



DEPARTMENT OF HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY

2016 Annual Report





MESSAGE FROM THE DIRECTOR



*HREEO Executive Director
Jessi Kingston*

The Department of Human Rights and Equal Economic Opportunity (HREEO) was created in 2009 to connect the opportunities created by the city, with its human rights centered mission. I believe that 2016 was our most successful year of unifying the shared initiatives of River Print, Contract Compliance, Purchasing, and Human Rights into a cohesive effort to promote justice, equity, and opportunity. Under the leadership of Mayor Chris Coleman, HREEO was given new responsibilities and opportunities to promote equity in the City of Saint Paul. The most notable of the new initiatives were Earned Sick and Safe Time and the Police Civilian Internal Affairs Commission.

In 2016, the mayor and the Saint Paul City Council asked HREEO and the HREEO Commission to draft an Earned Sick and Safe Time (ESST) policy recommendation based on input from residents, businesses, and community members. Following an extensive public outreach campaign, and based on the ESST Task Force, city council passed an ESST ordinance in September. HREEO is responsible for the implementation and enforcement of the ESST ordinance. HREEO's engagement with local businesses, organized labor, and community advocates will continue as the city prepares for the ordinance to go into effect on July 1, 2017.

In 2015, Mayor Coleman requested the University of Minnesota (U of M) to conduct an independent audit of the Saint Paul Police Civilian Internal Affairs Review Commission (PCIARC). PCIARC provides disciplinary recommendations to the chief of police related to civilian police misconduct complaints. Following the U of M audit, and several dialogues with the community, the city made multiple changes to the PCIARC ordinance, including moving the PCIARC Coordinator from the police department to HREEO. As HREEO assumes responsibility for PCIARC, I want community members to know police misconduct complaints will be handled with the utmost confidentiality, concern, and professionalism.

HREEO continues to lead the City of Saint Paul's racial equity initiative. "Foundations of Racial Equity" is an all-day training seminar that asks employees to evaluate how implicit and unconscious bias affects the services the city provides through its policies, procedures and decision making process. More than 2,000 city employees have completed the course to date.

As we spring into 2017, community outreach and engagement will continue to be the cornerstones in our mission to promote justice and equity for all individuals and businesses.

Visit www.stpaul.gov/hreeo to learn more and to join us in our efforts.

Sincerely,

*Jessi Kingston
Director Human Rights
and Equal Economic Opportunity*



MISSION

HREEO champions justice and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses.

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HREEO COMMISSIONS & COMMITTEES

HREEO staff supports two community advisory groups that help inform the city and department of community concerns related to civil rights and individuals living and working with disabilities. Beginning in 2017, HREEO will also manage the Saint Paul Police Civilian Internal Affairs Review Commission.

Individuals interested in applying to be an HREEO Commission member should contact the Human Rights Division.

651.266.8966

www.stpaul.gov/hreeo



HREEO COMMISSION

In 2016, the HREEO Commission partnered with the department on several new areas of responsibility. HREEO Commissioners served on the ESST Task Force and were involved in the drafting of the subsequent ESST rules and procedures. Commissioners also have made significant contributions to city and HUD Fair Housing initiatives.

The HREEO Commission discussed several additional topics related to human rights issues, including:

- Opposition to bathroom restrictions;
- Restore the Vote Minnesota Coalition;
- Police Accountability and Community Healing.

The HREEO Commission is composed of a maximum of 21 Saint Paul residents and stakeholders.



ESST Community Meeting

MAYORS ADVISORY COMMITTEE FOR PEOPLE WITH DISABILITIES

The Mayor's Advisory Committee for People with Disabilities (MACPD) makes policy recommendations to the mayor and city council regarding opportunities and barriers facing people with disabilities. The MACPD specifically focuses on issues related to employment, public education, and accessibility.

In 2016, as part of the City of Saint Paul "Stop for Me Campaign," the Saint Paul Police Department and the MACPD partnered to record a public service announcement urging motorists to stop for pedestrians. The public service announcement is a call for motorists to think about pedestrians with disabilities, and is a part of broader campaign by the city and Ramsey County against distracted driving. In 2016, 188 pedestrians were struck by cars on Saint Paul Streets.

