



CITY OF MARSHALL
Diversity, Equity, and Inclusion Commission
A g e n d a
Wednesday, January 05, 2022 at 3:00 PM
City Hall, 344 West Main St.

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Consider Approval of the December 1, 2021 Minutes

TABLE

OLD BUSINESS

NEW BUSINESS

2. Consider Co-Chair Nominations
- [3.](#) Commission Review of Standing Positions
4. Public Relations/ Resource Subcommittee Update
5. World Café Subcommittee Update
- [6.](#) Other (Information Only)

ADJOURN

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.

MINUTES
DIVERSITY, EQUITY, AND INCLUSION COMMISSION
Wednesday, December 1, 2021 – 3:00 PM
City Hall, 344 West Main Street
On Main and Zoom

AT LARGE MEMBERS PRESENT: Jay Lee, John DeCramer, Sara Runchey, Joyce Tofte, Michele Knife Sterner

STANDING POSITION MEMBERS PRESENT: Beth Ritter, Ted Stamp, Beth Wilms, Nicole DeBoer, Tim Mok, See Moua-Leske, Samira Sheikh

Absent: Monica Talamantes, George Taylor, Don Robertson, Marcy Heemeyer
Ross Wastvedt (SMSU), Lauren Mellenthin (Prairie Home Hospice), Denae Winter (Avera),

STAFF PRESENT: Amanda Becker, Community Education Coordinator; Kyle Box, City Clerk; Addy Wolbaum, Diversity, Equity, and Inclusion Assistant.

At 3:00 PM, Co-Chair Tofte asked for approval of the minutes from November 3, 2021. Member DeCramer moved approval.

Co-Chair Tofte asked for discussion the Public Relations/ Resource Subcommittee. Addy Wolbaum, Diversity, Equity, and Inclusion Assistant provided an update from the subcommittee. Wolbaum discussed that the committee met and reviewed the website progression and discussed resources that the Marshall and regional communities can benefit from.

Co-Chair Tofte provided discussion on meeting format asked for discuss on other agenda items. City Clerk Kyle Box provided information regarding the open meeting law and city ordinance regarding the Commission meetings. Staff will provide further communication to the Commission on what options Commission members have on how to attend a meeting, meeting times and future attendance. There was a consensus from the Commission to include absent members in the attendance section in the minutes and to include the City ordinance sec.

Co-Chair Tofte provided discussion on the SMSU Theatre Fall Show. The show will be at SMSU December 9, 10, and 11. The Director is asking the Commission to partner with the show to attend and host discussion after the performance.

Co-Chair Tofte provided discussion from the World Café Subcommittee. Tofte mentioned that the subcommittee has narrowed it down to four companies or facilitators to provide the requested service. The consulting company will draft all the questions and have already begun research on Marshall and Lyon County.

Member Stamp asked a clarifying question regarding the World Café budget. Tofte commented that there is \$7,500 for facilitation services for 2022.

Co-Chair Lee reminded the Commission that members block their calendars for February 15 for the World Café events. Volunteers would be asked to be present at different tables to help guide the conversation from the facilitator.

There was further discussion on attendance and the best way to communicate the event out to the community.

Member Ritter discussed that Marshall Public Schools plan their events around Saturday morning and typically get 200- 300 attendees.

The commission agreed to keep the world café during Cultures on the Prairie and move the second event to a Saturday in April in coordination with Marshall Public Schools.

Hearing no further business, at 4:04 P.M., the meeting was adjourned.

Respectfully Submitted,
City Clerk
Kyle Box

Standing Position

Marshall Public Schools - Beth Ritter
Southwestern Center for Independent Living (SWCIL) - Ted Stamp
Southwest Health and Human Services (SWHHS) -Beth Wilms
Southwest Minnesota State University (SMSU) President - Dr. Kumara Jayasuriya
Prairie Home Hospice - Lauren Mellenthin
Southwest Minnesota Arts Council (SMAC) - Nicole DeBoer
Avera Marshall - Timothy Mok and/or Denae Winter
Southwest Minnesota State University (SMSU) Student Body President or designee - Esther Oluborode
United Community Action Partnership (UCAP) - Samira Sheikh
Adult Basic Education (ABE) - See Moua-Leske

At-Large

Don Robertson
George Taylor
Marcy Heemeyer
Joyce Tofte
Monica Talamantes
Jefferson Lee IV
Michele Knife Sterner
Sara Runchey

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Diversity, Equity, And Inclusion Commission Bylaws

Article I. Name

The name of this organization shall be the Diversity, Equity, and Inclusion Commission, hereinafter referred to as the Commission.

