



City of Saint Paul

HREEO

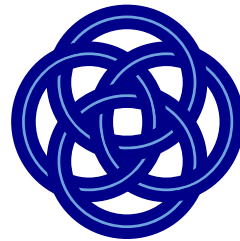
Human Rights & Equal Economic Opportunity

2017 ANNUAL REPORT



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
Human Rights & Equal Economic Opportunity

Director's Message

Welcome to the City of Saint Paul Department of Human Rights and Equal Economic Opportunity (HREEO) 2017 Annual Report.

HREEO provides a diverse array of services, from confronting issues of discrimination to providing public purchasing for the City of Saint Paul. HREEO continues to champion civil rights, and ensures that all businesses and residents have access to participate in the economic opportunities generated by the city.



In 2017, several key city initiatives came to fruition. The Earned Sick and Safe Time (ESST) ordinance went into effect in July 2017 for large employers. HREEO had been involved in the ESST policy discussion for several years and the ESST ordinance implementation marked a true milestone for the department and city. HREEO's engagement with local businesses, organized labor, and community advocates will continue as the city ensures everyone understands the rights and responsibilities defined in the City of Saint Paul ESST ordinance.

After years of study and community engagement, the amendments to the City of Saint Paul Police Civilian Internal Affairs Review Commission (PCIARC) ordinance went into effect in 2017, moving the PCIARC from the police department to HREEO. The PCIARC provides disciplinary recommendations to the chief of police related to civilian police misconduct complaints. In November, HREEO and the PCIARC hosted the first annual PCIARC Summit to review the transition to HREEO, release the PCIARC Annual Report and engage with community members.

Visit www.stpaul.gov/hreeo to learn more and join us in helping build a city that works for all of Saint Paul. We welcome you to join our efforts.

Sincerely,

A handwritten signature in black ink that reads "Jessi Kingston". The signature is written in a cursive style.

Jessi Kingston,
Director Human Rights and Equal Economic Opportunity





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HREEO Commissions and Committees

HREEO supports three community advisory groups that better inform the City of Saint Paul of concerns the community and stakeholders may have related to civil rights, individuals with disabilities, and police-civilian misconduct.

HREEO Commission

The HREEO Commission is composed of 21 Saint Paul residents and stakeholders that advise the department and review its efficacy. The commission is responsible for monitoring and advising the department on promoting justice and equity, and confronting discriminatory practices occurring in the City of Saint Paul.

In 2017, the HREEO Commission conducted an extensive audit of the Human Rights Division. The audit identified ways the division can maximize its effectiveness, transparency, and accountability to the community.

Last year, the commission welcomed 7 new members. The new commissioners represent various parts of the city and are committed to advancing human rights and equal economic opportunity. In addition to saying hello to new commissioners, the city bid farewell to two longstanding commissioners, JaPaul Harris and Melissa Houghtaling.

Commissioner Harris was recognized for his years of service to the HREEO Commission and its predecessor, the Human Rights Commission. Commissioner Harris' highlights include, serving as the HREEO Commission Chair, co-chairing the



Earned Sick and Safe Time (ESST) Task Force, and participating in countless community events.

Commissioner Houghtaling was recognized for her leadership on drafting ESST and civil rights hearing procedures, the Human Rights Division audit, and championing many other equity initiatives. Commissioners Harris and Houghtaling received mayoral proclamations in recognition of their dedication to civil rights and improving the lives of all Saint Paul residents and businesses.

Police Civilian Internal Affairs Review Commission

The Police Civilian Internal Affairs Review Commission (PCIARC) reviews and makes disciplinary and policy recommendations to the Saint Paul Chief of Police on all civilian initiated police conduct complaints. Composed of up to nine Saint Paul residents, the commission is essential to the trust between police and the communities they serve. The PCIARC has a dedicated civilian coordinator to assist in receiving complaints from the public. The coordinator serves as a liaison to the commission and reports to the Director of HREEO. The PCIARC is required by city ordinance to submit a specific PCIARC Annual Report.

For more information, or the 2017 PCIARC Annual Report, visit www.stpaul.gov/pciarc.



