



CITY OF MARSHALL
Diversity, Equity, and Inclusion Commission
Agenda
Thursday, August 03, 2023 at 3:00 PM
City Hall, Camden Conference Room

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) July Minutes

OLD BUSINESS

- [2.](#) Budget
- [3.](#) World Cafe

NEW BUSINESS

4. Welcome New Member
5. Staff Update
- [6.](#) Commission Structure
- [7.](#) Welcoming Week

OTHER

ADJOURN

The City of Marshall is dedicated to building a welcoming, inclusive, and racially equitable community. Our mission is 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 & INCLUSION COMMISSION

Thursday, August 3, 2023

City Hall, 344 W. Main Street, Camden Conference Room & Zoom

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

STANDING MEMBERS PRESENT: Nicole DeBoer, Denae Winter, Jeet Sausen, Dr. Timothy Mok, See Moua-Leske

ABSENT: Ashley Dwire, Beth Ritter, Samira Sheikh, Melissa Doherty, Lauren Mellenthin, Amber Kinner-Alahakoon

STAFF PRESENT: Addy Wolbaum, DEI Assistant, Sharon Hanson, City Administrator

MINUTE TAKER: See Moua-Leske

Approval of Agenda

Approval of Minutes

George made a motion and Jay seconded it.

Engagement & Capacity

Conversation took place regarding how to boost membership engagement. Comments included: the lack of onboarding/orientation procedure makes it difficult for new members to engage, there is no attendance policy, but lack of direction and focus in the commission may contribute to low engagement/attendance. There was more discussion about how can regain focus - commission retreat, legislative procedures.

Revisit Budget

Conversation was held regarding how to breakdown subcategories of budget. This will be better formed based on the goals/direction of the commission. There needs to be a threshold agreed upon that allows staff to expend funds - 10% of budget would be a sufficient start.

Advancing the World Café was tabled.

Welcoming Week

September 19th 5-7 or 5:30-7:30

-First subcommittee meeting July 11th at 8:00-9:00 at City Hall

Juneteenth Report

What went well: the people that were there wanted to be there, event ran over time because of engagement

What didn't go well: no MC, more food vendors and quantity of food, ensure proper licensing

A follow up meeting with the planning group was requested. Member Tofte commented, "If we continue to create and hold space, the event will keep growing."

PRIDE Report

There was some attraction to the DEI booth, but no members to run the booth.

Upcoming Events

National Night Out (Aug. 1)

-The City will have a table; will hand out any DEI Commission materials

Meeting was adjourned at 4:06 pm

Respectfully Submitted,

See Moua-Leske

Welcoming Week Expenses	
	Projected Total: \$1,810.44
Category	Projected Subtotal
Supplies/Activities	\$773.92
Castle Bounce House	\$150.00
Wacky Wild Zone Bounce House	\$225.00
Frisbee	\$35.00
Connect 4 Inflatable	\$200.00
DJ	\$150.00
Chalk	\$13.92
Food	\$943.00
Sambuusas (Qty:300)	\$495.00
Water/ice	\$48.00
cookies (Qty: 200)	\$400.00
Misc.	\$93.52
Inflatable delivery fee	\$75.00
paper plates Qty: 300	\$15.54
500 napkins	\$2.98

In-Kind
Items/Activity
Bucket Truck Rides
Small Bounce House/Games (YMCA)
Roaster (YMCA)
Roaster (John D.)
Emergency Response vehicles/personnel
Generator (John)
Staff
Extension Cords/power strips (Parks)

2022 World Cafés

City of Marshall

Diversity, Equity & Inclusion Commission



MARSHALL

DIVERSITY, EQUITY & INCLUSION COMMISSION

In January of 2022 the City of Marshall's DEI Commission partnered with YWCA Minneapolis to facilitate 2 World Café events in order to better understand the myriad of lived experiences in Marshall.

A World Café is a method for hosting conversations regarding several themes and topics. The goal of this is to allow participants to explore a topic while simultaneously building on each other's experiences.



World Café Event #1:

February 15, 2022

Cultures on the Prairie attendees

13 participants

- 82 Participants total between the 2 events and the online survey offered between February and May

World Café Event #2:

May 7, 2022

Parents/Families of Marshall Public Schools' Family Engagement Events

33 participants

Karen, Spanish & Somali speaking MPS families

- Marshall Public Schools' Parent Student Connectors assisted in translating the conversations in World Café #2

The following questions were discussed:

1. How would you describe the place you call home? What do value about it? What would you change?
2. What is the first thing you notice when you walk into a local business? Are there spaces in the community where you feel out of place?
3. When did you first notice cultures different from your own? How did that exposure influence your thinking and/or behaviors?
4. What do you value about the community that you are in? What would you like to see changed?
5. What keeps you living in the city of Marshall and surrounding communities?
6. *What concerns do you have about your neighborhood? Your town? Your county?
7. *What helps you feel connected to the community? What makes you feel disconnected from it?
8. *What is one thing you wish people in your community were more aware of? What type of support could local government offer to help spread awareness?