The MACPD also worked to educate a local elections office on accessibility problems at a polling site. The MACPD worked with the election office to relocate the site to a fully accessible location and comply with the Americans with Disabilities Act.



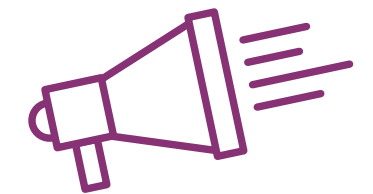
MACPD

- EMPLOYMENT
- PUBLIC EDUCATION
- ACCESSIBILITY

188

PEDESTRIANS struck by cars in St. Paul

2016
STOP FOR ME
CAMPAIGN



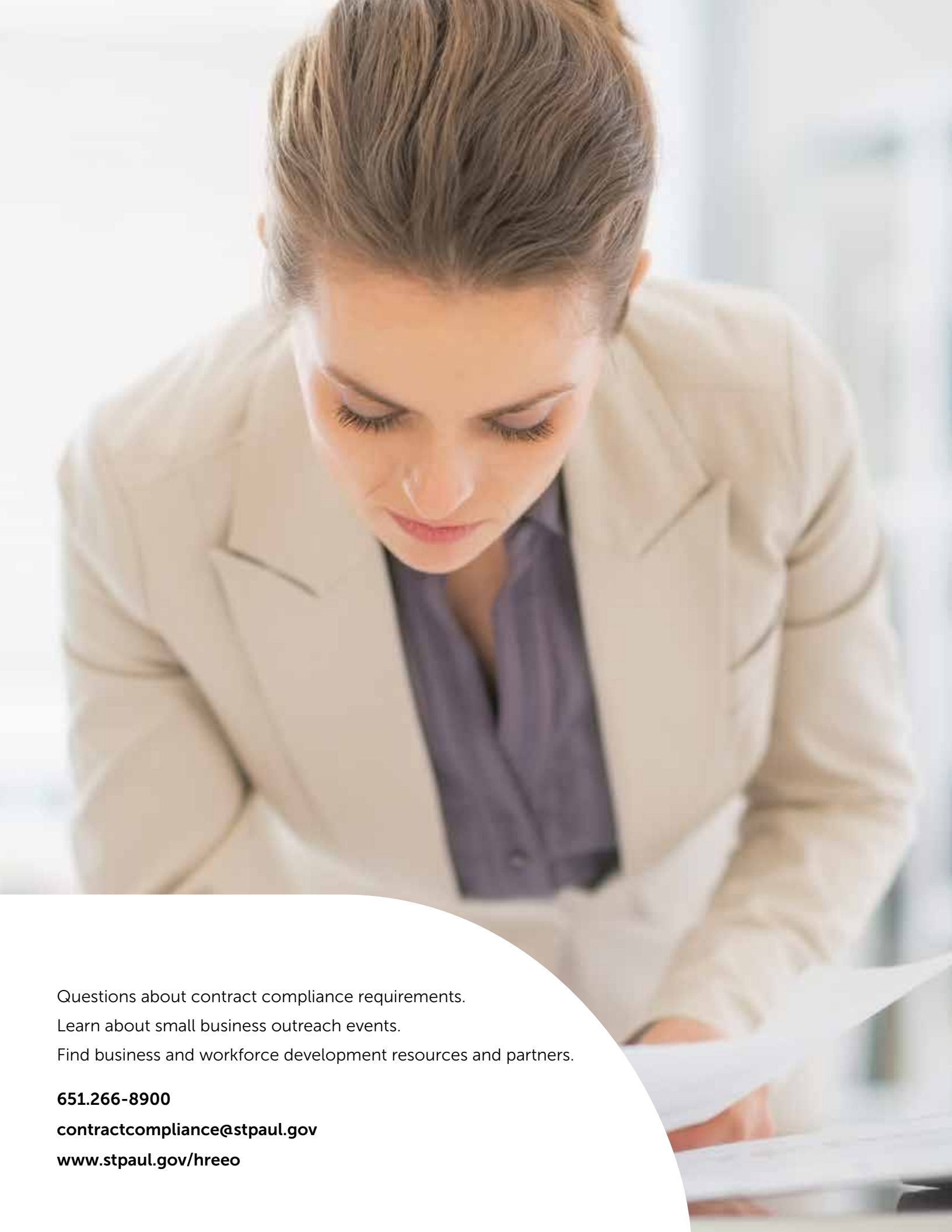
21
MAX. NUMBER OF ST. PAUL RESIDENTS & STAKEHOLDERS ON HREEO COMMISSION

TOPICS DISCUSSED BY HREEO COMMISSION

- OPPOSITION TO BATHROOM RESTRICTIONS
- RESTORE THE VOTE MINNESOTA COALITION
- POLICE ACCOUNTABILITY & COMMUNITY HEALING



MACPD's "Stop For Me Campaign"



CONTRACT COMPLIANCE & BUSINESS DEVELOPMENT

The Contract Compliance and Business Development Division of HREEO is responsible for ensuring the city complies with a variety of statutory, regulatory, and city contract requirements. Contract Compliance also partners with trade unions and numerous community partners, such as ProBid LLC., the Neighborhood Development Center, SCORE, LegalCORPS, and the Camphor Fiscally Fit Center, to help businesses and residents participate in the economic activities created by the City of Saint Paul.

Questions about contract compliance requirements.
Learn about small business outreach events.
Find business and workforce development resources and partners.

651.266-8900
contractcompliance@stpaul.gov
www.stpaul.gov/hreeo



EARNED SICK AND SAFE TIME

On February 3, 2016, the Saint Paul City Council passed a resolution to discuss extending earned sick and safe time to all employees in Saint Paul. The resolution requested the HREEO Commission convene a task force to engage the community around earned sick and safe time benefits. Over several months, HREEO hosted various ESST-related community conversations, civic outreach, and supported the ESST Task Force as it drafted ESST recommendations for the city to consider adopting. The HREEO Commission approved the task force recommendations, and, on September 7, 2016, the City Council passed an ESST ordinance based on the recommendations from the HREEO Commission.

HREEO is responsible for the enforcement and implementation of the ESST ordinance, and will provide ESST Rules, employer and employee frequently asked questions, additional employer resources, and conduct ESST outreach in 2017.

For employers with 24 or more employees, the ESST ordinance is effective on July 1, 2017. Employers with 23 or fewer employees, the ESST ordinance is effective on January 1, 2018.

