Utilities (City Project No. 547B).

Mr. Dan Donahue, City Manager, explained that Items 8.1, 8.2, and 8.3 all relate to the 42nd Avenue Street Project. He explained that he will ask the City Engineer to present the bids tonight and suggested that the items be tabled for further consideration at the March 15 Council Work Session. He noted he would like additional time to review the proposed assessments and landscaping maintenance issues.

Mr. Mark Hanson, City Engineer, was recognized. The low bid for the 42nd Avenue Street Improvements, Project No. 547, was Hardrives, Inc. for \$1,924,869.20 (Item 8.1).

He also reviewed the bid results relative to Item 8.3 stating G.L. Contracting, Inc. was the low bidder for the project involving preliminary grading along 42nd Avenue to allow for burial of overhead utilities (Project 547B). The bid amount was \$27,563.70.

He stated the project costs involve:

A) Street	\$1,050,870.35
B) Gethsemane Driveway	88,992.20
C) K-Mart Driveway	46,550.90
D) Streetscape	479,080.00
E1) Storm Sewer - 42 nd Avenue	181,082.50
E2) Winnetka Water Main	45,183.00
E3) Boone Ave. Pond	120,948.45
Indirect Cost 25%	422,662.60
Bury Overhead Electric	144,726.00
Easement	<u>160,000.00</u>
Total	\$2,740,096.00

He noted the costs include the cost for preliminary grading by G.L. Contracting; they include the \$60,000 estimate for street lights to be constructed by NSP; and the estimate is 21% (not 25%) which assumes 4% for Hennepin County inspection/survey.

He explained that additional costs of \$313,000 are due to the following items: irrigation system, ornamental railing, pedestrian lighting, soil correction/surface treatment, traffic control, signage, striping, Xylon Avenue intersection paving.

Next, he cited possible items that could be deleted from the project to lower the cost. Mr. Hanson briefly reviewed the revenue sources.

Mayor Enck suggested postponing further discussion until the March 15th work session meeting.

MOTION
Items 8.1, 8.2, 8.3

Motion was made by Councilmember Collier, seconded by Councilmember Thompson, **to continue discussion regarding Improvement Project No. 547 to March 15, 1999.** All present voted in favor. Motion carried.

PETITION
Item 9.1

Mayor Enck introduced for discussion Item 9.1, Discussion Regarding Petition for No Parking on 47th Avenue Between Del Drive and Utah Avenue North.

Mr. Donahue explained that Cooper High School students lose their parking lot parking privileges if they incur a certain number of detention hours. As a result, students have been parking along 47th Avenue. The parked vehicles obstruct garbage service and mail delivery for residents. Therefore, residents have requested installation of "resident parking only" signs on the south side of 47th Avenue but due to enforcement issues, staff is recommending installation of "No Parking, 7 AM - 3 PM, Monday - Friday" signs consistent with other area signage. The petitioner was advised of staff's recommendation and is in agreement.

Mayor Enck inquired whether the other impacted residents are agreeable to the signage.

Councilmember Norby pointed out that parking restrictions would prohibit any parking during the day for those wanting to use the park on 47th Avenue.

The Council directed staff to communicate with the impacted residents explaining the implications of the signs. If the neighborhood does not object to installation of the "No Parking, 7 AM - 3 PM, M-F" signs, staff is authorized to proceed with the

installation.

**IMP. PROJECT 637
CONTRIBUTION
Item 12.1**

Mayor Enck introduced for discussion Item 12.1, Acceptance of Annual Contribution of \$10,000 from Northwest Suburbs Cable Communications Commission for Cablecasting Capital Equipment (Project No. 637).

Mr. Dan Donahue, City Manager, explained that the cable commission has budgeted \$10,000 for each member city that is cablecasting its city council meetings. The annual contribution recognizes equipment expenses and is being provided so cities can keep equipment in "working" order. The money can only be accepted if it is earmarked and utilized for cablecasting equipment expenses.

**MOTION
Item 12.1**

Motion was made by Councilmember Norby, seconded by Councilmember Thompson, to accept the annual contribution of \$10,000 from Northwest Suburbs Cable Communications Commission. All present voted in favor.

**IMP. PROJECT 637
PHASES 1-4
Item 12.2**

Mayor Enck introduced for discussion Item 12.2, Acceptance of Report from Electronic Interiors, Inc. for Phase 1 of Council Chambers Electronic Equipment Upgrade and Consideration of Hiring Electronic Interiors, Inc. to Perform Phases 2, 3, and 4 (Project No. 637).

Mr. Donahue explained that in May of 1998 the Council authorized retaining the services of Electronic Interiors, Inc. to inspect, evaluate, and recommend video and sound equipment upgrades for the Council Chambers. He stated the equipment was installed in 1991 and some of the equipment is failing and requires replacement. Their report (phase 1) is complete and reveals a project cost of approximately \$100,000 depending on various options. He recommended proceeding with the project and hiring Electronic Interiors to handle the bid process and oversee the project for a cost of \$14,000-16,000.

Mr. Donahue explained that the new equipment has a life expectancy of 12-15 years so the \$10,000 annual contribution would eventually repay the project cost.

Mayor Enck suggested the project include larger monitors at the council desk to provide a better resolution.

Councilmember Norby noted the present system is only nine years old and is not used extensively. She expressed concern regarding the potential cost of new equipment and commented that it is unlikely a new system would last the 12-15 year projection.

Mr. Donahue commented regarding digital versus analog technology for the overhead projector. He stated the overhead projector needs immediate attention. Three of the four cameras are a low grade industrial quality camera and have met their useful life. The proposal includes replacement of three of the four cameras with high quality three-chip cameras; a new overhead projector; a new control system at the lectern; and upgrades to the control panel in the equipment room.

He stated several internal and external groups utilize the Council Chambers and a more user-friendly system would promote an even greater use.

Councilmember Norby agreed the overhead projector may be worthy of replacement.

Minutes to June 1, 1998, City of New Hope
Human Rights Commission Meeting

Members present: Commissioner Christopher Lang
Commissioner Katie McLaughlin
Staff Liaison John Oberreuter

In attendance: Herb Gibbs, member of the Hopkins Human Rights Commission

We were notified before the beginning of the meeting that Commission Member Irene Gomez-Bethke was running late and would not be present during the first part of the meeting.

Without a quorum present, a brief discussion was held regarding the recent resignation of Chair Kay Kramer. Mr. Gibbs discussed a number of activities and projects the Hopkins Human Rights Commission had become involved in and offered some ideas to the New Hope Human Rights Commission members present regarding their future.

Commission Member Katie McLaughlin submitted her resignation effective at the end of the meeting. Ms. McLaughlin stated that she found her experience on the Commission to be a valuable learning experience.

