



Human Rights and Equal Economic Opportunity
2020 Annual Report



SAINT PAUL
MINNESOTA

Director's Message

Dear Saint Paul Residents, Community Members, Partners, Colleagues, and Friends:



Although my time with the City has yet been short, I already know that I am home. I joined the Saint Paul Department of Human Rights & Equal Economic Opportunity (HREEO) as its Deputy Director of Human Rights & Labor Standards under former Director Valerie Jensen in February of this year. After her acceptance of another position and subsequent departure in April, I was humbled to be appointed Interim Director of HREEO by His Honor, Mayor Melvin Carter.

With the full understanding of the significance of the role I was stepping into, I pressed onward with doing all I could to support the Carter Administration, the City of Saint Paul, and the communities we serve on a daily basis. To

this end, I must take a moment to extend my heartfelt gratitude to former Director Jensen, every single staff member of HREEO, the leaders and members of all our other City Departments, and Mayor Carter, Deputy Mayor Jaime Tincher, and the Office of the Mayor. My transition into this role would not have been nearly as seamless without the support and guidance of all these people combined ... it truly does take a village.

2020 into 2021 was an unprecedented period for the world. We lived through the injustice of the murder of George Floyd—as well as other comparable violations of the civil rights of far too many—and a global pandemic. Through all this, HREEO moved forward with its charge of serving and advocating for Saint Paul and aiding the efforts of the Carter Administration. HREEO itself additionally experienced a lot of change during this time, but we managed to fulfill our duties. We oversaw all human rights & labor standards, procurement, and contract compliance needs for the City. We also continued to guide and monitor the activities and work of the Police Civilian Internal Affairs Review Commission (PCIARC), the Saint Paul HREEO Commission, the Mayor's Advisory Committee on Aging (ACOA), the Mayor's Advisory Committee for People with Disabilities (MACPD), and the Labor Standards Advisory Committee (LSAC).

HREEO is still executing and further expanding upon the strategic groundwork laid at the beginning of 2020. Accordingly, we remain in line with our unwavering mission of serving Saint Paul residents and businesses by advancing equity and justice via advocacy, education, and enforcement. As such:

- we progress with the major project of revamping our internal investigative processes to confirm we are current with all best practices and in compliance with federal, state, and local laws, rules, and regulations
- we continue to work to get HREEO's labor force to where it needs to be for the non-interruption of the critical services we now provide, in addition to any new duties that may come our way
- our federal partnerships with the Equal Employment Opportunity Commission (EEOC) and the Department of Housing & Urban Development (HUD) have been strengthened
- our Supplier Diversity initiative remains on firm footing; the professional consultation and its related recommendations are expected by the end of 2021, with implementation of the program expected to occur in 2022
- finally, despite COVID-19, we still successfully partner with various community organizations to develop and fortify those ties for the benefit of all of Saint Paul

As the head of HREEO, I plan to ensure that we steadfastly apply and live by the values identified during our 2020 strategic plan build: Trust & Accountability, Community Inclusion, Openness, and Continuous Improvement.

As we now move through the remainder of 2021 into 2022, I am hopeful and optimistic. On June 25, 2021, former Minneapolis police officer Derek Chauvin was sentenced to 22.5 years in prison for his actions resulting in the untimely death of George Floyd. This in and of itself is historic, this in and of itself gives me faith. Regardless of all we might endure, it allows me to know it will be okay as long as we are here for one another. Thank you for entrusting me to serve as the leader of HREEO; I look forward to making this crucial journey alongside all of you.

For more information on HREEO and what we do, please visit our website.

Regards,



Kristien R. E. Butler, J.D.
Interim Director, HREEO

Mission

**Serving Saint Paul residents and businesses
by advancing justice and equity
through advocacy and enforcement.**

Department of Human Rights and Equal Economic Opportunity
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Phone: 651-266-8966
www.stpaul.gov/hreeo

HREEO Commissions & Committees

The mayor and city council rely on the thoughtful advice of over thirty boards and commissions to create city policies and develop programs. These commissions and committees cover a wide range of topics and appeal to a variety of interests. HREEO staffs several advisory boards, which typically meet monthly. Commission and committee meetings were largely held virtually in 2020 due to COVID-19.