laborstandards@ci.stpaul.mn.us
www.stpaul.gov/esst



HREEO Earned Sick and Safe Time public meeting



Mayor Coleman with Contract Compliance staff

VENDOR OUTREACH PROGRAM

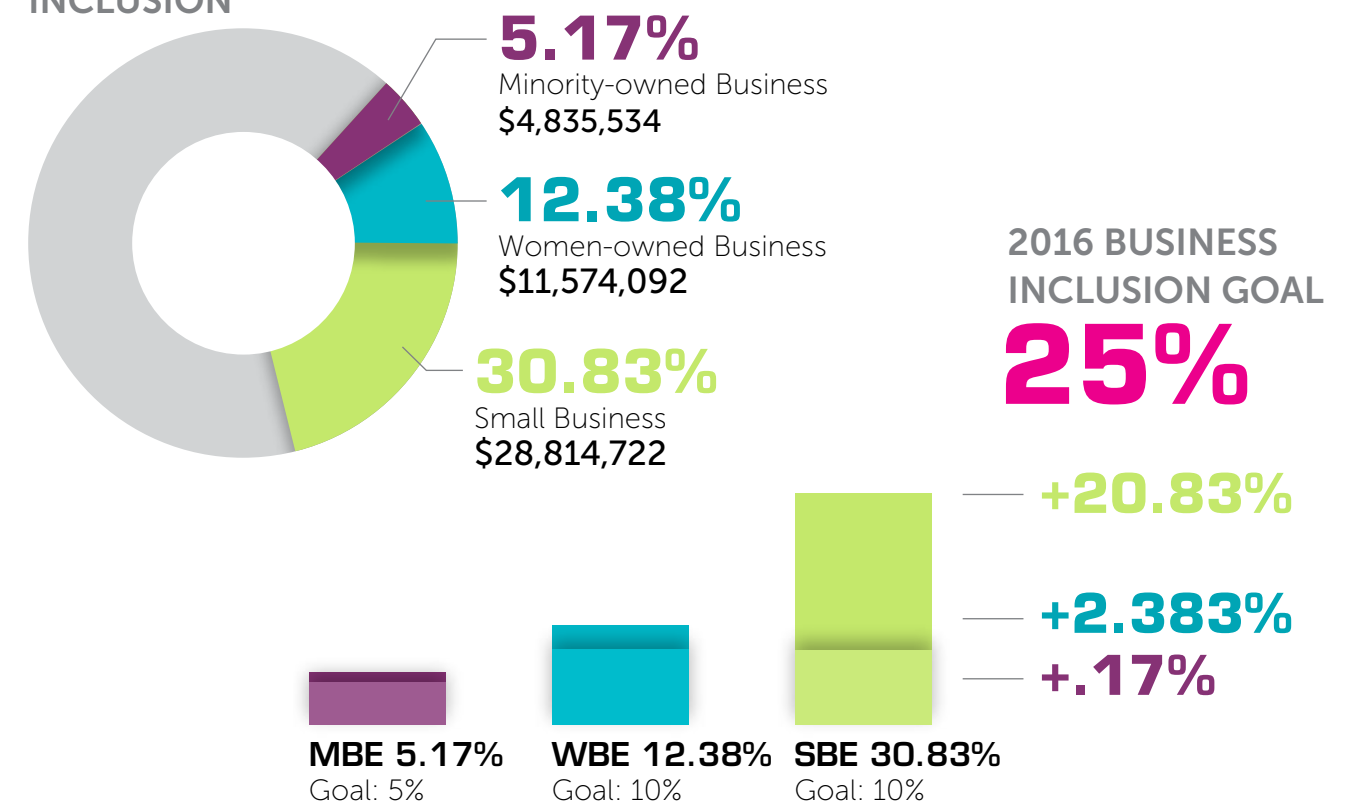
The Vendor Outreach Program (VOP) is a small business assistance program for Small, Woman-owned, and Minority-owned business enterprises (S/W/MBEs). Under the VOP ordinance, the city establishes annual goals and project-specific goals for purchasing from S/W/MBEs in a variety of products and service categories.

The VOP monitors S/W/MBE inclusion on City of Saint Paul and Housing and Redevelopment Authority construction and contracting opportunities. In 2016, the total business opportunity for small business inclusion was \$135,392,017. The overall VOP business inclusion goal was 25% SBE inclusion, consisting of 10% SBE, 10% WBE, and 5% MBE business participation.

The City of Saint Paul is an active participant in the 2017 Minnesota Joint Disparity Study. The disparity study will analyze the participation of S/W/MBEs in public and private contracting opportunities, review practices and policies that may contribute to the under-utilization of S/W/MBEs, identify the availability of local S/W/MBEs and businesses owned by people with disabilities, and determine if revisions to local S/W/MBE programs, like the Vendor Outreach Program, are necessary.

The 2017 Disparity Study is comprised of several state and local government agencies, and is being coordinated by the Minnesota Department of Administration. Keen Independent Research is leading the research team.

2016 BUSINESS INCLUSION



THE CENTRAL CERT PROGRAM

The Central Certification (CERT) Program is a small business certification program recognized by Hennepin County, Ramsey County, and the cities of Minneapolis and Saint Paul. The CERT Program includes certification for S/W/MBEs. To be certified, businesses must demonstrate that they are owned and controlled by women or minorities, or must meet certain revenue guidelines. Once approved, businesses are certified for all participating jurisdictions. As a certified small business, S/W/MBEs have an advantage in public contracting opportunities, as federal, state, local agencies, and increasingly the private sector, require the use of small businesses. In 2016, 244 new businesses became CERT certified – a 9% increase in certifications over 2015.

