

# Annual Report 2021

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City of Saint Paul

Human Rights &  
Equal Economic  
Opportunity

*Connecting With and  
Engaging Our Community*



**SAINT PAUL**  
HUMAN RIGHTS & EQUAL  
ECONOMIC OPPORTUNITY





# Saint Paul HREEO Annual Report 2021

## Mission

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



## Connecting With and Engaging Our Community

**Photo (Above):** HREEO staff at the Police Civilian Internal Affairs Review Commission (PCIARC) Limited English Proficiency (LEP) community outreach event.

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# Message from the director of HREEO

Kristien R. E. Butler, J.D.

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

We are now more than halfway through 2022, a little more than a year since I was appointed interim director of HREEO, and seven months since I was appointed permanent director.

Yes, we are still dealing with the pandemic and the life-altering consequences of it all, but I could not be prouder of the progress HREEO has made during my time here.

We have made significant developments across the Department over the past year:

- We held our first HREEO Open House during my tenure at the Frogtown Community Center in May of this year to educate the public on exactly what we do in service to them, and it was hugely successful
- We brought on seven additional staff members across all divisions to assist with executing our crucial and increasing work, though we are still not yet at full capacity

- We have continued strategizing and planning regarding our implementation of the City's first Supplier Diversity program to ensure we get it right the first time around
- After a very competitive application and interview process, we were fortunate enough to be one of sixteen major city departments selected from across the country to participate in a prestigious and intensive week-long program at the Harvard Kennedy School of Government in Boston that was focused on making our procurement work more efficient and equitable for those we serve
- Finally, but arguably most importantly, we continued to connect with the Saint Paul community and other local and national partners in zealous advocacy related to the ongoing social justice issues we face and the enforcement of the City's civil rights and inclusion laws

Despite the uncertainty we all still presently face in society, HREEO again rose to the occasion over the past year to ensure all our legally mandated duties were fulfilled. We oversaw all human rights & labor standards, procurement, and contract compliance needs for the City, and we 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).

As director, I have persisted with the acknowledgment and application of HREEO's mission and values. Our mission being to serve Saint Paul residents and businesses by advancing justice and equity through education, advocacy, and enforcement, and our values remaining Trust & Accountability, Community Inclusion, Openness, and Continuous Improvement. HREEO's theme under my leadership will endure as Intentional Public Service with Humility.

I remain excited about this voyage HREEO is on alongside all of you. As always, we stand ready to serve, educate, advocate, and enforce. Thank you for all you do to make HREEO's success possible.

For more information on HREEO and what we do, please visit our website at [www.stpaul.gov/hreeo](http://www.stpaul.gov/hreeo).

Regards,

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



*“Despite the uncertainty we all still presently face in society, HREEO again rose to the occasion over the past year to ensure all our legally mandated duties were fulfilled.”*





# 2021 Report

## 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. The 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 2021 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](#).

## 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. The Human Rights Division also has workshare agreements with two federal partners, the Department of Housing and Urban Development (HUD) and the Equal Employment Opportunity Commission (EEOC).

The agreements expand the enforcement capacity of each of the agencies and provide local services to Saint Paul.

As a Fair Housing Assistance Program (FHAP) 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. As a Fair Employment Practices Agency (FEPA), the Human Rights Division enforces laws like those enforced by EEOC, prohibiting discrimination in employment.

HUMAN RIGHTS DATA - CASES CHART						
Cases Opened		Case Closed		Charge Outcomes		Settlement Amount
Housing	9	Housing	5	Cause	2	Probable Cause: \$0.00*
Employment	19	Employment	16	No Cause	12	
Education	0	Education	1	Withdrawn	4	Pre-Determination Settlement Agreement (PDSA): \$25,000.00
Public Accommodation	5	Public Accommodation	0	PDSA	2	
Business	0	Business	0	Administrative Closure	0	Total: \$25,000.00
Public Services	1	Public Services	0	Referred	2	
Credit	0	Credit	0	LOJ	0	
Total	34	Total	22	Total	22	

\*There were 2 Cause Cases (Failed Conciliation and Non-monetary) in 2021 but there were no settlement amounts for those 2 cause cases.