*Due to time constraints and the knowledge that translation and interpretation services would be utilized, questions 6,7 & 8 were prioritized for World Café #2

Group Distinctions:

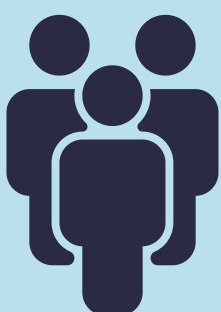
World Café Event #1:

Participants of this event were identified as the 'Mixed' cohort.

This group consisted of individuals predominately white, English-speaking, and raised/born in or near Marshall.

World Café Event #2:

Participants of this event were identified as the 'Non-Dominant Cultural Group' (NDCG) cohort. This group was entirely made up of multilingual individuals from the Somali, Karen and Hispanic communities within Marshall Public Schools.



- A key aspect of these events is the background of participants and their distinct differences in experiences
- a non-dominant culture is one that represents those outside of the dominant culture and its norms. These individuals are more likely to experience lack of access, as well as, prejudice, discrimination, and racism.

Key Findings:

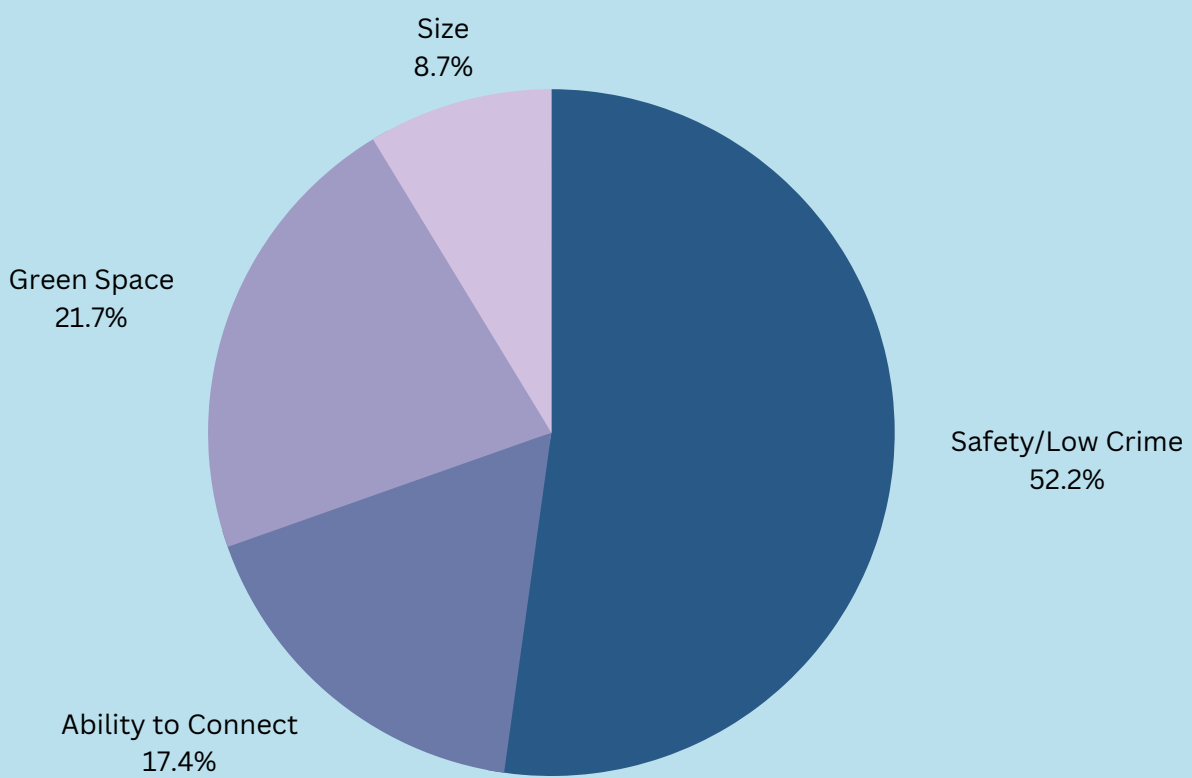
- People of the non-dominant cultural backgrounds report feeling less of a sense of belonging than people from dominant cultural background as a result of prejudice, discrimination, and racism.
- Language barriers and lack of translation services are the biggest obstacle to feeling a sense of belonging and inclusion in the community
- Disparities between dominant and non-dominant cultural experiences

