

# **AGENDA**

## **CULTURAL RELATIONS ADVISORY BOARD RETREAT**

Wednesday, February 21<sup>st</sup>, 2024 – 9:00 am  
Strobel Solutions Center at MSB – 100 Chaffin Rd.

### **CALL TO ORDER**

#### **Introductions:**

#### **Election of Officers:**

1. Election of 2024 Chair
2. Election of 2024 Vice Chair

#### **Consent Calendar:**

1. Approve Minutes from January 17, 2024 Meeting

#### **OLD BUSINESS:**

1. Strategic Plan for Welcoming and Integration
  - a. Implementation/Tracking
    - i. Equitable Access & Communication
    - ii. Civic Engagement
    - iii. Refugee & Immigrant Integration
    - iv. Education & Economic Opportunity
    - v. Naturalization Scholarship
    - vi. Civic Engagement Pillar
2. Welcoming Week Committee Update
  - a. International Festival 2024
  - b. Five Flags Video
3. Immigration Attorney Informative Session
4. Kansas Open Meetings Act (KOMA) & Kansas Open Record Act Training (KORA)

#### **NEW BUSINESS**

1. Consideration of Welcoming America-Certified Welcoming

#### **BOARD PROGRAMS/DATES** (keep in mind):

- 9:30am February 21, 2024, International Festival Planning Meeting
- 10am, February 21, 2024 Board Retreat
- 5:30pm, February 22, 2024 New Americans Dinner
- March 19, 2024, Presidential Preference Primary, Ford County Voting Locations (Looking for bilingual workers to assist)
- March 26-28, 2024 USCIS MSI & Stakeholders Outreach Meeting
- April-Celebrate Diversity Month
- April 10-12- Darlin & Roxana attending Welcoming America Interactive
- Naturalization Scholarship Deadline April 17, 2024
- May 5, 2024, Cinco de Mayo
- June 17-23, 2024 Refugee Week
- June 25-27, 2024, USCIS MSI & June 25, 2024-Projected Naturalization Ceremony
- National Hispanic Heritage Month September 15- October 15, 2024
- September 8, 2024, Dodge City International Festival, Wright Park
- September 13-22, 2024, Welcoming Week
- Human Rights Day – Tuesday, December 10, 2024

#### **COMMENTS FROM BOARD MEMBERS/STAFF**

#### **ADJOURNMENT**

# MINUTES

## CULTURAL RELATIONS ADVISORY BOARD

Wednesday, January 17<sup>th</sup>, 2023 – 10:00 am  
City Commission Chambers – 806 N. Second Ave.

### CALL TO ORDER

**Attendees:** Brenda Carmona, Holly Mercer, Karim Schneider, Coral Lopez, Debbie Snapp, Karla Lees, Isabel Garcia, Vicky Ortiz, Chuck Taylor

**Absent:** Esmeralda Granados, Kurt Lampe, Esmeralda Soto, Elizabeth Reazola

**Staff:** Melissa McCoy, Darlin Rayo

### CONSENT CALENDAR

### OLD BUSINESS:

1. Strategic Plan for Welcoming and Integration
  - a. Civic Engagement
    - i Voter Engagement: Debbie Cox has supplied flyers for an upcoming event hosted at the library, and these have been prominently featured on the welcoming page. Staff is actively encouraging people to attend, and Melisa has asked members to assist in spreading the word. Additionally, there is a suggestion to explore the possibility of creating more educational videos for further outreach.
    - ii New Americans Dinner: The New American Dinner had been postponed due to insufficient attendance. We've reached out to Boot Hill for potential dates in February and March, with a preference for February 22. Melissa will follow up to finalize details. The event is specifically for individuals who obtained citizenship from our previous hosting until now. Many were unaware of the museum and its free entry for Ford County residents. Coral suggested considering a mini show instead of a full show.
  - b. Equitable Access and Communication
    - i. Engage Dodge Program Update and Plans for Spring 24: Darlin provided an update to the committee regarding the upcoming Engage Dodge class scheduled to commence in April. This class will see ESOL students from UDS443 but will be open to the public. Two sessions are planned, one in the morning and one in the evening beginning in April and ending in May. Melissa will follow up with Blanca Soto regarding the participation of ESOL students in the class.