For more information, visit Human Rights. Individuals can also call 651-266-8966, or email [hrightsplaints@ci.stpaul.mn.us](mailto:hrightsplaints@ci.stpaul.mn.us).



# Promoting Equity for All

“The City of Saint Paul ensures individuals will not face barriers to accessing the programs and services the city provides...”

## Accessibility and Americans with Disabilities

The City of Saint Paul Accessibility Coordinator ensures individuals will not face barriers to accessing the programs and services the city provides. The Accessibility Coordinator works with city departments to remove barriers to access under the Americans with Disabilities Act, as well as ensure individuals with Limited English Proficiency can access city services.

If you or someone you know encounters barriers to access in the City of Saint Paul, please visit Accessibility Coordinator and Accommodation Requests, or contact the City of Saint Paul Accessibility Coordinator at 651-256-3015 VP or email [adacoordinator@ci.stpaul.mn.us](mailto:adacoordinator@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 2021, Saint Paul City Council also passed a new ordinance, Hospitality Workers COVID-19 Pandemic Related Re-Employment Rights. The ordinance was adopted on June 21, 2021 and will remain in effect until December 31, 2022.

The Labor Standards ordinances apply to individuals performing work in the geographic boundaries of the City of Saint Paul. Labor Standards Investigators attended many community events and gave presentations in 2021 to increase public awareness of Saint Paul's Labor Standards ordinances. Employees and employers alike are welcome to contact the Labor Standards Division with questions.

### 2021 Labor Standards Data

- Written ESST Complaints: 14
- Written Minimum Wage Complaints: 1
- Phone Inquiries from employees and employers: 75

### Earned Sick and Safe Time

As the COVID-19 pandemic continued to impact our community in 2021, Earned Sick and Safe Time remained an important and stabilizing resource for Saint Paul workers and their families. The division received many phone calls, questions, and compliance issues regarding the ESST Ordinance. Primarily, the inquiries regarded ESST accrual, usage, and employee eligibility. Employees who work within the geographic boundaries of Saint Paul are entitled to accrue 1 hour of ESST for every 30 hours worked. Employers are required to provide notice of ESST to eligible employees.

### Minimum Wage

The Saint Paul Minimum Wage increases for all business sizes on the first of July each year. Employees performing work within the geographic boundaries of the City of Saint Paul must be paid at least Minimum Wage.

### These hourly Minimum Wage rates went into effect on July 1st, 2021:

- Macro Business (10,000 + employees) \$12.50
- Large Business (101-10,000 employees) \$12.50
- Small Business (6-100 employees) \$11.00
- Micro Business (5 or fewer employees) \$10.00

**For more information,** visit Labor Standards Education and Enforcement. Individuals can also call 651-266-8966 or email [laborstandards@ci.stpaul.mn.us](mailto:laborstandards@ci.stpaul.mn.us).



## Procurement

The Procurement Division (Contract & Analysis Services) provides buying, contracting, and surplus disposal services to 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.



### Supplier Portal

To do business with the City of Saint Paul, businesses must be registered on the [Supplier Portal](#). Visit the City of Saint Paul supplier portal to find resources that guide vendors through the portal and business registration process.

### 2021 Purchasing Activity

Request for Bids: 57  
Request for Proposals: 28  
Request for Quotes: 17  
Request for Information: 3  
Request for Qualifications: 1  
Total contracts created: 304  
Total Contracts Managed: 889  
Total number of Purchase Orders issued: 1959  
Total Purchase Order value: \$91,351,473.66  
Total Value of all Managed Contracts: \$998,280,479.87

### Supplier Diversity

In 2021, the City of Saint Paul began developing a city Supplier Diversity Program. In developing a Supplier Diversity program, the city seeks to meaningfully engage the local small business community, strengthen community relationships, and continue to grow local small business participation on city contracting opportunities. Look for additional information in 2022 as the city begins piloting new Supplier Diversity initiatives.

**For more information,** visit Procurement. Individuals can also call 651-266-8966 or email [procurement@ci.stpaul.mn.us](mailto:procurement@ci.stpaul.mn.us).