Barriers to Belonging

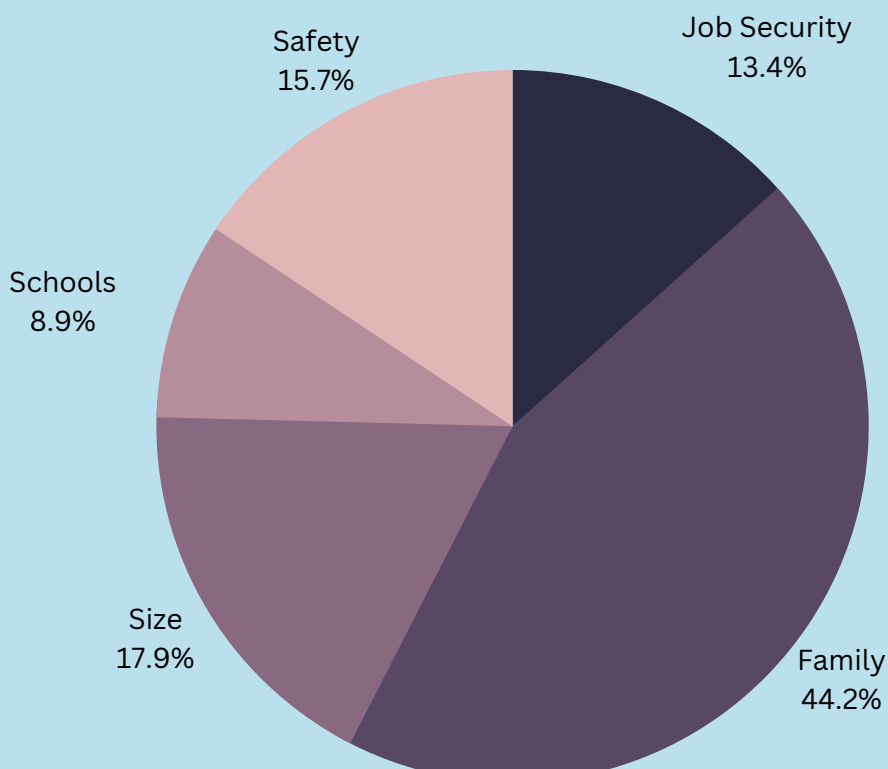
- Many people want to get involved but don't know where to find opportunities that are inclusive and welcoming.
- Lack of interpretation, translation, and cultural liaising leaves people feeling excluded and unsupported. Additionally, people have felt like a burden asking for these services.
 - More patience and empathy from translators and community members
- At community events people feel unwelcome and uncomfortable due to others staring, making rude comments, or being completely ignored.
- Fear of wearing culturally significant hairstyles or clothing and accessories for fear of being bullied in public
- Not enough transportation resources for people without a vehicle
- Lack of resources and support for recently migrated families
 - Navigating insurance, digital literacy, awareness of ESL classes, medical assistance , U.S. cultural norms

Comparison of Positive Community Attributes: What do you value about living in Marshall?

'Non-Dominant' Cohort:



'Mixed' Cohort:



Changes community members would like to see:

- More opportunities to connect with people from different communities and cultures
- More campaigns and opportunities with emphasis on celebrating and supporting cultural diversity and inclusion
- A cultural shift where more people within the community strive to understand cultural differences and be more inclusive of people from different backgrounds
- Having more languages taught in school and university settings
- More recreational opportunities for teens and young people
- More diversity of stores and shopping centers across different price points
- A review of Marshall housing issues and inequities for low-income renters, including greater accountability measures for landlords renting to vulnerable populations
- A strengthened relationship with the City's Public Safety Officers

Action Steps:

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.

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
 - I. **Section 2-246 Established; Composition; Appointments; Qualifications**
 - The diversity, equity, and inclusion commission is hereby established for the purpose of securing for all residents equitable opportunity in employment, housing, public accommodations, public services and education and full

participation in the affairs of this community, and advising the council on long range programs to improve community relations. Appointments shall be made, effective June 1, for three-year staggered terms.

- The following members will be appointed by the city council.
 - One member of the Marshall City Council.
 - Eight at-large members.
- The city council shall authorize the diversity, equity, and inclusion commission to designate representatives from organizations to a standing position on the commission as written in its bylaws.
- Members of the diversity, equity, and inclusion commission shall be appointed with due regard to their fitness for the efficient dispatch of the functions, powers and duties vested in and imposed upon the commission.

II. Section 2-247 Duties

- In fulfillment of its purpose, the diversity, equity, and inclusion commission's duties and responsibilities shall be to:
 - Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees.
 - Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequities.
 - Formulate a program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of, diversity, equity, and inclusion.
 - Guide the mayor, the council and other agencies of the government of diversity, equity, and inclusion issues. Act in an authoritative capacity with respect to planning or operation of any city department on issues of diversity, equity, and inclusion and recommend the adoption of such specific policies or actions as are needed to provide for full equitable opportunities in the community.

- Provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community.
- 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.



MARSHALL

DIVERSITY, EQUITY & INCLUSION COMMISSION

2023

WELCOMING WEEK

TUESDAY

SEPTEMBER 19

5-7PM

JUSTICE PARK

JOIN US TO CELEBRATE DIVERSITY, ADVANCE
INCLUSION, AND BRING PEOPLE TOGETHER

Questions can be directed to
Addy Wolbaum, DEI Assistant
addy.wolbaum@ci.marshall.mn.us



Scan QR code to get involved: