

**ROBBINSDALE CITY COUNCIL**  
**Special City Council Work Session Minutes**  
**TUESDAY, November 2, 2021**  
**ROBBINSDALE City Hall**  
**6:15 p.m.**

1. The work session was called to order by Mayor Pro Tem Kline at 6:20 p.m.
2. Councilmembers Present: Kline, Webb, Selman, Backen, Mayor Blonigan  
Staff Present: Marcia Glick, City Manager, Charnelle Dengnoue, HR Specialist, Harper Steinbach, Community Engagement Coordinator

**Discussion: Updates on Diversity and Inclusion Efforts in the City of Robbinsdale from Dengnoue and Steinbach.**

3. Dengnoue shared with council what the city has been doing the past ten months to increase diversity on its staff. Updates included:

- **HR has collaborated with other departments to streamline the recruiting process:**

With the current online application process, the City is able to post on several websites, including Facebook, Robbinsdale City website, The League of Minnesota and other groups the city is part of (the HR, finance, and public safety) groups.

HR and Recreation are in the process of creating a paper version of application for positions in the Parks and Recreation dept. to make it more accessible to a wider population. We are also thinking about putting together a way to help applicants complete applications on-site. City Hall is not necessarily big enough to have Kiosks for people to sit and apply for open positions, so the option being explored is to have applicants schedule a time to come and fill out an application so a staff can assist them by providing a laptop here and or assist them with getting logged into the system.

4. Council member Kline asked if this is something the city has done this year. Dengnoue replied, "Yes", she helped a candidate apply for a Firefighter role earlier this summer. Steinbach also commented that she had handled paper version applications to candidates at the gym too.
5. Dengnoue continued - the Blindfold application screening process was also implemented this year, this process involves stripping away identifiable characteristics from a resume that are not related to the job which prevents hiring managers from inadvertently making screening discrimination. Demographic information (age, gender, ethnicity) when completed by the applicant has always been taken off the applications. Managers did not have access and still do not have access to this when looking at applications.

In all City interviews, except minimal entry-level cahiers/clerks and seasonal Park employees, more than the hiring managers have been included in the process. In all other

positions, the manager, HR and another employee have to be included in the interview process. The City conducts two interviews for each position and HR participate in the first or second round.

6. Council member Selman questioned if the city used to only have the hiring managers do the interviews and if this process is used in the Public Safety Department.
7. Staff Dengnoug mentioned that this process is not necessary new, but that it is now a required process for all open positions within all departments. She continued the presentation.

- **Implementation of a Bias training for all staff**

In 2020, the City recruited a consulting firm through the League of Minnesota Cities to train and refresh all staff on the topic of Respectful Workplace as it relates to diversity.

This year the city took a step further and consulted with a different firm to not only provide a Bias training but also train potential Trainers within the City. This was a mandatory training for all staff, done online and followed with a quiz.

There were in total 10 employees from all department (Public Safety, HR, Parks and Recs. Licensing, Liquor Store, Finance, Admin, Public Work and Engineering) who were trained as trainers through a 3hrs 30 minutes training on Overcoming Unconscious Bias.

In the upcoming year, trainers will meet Quarterly to discuss and plan training on Diversity and Inclusion to be implemented. Similar to a diversity and inclusion team, this will be our starting version here at Robbinsdale.

There were also in-person follow up discussions that took place at City Hall for employees to share their reflections on the training as well as their personal experiences as it related to the training.

HR reached out to Hennepin County to get more information on the trainings they have available for staff. At this moment, the following trainings are available for the rest of the year and Management will discuss how we want to participate in these.

- Conducting Non-Bias Interviews
- Little Things Mean A lot: From Micro inequities to Micro affirmations
- Intercultural Conflict Style Inventory
- **Upcoming:** the City wants to look at other policies and procedures within the city to identify Biases.

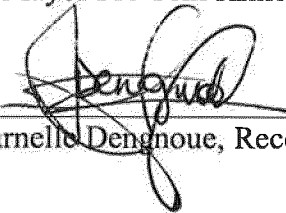
8. Steinbach shared with council what Parks and Recs. have been doing this year to engage diverse populations. Updates included:

- **Training and rebranding** - Recreation expanded training and rebranding with social services. Some of these trainings are around gender expectation, specifically those under the age of 18 who our program serves. The dept. is looking at programs with a diversity lens; information is condensed for the seasonal and gym staff.
- **Accessibility** within the workplace culture with gym staff. Expressing importance of a healthy workplace culture. No incident within the last eight months.
- **Diversifying Programs** – the department visits places where people are (parks, senior living apartments, and high density living) to create relationships with the community. Talking to people have shifted understanding of interests for the entire community
- **Recreation system** – the new recreation system is ADA compliant. It has more flexibility for short-term commitments. The department is working with collaborators to apply for grants. Dept. has also found ways to save spot for kids who did not have access to sign up as easily.
- **Ongoing collection of feedback.** Every aspects of recreation is connecting with people and listening. The department is also focused on community outreach and making sure the City represents access to the community we serve with our programs. This has been successful in hiring and retention.

9. Council member Kline asked if the City could share some of the information gathered with Council. City Manager Glick confirmed that the information it could be shared.

#### ADJOURNMENT

10. Mayor Pro Tem Kline adjourned the work session at 6:56 p.m.

  
Charnelle Dengnoue, Recorder

  
Tyler Kline, Mayor Pro Tem