Minutes Submitted by Darlin Rayo  
Approved 00/00/0000

- ii. Approve application to NLC 2024 Cultural diversity Award for Engage Dodge: Darlin is currently seeking approval for the application of the NLC Cultural Diversity Award for Engage Dodge. The community has shown enthusiasm for this class, emphasizing its alignment with the strategic plan. Coral, having been a presenter, attested to the valuable experiences participants gain from the program. The City will be reaching out to organizations to request letters of support, and Debbie, Karla, and Rebecca have offered to provide letters from their respective organizations. Karla motioned for approval, and Holly seconded the motion.
  - iii. Language Access Meeting with Hon. Teresa Watson District Court Judge: Melissa had the opportunity to connect with one of the justices, who facilitated contact with District Court Judge Teresa Watson. They have a scheduled call next week Friday, and Melissa will send out details to CRAB to discuss the program and initiatives led by Judge Watson.
- c. Refugee and Immigrant Integration
- i USCIS Mobile Services Update: USCIS discovered that there was insufficient funding for visits every three months, but Senator Marshall assisted in securing additional funding. There is a possibility that the Mexican Consulate may visit again this year.
  - ii [Naturalization Scholarship](#): The application deadline is in April, same as last year. We propose having the Engage Dodge agenda and hosting them in the fall. There are 12 scholarships available through the Community Foundation, and other entities have expressed interest in contributing. Catholic Charities has a program that assists with USCIS fees, and Debbie is exploring a potential partnership. In the initial request, CRAB asked Catholic Charities to provide legal services; we can collaborate with them, but we need clear parameters. One option is to offer classes through Catholic Charities, with Engage Dodge as a mandatory component. It was decided that participation of Engage Dodge continue to be a requirement upon receiving the scholarship.
  - iii Immigration Attorney Clinic: Discussion of this clinic will be held after CRAB. The goal is to provide information on reputable immigration attorneys, ensuring community members have trustworthy resources. The upcoming event, tentatively scheduled for March or April, will take place at either the library or Hennessy Hall, both of which offer various meeting rooms for discussion.

## 2. Welcoming Week Committee

- d. Five Flags Video Update- Holly Mercer, DC3: Holly reported that the committee has reviewed the script for the documentary, and adjustments are needed, so it will take some time. Holly is interested in discussing history, particularly pre-1920 or even pre-1870. The committee is exceptional, but there's consideration of how to present historical facts. Holly aims to present the information respectfully, acknowledging the challenges posed by history, yet recognizing the obligation to tell a story relevant to the present day. The project holds significance on various levels, and the committee plans to reconvene to further discuss and refine the approach.

Vacant At-Large Board Position: There are currently two vacant positions on the committee: Lisa has resigned, and Esmeralda Granados has not been attending. Employees from Landmark are unable to attend due to staffing constraints. Additionally, individuals receiving funding from the city are ineligible to apply for these positions. The committee is exploring avenues to secure additional representation and is open to suggestions on how to identify and recruit suitable candidates.

### **NEW BUSINESS**

1. Tentative Board Retreat- Date and Time
2. Certified Welcoming City Discussion
  - a. <https://welcomingamerica.org/initiatives/certified-welcoming/>

### **BOARD PROGRAMS/DATES** (keep in mind):

- o 2pm-4pm, January 20, 2024, Election 101, Dodge City Public Library
- o 5:30pm, February 22<sup>nd</sup> New Americans Dinner
- o 9:30am February 21, 2024, International Festival Planning Meeting
- o 10am, February 21, 2024 Board Retreat
- o March 19, 2023, Presidential Preference Primary, Ford County Voting Locations
- o April-Celebrate Diversity Month
- o May 5, 2024, Cinco de Mayo
- o June 17-23, 2024 Refugee Week
- o National Hispanic Heritage Month September 15- October 15, 2024
- o September 8, 2024, Dodge City International Festival, Wright Park
- o September 13-22, 2024, Welcoming Week
- o Human Rights Day – Tuesday, December 10, 2024

### **COMMENTS FROM BOARD MEMBERS/STAFF**

Karla will address certain matters with the multicultural committee to provide assistance with specific items. Karim is in the process of planning a "Know Your Rights" clinic, and he will share relevant information with the board. Vicky will send updates on events taking place in the library for the board's awareness. There is a recurring wellness hour every Tuesday at the library.

