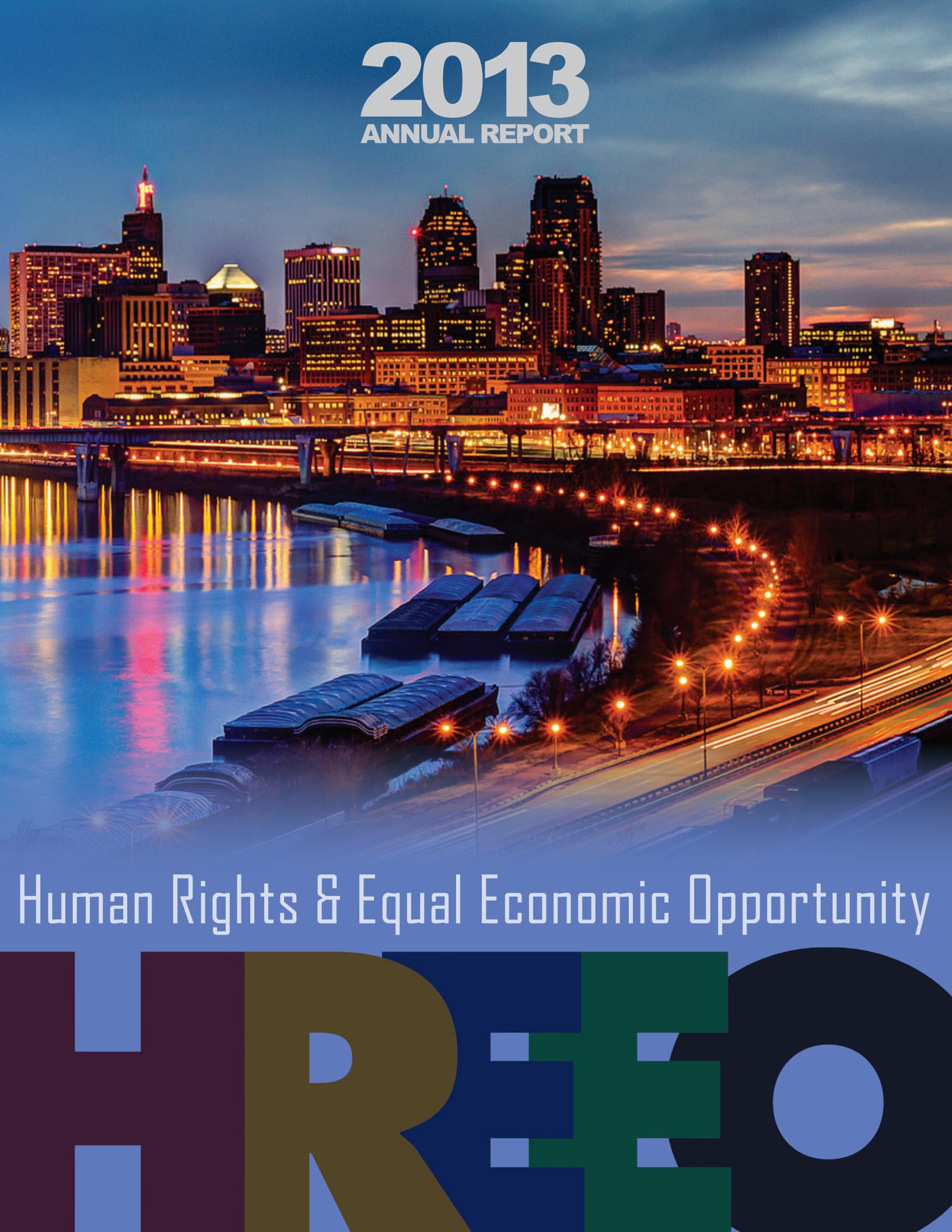


# 2013

## ANNUAL REPORT



Human Rights & Equal Economic Opportunity

ANNUAL REPORT

# OUR 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



# HREEO 2013 Annual Report

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## Message from the Mayor

Since the Department of Human Rights and Equal Economic Opportunity (HREEO) was created in 2009, the department has made significant contributions to the economic well-being of the city. My goal for creating HREEO was to achieve greater economic inclusion for all businesses and residents in an integrated fashion. I strongly believe that HREEO is well on its way toward achieving that goal. HREEO's commitment to improving the community and increasing the accessibility to city economic opportunities has resulted in meaningful change and the betterment of our city. It has been a pleasure to witness the growth, success, and innovativeness of the HREEO department for these past five years.



As you will read, HREEO is responsible for a variety of critically important city functions: from enforcing federal, state, and local contract requirements to managing the procurement needs of the city. In 2013, I was particularly excited about HREEO's efforts to develop new city procurement systems, ensure construction workers on city projects earn fair wages, and extend local human rights enforcement to include federal fair housing protections. I was also happy to see new job training and business development partnerships between HREEO and local community development agencies like Goodwill/Easter Seals, the Neighborhood Development Center, and the YWCA. I look forward to working with the department in the future and anticipate new department efforts to further improve access to city economic opportunities.