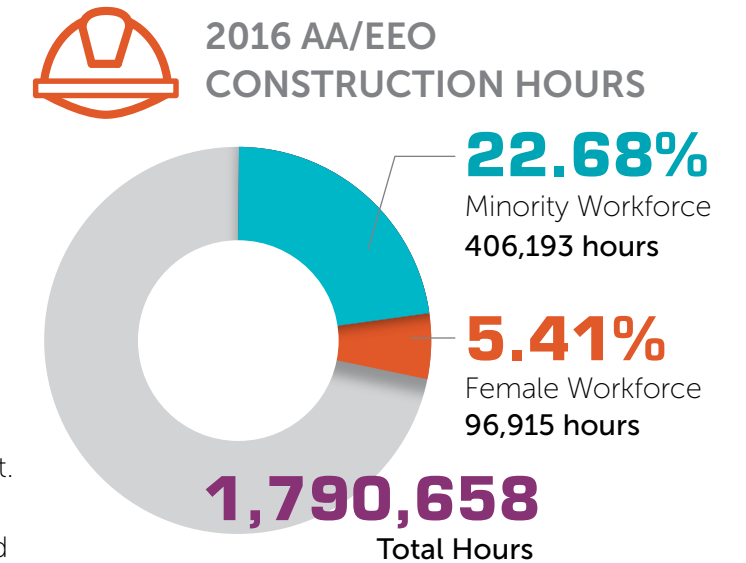


The CERT program is committed to helping small businesses grow and thrive. HREEO has used a variety of initiatives and partnerships to drive S/W/MBE inclusion. One specific strategy has been monthly CERT workshops at the Saint Paul Rondo Public Library. The workshops provide attendees with technical assistance and support in the CERT certification application process. Over the course of 2016, more than 143 businesses attended a monthly CERT workshop.

AFFIRMATIVE ACTION AND EQUAL ECONOMIC OPPORTUNITY (AA/EEO)

The City of Saint Paul's AA/EEO regulations apply to vendors, regardless of the nature and size of the business, whose total accumulated City of Saint Paul contract award exceeds \$50,000 within the preceding 12-month period. Vendors must complete and submit an Affirmative Action Program Registration (AAPR) for analysis prior to award of a contract. The AAPR captures the workforce of the vendor by job category, with race, gender, and disability status, and assists in setting goals and timetables for vendors when there are hiring opportunities and/or if there are issues with the under employment of minorities and women by the vendor.

City construction contracts must comply with AA/EEO city regulations and employment utilization goals set by the Minnesota Department of Human Rights. In 2016, the workforce inclusion goal was 32% minority and 6% women. One of the efforts the city



undertook last year to address under-utilization was working with the Construction Careers Foundation (CCF). HREEO and the Office of Mayor Chris Coleman helped CCF secure a large grant from the Minnesota Legislature to expand their programming. The mission of the CCF is to increase the diversity of entrants into the construction trades and to enhance young people's access to construction-related employment opportunities.

LABOR STANDARDS

The Labor Standards Unit assists and enforces compliance with federal, state, and local prevailing wage requirements on applicable construction projects. The Labor Standards Unit also provides technical assistance to vendors and city staff on additional labor laws often applicable to city contracts, such as Living Wage and Project Labor Agreements.

242 Construction
Projects Monitored

1,213,655
Construction Hours
Reported & Monitored



WAGE COMPLIANCE ENFORCEMENT FOR EMPLOYEES

WAGES & BENEFITS
MONITORED **\$67,157,110**

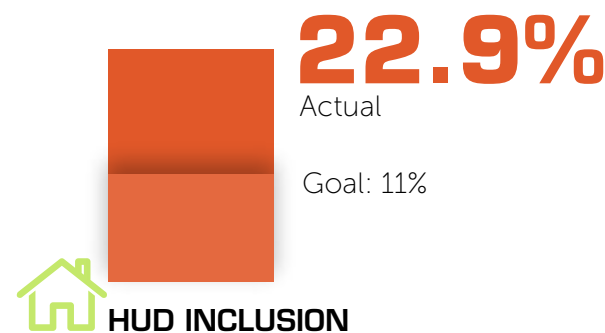
RESTITUTION
COLLECTED **\$62,964.11** by **124**
Employees

SECTION 3

Section 3 is a Housing and Urban Development (HUD) requirement that promotes local economic development and improvement. Section 3 requires that when employment or contracting opportunities are generated on HUD-funded construction projects, preference must be given to low and very-low income persons or businesses residing in the community where the project is located.