Mayor's 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 advocates on behalf of the disability community for access to facilities and services, the employment of people with disabilities, and pedestrian safety.

In 2017, the MACPD continued to partner with the Saint Paul Police Department (SPPD) to increase pedestrian safety. The "Stop for Me" program carried into 2017 with media campaigns, as well as the MACPD and SPPD recording a pedestrian safety public service announcement, which is available on the HREEO Publications and City of Saint Paul Youtube webpages.

The MACPD also advocated to increase the number of "automatic push button" doors throughout the City of Saint Paul, starting with city-owned buildings. Recommendations were sent to the mayor's office and Parks and Recreation Department requesting a total of six doors to be updated in 2018. The city is currently reviewing the capital improvement budget to facilitate the MACPD recommendations. The MACPD will continue to work on increasing accessibility in city buildings and installing more doors with the automatic push button program in 2018.

Individuals interested in applying to be a commission member should visit <https://www.stpaul.gov/departments/mayors-office/committees-boards-and-commissions> to learn more and apply.

RACIAL EQUITY

At the end of 2017, the City of Saint Paul achieved Mayor Chris Coleman's goal in having all city employees trained in racial equity. In total 3,087 employees completed racial equity training from 2015 – 2017. HREEO led the charge on the racial equity goal in developing the curriculum, providing staff to be trainers, and managing the administration of the initiative. The department also wishes to thank the many partners it had in training over 3,000 city employees.

The City of Saint Paul also continues to be an active member of the Government Alliance on Race and Equity (GARE). GARE is a national network of government agencies working to achieve racial equity and advance opportunities for all.

HREEO looks forward to working with the Saint Paul Mayor's Office and other city departments as the city continues its equity efforts in 2018.



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.

In 2017, as a Fair Housing Assistance Program agency, the Human Rights Division continued to lead efforts of the city to further fair housing. Human Rights staff provided leadership on the Fair Housing Implementation Council and represented HREEO on the Fair Housing Workgroup created by the mayor and city council. The workgroup is responsible for making policy and budget recommendations to the mayor and city council to advance fair housing in the City of Saint Paul.

The Human Rights Division also engaged in multiple trainings in 2017. Staff presented on PCIARC and provided fair housing training at the 2017 Minnesota Human Rights Symposium.

The division also provided training on disability access to Saint Paul business, and fair housing training to over 300 property management professionals.

To help all businesses and residents understand their rights, Human Rights staff produced multi-language public service announcements about employment and housing discrimination. The videos are available on the HREEO Publications and city YouTube websites.

Staff members also engaged in monthly onsite meetings with underrepresented communities to educate about the rights and protections of the City of Saint Paul Civil Rights ordinance. The increased education and outreach efforts raised community awareness of civil rights.

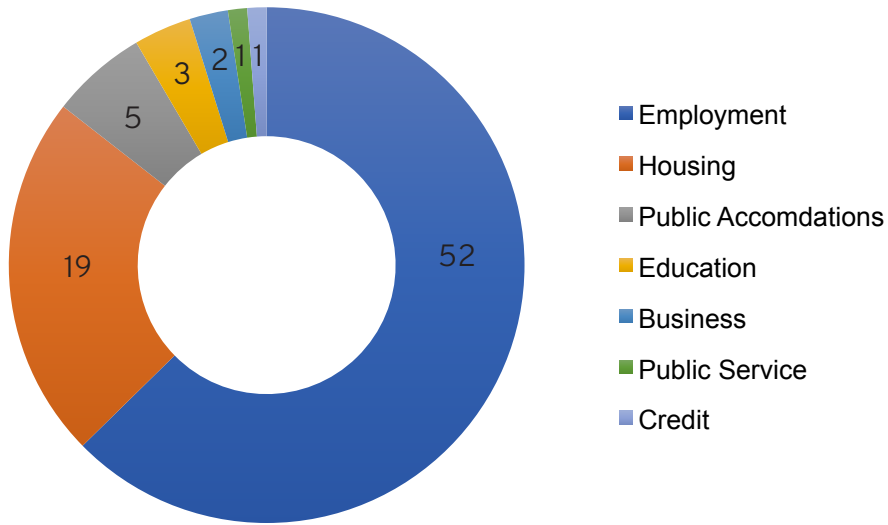
The Human Rights Division maintains a strong and productive working relationship with a number of community based organizations including the African American Leadership Council (AALC), Saint Paul NAACP, Minnesota Black Chamber of Commerce, Asian Economic Development Association, the Hmong 18 Clan Council, Hmong American Partnership, the Hmong Cultural Center, Karen Organization of Minnesota, CAPI, the Hmong Chamber of Commerce, the Institute of Minnesota, Outfront MN, Comunidades Latinas Unidas en Servicio (CLUES), Council on Minnesotans of African Heritage, and the American Indian Chamber of Commerce.