It is my honor to present the Department of Human Rights and Equal Economic Opportunity's 2013 Annual Report. This snapshot of outreach, services, and programs demonstrates why HREEO continues to be a leader in making Saint Paul the most livable city in America.

Sincerely,

A handwritten signature in black ink that reads "Christopher B. Coleman".

Christopher B. Coleman  
Mayor



The Most Livable  
City in America

## Director's Message

The year 2013 was a year of change, as well as new opportunities for the Department of Human Rights and Equal Economic Opportunity (HREEO). Innovative resources to improve customer service were developed, and new partnerships were built and expanded within the community. As we continue to shape the culture of HREEO, we remain committed to championing justice and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses.



We worked to increase the ease of doing business with the city. A new vendor portal was launched – StPaulBids.com – providing improved communication between the city and its vendors. StPaulBids.com is now the centralized location for accessing and responding to city contracting opportunities. River Print also launched a new website – RiverPrint.net – allowing for an easier and faster process for placing orders.

We continued our efforts to ensure Saint Paul is the most livable city for all of its residents and businesses. Last year, the HREEO Commission and Mayor's Advisory Committee for People with Disabilities came together for the first time to look at the employment landscape for people with disabilities and develop employment workforce opportunities. We shared our best practices for workforce inclusion with local and global audiences, including a delegation from Israel, giving exposure to the values that drive our department and city. Our Human Rights staff continued to investigate allegations of discrimination and expand its ability to investigate federal Fair Housing discrimination matters. I am especially proud of the work we did to pioneer the construction training initiative, Building Innovations. A unique collaboration between the city, Goodwill/Easter Seals, and Urban Homeworks, Building Innovations trains low-income residents and then puts their skills to work while constructing new and affordable homes in the Frogtown neighborhood.

As we look forward, HREEO continues to pursue new tools and resources to enhance customer service and economic opportunities. I invite you to visit our webpage, [www.stpaul.gov/hreeo](http://www.stpaul.gov/hreeo) to learn more.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessi D. Kingston".

Jessi Kingston  
Director

# CONTRACT COMPLIANCE AND BUSINESS DEVELOPMENT



*Contract Compliance and Business Development/  
Human Rights Deputy  
Director Readus Fletcher*

to being a leader in the region through community outreach, funding capacity building programs, and by partnering with other compliance enforcement agencies.

By funding and partnering with local community development organizations, the Contract Compliance and Business Development Division ensures the entire community is able to participate in the economic life of the city. The division creates new economic opportunities for low-income residents, women, and minorities.

The Contract Compliance and Business Development Division of HREO is responsible for ensuring the city complies with various statutory and regulatory requirements. Specifically, the division enforces compliance with city, state, and federal prevailing wage requirements, workforce inclusion, and business inclusion. Contract Compliance and Business Development is committed

For a more detailed look at the achievements of our Contract Compliance and Business Development Division, please visit: <http://www.stpaul.gov/hreeo>.

The webpage provides detailed descriptions of enforcement and monitoring activities, community engagement, and the most recent reporting results for the enforcement of prevailing wage, business inclusion, and workforce inclusion.

## Business Inclusion

The City of Saint Paul's Vendor Outreach Program (VOP) is a business inclusion program aimed at increasing the access of minority-owned (MBE), women-owned (WBE), and small business enterprises (SBE) to city contracting opportunities. The Vendor Outreach Program requires the city to establish goals for contracting with WBEs, MBEs, and SBEs on city construction projects, Saint Paul Housing and Redevelopment Authority (HRA) projects, and contracts for professional services. The overall business inclusion goal is to award 25% of total business opportunities to VOP businesses. The 25% inclusion goal is comprised of 5% MBE, 10% WBE, and 10% SBE.

*West Side Flats is a \$32 million dollar major development project monitored by the Contract Compliance and Business Development Division*





The Ordway Center for Performing Arts has awarded \$9,247,678 (43.8%) of contracting opportunities to VOP businesses to date. \$2,274,438 (10.8%) has been awarded to MBEs, \$3,290,317 (15.6%) to WBEs, and \$3,682,923 (17.4%) to SBEs

In 2013, over \$100 million was awarded to SBE, MBE, and WBE businesses. The total business opportunity was \$255,126,472 of which \$104,961,262 (41.1%) was awarded to certified VOP contractors.

1. SBE Contract Awards\*  
\$47,589,423 (18.65%)
2. MBE Contract Awards  
\$18,846,209 (7.39%)
3. WBE Contract Awards  
\$38,525,631 (15.1%)

\*To be certified as a MBE or WBE in 2013, the entity must also be certified as a small business enterprise. The SBE percentage reflects the total inclusion of SBE, MBE, and WBEs.

Contract Compliance and Business Development also has a leadership role in supporting business inclusion efforts through the CERT collaborative. CERT is a regional certification partnership that includes Saint Paul, Ramsey County, and Hennepin County. The CERT collaborative promotes market growth, increases the competitiveness of certified businesses, and generates job opportunities for participating minority-owned, women-owned, and small business enterprises. At the end of 2013, the list of CERT businesses included 1,948 SBEs, of which 672 are minority-owned business and 1,035 are women-owned business enterprises.