Staff Liaison John Oberreuter delivered a message from City Manager Donahue regarding the fact that the New Hope City Council was currently meeting in a work session, part of which would involve discussing the future of the Human Rights Commission. Mr. Donahue wished the Human Rights Commission members to know that the City Council remained committed to the concept of a Human Rights Commission and would be discussing their (City Council's) expectations, ideas, and future plans with the Human Rights Commission in the near future. Mr. Donahue also stated that the Council was anxious to begin some collaborative efforts with other Human Rights Commissions. He stated this would be initiated with the Human Rights Commission dialogue meeting planned for September 24, 1998. Mr. Donahue went on to state that this did not preclude the New Hope Human Rights Commission from maintaining their own identity or from working on projects unique to their commission.

A brief discussion was held regarding summer meetings. It was decided that it would be useful to have the regularly scheduled July meeting in order to be able to hear the results of the Council work session.

The meeting was adjourned. Ms. Gomez-Bethke arrived after the other members had left. Staff Liaison Oberreuter reviewed the items discussed at the meeting with her. Ms. Gomez-Bethke stated that she was anxious to become involved in the regional human

rights dialogue initiative and felt there was much to be gained through collaboration with other Human Rights Commissions.

During my meeting with Ms. Gomez-Bethke, City Manager Donahue called from the work session. He stated that the City Council would like to meet with the members of the Commission before the June 22 Council meeting at approximately 6 p.m. I relayed this to Ms. Gomez-Bethke who stated that she would very much like to attend such a meeting and that the date appeared to be consistent with her calendar. It should be mentioned here that Ms. Gomez-Bethke would not be available for the next regularly scheduled meeting on July 6 in that she would not be in the country.

John Oberreuter informed Ms. Gomez-Bethke that he would confirm the date of the meeting with the City Council and get back to her, as well as notify the other members of the City Council/Human Rights Commission meeting. He also stated that he would reschedule the July meeting for a date which the majority of remaining Commission members could attend.

Minutes submitted by,

John Oberreuter / jru

Staff Liaison John Oberreuter
Human Rights Commission

Memorandum

To: New Hope Human Rights Commission Members
From: John Oberreuter, Staff Liaison
Date: April 16, 1998
Subject: Study Circle Dialog Facilitator Training

The City has just received the attached information concerning the above offered training for Human Rights Commission members. This will be an all day session on Saturday, April 25, 1998, from 8:30 a.m. - 4:30 p.m., at Hamline University Law School (Pascal & Hewitt in St. Paul). This appears to be something that our Human Rights Commission members would be interested in.

I realize that the time frame on this is really short, however, we did just receive the information on April 15. As you can see, the organizers would like an RSVP by Friday, April 17. If this isn't possible and you are interested, get in touch with them first thing Monday, April 20.

The only cost involved is \$15.00 for breakfast and lunch. This is something that the City will reimburse you for. I will be unable to attend this because of a previous commitment at the New Hope Police Explorer Conference.

If you have any questions, please contact me.

EDUCATION AND HOUSING EQUITY PROJECT

122 West Franklin Avenue South, Suite 310

Minneapolis, Minnesota 55404

(612) 871-2519 / FAX (612) 871-8984

April 13, 1998

Attention:

League of Women Voters

Post-It® Fax Note	7671	Date	4/15/98	# of pages	5
To	New Hope HRC	From	Dick Little		
Co./Dept.		Co.	EHEP		
Phone #		Phone #	871-82519		
Fax #	531-5136	Fax #	871-8984		

League of Minnesota Human Rights Commissions

RE: Study Circle Workshop - April 25, 1998 (Saturday) 8:30am - 4:30pm
Hamline University Law School (Pascal & Hewitt- St. Paul)
Conference Center Room 106

No cost

\$15.00 for breakfast & lunch

Please find attached by mail and/or fax information about the above noted event.

This is an "excellent" opportunity for members of your organization and affiliated member organizations to participate in a "Study Circle Dialogue Facilitator Training" conducted by National Trainers from the Study Circle Resource Center in Pomfret, Connecticut.

Please mail or fax the completed registration form to:
The Study Circle Resource Center
697 Pomfret Street
Pomfret, Connecticut, 06258
FAX (860) 928-3713

Or call Dick Little
Education and Housing Equity Project
(612) 871-2519

Please RSVP by close of business on Friday - April 17, 1998.

Looking forward to your response !!!



March 16, 1998

Dear Friend:

You are invited to an all-day Study Circle Workshop in St. Paul, Minnesota on April 25th, 1998. The meeting is being organized by the Study Circles Resource Center (SCRC) and the Community Circle Collaborative of Greater Minneapolis/St. Paul, in collaboration with the Dispute Resolution Institute of the Hamline University School of Law. An agenda is attached.

The workshop will be a unique opportunity to learn more about how communities around the country are using study circles, how community-wide study circle programs can be organized, and how study circle facilitators can be trained. There will be no registration charge for the workshop; a buffet lunch and a continental breakfast will be provided for a fee of \$15 per person.

Whether you are already involved in organizing a study circle program or have just begun your planning, the best way to take full advantage of this opportunity is to bring a small group – a 'community team' of 4-10 people – who are committed to making the program happen. The seminar is structured so that different members of your team can learn about different components of program organizing. Those learning to train facilitators will be working independently from those interested in organizing tasks such as coalition-building, working with the media, program evaluation, basic coordination, and planning the action forum.

The meeting will be held at the Conference Center of the Hamline University School of Law in St. Paul. DIRECTIONS: Take I-94 into St. Paul. Get off at the exit for Snelling Avenue/Hwy. 51. Go North. When you get to Hewitt Avenue, turn right. Turn right at the first stop sign you come to (Pascal Street). Turn right into the first driveway after the tennis courts. Park in the large parking lot. Go in the Law/Graduate Schools entrance of the Conference Center. The meeting will be in Room 106.

If you would like to attend, please fill out the form below and mail or fax it to SCRC no later than April 6th. If you have any questions, please don't hesitate to call SCRC at (860) 928-2616, or the Community Circle Collaborative at (612) 871-2519.

Sincerely,

A handwritten signature in dark ink, appearing to read "Matt Leighninger".

Matt Leighninger
Program Director
Study Circles Resource Center
Pomfret, CT

A handwritten signature in dark ink, appearing to read "Dick Little".

Dick Little
Coordinator
Community Circle Collaborative
Minneapolis, MN

Minnesota Study Circle Workshop

Organized by the the Study Circles Resource Center
 and the Community Circle Collaborative
 of Greater Minneapolis/St. Paul, in collaboration
 with the Dispute Resolution Institute of the
 Hamline University School of Law

Saturday, April 25th, 1998, 8:30AM – 5:00PM

This meeting will focus on a new way to get large numbers of citizens involved in dialogue and deliberation on education, race relations, crime and violence, jobs and housing, and other critical issues. *Study circles* are small, democratic, highly participatory citizen groups in which participants share personal experiences, analyze public problems, discover common ground, and find ways to effect change. However, it is only when large numbers of study circles go on simultaneously – in a *community-wide study circle program* – that a city, town, or metropolitan region realizes all of these benefits. The workshop will describe study circles, allow attendees to take part in a mock study circle session, highlight successful programs in Minnesota and elsewhere, and help them think about how to organize a study circle program.