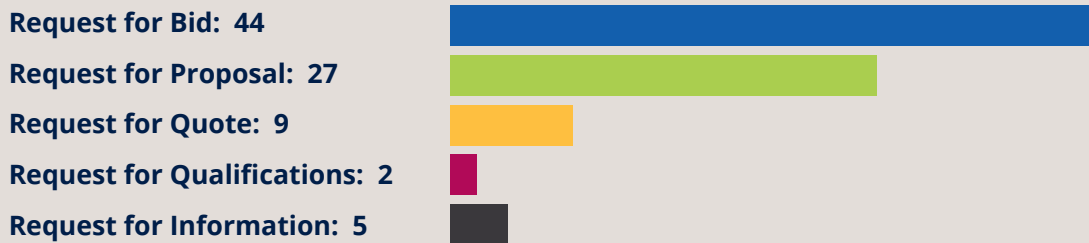
- Advisory Committee on Aging
- HREEO Commission
- Labor Standards Advisory Committee
- Mayor’s Advisory Committee on People with Disabilities
- Police Civilian Internal Affairs Review Commission

Applications to city boards, commissions, and committees are accepted on a rolling basis. To find out more about HREEO commissions and committees, or to apply online, visit [Boards and Commissions, Openings and Application](#).

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.

2020 Purchasing Activity Total Solicitations: 87



Total contracts created: 366
Total contracts managed: 1,051
Total POs issued: 3,981
Total value of managed contracts: \$351,114,256.60

In 2020, the Procurement Division was a crucial part of the city’s emergency response to the COVID-19 pandemic, as well as the summer’s civil unrest. Procurement staff were responsible for creating contracts and issuing purchase orders that complied with federal requirements outlined by the CARES Act. When the city needed personal protective equipment, it was up to the city’s buyers to source hard-to-find masks and gloves at a reasonable price.

For more information about City of Saint Paul vendor opportunities visit the City of Saint Paul Supplier Portal. Suppliers can also email stpaulbids@ci.stpaul.mn.us or procurement@ci.stpaul.mn.us.

Contract Compliance and Business Development

The Contract Compliance and Business Development Division of HREEO ensures compliance with a variety of legal requirements which helps businesses and residents gain access to the economic opportunities created by the City of Saint Paul. The Contract Compliance Division enforces: federal, state, and local prevailing wage standards; Affirmative Action/Equal Employment Opportunity; the Vendor Outreach Program (small minority- and woman-owned business inclusion); and HUD Section 3 (opportunities for low-income residents). The city also serves as the lead agency for the Central CERT program, a small business certification program in partnership with Hennepin County, Ramsey County and the City of Minneapolis.

Affirmative Action and Equal Employment Opportunity

Affirmative Action and Equal Employment Opportunity (AA/EEO) applies to all vendors who receive \$50,000 in city contracts. Vendors must report their workforce 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.

Affirmative Action Plans certified: 289

Affirmative Action Plan monitored: 243

City construction contracts must comply with AA/EEO city regulations and employment utilization goals set by the Minnesota Department of Human Rights. The goal is 32% minority and 20% female.

AA/EEO 2020 workforce numbers

Total Hours	1,823,484.00	
Minority hours	417,701.00	22.91%
Female hours	110,755.00	6.07%

HUD Section 3

The Housing and Urban Development (HUD) Section 3 program requires that opportunities generated by HUD financial assistance be directed to low income families and individuals, particularly those who are recipients of housing and other government assistance. Section 3 also benefits businesses that employ and train local low-income residents. The city is committed to working with local vendors, community partners, and other local government agencies to ensure Section 3 continues to benefit local and low-income businesses and residents.

2020 HUD Section 3 reporting

SECTION 3 CERTIFICATIONS		
156 local businesses		410 individuals
SECTION 3 BUSINESS INCLUSION		
Section 3 Opportunity	Total Dollars Awarded to Section 3 Businesses	Percentage of Section 3 Business Inclusion
\$9,978,518	\$835,615	8.3%
SECTION 3 WORKFORCE DEVELOPMENT		
Total New Hires	Goal	Achieved
1	1 (30%)	1 (100%)

Prevailing Wage Labor Standards

The Prevailing Wage Labor Standards team enforces compliance with federal, state, and local prevailing wage requirements on applicable construction projects. The team also provides technical assistance to vendors and city staff on additional labor laws often applicable to city contracts.

In 2020, the Prevailing Wage team monitored labor compliance requirements on over 200 construction projects totaling more than \$1 billion dollars in total development costs. The team recovered \$7,072 in restitution owed to 21 underpaid individuals working on City of Saint Paul, publicly-funded construction projects.

Learn more at www.stpaul.gov/prevailingwage.

Central CERT Program

The Central Certification (CERT) Program is a small business certification program recognized by the City of Saint Paul, City of Minneapolis, Ramsey County and Hennepin County. The CERT Program certifies local small, small-women-owned, and small-minority-owned Business Enterprises (S/W/MBEs). To be certified, businesses must be a small business and, when applicable, be owned and controlled by women or entrepreneurs of color. Once approved, businesses are certified for all participating jurisdictions, as well as several other contracting agencies and programs which subscribe to CERT.