## Workforce Inclusion

The City of Saint Paul Human Rights Ordinance (Section 183.04 of the Saint Paul Legislative Code) requires contractors, who have been awarded or entered into a contract with the city for \$50,000 or more in a 12 month period, to have a registered Affirmative Action Program (AAP). The AAP is a combination of policies and procedures a company utilizes to prohibit discrimination and promote

**"In 2013, more than \$484 million in construction projects were monitored for minority and female inclusion."**

equal employment opportunities for women, minorities and people with disabilities. The AAP contains information pertaining to a company's employment practices, policies, program and statistics regarding the composition of the company's workforce.

Developers and contractors have a contractual responsibility to require

construction projects, using city financial assistance, attempt to achieve 32% minority and 6% female workforce inclusion. Contractors are required to take demonstrable steps toward meeting the workforce goal and demonstrate good faith efforts when goals are not met. In 2012, the Minnesota Department of Human Rights adjusted the workforce inclusion goals from 11% to 32% minority inclusion. There are current projects governed by the former 11% minority inclusion goal.

In 2013, more than \$484 million in construction projects were monitored for minority and female inclusion. A total of 1,519,723 hours of labor were performed on these projects with minority work hours accounting for 16.95% of the total labor hours and female work hours totaling 4.21%. HREO is committed to meeting workforce inclusion goals in 2014.

*The Lowertown Ballpark has achieved 30.4 % minority inclusion and 11.3% women inclusion to date*



## HUD Section 3

### Section 3 Highlights:

The Housing and Urban Development (HUD) Section 3 program fosters community development by opening economic opportunities to local low-income businesses and residents on city construction projects. Section 3 monitors contracting and hiring goals on HUD-funded projects. Section 3 requires that 10% of construction contracts and 3% of non-construction contracts are awarded to certified Section 3 businesses. Last year, the city awarded \$141,871,211 in construction projects with Section 3 requirements. The city more than doubled the 10% contracting goal by awarding more than \$32,636,127 (or 23% of all contract awards) to Section 3 businesses.

#### **"Last year, the city awarded \$141,871,211 in construction projects with Section 3 requirements."**

Section 3 also requires that at least 30% of all "new hire" hours be filled by certified Section 3

residents. In 2013, newly-hired certified Section 3 residents accounted for 17,406 in labor hours (or 35% of total hours) on Section 3 projects. In total, 86 certified Section 3 residents were hired to work on Section 3 projects in 2013.

### Section 3 Capacity Building:

In addition to ensuring local, low-income residents and businesses are represented on city construction projects, the Section 3 program also funds various capacity building programs. Capacity building programs promote local economic development by increasing the availability of job-training, mentoring, and business skills courses for low-income businesses and residents. The following is a snapshot of 2013 Section 3 Capacity Building programs.

#### Building Innovation

The Building Innovation construction program is an example of a Section 3 capacity building program. A partnership between the city, Goodwill/Easter Seals, and Urban Homeworks, Building Innovation combines construction training with building quality and affordable homes in the Frogtown neighborhood. The Goodwill/Easter Seals 12 week construction training program targeted low-income women and minority residents facing obstacles to gainful employment. Construction



*The Schmidt's Brewery Apartments and Townhomes project is a major development project that has awarded \$17,123,228 (25%) of construction contracts and \$1,938,792 (57.2%) of professional service contracts to Section 3 companies. 65 Section 3 residents have been hired to work on Schmidt's accounting for 14,026 hours*

training participants receive classroom and field training, "wrap-around" social services, educational credit through Saint Paul College (Minnesota State Colleges and Universities), and job placement assistance. Once construction is finished, the new homes are marketed and sold by Urban Homeworks, a non-profit community development organization whose mission is to provide quality and affordable housing to income-qualified families.

#### Twin Cities RISE!

The Section 3 program also partnered with the work-skills training organization, Twin Cities RISE! (TCR!). TCR! provided contract compliance training for Section 3 low-income residents to gain industry experience. Program participants were placed in on-the-job training positions with private contractors that pay a living wage. One particular TCR! success story involved a participant interning with Weis Builders, the general contractor on the Schmidt Brewery development project, to provide contract compliance support. Weis Builders hired the intern on permanently and is paying him a living wage.



Mayor Chris Coleman with Building Innovations participants

### Minnesota Building and Construction Trades

Recognizing the need to develop construction job-training for low-income residents, the Section 3 program established new partnerships with the Minnesota Building and Construction Trade Unions. The Section 3 program sponsored seven Section 3 residents to enter the Bricklayer apprenticeship program. Four out of seven participants completed pre-apprenticeship training. One participant is currently a registered Bricklayer apprentice, one participant is employed as a non-union apprentice, and two participants are pursuing other education objectives.