After the morning break, the meeting will be split into two tracks: one for people who want to be trained as study circle facilitators, the other for those who want to work on study circle program organizing.

- | | | |
|-------|--|--|
| 8:30 | Registration | |
| 9:00 | Introductions | |
| 9:15 | Study circles, SCRC, and community/metro-wide study circle programs | |
| 9:45 | Break | |
| 10:00 | Facilitating a study circle | 10:00 Organizing a study circle program |
| 10:30 | Demonstration study circle | 10:30 Team members describe their program's status and goals |
| 11:00 | Practice study circle sessions (both facilitator and organizer tracks – groups of 10-15) | |
| 11:45 | Feedback and questions | |
| 12:30 | Lunch | |
| 1:30 | Training study circle facilitators | 1:30 Breakout discussions on six major organizing tasks: |
| 2:30 | Mock study circle sessions (groups of 10-15) | <i>Building the organizing coalition</i> |
| | | <i>Creating a communications strategy</i> |
| | | <i>Building in an evaluation component</i> |
| | | <i>Recruiting, training, and supporting facilitators</i> |
| | | <i>Planning for action</i> |
| | | <i>Developing a budget and fundraising plan</i> |
| | | 2:30 Reports from breakout groups |

(over)

3:30 Break

3:45 Participants break into groups according to community, talk about next steps

4:30 Final questions, comments, and wrapup

Presenters: Matt Leighninger, Program Director, Study Circles Resource Center, Pomfret, CT
Dick Little, Coordinator, Community Circle Collaborative, and Executive Director,
Education and Housing Equity Project, Minneapolis, MN
Mary Jane Hollis, Aurora Community Study Circles, Aurora, IL

Questions for the breakout groups:

Coalitions – Which organizations do you need to get on board? How are you going to recruit them? How will you get them to “buy in” to the idea?

Communications – How will you approach media organizations? What kind of coverage do you want (publicity, editorial support, coverage of results, etc.)? What other kinds of publicity do you need?

Evaluation – What kind of information do you want to gather? Why do you need it? How will you gather it and what will you do with it?

Facilitators – How will you find and recruit facilitators? How will you train them? How will you support them?

Budget – What kinds of resources do you need? Which aspects can be handled through in-kind support, and which aspects will require new financial resources? What sources of funding are available, and how should you approach them?

Action – What is the purpose of the action forum? How should you share the reports of the study circles? How will you encourage innovation and action? How will you bring citizens and community leaders together?

Minnesota Study Circle Workshop Registration form

I will be attending the Study Circles Workshop on April 25th in St. Paul, Minnesota.

Name: _____
Organization: _____
Address: _____
Telephone: _____

I am most interested in:
☐ study circle facilitation
☐ study circle organizing

I will also be bringing the following people (optional):

Name: _____
Organization: _____
Address: _____
Telephone: _____

He/she is most interested in:
☐ study circle facilitation
☐ study circle organizing

Name: _____
Organization: _____
Address: _____
Telephone: _____

He/she is most interested in:
☐ study circle facilitation
☐ study circle organizing

Name: _____
Organization: _____
Address: _____
Telephone: _____

He/she is most interested in:
☐ study circle facilitation
☐ study circle organizing

Name: _____
Organization: _____
Address: _____
Telephone: _____

He/she is most interested in:
☐ study circle facilitation
☐ study circle organizing

Name: _____
Organization: _____
Address: _____
Telephone: _____

He/she is most interested in:
☐ study circle facilitation
☐ study circle organizing

To cover the costs of breakfast and lunch, please enclose a check payable to the Study Circles Resource Center for \$15 per person registered.

Please mail or fax this form by April 6th to SCRC, 697 Pomfret Street, Pomfret, CT, 06258.
Phone: (860) 928-2616. Fax: (860) 928-3713. Deadline Extended!

Minutes to September 14, 1998, City of New Hope Human Rights Commission Meeting

The meeting was called to order at 7:25 p.m. in the West Metro Fire Department Training Room.

Members present: Commissioner Chris Lange
Commissioner Henry Bates
Staff Liaison John Oberreuter

There was a short discussion held with regard to whether the Commission wanted to sponsor a Human Rights Day program as had been done in 1997. The original date the Commission had initially decided for this earlier in the year was November 1, 1998. It was decided that with the present size of the Commission, and the probability that several new Commission members would be starting in the next few months, it would be best to postpone the Human Rights Day observance in order to let the new Commission appointees become established on the Commission. It was also pointed out that this would be just before Election Day, making attendance by local elected officials extremely difficult.

Commissioner Lange discussed the Regional Human Rights Commission meeting to be held on September 24. It was noted that an RSVP was required. Liaison Oberreuter stated that he would take care of notifying the Northwest Hennepin Human Services Council of the intention of Commissioner Lange, Commissioner Bates, and Liaison Oberreuter to attend the meeting.

Liaison Oberreuter informed Commission members that the Annual League of Minnesota Human Rights Commission Conference was being held in St. Cloud on September 26. He stated that the City would probably, once again, pay the registration fee for all Commission members who wished to attend. Meeting notices were sent to the Commission members.

Commission members then discussed recruitment efforts for potential Commission members. They stated they believed there were no residency requirements with regard to people serving on the Committee other than some type of community connection or involvement. Commission members stated that they definitely wanted people who would be involved in the New Hope community, in positions which are related to human rights issues. Commission members suggested that the City send letters to the New Hope YMCA, School District 281, Northwest Hennepin Human Services Council, Sun Newspaper, local churches with some type of social program or agenda, and the PRISM organization in the hope of notifying qualified, interested people in applying for the Commission.

After further discussion regarding respective new members, the meeting was adjourned at 8:15 p.m.

Minutes submitted by,

John Oberreuter / jow

John Oberreuter

cc: Val Leone
City Clerk

City of New Hope
Human Rights Commission
AGENDA
January 5, 1998
City Council Chambers

____ Timothy Thomas, Chair

✓ Stacy Unowsky, Secretary

✓ Kay Kramer, Vice Chair

✓ Henry Bates

✓ Irene Gomez-Bethke

✓ Katie McLaughlin

✓ Christopher Lange

✓ John Oberreuter, Liaison

The Human Rights Commission Meeting was called to order at 7 pm by _____

Moved by Commissioner _____ and seconded by Commissioner _____
to approve/amend the agenda.

Moved by Commissioner _____ and seconded by Commissioner _____
to approve the Minutes of September 9, 1997.