In 2020, CERT processed the following certifications:

- CERT Small Business (SBE) Certifications – 410
 - o Certified as a S/WBE – 217
 - o Certified as a S/MBE – 169
 - o Certified as Emerging Small Business Enterprise (ESBE) – 2
- Re-certifications – 354
- New business certifications – 389

As a certified small business, S/W/MBEs have an advantage in public contracting opportunities, as federal, state and local agencies require the use of local small businesses.

The CERT program is committed to helping small businesses grow and thrive. HREEO uses a variety of initiatives and partnerships to drive S/W/MBE participation, including the new Emerging Small Business Enterprise (ESBE) program. The CERT ESBE program is designed to provide greater access to public contracting to very small local businesses.

Eligible businesses who applied for CERT certification will be automatically designated as an ESBE. There is no additional certification process for ESBE designation.

Finally, in 2020, the CERT program continued to host 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 2019, more than 178 businesses attended a CERT workshop.

Vendor Outreach Program

The Vendor Outreach Program (VOP) is a small business inclusion program for small, woman-owned, and minority-owned business enterprises (S/W/MBEs). The city's VOP ordinance establishes annual and project-specific goals for purchasing from S/W/MBEs in a variety of product and service categories.

The VOP also monitors City of Saint Paul and Housing and Redevelopment Authority (HRA) construction and contracting opportunities for S/W/MBE inclusion.

2020 VOP Contract Reporting

VOP Payments 2020		Prime Contracts		Subcontracts		Total	
	Total Opportunity	\$84,541,126.61		\$113,471,855.11		\$198,012,981.72	
		Dollars	%	Dollars	%	Dollars	%
Small Minority-Owned (MBE) Contracting	Goal		**	\$5,673,592.76	5%	\$9,900,649.09	5%
	Achieved	\$728,688.62	0.86%	\$4,503,341.22	3.97%	\$5,232,029.84	2.64%
Small Women-Owned (WBE) Contracting	Goal		**	\$11,347,185.51	10%	\$19,801,298.17	10%
	Achieved	\$4,704,451.80	5.56%	\$11,262,364.89	9.93%	\$15,966,816.69	8.06%
Small Business (SBE) Contracting	Goal		**	\$11,347,185.51	10%	\$19,801,298.17	10%
	Achieved	\$972,358.98	1.15%	\$9,838,581.12	8.67%	\$10,810,940.10	5.46%
Overall Small Business (SWMBE) Contracting	Goal		**	\$28,367,963.78	25%	\$49,503,245.43	25%
	Achieved	\$6,405,499.40	7.58%	\$25,604,287.23	22.56%	\$32,009,786.63	16.17%

** note: there are no goals for VOP on prime contracts
 values listed are for retained payment amounts
 (Lower tier subcontract awards and payments are subtracted to give the "retained" value)

		Prime Contracts		Subcontracts		Total	
	Total Retained Payments **	\$84,541,126.61		\$113,471,855.11		\$198,012,981.72	
Ethnicity		Dollars	%	Dollars	%	Dollars	%
Asian	Achieved	\$409,463.06	0.48%	\$2,227,305.05	1.96%	\$2,636,768.11	1.33%
Black	Achieved	\$32,989.11	0.04%	\$791,642.85	0.70%	\$824,631.96	0.42%
Hispanic/Latinx	Achieved	\$0.00	0.00%	\$541,867.65	0.48%	\$541,867.65	0.27%
Native American	Achieved	\$324,718.19	0.38%	\$1,077,869.50	0.95%	\$1,402,587.69	0.71%
Total of groups listed above		\$767,170.36	0.91%	\$4,638,685.05	4.09%	\$5,405,855.41	2.73%

** payments may not be for VOP credit

For more information visit Contract Compliance and Business Development. Individuals can also call 651.266.8966 or email contractcompliance@ci.stpaul.mn.us.

Labor Standards Education & Enforcement

Labor Standards Enforcement and Education Division is responsible for all aspects of the City of Saint Paul Earned Sick and Safe Time (ESST) and Minimum Wage Ordinances as related to enforcement, outreach and education.

In 2020, the Labor Standards Education and Enforcement Division launched the Labor Standards Advisory Committee, which consists of sixteen members with a balance of employers and employees. Half of the members were appointed by the Mayor and will serve two-year terms and the other half will serve three-year terms. The duties of the committee members are to: advise and support the division; assess policies and initiatives; engage business owners for feedback; and provide recommendations for outreach and education.