### UnderConstruction Youth Build

The UnderConstruction Youth Build program is another unique Section 3 capacity building initiative that provides important construction skills training. In collaboration with multiple local Building and Construction Trade organizations, the program offers summer construction internships for low-income Saint Paul youth – ages 16-20. The on-the-job training provided participants with an

**“The ‘Driven to Succeed’ partnership between the Section 3 program and Saint Paul YWCA creates employment opportunities for low-income residents in the commercial trucking industry.”**

hourly wage, construction skills, and OSHA 10 certification. Last year, 21 youth completed the eight week program. To date, nine UnderConstruction participants have been hired by construction industry leaders.

### Driven to Succeed

The “Driven to Succeed” Highway Heavy Commercial Driver’s License program offered Section 3 residents training to earn a Class B commercial driver’s license (CDL). A Class B license is required to operate commercial motor vehicles over 26,000 pounds in Minnesota. The “Driven to Succeed” partnership between the Section 3 program and Saint Paul YWCA creates employment opportunities for low-income residents in the commercial trucking industry. Six individuals have successfully completed the Class B Permit examination, four completed behind-the-wheel training, and two have earned Class B CDLs. The classes are ongoing - more information can be found at [www.ywcaofstpaul.org/employment](http://www.ywcaofstpaul.org/employment).

Students working at an UnderConstruction project



### Neighborhood Development Center

The Section 3 program partnered with the Neighborhood Development Center (NDC) to provide entrepreneurship training to 17 Section 3 businesses. The trainings assisted low-income businesses develop a solid business plan to project cash flow and better manage finances. NDC also awarded \$87,000 in working capital loans to Section 3 businesses. The majority of the loans have been repaid in full, and capital recovered from issued loans is revolved into new loans under the program.

## **ProBid Bidding and Estimating**

The ProBid Bidding and Estimating classes were another means the Section 3 program funded the development of low-income, minority-owned, and women-owned businesses. ProBid LLC trains general and specialty trade contractors to be more successful and profitable when selling construction related services. In 2013, 86 disadvantaged businesses attended bidding and estimating classes, including 37 Section 3 businesses, 56 minority-owned businesses, and 15 woman-owned businesses.

## **Construction Partnership Program**

HREEO continued to utilize Section 3 capacity building funds to further the City of Saint Paul/Metro Economic Development Association Construction Partnership Program (CPP). The CPP is a successful initiative that generates increased opportunities for women and minority-owned businesses in the construction industry. The goal of the CPP is to partner developing women and minority-owned businesses with larger, established companies that can provide guidance and industry connections. In 2013, there were 19 CPP partnerships between large contractors and smaller minority and women owned firms.

## **Prevailing Wage Enforcement**

The Labor Standards division of Contract Compliance and Business Development is responsible for enforcing federal, state, and local prevailing wage requirements applicable to city construction and development projects. The Labor Standards division ensures individuals working on city construction projects are paid the fair wages set by the federal and state Departments of Labor.

To help guarantee that fair wages are being paid, the Labor Standards division confirms prevailing wage compliance requirements are included in applicable city and development contracts; provides wage compliance training to city staff, developers, and contractors; examines required compliance submittals from contractors; investigates prevailing wage complaints and violations; partners with local Building and Construction Trades unions; enforces civil remedies, including restitution and liquidated damages; and conducts on-site visits to interview workers to confirm the payment of prevailing wages.

Labor Standards 2013 highlights included:

1. Monitored prevailing wages compliance on more than 140 projects, totaling more than \$552 million dollars in development costs;
2. Monitored over 1,239,353 labor hours submitted on certified payrolls by over 490 contractors;
3. Monitored over \$60,688,694 employee wages and benefits earned by over 6,400 workers on city construction projects;
4. Collected \$108,222.89 in restitution and back wages for 165 workers.

## **Socially Responsible Investment Fund**

The goal of the City of Saint Paul's Socially Responsible Investment Fund (SRIF) is to promote lending opportunities offered by local banks to female, minority, and small businesses, housing initiatives, community development corporations, and low-income communities located in Invest in Saint Paul (ISP) areas.

**“Sunrise and Western Banks originated, in ISP targeted areas, 138 business and home loans amounting to \$19,973,559.61.”**

The fund is part of the city's Minority Business Development and Retention initiative administered by HREEO and the Office of Financial Services. The City of Saint Paul continuously holds \$10 million dollars in certificates of deposit (CDs) designated to the SRIF. A portion of these CDs were held at Sunrise Banks and Western Bank. The two banks have a successful track record of investing

*The Episcopal Homes and German Immersion School (pictured on page 9) are large development projects being monitored for prevailing wage requirements*



loan dollars to support community development. Sunrise and Western Banks originated, in ISP targeted areas, 138 business and home loans amounting to \$19,973,559.61.