In 2017, the Human Rights Division experienced an increase in the number of complaints received as well as complaints with findings of discrimination. The division is available to provide technical assistance if individuals have questions of their responsibilities or rights under the City of Saint Paul Human Rights ordinance.

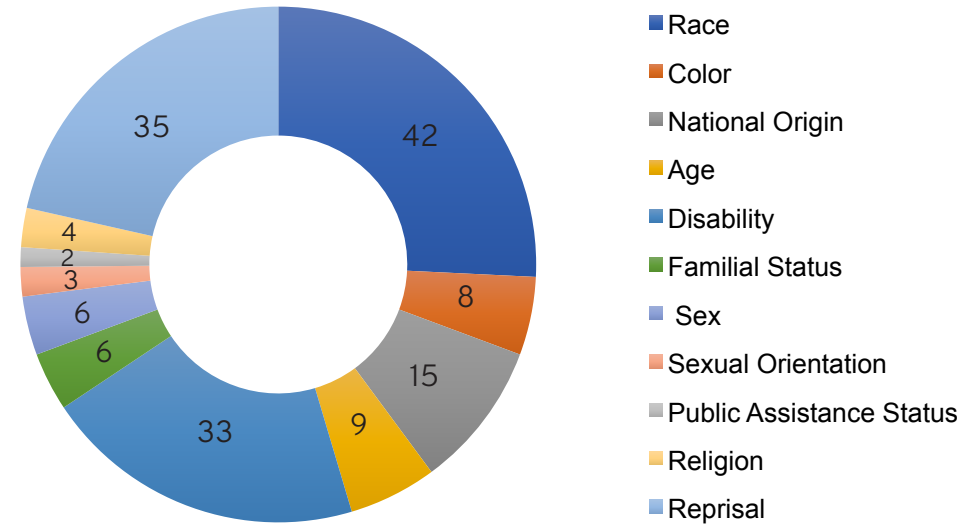


HUMAN RIGHTS BY THE NUMBER

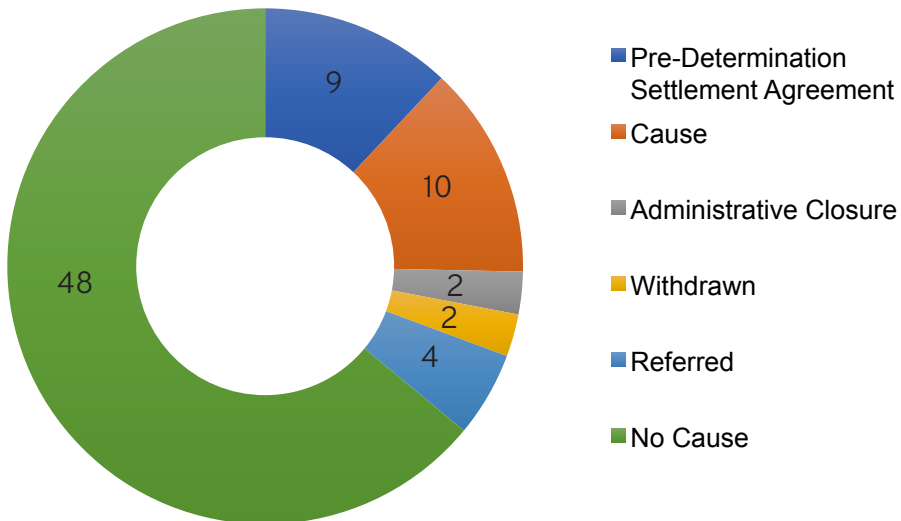
Complaints by area of law:



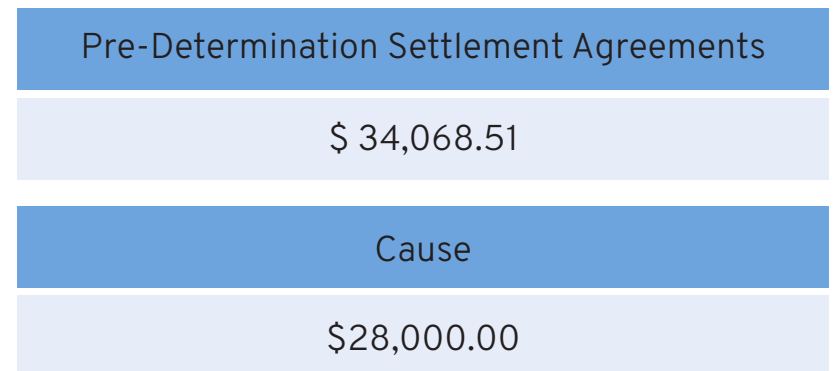
Basis of Complaints:



Complaints Outcome:



Settlement Amounts:



651.266.8963 | 651.266.8977

hrightscomplaints@stpaul.gov | www.stpaul.gov/humanrights

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.

In 2017, the City of Saint Paul was honored to host the Minnesota Chapter of the National Institute of Governmental Purchasing (MN/NIGP) Fall Conference. The event attracts government procurement professionals from across the state to network and share best purchasing practices. Last year, HREEO Deputy Director Jessica Brokaw was also named President of the MN/NIGP.

In March 2017, the Procurement Division hosted over 250 vendors at the third annual City of Saint Paul Procurement Fair at the Arlington Hills Community Center. Vendors learned more about contracting opportunities with the city and networked with city buyers and project managers about upcoming opportunities. City of Saint Paul Procurement Fairs are held annually to increase the transparency of the economic opportunities generated by the city.

Another 2017 highlight was the successful negotiation of the body camera agreement. In 2015, the Procurement Division began working with the Saint Paul Police Department (SPPD) on the “Body Worn Camera Project.” Procurement used an innovative 2-phase evaluation in the Request for Proposal and piloting phase to ensure the final contract met the needs of SPPD and the body camera program. Following the detailed process, Procurement and SPPD staff executed a five-year agreement in 2017.

Procurement staff completed several key professional development opportunities, including Best Value certification and training in emergency management. The Best Value procurement method is used to decrease risk, stress, project cost, and management requirements in public purchasing. Two city buyers also furthered professional development goals by completing the National Fire Academy course, “Administration of Public Assistance for Community Recovery.” The course helps agencies reduce loss of life and property during declared emergencies.

The Procurement team was also featured in the Minnesota Business magazine (“Selling to Governments”) and Policy Link (“Expanding Opportunity in City Contracts: St. Paul’s Racial Equity Strategy,” March 30, 2017), highlighting the work the city does with small, women-, and minority-owned businesses.



Procurement by the numbers	
Number of Solicitations released	123
Number of Purchase Orders issued	5,556
Number of Contracts managed	777
Dollar amount of Contracts managed	\$250,000,000+

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 provides off-set printing, high-speed copying, mail fulfillment, digital color copying, graphic design and a variety of bindery options. Items commonly produced at River Print include:

- Flyers
- Brochures
- Booklets
- Manuals
- Envelopes
- Business Cards
- Mailings
- Postcards
- Letterhead
- Bookmarks
- Carbonless Forms
- Legal Briefs
- Posters
- Labels
- Note Cards
- Decals



Major 2017 River Print printing orders include:

- Election ballots and precinct rosters;
- “Open for Business” – pocket guides to opening a business in Saint Paul – in four different languages;
- Police Field Training Manuals;
- Skyway Code of Conduct signs; and
- 2018 calendars printed and distributed to 5,500 city and county employees.