Election of 1998 Officers *Kay Kramer, Chair, IGB, V. Chair, Katie Mch.*

Special Work Session with City Council

Possible Priority Reports: **I**

Housing Issues *1st. speaker -*
No Fault Grievance
Affirmative Action

Priority 2 Nov. HR Day
HR abuse
disc.

Old Business:

New Business:

It was moved by Commissioner _____ and seconded by Commissioner _____
to adjourn the meeting at _____ pm.

**City of New Hope
Human Rights Commission
Minutes from December 1, 1997**

The meeting was called to order at 6:03 pm by Chair Thomas.

Roll call indicated the presence of Commissioners Thomas, Kramer, Unowsky, Bates, Jackson Jr., and Liaison Obereuter. Not present at the meeting Commissioners Lange, McLaughlin, and Gomez-Bethke.

A motion to approve the agenda was made by Commissioner Bates, seconded by Commissioner Kramer. Motion carried.

A motion to approve the minutes from October 6, and November 3, was made by Commissioner Kramer, seconded by Commissioner Bates. Motion carried.

A lengthy discussion followed about future commission activities, with an effort to keep our policies and pursuits in line with the ordinance and mission or recommend changes to the City Council.

No Fault Grievance

Is it needed? How often might it be useful? Contact cities close by to see how they use their no fault grievance, and determine if we want to pursue this for New Hope.

Affirmative Action

How is it working for New Hope? Do we need to recommend changes in policies?

Housing

Council has indicated an interest in the Commission pursuing this topic. What is our role in community activities?

All discussion has pointed to determining what the Commission's role is. We all feel it is time to revisit or redefine our purpose. Why do we have a Human Rights Commission in New Hope? We have not served as an advisory Commission to the Council in the past two years. However, we did agree to volunteer as Commissioners to advise, review and provide the City Council with input on various issues or concerns. We would be willing and eager to act as an advisory Commission, although the City Council's communication with the Commission needs some work.

Dan Donahue, City Manager, stopped by as we were discussing the above topics, he agreed to set up a work session with the City Council to talk about some of our concerns.

A motion was made by Chair Thomas to set up a "work session" in January with the City Council in hopes of further defining our role and getting some direction from the Council in relation to future Commission activities, the motion was seconded by Commissioner Unowsky. Motion Carried.

Commissioner Thomas mentioned that he will be in the U.S. through March 1998, and would continue to participate in Commission activities.

The meeting adjourned at 7:22 pm.

MISSION STATEMENT

To serve as an advisory body to the New Hope City Council.

To develop programs of formal and informal education programs to assist in the implementation of federal and state Human Rights Acts and Laws. the the American Disability Act and to insure all citizens full and equal participation in the affairs of the community.

To provide leadership and act in a cooperative manner with agencies, organizations, and other Human Rights Commissions in order to recognize and prevent discrimination and inequalities in the daily lives of the residents of the City of New Hope.

NEW To provide New Hope New Hope residents with a method of presenting and discussing their human rights concerns.

PURPOSE

The purpose of these by-laws is to facilitate its responsibility as a permanent advisory commission to the city of New Hope [This commission was reestablished by the New Hope city council under ordinance number 95-14 on September 25, 1996].

This commission will help fulfill the City of New Hope's responsibility as a partner with the state Department of Human Services, in securing for all of its residents equal rights in housing, employment, public accommodations, public services and education directed towards improving the human relations climate in the City of New Hope [subsec 2.251 , 2.252, 2.253].

This commission will serve as an advisory body to the New Hope City council on matters pertaining to human rights. At the direction of the city council, the commission will develop formal and informal education programs to assist in the implementation of federal, state laws and local ordinances pertaining to human rights, in order to assure that all residents of New Hope have full and equal participation in the affairs of the community.

At the direction of the city council the commission will provide leadership and act cooperatively with human rights agencies, organizations and other human rights commissions in the recognition and prevention of discrimination and inequalities in the City of New Hope.

This commission will provide the residents of New Hope
NEW a method of presenting their human rights concerns.

ARTICLE I

Organization

Composition and term of office. The commission shall be composed of up to ten[10] New Hope residents appointed by a majority vote of the New Hope City council[Article III section 5 subsec 2.254] for a period of two[2] years beginning January 1, 1996, except that the initial term of three[3]members shall be for one[1] year and the other three members term shall be for two[2] years. Initial one year terms will be decided by lot drawing.

NEW In addition there shall be one[1] high school student commissioner and one alternate commissioner, who are residents of New Hope. these shall be appointed by a majority vote of the the current New Hope *City Council* ~~human rights commissioners.~~

NEW In the absence of the student commissioner, the alternate commissioner shall represent students at commission meetings.

NEW Term of office shall be for two years. In event the student commissioner leaves school, commission appointment will expire on day student leaves school. Another student will then be appointed to fill the unexpired term. These conditions also apply to the alternate commissioner.

DUTIES/POWERS/RESPONSIBILITIES OF COMMISSION

To adopt by-laws and rules of procedure for conducting its affairs, including the election, assumption of duties and defining the duties of its officers.

To enlist the cooperation of agencies, organizations and

OFFICERS

The officers of the commission shall be a chairperson, vice-chairperson and a recording secretary.

OFFICERS DUTIES

Chairperson

The chairperson shall preside at all meetings of the New Hope Human Rights Commission and shall assume all the supervisory and management responsibilities associated with this position. b] The chairperson shall appoint all task forces of the commission. Each task force shall have one[1] or more commission members. In addition non-commission individuals may be selected to serve on a task force. A commissioner on each task force will make a progress report at the monthly commission meeting.

The chairperson [or a person appointed by chair] shall upon being notified of a new commission member; welcome that member and inform said member about the role of the commission and his/her duties as a commissioner.

Vice-chairperson

The vice-chair shall, in the absence of the chair, assume all the responsibilities of the chair.

Secretary

The secretary shall record and keep all commission minutes.

The secretary shall mail, no later than ten calendar days prior to the next meeting, a copy of the minutes from the last meeting and the agenda for the next meeting, to all

current commission members and to others as instructed.

The secretary shall notify all commission members of the time, place and reason for a special meeting.

In the absence of the chair and vice chair, the secretary shall assume the duties of commission chair.

ARTICLE II MEETINGS

ANNUAL MEETING

At its first meeting, in January the commission shall set the dates and time for all regular monthly meetings.

MONTHLY MEETINGS

The commission shall hold a minimum of ten[10] regular monthly meetings in a calendar year.

Unless otherwise specified, monthly meetings will be held on the first monday of the month in the city council chambers with call to order at seven[7] p.m.

SPECIAL MEETINGS

The commission chair or a majority of the current commissioners may call a special meeting.

