



**CITY OF MARSHALL**  
**Diversity, Equity, and Inclusion Commission**  
**A g e n d a**  
**Thursday, February 01, 2024 at 3:00 PM**  
**344 W. Main, City Hall**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- [1.](#) January Minutes

**NEW BUSINESS**

2. Co-Chair Vote
3. Affordable Housing Presentation
- [4.](#) Strategic Plan - Proposal Review
5. The Arc Minnesota

**OLD BUSINESS**

- [6.](#) Juneteenth Update
7. World Fest Update
- [8.](#) It Begins With Us

**ADJOURN**

**VISION:** The City of Marshall is dedicated to building a welcoming, inclusive, and racially equitable community.

**MISSION:** To create and sustain an ongoing dialogue, through which we explore inequities, share information, and be a change agent for race equity within our community.

**MINUTES**  
**CITY OF MARSHALL**  
**DIVERSITY, EQUITY, AND INCLUSION COMMISSION**  
**Wednesday, January 4, 2024 at 3:00PM**  
**Camden Conference Room and Zoom**  
**City Hall, 344 W. Main Street**

**AT LARGE MEMBERS PRESENT:** Michele Knife Sterner, Joyce Tofte, George Taylor, Jay Lee

**STANDING MEMBERS PRESENT:** Dr. Erin Kline, Carol Biren, Nicole DeBoer, Beth Ritter

**STAFF:** Jasmine DeSmet, Community Education Coordinator, Sharon Hanson, City Administrator, See Moua-Leske, City Council

The meeting began at 3:01 pm

Approval of Agenda: George made a motion to approve the agenda with a second by Jay.

Approval of Minutes:

October – George made a motion to approve the October minutes, second by Jay.

November – George made a motion to approve the November minutes, second by Jay.

December – Correction – add George’s last name to the December minutes listing voting members. With that addendum, George made a motion to approve the December minutes with correction, second by Jay.

**OLD BUSINESS**

Juneteenth: Sharon reported on behalf of the Juneteenth committee that they have secured the entertainment of the same dance group from last year. The group has discussed some location options and will finalize that when all the activities are set. George asked if there is a social media campaign for the event.

World Fest: Dr. Kline updated the group on who will attend the upcoming planning meeting for World Fest 2024. Sharon clarified that it might not be feasible to hold the same type of event as last year as time and resources are limited.

**NEW BUSINESS**

IBWU Funding Request: Sharon proposed that the DEI Commission contribute \$1500 in funds to the It Begins With Us conference. A motion was made by Jay to approve the funding request with a second by Joyce.

Co-Chair Nominations: See nominated Joyce to serve as the Co-Chair. Some discussion was made around the number of terms one can hold that position. After referring to the by-laws, there was a determination that there is nothing specific to timing/number of terms for the co-chair position.

## **EVENTS**

IBWU: See provided an update on this event to be held at SMSU on Feb 12<sup>th</sup> and 13<sup>th</sup>. This year's event is larger and has more speakers, so the IBWU committee is seeking funds to help with the cost of the event. This event will touch on current issues in DEI, Native American boarding schools and also will have a theater group from Minneapolis called Breaking the Ice. There will also be a Poverty Simulation on Day 1 of the event. See shared that it would be helpful if everyone could share the event on their individual platforms. The City will create an event on Facebook and share the event. Jasmine will follow up with Alex to schedule the city Facebook posts.

MLK: Jay provided an update to the group on this event to be held at SMSU on Jan 15<sup>th</sup>. There will be a speaker and a hot breakfast provided for the event. Information on the event and to regions is shared on the SMSU website.

## **OTHER**

Jay will share the flyer for the MLK event to the group.

Joyce asked about a budget spreadsheet that was discussed for the commission and if anyone knew the status of that document.

Joyce inquired about the status of the strategic planning work for the DEI Commission. Sharon will look into some options that were provided by the group. Joyce: ASDIC George: Marcellus Consulting and Alex Hines.

A thank you was given to Michelle for her work as Co-Chair of the committee. Michelle expressed that she has enjoyed her time and is proud of the steps the commission has made forward and reminds us to be diligent on continuing our work.