651.266.2878 | riverprint@ci.stpaul.mn.us | www.riverprint.net
375 Jackson Street, West Tower, Suite B1
Saint Paul, MN 55101

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. The division also helps businesses and residents gain access to the economic activities created by the City of Saint Paul. The Contract Compliance Division consists of the Labor Standards Unit, Affirmative Action/Equal Employment Opportunity, the CERT and Vendor Outreach Programs, and HUD Section 3.

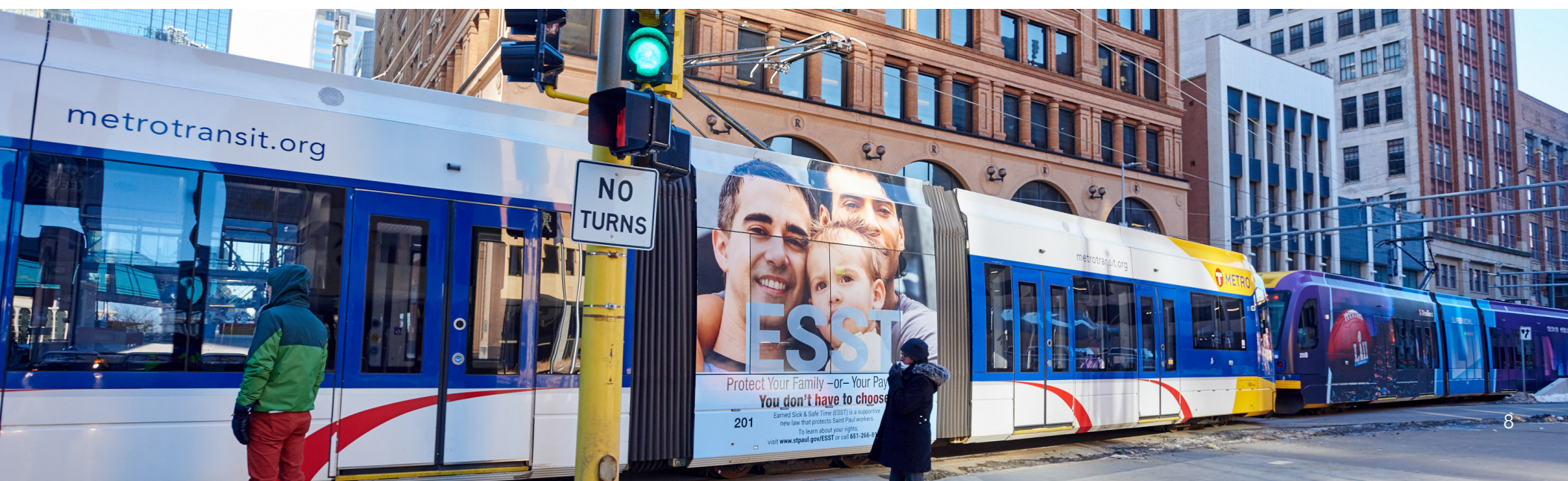
Labor Standards

Earned Sick and Safe Time

On July 1, 2017, the City of Saint Paul Earned Sick and Safe Time (ESST) ordinance went into effect for all Saint Paul businesses with 24 or more employees working in Saint Paul. In the first year of implementation, HREEO staff focused on ensuring individuals and businesses know the rights and responsibilities included in the ESST ordinance.

In 2017, HREEO launched an ESST marketing initiative to inform Saint Paul businesses, and individuals working in Saint Paul, of the ESST ordinance. HREEO placed ESST advertisements on the METRO Green Line and Metro Transit city bus shelters. ESST public service announcements aired on local radio stations, such as KFAI, and HREEO staff appeared on local radio programs to talk more about ESST.

To better communicate ESST requirements to businesses, HREEO partnered with and presented to several community organizations such as the Asian Economic Development Association, Legal Corps, Neighborhood Development Center, African Economic