ARTICLE III

CONDUCTING OF BUSINESS

In the presence of a quorum, a meeting shall be called to order. In the absence of all commission officers, a commissioner may be elected temporary chair.

A quorum will be defined as the presence of a majority of commission members.

The most recent edition of Robert's Rules of Order shall serve as an aid but will not govern commission meetings.

Order of business Call to order

Roll call Role call results recorded in minutes Approval of
last meeting minutes

Approval of this meetings agenda

Introduction of guests[if applicable]

Outside business/communications Committee [task force]
reports Old business New business Announcements

Adjournment

All commission actions shall be govern by all relevant
state and federal laws and by the most recent New Hope
ordinance 95-14.

ARTICLE IV

ATTENDANCE

Unexcused absences from three consecutive regular
commission meetings shall be grounds for removal from this
commission.

REMOVAL FROM OFFICE

Section 2.257 part 2 of New Hope Human Rights ordinance
states that by a majority vote of all commission members,
the commission may petitionn the city council to remove any
member when,in its discretion, the best interests of the
city would be thereby served.

After first giving the person so named an opportunity to be
heard before the commission and the city council. A
commissioner will be removed by a majority vote of the
council.

ARTICLE V

GENERAL PROVISIONS

- 1.No member of the commission shall be authorized to speak publicly on behalf of the commission until the commission has considered and approved such statements.
- 2.The city council or city manager shall be notified in advance of the nature of any public statement to be made on behalf of the commission.
- 3.On all matters before the commission, there shall be no proxy voting.

ARTICLE VI

AMENDING BY-LAWS

These by-laws may be amended by a 2/3 affirmative vote of the commissioners at a regular or special meeting.

Notice of the proposed amendment[s] shall be mailed to all commissioners, by the secretary, at least five[5] days prior to the meeting at which amendment[s] are considered.

Any commissioner may submit in writing a proposed amendment[s] to these by-laws.

ARTICLE VII

MINNESOTA OPEN MEETING LAW [MINNESOTA STATUE 471.705]

This law states that all meetings, including executive sessions, of any city commission shall be open to the public.

The vote tally on all decisions of the commission will be recorded in the minutes from that commission meeting.

ARTICLE VIII

These by-laws were approved on _____ by the New Hope Human Rights Commission and by the New Hope City Council on _____.



4401 Xylon Avenue North
New Hope, Minnesota 55428-4898

City Hall: 612-531-5100
Police: 612-531-5170
Public Works: 612-533-4823
TDD: 612-531-5109

City Hall Fax: 612-531-5136
Police Fax: 612-531-5174
Public Works Fax: 612-533-7650
Fire Dep't. Fax: 612-531-5175

October 6, 1998

Irene Gomez-Bethke
4649 Decatur Avenue North
New Hope, MN 55428

Dear Ms. Gomez-Bethke:

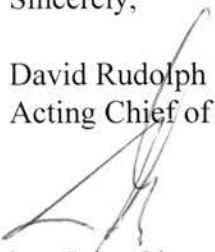
Our next Human Rights Commission meeting will be in the City Council Chambers, Monday, October 12, at 7 p.m. Hopefully we can discuss recruitment efforts for commissioners.

At the September 28 Council meeting, City Manager Donahue asked for the City Council's support on recruiting commissioners from various City organizations concerned with human rights, the school system, churches, human service agencies, etc. The City Council approved this initiative. The Human Rights Commission will be able to design or suggest a design for letters and any other materials to be sent to these agencies.

Please let me know if you will be unable to attend the above meeting.

Sincerely,

David Rudolph
Acting Chief of Police


by: John Oberreuter
Police Inspector

cc: Dan Donahue, City Manager
Valerie Leone, City Clerk

**City of New Hope
Human Rights Commission
AGENDA
April 6, 1998
City Council Chambers**

☒ Kay Kramer, Chair

☐ Katie McLaughlin, Secretary

☒ Irene Gomez-Bethke, Vice Chair

☒ Christopher Lange

☒ Henry Bates

☒ John Oberreuter, Liaison

The Human Rights Commission Meeting was called to order at 7:10 p.m. by K.K. Ch.

Moved by Commissioner HB and seconded by Commissioner IBP to approve/amend the agenda.

Moved by Commissioner HB and seconded by Commissioner IBP to approve/amend the Minutes of March 10, 1998.

Housing Project in New Hope

Guest Speaker: Mr. Doug Sanstad, New Hope Housing Inspector, "What and why we inspect and problems."

Discussion, Further Pursuit, and Educational Commission

Set up for first half of year---Chair Kramer

Old Business

New Business

It was moved by Commissioner _____ and seconded by Commissioner _____ to adjourn the meeting at _____ p.m.

**City Of New Hope
Human Rights Commission
MINUTES
March 10, 1998**

*approved
as corrected
by memo 3/29/98*

The meeting was called to order at 7:00 pm by Chair Kramer.

Roll call indicated the presence of Commissioners Bates, Gomez-Bethke, McLaughlin, Kramer; as well as Liaison Oberreuter.

It was moved by Commissioner Bates and seconded by Chair Kramer to approve the agenda of March 10, 1998 as submitted. Motion carried.

It was moved by Commissioner Bates and seconded by Chair Kramer to approve the minutes of March 10, 1998 as submitted. Motion carried.

Sue Henry, Community Development Specialist, stood in for Mr. Kirk McDonald seeing as how he couldn't make it himself. Ms. Henry explained much of the information that was sent to our Commissioners prior to the meeting; which had to do with New Hopes housing pursuits and developments. She also showed the Commission some various examples of housing improvements.

When Ms. Henry was finished, discussion and program planning began. It was concluded by the Commission that we invite Doug Sandstad (our New Hope Building Inspector), to speak at our next meeting. Vice Chair Gomez-Bethke also suggested that we invite a Northwest Human Services Council Representative to speak on housing needs. Liaison Oberreuter volunteered to contact both guests on behalf of the Commission.

The Human Rights Day was brought up. It was decided that we would create a planning committee more towards the summer months.

Also under old business it was acknowledged that Stacy Unowsky had resigned from the Commission. It was also acknowledged that Chair Kramer and Vice Chair Gomez-Bethke would be up for reappointment on March 23.

It was moved by Vice Chair Gomez-Bethke and seconded by Secretary McLaughlin to adjourn the meeting at 8:12 pm. Motion carried.

Respectfully submitted

Katie McLaughlin

Katie McLaughlin
Secretary

This is what we're fighting for:

ACTIVATE ACT-ON-HATE ACTIVATE



Help us win!

Join the N.S.M.