### **ADJOURNMENT**

Minutes Submitted by Darlin Rayo  
Approved 00/00/0000

Dodge City Welcoming Plan - Implementation Metrics				
Impact Indicators	2022	2023		2024
	Actual	Goal	Actual	Goal
<b>Equitable Access &amp; Communication</b>				
<b>Language Access:</b> Encourage local public entities to adopt and implement a Language Access Plan with a comprehensive and current bank of qualified interpreters.		CRAB will draft a Language Access Plan (LAP) and LAP tools for service providers and for patients/visitors to use as well as hold conversations with relevant entities to encourage implementation of a LAP.	Work is ongoing, but currently, there is no specific plan in place. CRAB members recently met with Honorable Judge Theresa Watson to discuss language access implementations, aiming to gather ideas for implementation in their community.	CRAB will develop and implement a comprehensive language access plan to ensure effective communication across the city and affiliated entities, enhancing accessibility and inclusivity for all community members.
<b>Diverse Community Ambassadors:</b> Assemble, inform and engage key influencers, leaders, and potential leaders from the entire community to better understand how information is received by community members, ensure accurate information is disseminated and engagement is inclusive.				
<b>Connect Communities:</b> Community-building events bring newcomers, long-time residents, law enforcement officers, nonprofits and others together to learn from and about each other, share food and music and build trust.	① Crossroads Kitchen (International Festival) was held and featured community members from 10 different countries who shared their stories and a sample of food from their home country.		Crossroads Kitchen was a highlight of the International Festival, showcasing culinary delights from 10 different countries and regions. Each participant shared a sample of food representing their home country.	CRAB will continue Crossroads Kitchen and search for more diverse participants to include in the International Festival.
<b>Technology:</b> Internet access and technology is equitable, affordable, and available to all residents. Basic computer skills classes and technical assistance are available and affordable. Community partners provide culturally relevant services.				CRAB will working project/flyers to Inform individuals about the availability and locations of free access to technology.
<b>Public Transportation:</b> is available at the times residents need it (including evenings and weekends), alternative transportation (walkability and biking) safety is improved.				CRAB will look at Introducing alternative transportation options and expanding walking trails to significantly enhance the City's pedestrian-friendliness by finding grants to assist with projects.
<b>Initiatives:</b> Such as the Engage Dodge Program that help residents understand, engage with and participate in local government and civic life are well-known and accessible to newcomers.	① Bilingual Engage Dodge program was held in partnership with the ESOL & Diversity program and the DCCC Adult Learning Center. Five 2-hour long sessions were held with a total of 30 attendees.		The Spanish-language Engage Dodge program was conducted in collaboration with participants from the Naturalization Conference, held over a seven-week period in the fall. The sessions lasted for two hours each evening, with a total of 17 participants.	CRAB will collaborate with the ESOL and Diversity Program to initiate another program in the spring. Another class will be held in the fall focused on the Recipients of the Naturalization Scholarship.
	<i>2022 Actual</i>	<i>2023 Goal</i>	<i>2023 Actual</i>	<i>2024 Goal</i>
<b>Civic Engagement</b>				
Voter registration and <b>Get Out The Vote</b> Efforts: Eligible voters are registered and informed on the issues and candidates, voting polls are accessible and voters know where to exercise their right to vote.	① The City of Dodge City made 6 posts about voting in lead up to the 2022 General Election. Posts began 3 weeks before Election Day. ② The City of Dodge City provided free transportation for voters to vote early or on Election Day.	CRAB will develop a Civic Engagement Strategic Plan that outlines outreach measures that should be taken to simplify/break down the voting process and mobilize voters to get out and vote.	In collaboration with Ford County, a series of six videos were produced in both English and Spanish, providing essential information to the public leading up to election day.	CRAB will coordinate with the Ford County Election Officer to update the voting videos and ensure continued awareness of important information to the public.
Continuous education about the decennial <b>Census</b> , the American Community Survey, and the redistricting process occurs in the community.			City staff has started attending webinars to gain further insights and develop a strategic plan for the necessary actions.	
<b>Civic mentorship programs</b> are established: Current civic leaders are paired with community members to mentor them about civic leadership and encourage them to pursue leadership positions in the community.				
<b>Local leadership</b> positions are publicly advertised and all members of the community are encouraged to apply. Workshops and information sessions on how to run for local office and join local boards are held in multiple locations, times and languages.				