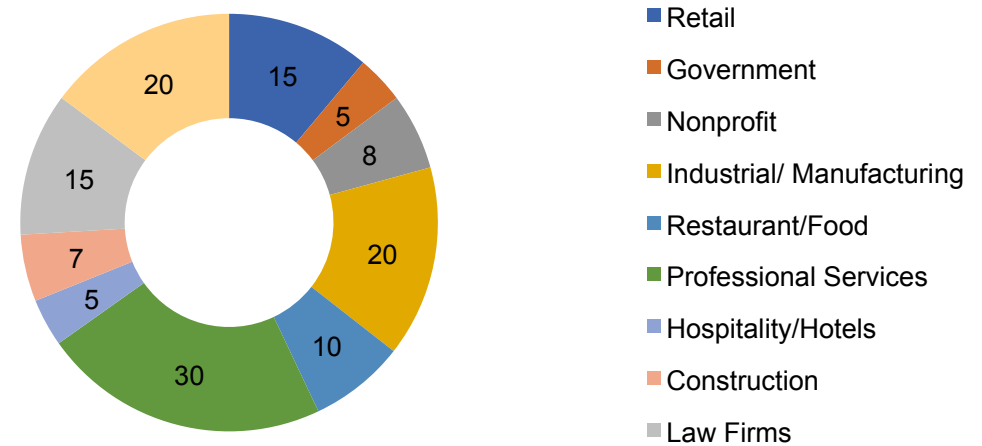


Development Solutions, North Central Midwest Minority Supplier Development Center, Centro de Trabajadores Unidos en Lucha (CTUL), Saint Paul/Ramsey County Domestic Abuse Intervention, CERT, Minnesota Recruiting and Staffing Association Labor Law Panel, Minnesota Department of Human Rights 2017 Symposium, Saint Paul Business Review Council, City of Saint Paul Construction Partnering Program, and the Hmong Chamber of Commerce.

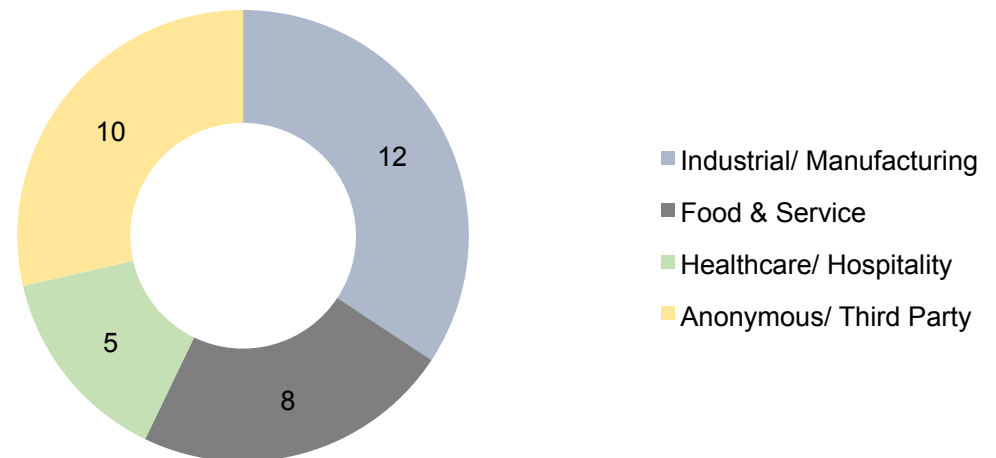
HREEO staff attended the Center for Law and Social Policy (CLASP) “Making Paid Sick Days Work” symposium in September of 2017. CLASP is a national anti-poverty non-profit organization. Every year, CLASP convenes leaders from around the country to share updates and best practices in paid sick leave programming.

In addition to outreach efforts, HREEO received ESST formal and informal inquiries from employers and employees. Additionally, 35 complaints were received in 2017. The nature of the complaints varied from notice requirements, accrued vs. frontloaded ESST balances, retaliation, employee misuse of ESST, staffing and personal care provider questions, and ESST issues related to collective bargaining agreements. HREEO staff also created an ESST complaint form for individuals to submit complaints online.

ESST Inquiries by Industry



ESST Complaints by Occupation



An in-depth report of ESST activity, as required by the ESST ordinance, will be completed in July 2018 – one year after the effective date of the ordinance.

Prevailing wages and additional labor laws

In addition to ESST, the Labor Standards Unit assists and enforces compliance with federal, state, and local prevailing wage requirements, the Davis Bacon and Related Acts, and other labor laws applicable to city construction projects. The Labor Standards Unit provides technical assistance to vendors and city staff on a myriad of labor laws, such as Living Wage and Project Labor Agreements, that are often applicable to city contracts.