National Socialist Movement P.O. box 580669 Mpls. MN. 55458

1-612-659-6307

A PICTURES WORTH A THOUSAND WORDS:

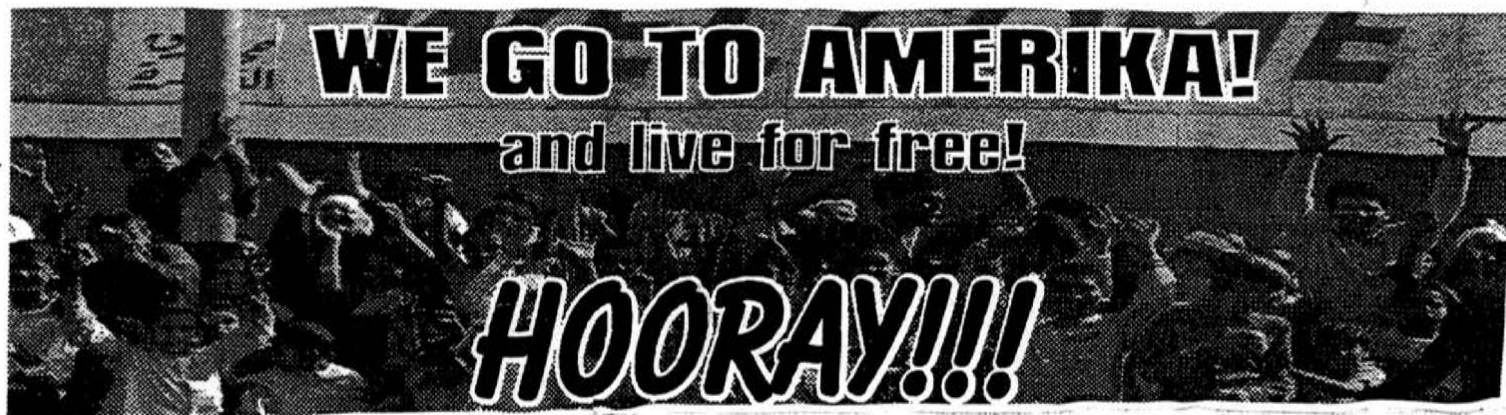


AMAZING. ISNT IT!

WE GO TO AMERIKA!

and live for free!

HOORAY!!!



3/29/98.

Katie,

The following changes should be made to the Minutes of March 10th.

1. Each motion, one on approval of the Agenda and the other on the approval of the Minutes, should be separate--as last months were.
2. Ms. Henry explained much of the information that was sent to our Commissioners prior to the meeting; which had to do with New Hopes housing pursuits and developments. She also showed the Commission some examples of various housing improvements.
3. began. It was concluded by the Commission that we invite Doug Sandstad (our New Hope Building Inspector), to speak at our next meeting. Vice Chair Gomez-Bethke also suggested that we invite a Northwest Human Services Council Representative to speak on housing needs. Liaison Oberreuter volunteered to contact both guests on behalf of the Commission.
4. Old Business:

The Human Rights Day-----

Also, it was acknowledged that-----
5. New Business:
6. It was moved by Vice Chair-----

ap. H - 6-1-98

AGENDA

1. Housing Project in New Hope:

Guest Speaker:

Discussion, Further Pursuit----

approved 1998
4-6-98

Old Business ✓

New Business

may 4 1998 speaker
Mont
m Gary

It was moved by-----

Doug Sanstad : NH Housing Inspector |
What / why we inspect and problems.

1. — Remodeled & rebuilt —
— Complaint of any type. (Major are anonymous)
— Sold and upon complaint.

- Sect 8 Prog - 260 units Full time Staff.
2. — minimum - 5 jobs.
- Interviewing HUD - Fed & Fed Guidelines

20yrs ago enacted "St L. PA City Ordin."

Maintenance - reasonable condition?

" Inappropriate materials in repairs?

'74
always ask

State Resid. Lic. Contractor

3. Appeal Process : Land House or Maintenance

- Appeal to Dept Head
- " " City Council.

4 Quantity of Complaints? Safety of Bldgs.

**City of New Hope
Human Rights Commission
AGENDA
May 4, 1998
City Council Chambers**

✓ Kay Kramer

 Katie McLaughlin, Secretary

✓ Irene Gomez-Bethke, Vice Chair

✓ Christopher Lange

 Henry Bates

✓ John Oberreuter, Liaison

The Human Rights Commission Meeting was called to order at 7¹⁵ p.m., by ~~KK~~ K. Kramer

Moved by Commissioner IGB and seconded by Commissioner Ch to approve/
amend the Agenda.

Moved by Commissioner IGB and seconded by Commissioner C.R. to approve/
amend the Minutes of April 6, 1998.

Discrimination/Racism Project Presentations:

Mr. Mort Ryweck--State Project Coordinator, League of Minnesota Human
Rights Commissions.

Mrs. Marion Helland--Education Committee Chair, League of Human Rights
Commissions/Teacher District 281 Schools.

Questions and planning.

Old Business

New Business MN. Summit on Hate Crimes
July for NH H.R. Day.

It was moved by Commissioner and seconded by Commissioner to adjourn
the meeting at p.m.

June HRC.

4/22/98.

Mayor W. Peter Enck,
City Council Members,
City Manager Daniel J. Donahue,

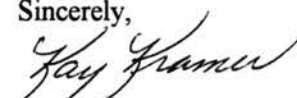
Our New Hope Human Rights Commission has continued to become more disheartened over your failure to reappoint both Vice Chair Irene Gomez-Bethke and myself; almost five months into our terms and this year of 1998.

As you know, your rules as well as ours call for the reappointment of our Commission members who answered our City Clerks question at the conclusion of 1997, that their terms had expired--would they desire to renew their application for reappointment to the Commission? Both parties answered with a Yes, in December of 1997.

Secondly, our Commission has fallen to a membership of five; since losing Thomas, Jackson, and Unowsky. As such, I urge you on behalf of our Commission to appoint Laura Statz (whom you interviewed) and who has shown a definite concern to membership through her attendance as a resident of New Hope.

You might also look to interview at least two new Commissioners at your next opportunity; since we have been advised that Katie McLaughlin will be leaving in July or August, when she is due to attend College.

Sincerely,



Kay Kramer, Chair,
New Hope Human Rights
Commission.

cc: Gomez-Bethke
McLaughlin
Bates
Lange
Oberreuter

Minutes to April 6, 1998, City of New Hope Human Rights Commission Meeting

The meeting was called to order at 7:10 p.m. by Chairman Kay Kramer.

Members present: Chairman Kay Kramer
Vice Chair Irene Gomez-Bethke
Commissioner Henry Bates
Commissioner Christopher Lang
Staff Liaison John Oberreuter

Secretary Katie McLaughlin had an excused absence.

It was moved by Commissioner Kramer and seconded by Commissioner Gomez-Bethke to approve the agenda. The motion was passed and approved by Commissioner Kramer and after a short discussion, seconded by Commissioner Gomez-Bethke to approve the amended minutes of the March 10, 1998 meeting. The motion was passed.