## Contract Compliance and Business Development

The Contract Compliance and Business Development Division ensures that the community can participate in the economic opportunities created by the City of Saint Paul. Contract Compliance is responsible for several compliance and business development programs.

- Affirmative Action and Equal Employment Opportunity
- Prevailing Wage
- HUD Section 3
- Vendor Outreach Program

### Affirmative Action/Equal Employment Opportunity

All vendors with \$50,000 or more in city contracts must register their Affirmative Action Program (AAP) with the City of Saint Paul prior to contract signing. An AAP must include hiring goals for the employment of women, minorities, and people with disabilities.

- Over 250 vendor Affirmative Action Plans were reviewed and registered in 2021.

Construction contracts receiving city funding must comply with workforce utilization employment goals set by the Minnesota Department of Human Rights.

### Prevailing Wage

Contract Compliance educates, monitors, and enforces federal, state, and local prevailing wage laws on applicable City of Saint Paul construction projects.



In 2021, the prevailing wage team monitored federal, state, and local labor compliance requirements on over 200 construction projects totaling more than \$1 billion dollars in total development costs. The team recovered over \$10,000 in restitution owed to 20 underpaid individuals working on City of Saint Paul, publicly funded, construction projects.

### 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. Section 3 also benefits businesses that employ and train local low-income residents.

As of July 1, 2021, HUD revised the Section 3 regulations to create more effective incentives for employers to retain and invest in their low and very low-income workers, streamline reporting requirements by aligning them with typical business practices, provide for program-specific oversight, and clarify the obligations of entities that are covered by Section 3. In 2021, the division focused on outreach to Section 3 businesses regarding the regulatory changes to Section 3, as well as certifying businesses under the new standards.

### 2021 Workforce Inclusion

Minority Inclusion		Women Inclusion	
287,950.86 total minority hours		65,353.93 total women hours	
Goal 32%	Achieved 25.78%	Goal 20%	Achieved 5.84%

### 2021 Section 3 Certifications

Pre-July 1, 2021	Post July 1, 2021
135 Business Certified	32 Businesses Certified
340 Workers Certified	26 Workers Certified

### 2021 Section 3 Contracting Opportunities

HUD Section 3 Opportunity Total	\$50,226,306
Dollars Awarded to Section 3 Businesses	\$5,022,630
Section 3 Business Inclusion Goal	10%
Section 3 Business Inclusion	9.9%





### HUD Section 3 Community Partners

In 2021, the Section 3 Program partnered with the Latino Economic Development Association (LEDC) and Makee Companies to build capacity to train local small, small minority-owned, small woman-owned, and Section 3 businesses, as well as train local job seekers. The community partners help residents and business owners overcome barriers on public contracting opportunities. Here are some highlights of the workshop participants:

- 25 Total Virtual Workshops
- 9 Workshops in Spanish, 16 Workshops in English
- 225 participants attended workshops
- 100% of workshop participants were small businesses.
- 90% of workshop participants were Minority-owned businesses or perspective business owners
- 73% of workshop participants were Women-owned businesses or perspective business owners
- 41% of participants have been in business for less than a year
- 84% of businesses have a local government business certification (Section 3, CERT, DBE, Veteran, SBA 8A, State of MN TGB, etc.)

### Creation of the Section 3 Collaborative

In 2021, the City of Saint Paul became the lead agency in the HUD Section 3 Collaborative. Comprised of 6 public agency partners (City of Saint Paul, City of Minneapolis, Hennepin County, Anoka County, Washington County Community Development Agency, and Dakota County Community Development Agency), the Section 3 Collaborative streamlines HUD Section 3 certification, connects certified businesses to public contracting opportunities, and provides Section 3 certification reciprocity across agencies.

### CERT

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, a business must be a small business and, when applicable, be owned and controlled by women or entrepreneurs of color.