Construction Projects Monitored	256
Total Development Cost of Projects	\$1.6 billion
Construction Hours Reported & Monitored	737,000
Wages & Benefits Monitored	\$42.7 million
Restitution collected	\$34,926.68
Employees receiving restitution	67



Affirmative Action and Equal Employment Opportunity

Affirmative Action and Equal Employment Opportunity (AA/EEO) applies to vendors whose total accumulated City of Saint Paul contract award is equal to, or greater than, \$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.

City construction contracts must also comply with AA/EEO employment utilization goals set by the Minnesota Department of Human Rights. In 2017, the workforce inclusion goal was 32% minority and 6% women, and on July 17, 2017 the Minnesota Department of Human Rights raised the women inclusion goal to 20%. The city enforces workforce inclusion goals on all contractors with contracts of at least \$50,000. All contractors are responsible for meeting goals or providing documentation that they have made good faith efforts to fill open positions with women and people of color. The city also monitors the efforts of contractors to implement AA/EEO plans across their entire workforce.

2017 Workforce inclusion	
Total Hours	1,061,569.07
Minority Workforce Total Hours	242,588.98
Minority Workforce Inclusion	22.85%
Women Workforce Total Hours	57,513.28
Women Workforce Inclusion	5.42%

VENDOR OUTREACH PROGRAM & CENTRAL CERTIFICATION PROGRAM



VENDOR OUTREACH PROGRAM

The Vendor Outreach Program (VOP) is a small business assistance program for small, woman-, 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. Businesses can register for the VOP program by certifying their business through the Central CERT Program.

CENTRAL CERT PROGRAM

The Central Certification (CERT) Program is collaborative effort governed by Hennepin County, Ramsey County, the City of Minneapolis, and the City of Saint Paul. In 2017, the City of Minneapolis rejoined the CERT Collaborative. The CERT Program certifies S/W/MBEs based on ownership and revenue. In 2017, 525 businesses were CERT certified, including 253 businesses that became certified for the first time.



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 2017, more than 194 businesses attended a monthly CERT workshop.

As the lead agency for the CERT program, the City of Saint Paul worked with the State of Minnesota and the Minnesota Unified Certification Program (MNUCP) to streamline the application process for small businesses in Minnesota. The new portal is available at www.sbcg.mn.gov, and allows Minnesota small businesses to apply for CERT, federal Disadvantaged Business Enterprise (DBE), and state Targeted Group Business (TGB) certifications in one seamless-step.

The City of Saint Paul again sponsored the Construction Partnering Program (CPP). In 2017, the program was facilitated by the Association of Women Contractors. The CPP includes nine long-term, strategic partnerships, and partners large, established construction contractors with emerging contractors certified through the Central CERT program. CERT CPP businesses reported receiving mentorship in succession planning, estimating, safety, marketing, proposals/RFP's,

HUD SECTION 3

human resources, contracts, and insurance. In 2017, \$10,647,640 for the CERT CPP businesses and 24 new jobs were created by the CPP partnerships.

2017 VOP BUSINESS INCLUSION

The overall VOP business inclusion goal was 25% SBE inclusion, consisting of 10% SBE, 10% WBE, and 5% MBE business participation. The total 2017 VOP business opportunity was \$123,259,430.57.

2017 VOP Business Inclusion

Minority-owned Business (MBE)
\$8,061,771.13
6.5%

Women-owned Business (WBE)
\$4,204,015.18
3.4%

Small Business Enterprise (SBE)
\$12,975,879.00
10.5%

Total Small Business (S/W/MBE)
\$25,241,665.31
20.5%

Section 3 is a Housing and Urban Development (HUD) requirement that promotes local economic development. Section 3 requires, 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.

To meet Section 3 goals, HREEO certifies residents through the Section 3 Collaborative for job opportunities on Section 3 projects. HREEO also certifies and maintains a list of Section 3 businesses eligible to work on Section 3 projects. Finally, HREEO sponsors several business development classes with the Neighborhood Development Center, TFS Corporation, and the Association of Women Contractors to build the capacity of Section 3 businesses.