Noteworthy measures taken by these participating banks:

1. Provided financing for a building in poor condition in the Payne-Phalen neighborhood. The building is currently undergoing immense improvements and the minority borrower has signed leases for the majority of the space.
2. Financed the acquisition and renovation of a former nursing home for new use as assisted living apartments. Approximately 75-85% of the residents will receive services through the Elderly Waiver program through Medicaid.
3. Financed the purchase of an additional facility to expand services for nonprofit customer who serves women and girls involved in systems of abuse, exploitation, and prostitution/sex trafficking.
4. Provided guidance to a nonprofit organization that supports individuals with developmental disabilities, including group homes and a variety of health and social services.
5. Provided financing for an ethnic Asian grocery store to relocate to a new, larger location.
6. Financed the purchase of equipment necessary for a veterinary clinic.
7. Provided funds for general working capital for a community development corporation which serves the Frogtown and Rondo areas of Saint Paul. The borrower provides services such as construction and rehabilitation of affordable homes and entrepreneurship training.
8. Provided financing to a Saint Paul nonprofit for the purchase of single family homes to provide affordable homeownership options.
9. Supported \$79,238 in community development contributions used for affordable housing, services to low- to moderate-income individuals, community stabilization/revitalization, and economic development.
10. Provided a maximum letter of credit obligation exposure of \$4,000,000 for affordable housing projects.



## Limited English Proficiency

Limited English Proficient individuals may not speak English as their primary language and may have a limited ability to read, speak, write, or understand English. Per Title VI of the Civil Rights Act of 1964 and Executive Order 13166, as a recipient of federal funds, the City of Saint Paul and its sub-recipients must take reasonable steps to ensure that Limited English Proficient individuals have meaningful access to the programs, services, and information provided by the city. HREO coordinates and maintains the city's Limited English Proficiency program. More information can be found on the city's website at [www.stpaul.gov/LEP](http://www.stpaul.gov/LEP).

*Construction of an affordable home*



# HUMAN RIGHTS

The Human Rights Division investigates complaints of discrimination and leads educational efforts to help prevent discriminatory practices from occurring within our community. The Human Rights Division strives to be a community leader by cultivating anti-discriminatory practices through creative partnerships and effective community engagement.

The Human Rights Division is a neutral and fact-finding agency, not representing either party during an investigation. It is a free service to both the charging party and those accused of discrimination. The division educates all parties about their legal rights and responsibilities, and then incorporates policy changes into settlement agreements that promote fair and anti-discriminatory practices.

The Human Rights Division enforces the City of Saint Paul's Human Rights Ordinance (Section 183.01) by investigating complaints of discrimination in the areas of employment, housing, public accommodations, public services, education, business, and credit. The Saint Paul Human Rights Division has strong working relationships with other government offices such as the Equal Employment Opportunity Commission (EEOC), HUD, the Minnesota Department of Human Rights, and the Minneapolis Civil Rights Department.

If an individual believes that they have been discriminated against, they should contact the Human Rights Office via telephone at

651-266-8966 or 651-266-8977 (TTY), email at [HRightsComplaints@stpaul.gov](mailto:HRightsComplaints@stpaul.gov), or by inquiry on our website at [www.stpaul.gov/humanrights](http://www.stpaul.gov/humanrights).

## Human Rights Investigations

In 2013, Human Rights investigators opened 80 new cases and closed 74 cases:

1. 64% of complaints were dismissed with a finding of no probable cause;
2. 9% of cases were withdrawn by the complainant;
3. 8% were settled with Pre-Determination Settlement Agreements;
4. 7% were dismissed for lack of jurisdiction and referred to the federal Equal Employment Opportunity Commission;
5. 5% of cases were found to have probable cause;
6. 4% were found to have probable cause, but no settlement agreement was reached, and;
7. 3% of cases were administratively closed

Between Pre-Determination Settlement Agreements and settled probable cause cases, Human Rights Investigators collected \$141,249 for individuals filing complaints through the Human Rights Division. The average case investigation time was 278 days.

In 2013, the majority of discrimination charges were in the area of employment (77%), followed by real property (16%), public accommodation (5%), and education (2%). The basis for discrimination consists of one or more of the thirteen protected classes listed in Chapter 183 of the Saint Paul Legislative Code. The most frequent basis of discrimination occurred in the areas of race (24%), reprisal (21%), disability (19%), and age (11%). The remaining discrimination basis included discrimination regarding the use of guide dogs, sexual orientation, sex, religion, opposition, national origin, familial status, and color.



Human Rights Investigator Lao Yang, second from right, attending HUD's National Fair Housing Training Academy



HREEO Commission members

Overall, the Human Rights Division saw an 8% increase in the number of cases filed. Although employment cases continue to comprise the bulk of cases, housing and public accommodations also increased last year. The increased housing discrimination caseload is due to the division's new work share agreement with the Department of Housing and Urban Development (HUD) to investigate housing discrimination complaints. As part of the HUD agreement, Human Rights Investigators attended fair housing trainings at the National Fair Housing Training Academy.