The meeting was adjourned at 3:42 pm

# **ASDIC/ACT Proposal: The City of Marshall, MN**

January 16, 2024

The City of Marshall's Diversity, Equity & Inclusion (DEI) Commission seeks an organization to assist them with strategic planning to aid in giving direction to goals and outcomes of the commission.

The City of Marshall is dedicated to building a welcoming, inclusive, and racially equitable community. The DEI Commission has a mission to create and sustain an ongoing dialogue, through which they explore inequities, share information so as a change agent for race equity within their community. They are dedicated to learning, creating innovative ideas, and adapting to the ever-changing environment. The DEI Commission is taking purposeful action to advance this commitment through the guiding principles of equity, equality, inclusion, collaboration and transparency.

Antiracism Community of Transformation, formerly known as ASDIC Metamorphosis and founding Member of FREC (Facilitating Racial Equity Collaborative), is pleased to respond to an invitation to submit a proposal to examine the City of Marshall's Strategic Plan documents to ascertain if these in language, intent, impact and outcome agree with and support the city to build community in its diversity, equity, and inclusion efforts toward racial and social justice. ASDIC/ACT would then review the DEI commission's strategic plan, suggest goals and schedule follow up training for moving forward. ASDIC/ACT expects the DEI commission to provide in-kind support for a dialogue workshop identified below.

## **Deliverables:**

### **Strategic Plan (City of Marshall) - \$3,500**

- Read, evaluate, critique, and provide written comments on the strategic plan of the City of Marshall through a DEAI lens.
- Review and craft additional survey questions.
- Give PPT presentation and written report on DEAI findings of strategic planning documents and offer recommendations.
- Intercultural Development Inventory (IDI) for all 110 employees. Report-back to employees. *Additional IDI cost that is not included in the cost of review (\$21 x110 employees).*

### **Diversity, Equity & Inclusion (DEI) Commission - \$5,000**

- Review the strategic plan and current activities including mission, goals and outcomes of the DEI Commission.
- Develop a strategic plan and next steps in terms of goals and timeline for the Commission's vision and work.
- Meet with the commission to strategize and review goals.

**Community Dialogue Collaborative - *Organizational Sponsorships Requested***

A collaborative of DEI Commission stakeholders sponsoring a ASDIC/ACT community dialogue of 10 sessions

- Provide support and sponsorship for community wide training - ASDIC/ACT Dialogue Circle.
  - Identify sponsors to support the registration costs of participants, assist with outreach to targeted segments of the community, collaborate in the development of a grant that could provide additional funding.

**Timeline:** Contract would begin in March and be completed by December of 2024.

**Preferred Payment:**  $\frac{1}{3}$  due at signing the contract and  $\frac{2}{3}$  as mutually determined.

**SAVE THE DATE!**

**CITY OF MARSHALL'S**

**JUNETEENTH**

**2024 CELEBRATION**

**WEDNESDAY, JUNE 19**

**JUSTICE PARK**



# It Begins With Us

## 2024 ANNUAL CONFERENCE

### EXPERIENCE THE STORIES OF YOUR COMMUNITY

This annual conference is uniquely designed to share the stories and experiences of community members to engage in meaningful conversations centered around Diversity, Equity, and Inclusion.

#### Day 1:

**MONDAY, FEBRUARY 12**

**1:00 pm - 5:00 pm**

Interactive and immersive Poverty Simulation, led by United Community Action Partnership

#### Day 2:

**TUESDAY, FEBRUARY 13**

**8:00 am - 4:00 pm**

Keynote: Pillsbury House Theatre's interactive performance, 'Breaking Ice'

- ▶ Immersive poverty simulation
- ▶ Breaking Ice - award winning actors portraying real-life situations that cultivate meaningful dialogue around issues of diversity, equity and inclusion.
- ▶ Reflective discussions to deepen awareness and understanding.
- ▶ Student panel discussions.
- ▶ Hear stories from members of our community as it relates to their lived experiences.

Southwest Minnesota State University,  
Upper Conference Room  
1501 State Street, Marshall MN 56258

\$35 for 1 day or \$60 for full conference (2 days)  
Includes lunch on Day 2

Register at: <https://bit.ly/begins2024> or call 507-537-6767

For more information: [www.southwestabe.org/it-begins-with-us](http://www.southwestabe.org/it-begins-with-us)