In addition to promoting Section 3 business and resident inclusion on construction projects, HREEO staff worked on several key initiatives to drive the participation of Section 3 businesses and residents. HREEO partnered with the City of Saint Paul Parks and Recreation Department to refurbish city recreation centers with up-to-date technology. Working with a nonprofit, Osiris Organization, the updated computer labs will begin offering computer literacy courses to City of Saint Paul Section 3 residents starting in 2018.

HREEO also continued to lead the Twin Cities Regional Section 3 Collaborative. The Section 3 Collaborative is a joint effort involving the City of Saint Paul, City of Minneapolis, Hennepin, Anoka, Dakota, Ramsey, and Washington Counties. Through the Section 3 Collaborative, the participating entities share common practices for certifying Section 3 residents and businesses. The Section 3 Collaborative also provides a one-stop-shop for Section 3 residents to access jobs opportunities and to submit Section 3 business certification applications.

Finally, in 2017 the Section 3 Collaborative also received the “Planning/Policy/Program Management” award from the National Association for County Community and Economic Development (NACCED). NACCED recognized the collaborative effort as a more efficient way to meet federal requirements and reach Section 3 residents, and recognized the effort as the first of its kind in the United States.

The goal is 10% Section 3 business inclusion on applicable projects.

2017 Section 3 Business Inclusion

Total Section 3 Opportunity	HUD Section 3 Goal	Section 3 Inclusion
\$32,865,450	\$3,286,545 (10%)	\$4,665,227 (14.19%)

2017 Section 3 Resident Inclusion

Section 3 Businesses Receiving Contracts	16
Number of Jobs Created for Section 3 Residents	31

2017 MINNESOTA JOINT DISPARITY STUDY


In one of the largest disparity studies ever conducted in the country, the City of Saint Paul and the Saint Paul Housing and Redevelopment Authority joined eight other state and local government agencies in the 2017 Minnesota Joint Disparity Study. The purpose of the disparity study is to examine whether the public and private sectors equitably purchase goods and services from minority- and women-owned businesses, as well as veteran-owned businesses. The study, led by Keen Independent Research, also assessed what the city can continue to do to increase economic opportunities for minority- and women-owned businesses, veteran-owned businesses, and other small businesses.

The disparity study consisted of two elements:

- A survey of businesses in the marketplace that are willing and able to participate in public procurement; and
- An analysis of the use of available minority- and women-owned businesses by the participating agency.

The study analyzed \$1.6 billion dollars in City of Saint Paul contracts and purchase orders issued from July 2011 through June 2016. The study also included in-depth interviews, surveys, and focus groups that obtained input from 2,449 business owners and other individuals. Across all participating entities, the Disparity Study analyzed more than \$11.9 billion in purchasing in Minnesota.





The 2017 Minnesota Joint Disparity Study confirmed there is not a “level playing field” for minority- and women-owned businesses in the Twin Cities marketplace. The study found that 16.24% of all City of Saint Paul procurement dollars went to minority- and women-owned businesses, while those businesses constituted 21.09% of all available businesses. The study also identified several structural barriers that contribute to the disparity including education, entry and advancement, homeownership, and access to capital.

Among all participating entities, the City of Saint Paul has the smallest overall disparity for minority- and women-owned businesses. The study found that the City of Saint Paul Vendor Outreach Program has made a positive impact in increasing the use of minority- and women-owned businesses.

The disparity study also had the following recommendations:

- Work regionally and statewide to address barriers and open opportunities for minority - and women-owned firms and other small businesses;
- Retain existing programs that are working, and fully implement all aspects of available programming;
- Pursue opportunities for new and better tools to address barriers;
- Expand the tracking and reporting of results on MBE/WBE participation; and
- Carefully consider study results and other information to determine future program eligibility for each group.

HREEO will evaluate the final recommendations from the study and provide guidance to the Mayor’s Office regarding next steps and support needed to enact changes. More information on the 2017 Minnesota Joint Disparity Study can be found at www.mn.gov/admin/disparity-study.

651.266.8900 | contractcompliance@stpaul.gov | www.stpaul.gov/hreeo

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



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