## Americans with Disabilities Act Coordinator

Human Rights Investigators Alyssa Wetzel-Moore and Habtamu Awetu serve as the City of Saint Paul's American with Disabilities Act (ADA) Coordinators. The ADA Coordinators are responsible for implementing Title II of the Americans with Disabilities Act. Title II requires that reasonable accommodations be provided so the city's programs, services, and activities are accessible to the public. The ADA Coordinator serves as the first point of contact for someone who wishes to request an accommodation to a city program, service, or activity, and works with the relevant department to review and respond to the accommodation request. Investigating grievances filed against a city department alleging a failure to provide access is another responsibility of the ADA Coordinators. A city-wide ADA committee meets quarterly to ensure that departments and staff are aware of their responsibilities, that excellent customer service is provided to individuals seeking accommodations, and to be proactive in anticipating and removing barriers to accessibility.

Last year, the city received ten ADA accessibility requests for various services. ADA accessibility requests included sign language interpretations, vision-impaired assistance, and accessibility improvements.

## Saint Paul Human Rights & Equal Economic Opportunity Commission

In 2013, the HREEO Commission continued to monitor and advise HREEO in order for the department to meet its mission to champion justice

**“...the commission will continue to advocate for positive change, note progress, praise successes, and actively address challenges.”**

- HREEO Commission Chair  
JaPaul Harris

and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses in Saint Paul.

The HREEO Commission is comprised of 21 Saint Paul residents and stakeholders who monitor and advise on the functions of the department. HREEO Commission meetings are open to the public.

The HREEO commission focuses its efforts on:

1. Educating the citizens of Saint Paul on the many opportunities of the Department;
2. Addressing human rights and equal economic related issues;
3. Continuing to strengthen alliances with the community; and
4. Holding the city accountable to its mission to provide equal opportunity for all citizens.

“It is a privilege and an honor to lead this commission, and as we prepare to enter another year the commission will continue to advocate for positive change, note progress, praise successes, and actively address challenges,” said HREEO Commission Chair JaPaul Harris.

For more information about the HREEO Commission, please visit <http://www.stpaul.gov/hreeo>.

## **Mayor's Advisory Committee for People with Disabilities**

The Saint Paul Mayor's Advisory Committee for People with Disabilities (MACPD) is a group of dedicated community members that advises the mayor, city council, and city departments on challenges facing people with disabilities in Saint Paul. The vision of the MACPD is to make Saint Paul a barrier-free community with equal opportunity for

all residents with disabilities to fully participate in city life, services, and government.

**"The MACPD is committed to working on disability access and employment issues today, to better the quality of lives of the disabled community tomorrow..."**

- Jim Thayer and Mark Hughes,  
Co-Chairs of the MACPD.

ertown Ballpark Disability Advisory Group. The group worked to ensure the new ballpark will be barrier free and accessible for all individuals. The MACPD is also partnering with HREO in efforts to increase employment opportunities for people with disabilities.

"The MACPD is committed to working on disability access and employment issues today, to better the quality of lives of the disabled community tomorrow. It has been an honor to co-chair the MACPD and watch the city develop into an accessible community," said Jim Thayer and Mark Hughes, Co-Chairs of the MACPD.

Last year, MACPD Co-Chair Mark Hughes, received the Alliance for Community Media "Hometown Media Award." Since 1998, Mark Hughes has

HREO Director Kingston and MACPD liaison Alyssa Wetzel-Moore with MACPD Co-Chair Mark Hughes and the Hometown Media Award



presented disability issues and education information on the television program, Disability Viewpoints. In recognition of Disability Viewpoints and Mark Hughes' tireless advocacy on behalf of the disability community, the city council proclaimed December 11, 2013 "Mark Hughes Disability View Points Day" in the City of Saint Paul.

## **Human Rights Campaign - Municipal Equality Index**

The Human Rights Campaign (HRC) Municipal Equality Index examines the laws, policies, and services of municipalities and rates the city based on its inclusivity of lesbian, gay, bisexual, and transgender individuals (LGBT). HREO worked in cooperation with Mayor Chris Coleman's office to document the city's LGBT inclusion efforts, which resulted in a nearly perfect score on the 2013 HRC Municipal Equality Index.



Freedom to Marry Bridge

In addition to the extensive inclusion efforts already made by the city, several new steps toward inclusion were taken in 2013. The city appointed a mayoral department liaison to the LGBT community, celebrated the signing of the Freedom to Marry law, updated diversity training to include LGBT topics, enhanced the city's recruiting statement to include LGBT individuals, and amended the city's human rights ordinance to recognize transgender individuals as a protected class. The city earned a score of 96/100 on the 2013 Municipal Equality Index as a result.

"We are proud in Saint Paul to value all people of all ages, races, economic status and sexual orientation, and Saint Paul's high score on the HRC's equality index is reflective of those values," Mayor Chris Coleman said.

# PROCUREMENT



Procurement Deputy  
Director Sam Powers

The Procurement Division of HREEO strives to be a world class procurement organization for the City of Saint Paul and Saint Paul Regional Water Services. Procurement ensures that the city uses the best resources available to get the most value for city expenditures. In 2013, Procurement played a crucial role in the construction of the city's new online procurement database and managed the contract process for nearly every city purchase.