In 2016, the City of Saint Paul surpassed the current HUD Section 3 business inclusion contracting goal of 11%. The city will continue to work with vendors to ensure Section 3 businesses and residents are both notified and utilized in local public contracting opportunities.

**2016 BUSINESS
INCLUSION
CONTRACTING GOAL** **> 11%**



Total Awarded
to Section 3 Businesses
\$5,435,932
\$2,370,306
Section 3 Opportunity



HUMAN RIGHTS

The Human Rights Division enforces the City of Saint Paul Human Rights Ordinance – Chapter 183, which prohibits discrimination in the city. The Human Rights Division receives and investigates alleged acts of discrimination and makes findings of cause or no cause of discrimination. The division also mediates settlement discussions before and after its findings of probable cause.

File a civil rights complaint.
Request Fair Housing Training.
Speak with a bilingual Human Rights staff member.

651.266.8963

651.266.8977 (TTY)

hrightscomplaints@stpaul.gov

www.stpaul.gov/hreeo



HUMAN RIGHTS HIGHLIGHTS

In 2016, the Human Rights Division continued to have a strong presence in the community while promoting the mission of the department. Human Rights partnered with several community organizations and attended numerous outreach events to inform the public of the services provided by the division, and federal, state, and local civil rights protections and laws. The division developed in-depth trainings for diverse audiences, including non-English speakers, job seekers, landlords and property managers, on the rights guaranteed in the Saint Paul Human Rights Ordinance and the HUD Fair Housing Act.

In 2016, the Human Rights Division was a leader in regional fair housing efforts, including chairing the Fair Housing Implementation Council (w). The FHIC is a regional body whose members represent 15 cities (including Saint Paul) and counties in the seven-county metro region. As a recipient of HUD funds, the FHIC is required to identify barriers to fair housing and prioritize solutions. Under the

leadership of the Human Rights Division, the FHIC has infused racial equity into the analysis of regional fair housing issues. The FHIC has been working on an extensive community engagement process to identify and prioritize fair housing solutions.

Each year, staff from the Human Rights Division attend a variety of community education and outreach events. Some of the 2016 community events highlights include:

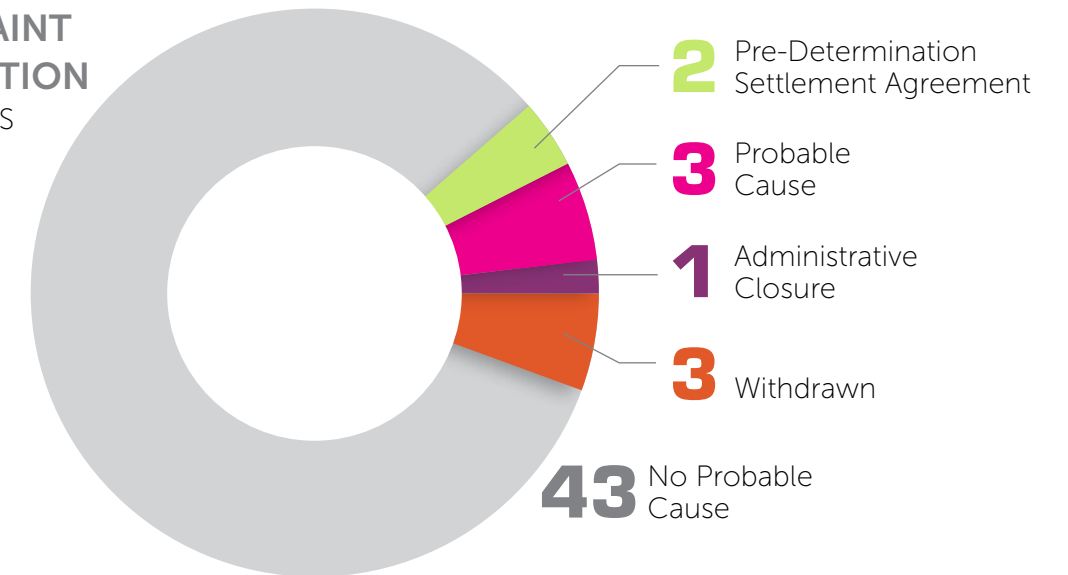
- FBI Minneapolis Civil Rights Advisory Group
- Eastside Job Fair
- American Indian Higher Education Conference
- Oromo Human Rights Forum
- "I'm Loving Me"
- Juneteenth
- Rondo Days
- Twin Cities Pride Fest
- Saint Paul PCIARC Community Conversations