New Hope Building Official Doug Sandstad was introduced to the Commission. Mr. Sandstad had been invited to appear before the Commission to address questions regarding the role of the building inspector in providing safe, livable housing to low and moderate income New Hope residents. Mr. Sandstad profiled his background, described his duties as building official and zoning administrator, and went on to give a brief description of the reorganization of the Inspection Department.

Mr. Sandstad explained dwelling maintenance codes, mandatory housing inspections required upon the selling of a residence, and responses to complaints from residents, as well as from owners, etc. Mr. Sandstad talked briefly about the 260 Section 8 housing units in the City of New Hope and the role of Marlene Isaacson (City's full-time housing representative), as well as giving an overview of Mrs. Isaacson's job description.

Commissioner Bates asked some specific questions regarding the inspection code as it related to the duties of the inspector. Mr. Sandstad explained the consideration given to the year a residence was built, as well as the year improvements were made as to the standards a structure would be held to at the time of inspection. Mr. Sandstad also explained the duties of State electrical inspectors and their relationship to the needs of our City.

Commissioner Gomez-Bethke inquired as to whether the Inspections Department had identified many complaints as being racially motivated, that is, parties complaining about properties relating more to the racial background of the tenants or owner than to the actual condition of the property. Mr. Sandstad stated that the department did indeed

receive such complaints, but that inspectors were sophisticated enough to readily make determinations when complaints were not valid (related to the actual condition of the property).

Commissioner Lang asked Mr. Sandstad about avenues of appeal. Mr. Sandstad explained when an appeal process was appropriate.

Mr. Sandstad went on to talk about the National Building Code expected to be in place by the year 2000 and various land use codes. Variances and the approval process for variances, as well as the implications concerning numerous variance requests were discussed. Mr. Sandstad addressed the issues of water quality problems, distinguishing between water problems generated by rain and snow melt off and water problems resulting in malfunctioning sanitary sewers.

Commissioner Bates asked Mr. Sandstad to discuss safe housing legislation. Mr. Sandstad explained current legislation and various complications with recent and upcoming proposals.

Liaison Oberreuter asked about safety and quality of life complaints. Mr. Sandstad stated that the department receives a significant number of complaints related to locks, lighting, and structure. He talked briefly of the clusters of problems in the Bass Lake Road corridor area, as well as the proposed Project for Pride and Living proposal being worked on by the City at this time. Mr. Sandstad went on to mention the source of the revenue for the project as having been awarded by a lawsuit which involved the loss of moderate and low income housing in Minneapolis.

Mr. Sandstad was thanked by the Commission for his presentation. Commissioner Kramer then introduced old business and mentioned his recent conversation with City Manager Donahue. Commissioner Kramer stated that in his discussion with the City Manager, they had determined that the housing issue would probably be fairly thoroughly reviewed by the Commission with the presentation by Mr. Sandstad. Mr. Kramer stated that he had mentioned to Mr. Donahue that the Commission had been exploring the idea of a presentation regarding housing or a presentation by members of the Minnesota League of Human Rights Commission on response to bias crimes. Mr. Kramer stated that Mr. Donahue believed that the bias crime presentation would be more appropriate for the Commission to pursue at this time.

Commissioner Kramer stated that he had contacted Mort Ryweck and Marion Hellen from the League of Minnesota Human Rights Commission. Both agreed to appear at the May New Hope Human Rights Commission meeting with regard to planning a presentation for the City of New Hope on Saturday, June 20. He stated that they had also suggested inviting State Human Rights Commissioner Gorman to speak at the June presentation.

Commissioner Kramer went on to say that Marion Hellen has worked a great deal with local school districts on a variety of diversity issues and studies. Ms. Hellen is a past chair of the Golden Valley Human Rights Commission. Mr. Ryweck has been the director of the Minnesota League of Human Rights Commission for some time and has made numerous presentations to municipalities concerning community response to hate crimes. Commissioner Gomez-Bethke stated that she would like to see the New Hope Human Rights Commission take a greater role in planning any such presentation and would like to see representatives from District 281 included in the planning.

Commissioner Kramer stated that Mr. Ryweck would have to be notified fairly soon if we wish to go through with the June presentation. Commissioner Gomez-Bethke stated that she would prefer to have the presentation discussed in detail at the May New Hope Human Rights Commission meeting before actually setting a definite date for a June presentation. There was discussion held amongst Commission members about the desirability of having the May Commission meeting consist mainly of a pre-planning event with Ms. Hellen, Mr. Ryweck, and Commissioner Gorman invited to discuss their roles in any upcoming presentation. A motion was made by Commissioner Gomez-Bethke to this effect. The motion was seconded by Commissioner Bates and the motion was passed. Commissioner Gomez-Bethke and Commissioner Bates thanked Commissioner Kramer for his research effort with regard to the proposed presentation, acknowledging that he had made a considerable effort in gathering resources and materials for the proposed event.

The Commission discussed the appropriateness of having the Chief of Police make a presentation on the Police Department's role in combating prejudice and promoting diversity in the City. Liaison Oberreuter briefly explained the Police Department's and City's role in responding to bias motivated crimes and incidents, and the required reporting. The Commission mentioned the recent Neo-Nazi material that had appeared near the mailboxes in two area apartment buildings in January. Liaison Oberreuter stated that he had researched the source of the original material and found that it had come from an active Neo-Nazi group with a chapter in Minneapolis. He went on to explain that there had been no related incidents or any evidence of any individuals being targeted by the display of the material.

Mr. Oberreuter went on to state that he would update the Commission on any recent complaints regarding the Police Department with regard to allegations involving bias. The Commission stated that they would like to hear any complaints at this time. Mr. Oberreuter went on to mention the recent incident at Hosterman School and the fact that Insight Newspaper had been inquiring with regard to the incident. He stated that they might expect an article in Insight having to do with this incident. He went on to explain that there was no evidence of any improper action by the officer at the school and that the apparent complaining party and his parents had not contacted the Police Department with regard to initiating any type of internal affairs complaint. Mr. Oberreuter explained the complaint process in the Police Department at this time.

Commissioner Lang stated that he had a question as to whether the Commission was now satisfied with their goal of exploring housing as an issue for the Commission this year or if they thought they wished to go further with this. Commissioner Kramer stated that the City Manager would prefer that the Commission use its resources to promote a forum on racism. Commissioner Gomez-Bethke stated that the housing information presented by Sue Henry and Doug Sandstad had been extremely useful and could be revisited in conjunction with other issues at a later date. Commissioner Kramer suggested that the Commission move on to the forum on racism and discrimination. Commissioner Lang suggested that the Commission close its discussion on housing at this time expressing satisfaction that the City was progressing in a very favorable way with regard to providing good housing opportunities to low and moderate income people. Commissioner Gomez-Bethke agreed with Commissioner Lang and suggested that the Commission move on to other issues and that the Commission make a statement as to the appropriateness of exploring the issue and their satisfaction with the presentations made by City staff, as well as the effort made by the City in the areas of low and moderate income housing. Commissioner Bates suggested a motion to this effect. Commissioner Lang stated that he would prepare letters and present them at the May meeting. Commissioner Bates seconded Commissioner Lang's motion. The motion passed.