## Procurement at-a-glance

Last year, Procurement managed:

1. 143 Bids;
2. 400 Quotes;
3. 320 Contract Renewals;
4. 175 Master Contracts & Blanket Contracts; and
5. 1,391 requisitions

*Rendering of the future Lowertown Ball Park*



**"Procurement worked with the Saint Paul Police Department to help remodel the Saint Paul Crime Lab into a first class forensic facility."**

Notable 2013 Procurement activities included the solicitation process for the construction of

the new \$63 million dollar Lowertown Ball Park, which was the first City of Saint Paul project to use a "design-build" contracting approach. Design-build is a construction industry method to deliver a project in which design and construction services are contracted by a single entity. The design-build procurement route provides a single-point of responsibility in an attempt to reduce risks and overall costs. Procurement staff was extensively involved with the ball park contract negotiations and the ball park planning and implementation committees.

Procurement worked with the Saint Paul Police Department to help remodel the Saint Paul Crime Lab into a first class forensic facility. Procurement solicited nationwide vendors to supply and install

state of the art equipment and tools that exceeded industry standards.

In addition to Procurement's involvement in high profile purchases, Procurement purchased the everyday goods and services that make the city function. Last year, Procurement purchased and issued solicitations for sidewalk repairs, street resurfacing, sewer cleaning, animal feed for the Como Zoo, training courses for emergency management and police, new fire department equipment, and various technology improvements to name a just few.

## StPaulBids.com

On January 6, 2014, the city launched a new online procurement database, [www.stpaulbids.com](http://www.stpaulbids.com) (StPaulBids), for city bidding opportunities and purchase orders. The new procurement database offers improved communication between the city and vendors by providing a single location for accessing and responding to city contracting opportunities.

Vendor registration and downloading of documents is free with StPaulBids, whereas vendors often incurred a cost for registering and downloading documents with the previous system. Furthermore, vendors now have the ability to manage their accounts, follow multiple commodity codes, and upload documents in the new database.

The Procurement team was instrumental in the development and launch of StPaulBids, and worked diligently to ensure that city vendors and city staff were ready for the transition. Procurement staff hosted numerous StPaulBids Open Houses to highlight the benefits of the new purchasing database and ensure a successful transition for vendors. The open houses were well attended and will continue in 2014.

Over 700 vendors registered prior to the official launch of StPaulBids, which replaced Demandstar in January 2014.



New River Print logo

## River Print

River Print is a division of Procurement, and is the printing operation for the City of Saint Paul, Ramsey County, Saint Paul Regional Water Services, and other nonprofit and government agencies. Located at 375 Jackson Street, River Print strives to provide

the highest quality  
print products and  
services at the lowest  
possible cost to  
customers.

**"Last year, River Print completed 3,365 print orders, totaling \$1,254,026 in revenue."**

Last year, River Print completed 3,365 print orders, totaling \$1,254,026 in revenue. River Print also launched its own online print store, [www.riverprint.net](http://www.riverprint.net). The new database provides better tracking of inventories, work orders, and invoicing, which improves the process for placing orders. The improved customer experience positions River Print for future growth and increased revenues.

Procurement staff hosting a StPaulBids Open House



# SAINT PAUL EMS ACADEMY



New EMS Academy logo

The EMS (Emergency Medical Services) Academy is an intensive 240-hour Emergency Medical Technician (EMT) certification and firefighter awareness program. The goal of the EMS Academy is to build an EMS workforce that is reflective of the diverse population of Saint Paul. Recruitment is targeted to low-income Saint Paul youth of diverse ethnicities and linguistic ability.

The EMS Academy is a partnership between HREO, the Saint Paul Fire Department, Saint Paul Parks and Recreation, Saint Paul Public Schools' Hubbs Center, Inver Hills Community College, the Community Action Partnership of Ramsey and Washington Counties, Camphor Fiscally Fit, and the Southern Minnesota Regional Legal Services.

For more information about the EMS Academy, please visit [www.facebook.com/emsacademy](http://www.facebook.com/emsacademy) or watch the EMS Academy promotional video on Youtube, "Saint Paul EMS Academy promo."



EMS Academy cadets conducting training exercises

## EMS Academy Highlights

In 2013, the EMS Academy celebrated the spring and summer graduating classes. Of the 33 EMS Academy students that graduated in 2013: 16 were female, 17 were male; 30% of the graduates were Caucasian, 27% Asian American, 27% African American, 9% Hispanic, 3% Native American/Pacific Islander, and 3% identified themselves as biracial. To date, 129 cadets have graduated from the EMS Academy since

**“...in 2013, 94% of  
graduates reported being  
currently employed...”**

Numerous EMS Academy graduates are currently working at Regions and United Hospital, working with ambulance companies such as Allina, HealthEast, and the Saint Paul Fire operated Basic Life Support Transport Service. Additionally, some graduates are employed by the Saint Paul Parks and Recreation Department to promote public safety in the parks and offer free CPR training as certified CPR Instructors. Of EMS Academy graduates surveyed in 2013, 94% of graduates report being currently employed, 63% are working in an EMS related field, and alumni report an average income increase of roughly 40%.