Article II. Purpose

The Commission seeks to support and advance the City of Marshall's mission, vision, and values by providing guidance for the development and implementation of proactive diversity, access, inclusion, research, and retention initiatives. The Commission serves to promote an environment where people come first, are treated with dignity and respect, and are encouraged and supported to achieve their full potential. The Commission will collaborate with community partners on matters associated with equity and inclusion to foster relationships and advocate for underrepresented populations.

Article III. Guiding Principles

The Commission is dedicated to learning, creating innovative ideas, and adapting to the ever-changing environment. The Commission is taking purposeful action to advance this commitment through the following guiding principles of equity, inclusion, collaboration, and transparency.

- Equity
 - Building a racial equity lens into all of the DEI Commission work including strategic planning, policy, and priority setting process, communication strategy, and implementation work.
- Inclusion
 - Ensuring that all community members feel respected and benefit from the economic prosperity of the City.
 - Fostering an environment of representation in which all community members feel connected and authentically engaged.
- Collaboration
 - Striving for an environment that is committed to teamwork and engagement.
 - Utilizing available resources and partnering with organizations, initiatives, and allies that will advance racial equity in Marshall.
- Transparency
 - Building relationships based on honesty, open communication, trust, consistency, and accountability with individuals and/or groups of people who are being disadvantaged or excluded.

Article V. Membership, Composition, Responsibilities, and Meetings

Section 5.01 Membership

- A. Appointments to the Commission shall be made by the Common Council of the City of Marshall from a list of recommendations submitted by The Commission.
- C. Terms - All appointments to the Commission, with the exception of the Standing Positions, shall be three (3) year terms with a maximum of serving two consecutive terms.
 - I. Standing Positions shall be reviewed by the Commission Cochairs at the beginning of every year.
- D. The Commission shall strive to reflect diversity with regard to people of age, race, gender, gender identity and expression, national origin, ancestry, sexual orientation, religion, creed, disability, genetic information, veteran status, and marital status.
- E. Quorum - All appointed at large members shall have voting privileges. Standing Positions shall not have voting privileges. For the transaction of business at all meetings, a quorum of a simple majority of all members must be present.

Section 5.02 Composition

The Commission shall strive to be representative of the diversity of the community's population. The Commission shall consist of nine (9) At-Large members appointed by the Common Council of the City of Marshall as well as Standing Positions as determined by the Commission. The following considerations shall be applied:

- A. Commission membership shall be open to any resident of the City of Marshall or surrounding region.
- B. The Commission may form Sub-Committees or teams to accomplish special projects and/or functions that further the goals and objectives of the Commission. Sub-Committees shall be abolished when its purpose is served. Sub-committees shall make a report of their progress at regularly scheduled Commission meetings.
- C. Officers shall include Co-Chairs.
- D. Secretary will be appointed by the Co-Chairs.

Section 5.03 Responsibilities of the Members

- A. Adhere to the guidelines set forth in the City of Marshall Code Book found in Chapter 2, Article VI., Division 1 - https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICO_OR_CH2AD_ARTVIBOCOAU_DIV1GE
- B. Provide feedback about the concerns of all community members to the Commission.
- C. Serve as role models within the community to enhance the visibility and branding of the City of Marshall.

Section 5.04 Meetings

- A. The Commission shall at a minimum meet once a month. Special meetings for urgent matters may be called when necessary.
- B. Either one or both Co-Chairs shall officiate at meetings.
- C. Meetings shall be open to the public. Individuals wishing to express their views will be permitted to do so by placing the item on the agenda through the Co-Chairs or City Staff.

Article VI. Officers and Representatives

- A. The Co-Chairs shall:
 - I. Conduct meetings
 - II. Determine the schedule of meetings
 - III. Appoint Sub-Committees
 - IV. Perform such other duties as the Commission may direct or as specified in the modified Robert's Rules of Order
- B. The Commission shall elect two (2) Co-Chairs and one (1) Secretary who will keep and distribute minutes of the meetings and monitor attendance/absences.
- C. Elections for officers shall be open to all "At-Large" Commission members.

Article VII. Agenda, Minutes and Reports

- A. The agenda, minutes and reports shall be distributed to the Commission members 72 hours prior to scheduled meetings.
- B. Agenda and meeting minutes will be posted on the City of Marshall website.

Article VIII. Ratification and Amendment of Bylaws

- A. The bylaws govern the Commission and its practices. Changes to the bylaws can be proposed by any Commission member or sub-committee provided that any notice of proposed alteration, amendment or repeal shall be given to all voting members twenty (20) working days in advance of the date of the meeting at which the bylaws are to be altered, amended, or repealed.
- B. By a vote of two-thirds (2/3) of the voting membership shall have the power to alter, amend, or repeal the bylaws at any regular or special meeting of the council.
- C. If there is a conflict between the bylaws and Robert's Rules of Order, Revised, the bylaws prevail.