We Are One Minnesota event



COMPLAINT DISPOSITION OUTCOMES



TOTAL SETTLEMENT AMOUNT

\$30,500

\$19,500

Pre-Determination Settlement Agreement

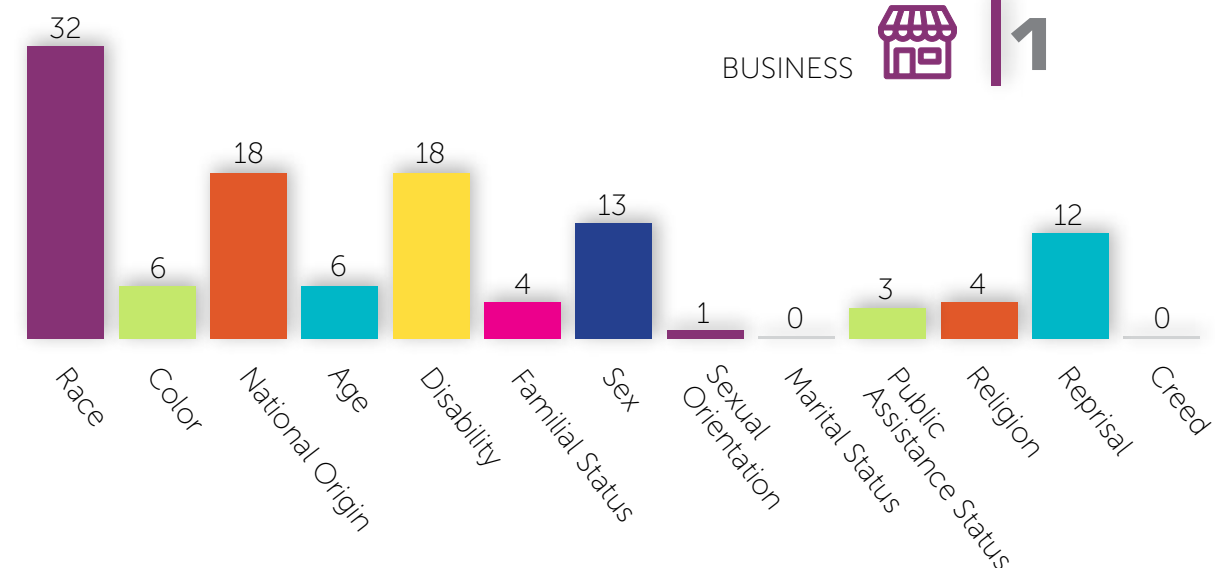
\$11,000

Probable Cause Cases

FILING BY AREA OF LAW



FILING BY BASIS



PROCUREMENT

The Procurement Division (Contract & Analysis Services) provides buying and contracting services for the City of Saint Paul, Saint Paul Regional Water Services, and the Saint Paul Port Authority. Procurement collaborates with city departments to provide cost-effective, transparent, and convenient bidding on City of Saint Paul contracting opportunities.

To promote competition, save public funds, and ensure all businesses can participate in the economic activity generated by the city, the division fosters S/W/MBE participation on public contracting opportunities.

Questions about registering to be a City of Saint Paul vendor?
Register in the Supplier Portal.
Learn how to respond to a solicitation.