Spring 2013 EMS Academy graduating class





U.S. Senator Amy Klobuchar presenting at the Summer EMS Academy graduation ceremony

## Basic Life Support Transport Service

In July, the Basic Life Support (BLS) Transport Service celebrated its one-year anniversary. The BLS Transport Service is a specialized non-emergency inter-facility transport service dedicated to citizens of Saint Paul who are medically required to have ambulance transportation between hospitals, assisted care facilities, specialty clinics,

**"In 2013, 28 EMS Academy graduates were employed by the Saint Paul Fire Department's BLS Ambulance Service completing 1,057 non-emergency transfers."**

The BLS Transport Service employs many EMS Academy alumni allowing them to gain invaluable experience working as EMTs. Almost all of the BLS EMTs are multilingual and come from diverse backgrounds, which helps the BLS EMTs better serve and understand the numerous cultures and languages spoken within Saint Paul. BLS

EMTs consistently receive glowing feedback from patients and patients' families for their professional demeanor and compassionate behavior.



Saint Paul Firefighter/Paramedic and BLS Supervisor, Ken Adams

"Five years ago, these young adults never would have dreamt of this opportunity - the EMS Academy opens doors that they didn't even know existed," said Ken Adams, Saint Paul Firefighter/Paramedic and BLS Supervisor. "My hope is that in 20 years, these young people can look back and say the EMS Academy gave them the skills and confidence to get where they are today."

Proceeds generated from the BLS ambulance service are used to fund future EMS Academy classes. In 2013, 28 EMS Academy graduates were employed by the Saint Paul Fire Department's BLS Ambulance Service completing 1,057 non-emergency transfers.

Residents can contact the BLS dedicated dispatch at 651-300-2424 to schedule transportation services.

BLS Cadets at the BLS Badge Pinning Ceremony



# 2013 HREO OUTREACH EVENTS & ADDITIONAL COMMUNITY ENGAGEMENT EVENTS



Procurement and Contract Compliance staff attending the Small and Disadvantaged Business Council Procurement Fair



Human Rights Investigators attending the Native American Nonprofit Economic Expo



Section 3 Administrator David Gorski at the Constructing Success outreach event



Human Rights staff at the Lao Family Literacy Center. The center provides services to Asian immigrants



HREO staff hosting international visitors to learn more about Saint Paul Human Rights and Equal Economic Opportunity efforts



Human Rights Investigator Lao Yang at Rondo Days with Senator Al Franken



EMS Academy staff checking Senator Al Franken's blood pressure



Mayor Coleman presenting at HREO's Workforce Inclusion meeting for the Lowertown Ballpark



CERT Certification Specialist Charles Gbadebo with a local contractor at the Lowertown Ballpark Business Inclusion meeting



Ramsey County Commissioner Toni Carter and Professor Mahmoud El-Kati with HREO staff and the African American History Month Committee

- Association of Women Contractors Annual Gala
- American Subcontractors Association Outreach Event
- Landlord Fair Housing Training
- Sweet Success – YWCA
- Oromo Community Event
- Fair Housing Initiatives Council
- Labor Trafficking Roundtable Meeting
- Lesbian Rights – Fair Housing Education
- Progressive Community Job and Career Fair
- Lowertown Ballpark Access Advisory Committee
- Fair Housing Initiatives Council
- Martin Luther King, Jr., Day Celebration
- Minnesota American Indian Chamber of Commerce Annual Awards Banquet
- Launch of Little Africa Saint Paul
- 30th Rondo Days Festival and Parade
- Mexican Consulate – Labor Week
- Facing Race Ambassador Awards
- The Circle New Annual Fundraiser
- Minnesota Immigrant Community Roundtable
- Multi-Ethnic Media Consortium Ad Campaign
- Hmong-American Partnership Literacy outreach event
- Native American Nonprofit Economic Community Forum
- New Century Worker: Your Education and Work Count! Forum

- The Role of the Fair Housing Act and the Minnesota Human Rights Act in Shaping Our Communities
- Legislation for Social Rights: Do they address persistent inequality?
- Fair Housing Training to English as a Second Language (ESL) students at MN Literacy Council Open Door Learning
- Invitation from MayKao Y. Hang, Wilder Foundation
- Meeting with Frogtown Neighborhood Association Community Organizer
- FHAP/FHIP Region V Training Conference
- Re-imagining Public Education in Minnesota
- National Fair Housing Training Academy
- EEOC/FEPA Training Conference
- 2013 Human Rights Symposium
- Shades of Yellow
- Habitat for Humanity



## **Human Rights & Equal Economic Opportunity**

**280 City Hall • 15 Kellogg Boulevard West • Saint Paul, MN 55102**

**PHONE: 651-266-8900**

**FAX: 651-266-8919**

**WEB: [www.stpaul.gov/hreeo](http://www.stpaul.gov/hreeo)**

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

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**Somali: Ogow. Haddii aad dooneysyo 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.**