2020 Enforcement Data

22 Written ESST Complaints

3 Written MW Complaints

5 Number of employees that received restitution

\$11,751.66

Total penalties assessed

Earned Sick and Safe Time

In 2020, the division received more phone calls, questions, and compliance issues regarding the ESST Ordinance than the Minimum Wage Ordinance. The main concerns received were questions about ESST accrual and usage. Any employee who works within the geographic boundaries of Saint Paul are entitled to accrue 1 hour of ESST for every 30 hours worked. Employees can accrue up to 80 hours the first year and use 48 hours, but employees can accrue and use 80 hours in subsequent years.

Minimum Wage

On January 1, 2020 macro size business were the first group to be required to pay their employees \$12.50 per hour. The rate will eventually reach \$15.00 per hour. On July 1, 2020 all additional business sizes were required to increase their rates to reach the minimum wage standard. Annual increase for all business sizes will take place on the first of July each year.

Macro Business (10,000 + employees) \$12.50

Large Business (101-10,000 employees) \$11.50

Small Business (6-100 employees) \$10.00

Micro Business (5 or fewer employees) \$9.25

Labor Standards Outreach

Last year was a challenging year for outreach due to the pandemic. The division sent emails and conducted many virtual presentations for businesses and community members. The division created “Know Your Rights” flyers in multi-languages to share information with many diverse communities. The division also participated in a 30-minute information session for students hosted by the International Institute, as well as finding other creative ways to partner with city departments on public service announcements, the distribution of flyers, and messages for department newsletters.

For more information about Earned Sick and Safe Time and Minimum Wage visit the Labor Standards website. Individuals can also call 651-266-9808 or email laborstandards@ci.stpaul.mn.us.

Human Rights

The Human Rights Division enforces the City of Saint Paul Human Rights Ordinance, which prohibits discrimination in the city. The Human Rights Division investigates alleged acts of discrimination, determines findings of “cause” or “no cause” of discrimination, and mediates settlement discussions before and after findings of probable cause.

As a Fair Housing Assistance Program agency, the Human Rights Division also assists the efforts of the city to further fair housing initiatives and ensures residents’ rights are protected Title VII of the Civil Rights Act.

2020 Case Production Report

Cases Opened		Cases Closed		Charge Outcomes		Settlement Amount
Housing	13	Housing	15	Cause	12	Probable Cause \$43,488.72
Employment	28	Employment	53	No Cause	52	
Education	0	Education	0	Withdrawn	2	
Public Accommodation	4	Public Accommodation	4	PDSA	3	
Business	0	Business	0	Administrative Closure	1	Pre-Determination Settlement Agreements \$24,331.24
Public Services	0	Public Services	0	Referred	2	
Credit	0	Credit	0	LOJ	0	
Total	45	Total	72	Total	72	Total \$68,819.96

NOTE: Three (3) case investigations were concluded, but are not included in the “Cases Closed” due to the following reason(s):

- (1) Pending Housing Conciliation; and
- (2) Pending Housing Administrative Hearing.

For more information, visit Human Rights. Individuals can also call 651-266-8966, or email hrightscomplaints@ci.stpaul.mn.us.

Americans With Disabilities Accessibility Coordinator

Since hiring the first city Accessibility Coordinator in 2019, the city continued to make Saint Paul a more inclusive and accessible city for residents and visitors in 2020.

In April, the Accessibility Coordinator assisted the Saint Paul Police Department in updating the Saint Paul Police Department accessible communication policy, which was approved by city council in April. HREEO helped update the communication policy to include using handcuffs in the front of a detained Deaf and Hard of Hearing individual and using a certified sign language interpreter when necessary.

July 2020 marked the 30th anniversary of the Americans With Disabilities Act. The city celebrated the anniversary and recognized the fundamental rights that individuals with disabilities have under the landmark federal law.

In October, the city council and mayor's office proclaimed October National Disability Employee Awareness Month (NDEAM) in the City of Saint Paul. NDEAM included the distribution of weekly emails recognizing the contributions of individuals with disabilities to the workplace, along with resources for employers and employees.

If you or someone you know encounters barriers to access in the City of Saint Paul, contact the City of Saint Paul Accessibility Coordinator at 651-256-3015 VP and by visiting www.stpaul.gov/ada.

English: Attention. If you want help translating this information, call 651-266-8966.

Español: Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al 651-266-8966.

Somali: Ogow. Haddii aad dooneyso in la'aga kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 651-266-8966.

Hmoob: Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 651-266-8966.

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