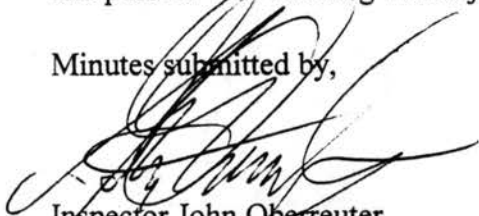
Commissioner Kramer stated that in his discussion with City Manager Donahue it had been proposed that the City of New Hope and other cities having Human Rights Commissions join together on a common planning project. Commissioner Gomez-Bethke stated that at the present, the New Hope Human Rights Commission needs Commission members. Commissioner Lang stated he does not believe that the New Hope Human Rights Commission now has enough members to conduct business, that the Council has not yet approved Commissioner Kramer's and Commissioner Gomez-Bethke's reappointment to the Commission.

Commissioner Kramer stated that he had received a letter from City Manager Donahue in which the Commission was directed not to take any steps to lobby for the appointment of perspective Commission member Ms. Statz, but to adhere to the long standing policy of the Council to appoint Commission members on the basis of Council criteria rather than get any influence from the commissioners themselves. Other commissioners stated that they were unaware of the existence of this letter. Commissioner Gomez-Bethke requested Mr. Oberreuter to inquire as to why none of the other commissioners received a copy of the letter. Commissioner Kramer stated that he was unaware that he was the only recipient of the letter.

Commissioner Gomez-Bethke made a motion expressing concern with the apparent lack of action of the part of the City Council and Mayor to recruit perspective members for the Human Rights Commission. Commissioner Bates seconded the motion and the motion was passed.

Commissioner Kramer made a motion to adjourn the meeting. The motion was moved and passed. The meeting was adjourned at 9:10 p.m.

Minutes submitted by,

A handwritten signature in dark ink, appearing to read "John Oberreuter", is written over the text "Minutes submitted by,".

Inspector John Oberreuter
City Liaison to the Human Rights Commission

Minutes to November 9, 1998, City of New Hope Human Rights Commission Meeting

The New Hope Human Rights Commission meeting was convened at 1910 hours, Monday, November 9, 1998, in the New Hope Police Department Conference Room. Commissioners Irene Gomez-Bethke and Christopher Lange were in attendance. Commissioner Henry Bates had called in earlier in the day to inform the Commission that he would be unable to attend the meeting. City Liaison John Oberreuter was also in attendance.

The agenda was approved by the Commission members. A brief discussion was held concerning the minutes from the past meeting. The minutes were approved.

A discussion was held regarding recruitment of new members. Inspector Oberreuter stated that letters had been sent to all New Hope area churches, the major senior citizens' residences in the City, the Winnetka West residence, the PRISM organization, Northwest Hennepin Human Services Council, and advertised in the paper. He informed the commissioners that a letter would be sent to the YMCA in the next day or two.

Discussion followed regarding the role of the Commission in the future. Commissioner Lange stated that one of the roles of the Commission appeared to be that of an advisory resource for the City Council. He stated that perhaps the Commission should be investigating a way to become more proactive in this role. Inspector Oberreuter and Commissioner Gomez-Bethke both stated that the Commission might become involved in reviewing diversity type training given to City employees and possibly make recommendations, or working with the City to develop training programs for City employees. Commissioner Gomez-Bethke stated that possibly a survey would be useful in supplying the Commission with information with regard to residents' and/or employees' attitudes, concerns, and level of knowledge concerning human rights issues.

Commissioner Gomez-Bethke stated that recently she had heard a case involving a school which had experienced some negative racial incidents. A task force involving students was put together which, ultimately, involved the task force being able to put on some very positive presentations to other schools and community groups involving combating racism and discussing diversity issues. Commissioner Gomez-Bethke stated that possibly this could be a presentation at the next City Human Rights Day presentation.

A brief discussion was held as to when to have Human Rights Day. Commissioner Lange stated that it would be better to have it in late spring as opposed to November, as it was last year. Both commissioners agreed that late spring would be a definite goal to aim for.

Commissioner Lange also made mention of the possibility of a regional Human Rights Commission seminar in which a presentation could be made. Commissioner Gomez-Bethke stated that this might be the forum to be used for the response to hate crimes presentation the Commission had discussed in the year.

Inspector Oberreuter and Commissioner Lange both mentioned that by making the presentation on a regional basis, we could expect a much better turnout. Inspector Oberreuter stated that in his past experience in dealing with people from area Human Rights Commissions, it seemed that there was a "core" of active members who tended to regularly attend most area events regarding human rights issues and concerns.

A discussion was held concerning other possible topics such as domestic violence.

The Commission returned to discussing the advisory role of the Commission. Mention was made of the possibility of inquiring as to what the City's staff level of knowledge, training, and interest in human rights issues was, what classes are available to employees, as well as what training is available in the Metropolitan area. Inspector Oberreuter mentioned that there are a great many very capable instructors available in this area who would undoubtedly be willing to discuss with the Commission or the City the possibility of putting together instructional classes for City staff.

The agenda item concerning old business was brought up with nothing new to add, having discussed a great deal of old business in terms of recruiting, as well as future plans for the Commission.

Under new business, Inspector Oberreuter announced that he may be accepting a job with the Mille Lacs Tribal Police Department and had already discussed with Acting Chief Rudolph the positive aspects of keeping the staff liaison within the Police Department. Inspector Oberreuter stated that very possibly the new civilian Crime Prevention coordinator might be a person to look at, in that this person would be dealing with the community on a regular basis, as well as the various programs available within the community.

Commissioner Lange stated that he had originally applied for the Citizens' Advisory Council and was still undecided as to whether he would reapply for this and take it if it was offered. He reassured the Commission that even if he did take this job, he would continue to attend a representative number of Human Rights Commission meetings. Commissioner Lange stated that the recruitment effort seemed to be occurring at a very opportune time, in that the newly elected City Council person would be an active member of the City Council during the selection process.

A brief discussion was held concerning the positive aspects of establishing a strong liaison between members of the City Council and the Commission.

Inspector Oberreuter stated that he realized the progress of the Commission had been difficult over the past two years, but stated that he believed it was extremely important that New Hope maintains a Human Rights Commission.

The next Commission meeting will be at 7 p.m., Monday, December 7, 1998, in the City Council Chambers.

Minutes submitted by,

John Oberreuter / jow

John Oberreuter
Police Inspector

cc: Val Leone
City Clerk