**HREEO Values:** “Trust and Accountability, Continuous Improvement, Community Inclusion, Openness”

### Engaging Community

**Photos:** (Left) HREEO leadership tabling at a community outreach event. (Right, top to bottom) HREEO leadership and Mayor Melvin Carter speaking with the community at the Selby Jazz Festival. HREEO staff meeting with the community at the 2021 Pride Festival. HREEO staff at the 2021 Selby Jazz Festival



### CERT (continued)

Once approved, businesses are certified for all participating jurisdictions, as well as several other contracting agencies and programs which subscribe to CERT. 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.

### CERT Certifications

- CERT Small Business (SBE) Certifications – 434
- Certified as a S/WBE – 215
- Certified as a S/MBE – 155
- Certified as Emerging Small Business Enterprise (ESBE) – 366
- Re-certifications – 597
- New business certifications – 671
- New business Certifications Corrected for ESBE Increase – 605

The new Emerging Small Business Enterprise (ESBE) program is designed to provide greater access to public contracting to very small local businesses. The information about ESBE certifications shows two important things regarding the Central Certification (CERT) Program. First, ESBE participation has increased 18,300% between 2020 and 2021. ESBE as a new certification type has been adopted widely among the applicant pool of qualifying businesses. Second, ESBE certifications have in part caused an increase in overall application volumes. Including ESBEs, the CERT Program has seen a 249.61% increase in application volume between 2020 and 2021.

The “Certainly CERT” program is a training program created by CERT administrators in 2021. The training program promotes the usage of the CERT program by decision-makers in municipal governments. The benefit of the training is it develops efficiency in internal CERT staff and has helped the CERT program evolve to meet the needs of a remote work environment. CERT administrators expect the training materials will improve efficiency while driving further growth in application volume.







## Vendor Outreach Program

The Vendor Outreach Program (VOP) is a small business inclusion program for CERT-certified small, woman-owned, and minority-owned business enterprises (S/W/MBEs).

In 2021, the City of Saint Paul met the Vendor Outreach Program goals.

2021 Small Business Inclusion			
	Total Opportunity	Dollars	Percentage
Small Minority-Owned (MBE) Subcontracting	Goal	\$10,761,497.12	5%
	Achieved	\$17,414,934.45	8.09%
Small Women-Owned (WBE) Subcontracting	Goal	\$21,522,994.24	10%
	Achieved	\$18,729,886.36	8.70%
Small Business (SBE) Subcontracting	Goal	\$21,522,994.24	10%
	Achieved	\$18,456,588.91	8.58%
Overall Small Business (SWMBE) Subcontracting	Goal	\$53,807,485.61	25%
	Achieved	\$54,601,409.72	25.37%

## Other Contract Compliance Highlights

### Highland Bridge

Contract Compliance Division reviews, monitors, and enforces compliance with federal/state/local prevailing wage standards, workforce inclusion, and business inclusion on one of the largest urban development projects in the country.

- 3,800 Housing Units (20% affordable housing)
- 150,000 square feet of retail space
- 265,000 square feet office space
- 55 Acres of parks, fields, open spaces, waterways
- 14,500 construction jobs

Contract Compliance has provided transparent public reporting on the status of program goals and labor metrics for projects on the Highland Bridge site. Highland Bridge reports can be found at [www.stpaul.gov/contractcompliance](http://www.stpaul.gov/contractcompliance).

**For more information, visit Contract Compliance and Business Development.** Individuals can also call 651-266- 8966 or email [contractcompliance@ci.stpaul.mn.us](mailto:contractcompliance@ci.stpaul.mn.us).

Let's Connect. Let's Engage.



### Attention.

If you want help translating this information, email [michele.severson@ci.stpaul.mn.us](mailto:michele.severson@ci.stpaul.mn.us).

### Atención.

Si desea recibir asistencia gratuita para traducir esta información, envíe un correo electrónico a [michele.severson@ci.stpaul.mn.us](mailto:michele.severson@ci.stpaul.mn.us).

### Haddii

aad dooneyso in lagaa kaalmeeyo turjumidda akhbaartan, email u dir [michele.severson@ci.stpaul.mn.us](mailto:michele.severson@ci.stpaul.mn.us).

### Ceebtoom.

Yog koj xav tau kev pab txhais daim ntawv no, email [michele.severson@ci.stpaul.mn.us](mailto:michele.severson@ci.stpaul.mn.us).



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