651.266.8900
stpaulbids@ci.stpaul.mn.us
www.stpaulbids.com



PURCHASING HIGHLIGHTS

Environmental initiatives were a major focus for the Purchasing Division in 2016. Solicitations were received for annual tree planting services, city playground and park improvements, Emerald Ash Borer tree removal, LED lighting conversion projects, and the new single-sort recycling carts. The division also worked with city council on a pesticide resolution requiring all plant material and trees purchased for city projects to be free of pesticides and prohibiting those proven to be harmful to pollinators.

The Procurement Division hosted its annual City of Saint Paul Procurement Fair at the Arlington Hills Community Center. Over 250 vendors attended the 2016 event to learn more about contracting opportunities and how to submit bids on city contracting opportunities. The annual networking event has proven to be successful in recruiting new city vendors, as well as helping established suppliers efficiently do business with the city.

RIVER PRINT

River Print is the full service in-house print and mailing facility for the City of Saint Paul. River Print serves the government and non-profit sector at competitive rates, and in a confidential and secure setting.



River Print is located at 651.266.2878
375 Jackson Street, riverprint@ci.stpaul.mn.us
West Tower, Suite B1, www.riverprint.net
Saint Paul, MN 55101

The Procurement Division received the 2016 "Best Practices" award from the Minnesota chapter of NIGP: The Institute for Public Procurement for its work with Bloomberg Philanthropies' "What Works Cities." The initiative focused on "Results Driven Contracting" in city street reconstruction projects, and the division was able to drive pricing results by increasing the number of vendors bidding on each street project. The City of Saint Paul enjoys significant contract savings when multiple vendors submit bids, and government purchasing organizations and agencies nationwide are recognizing the innovative purchasing efforts being spearheaded by the Purchasing staff.

2016 PURCHASING

140 SOLICITATIONS RELEASED
6,000 PURCHASE ORDERS
520 CONTRACTS MANAGED **>+\$200 million**

River Print 2016 Highlights

- Signed several new River Print customers, including the Minneapolis Public Housing Authority
- Hosted a well-attended customer appreciation Open House for River Print clients
- Printed "Ready. SET. Roll!" recycling guides for the Saint Paul Department of Public Works
- Printed Ramsey County elections rosters and voter registration forms
- Printed the official City of Saint Paul and Ramsey County budget books

RACIAL EQUITY INITIATIVE

The City of Saint Paul has been a central participant of the Government Alliance on Race and Equity (GARE) since 2014. GARE is a national network of government jurisdictions working to end racial inequities by deconstructing the systems that perpetuate patterns of exclusion for people of color. Through GARE, City of Saint Paul staff have participated on panel discussions, led trainings and workshops, and presented on regional and national webinars on racial equity best practices.

In 2016 the city focused on examining its internal practices and procedures that may have an adverse impact on communities of color. After studying how the city may contribute to racial disparities, the City of Saint Paul made significant changes to several policy areas including, access to library guest passes, snow tagging and towing, processes for obtaining fire occupancy certificates, and equitable contracting practices.



READUS FLETCHER RETIREMENT

After an amazing 35-year career with the City of Saint Paul, Readus Fletcher retired in 2016. Mr. Fletcher was integral in the formation and success of HREEO, and his institutional knowledge and connections to the community will be missed. A native of Saint Paul's Rondo neighborhood, Mr. Fletcher was a passionate advocate for both local businesses and Saint Paul residents. Based on his public service and dedication, Mayor Coleman declared December 21, 2016 as Readus Fletcher Day in the City of Saint Paul.

HREEO wishes Readus Fletcher a happy, healthy, and well-deserved retirement.



Mayor Coleman with HREEO Deputy Director Readus Fletcher

THANK YOU

HREEO would like to thank staff member Jef Yang for providing photography for the 2016 Annual Report.



HREEO staff

English: Attention. If you want help translating this information, call 651-266-8900.

Español: Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al 651-266-8900.

Somali: Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 651-266-8900.

Hmoob: Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 651-266-8900.



**HUMAN RIGHTS & EQUAL
ECONOMIC OPPORTUNITY**

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