	2022 Actual	2023 Goal	2023 Actual	2024 Goal
<b>Refugee &amp; Immigrant Integration</b>				
<b>Community Welcome Center:</b> Centralized location (both physical and virtual) for accessing information about community services relevant to newcomers. The Welcome Center also facilitates communication between service provider agencies in the community and there is follow-up on referrals made.		CRAB will work with Catholic Charities of SWKS to utilize their space as a Community Welcoming Center. Both organizations will identify frequently accessed services/resources to include information about within the space.	Catholic Charities and the City of Dodge City, in collaboration with several other entities, worked together to establish a warming shelter during severe weather days this winter.	
<b>Immigration legal assistance</b> including free clinics (DACA renewal and Naturalization consultations), United States Citizenship and Immigration Services (USCIS) and consular mobile services are held regularly, accessible and advertised widely. A permanent USCIS office be established in Southwest Kansas, with preference of a Dodge City location. Immigration legal services assistance capacity is expanded with additional funding support and community volunteers.	<ul style="list-style-type: none"> <li>① In conjunction with DCPL, the Mexican Consulate provided mobile services to community members in September.</li> <li>② UFCW Local 2 held their second annual, free citizenship assistance event for the community.</li> <li>③ USCIS visited Dodge City to present on "How to Become a U.S. Citizen." 36 participants attended.</li> <li>④ The Guatemalan Consulate was brought to Dodge City for the first time in November to provide mobile services. Over 300 community members were served.</li> </ul>	Guatemalan Consulate (Mar.), UFCW Local 2 Citizenship Clinic (April), Naturalization Scholarship (April), bi-annual DACA Renewal Clinic, Mexican Consulate	<ul style="list-style-type: none"> <li>① In partnership with the City of Dodge City and the Dodge City Public Library, the Guatemalan Consulate provided mobile services to community members.</li> <li>② In partnership with Catholic Charities of SWKS and Gateways For Growth, the City of Dodge City offered twelve \$400 scholarships to community members to help pay fees related to becoming a U.S. Citizen.</li> <li>③ In partnership with the City of Dodge City and NOVO Legal, UFCW Local 2 held their third annual, free citizenship assistance event for the community.</li> </ul>	<ul style="list-style-type: none"> <li>① USCIS mobile services and outreach event (March, June, September, December)</li> <li>② Provide Scholarships for residents who want to get their Citizenships</li> </ul>
<b>Provide education and training about acceptable identification documents</b> commonly used by immigrants and refugees in the community, including documents produced by USCIS consular offices of foreign countries in the United States.			USCIS hosted an informative outreach event in the fall, offering valuable information on the citizenship process.	USCIS mobile services will come to Dodge City quarterly, along with USCIS outreach events for the public creating awareness on services and procedures.
<b>Positive stories and spotlights</b> about newcomers are regularly published in local news outlets and across the state.				
Regular opportunities for <b>newcomers to interact with long-term residents</b> and build neighborly friendships are coordinated intentionally; New arrivals are paired with long-term residents for mentorship and social connection. In addition, initiatives, and programs to build trust among New Americans and Law Enforcement are available and promoted. Volunteer opportunities are widely available.				CRAB will host "Meet Your Neighbor" type gatherings to engage the community, providing light snacks and refreshments to encourage social connections.
Governmental entities and community organizations advocate for <b>inclusive legislation, policies, and initiatives</b> at the local, state and federal level.	① The City of Dodge City and the Southwest Kansas Coalition have approved and supported Legislative Policy to create a pathway to sensible immigration reform including, but not limited to, a permanent solution and pathway to citizenship for DACA recipients.		① The City of Dodge City and the Southwest Kansas Coalition have approved and supported Legislative Policy to create a pathway to sensible immigration reform including, but not limited to, a permanent solution and pathway to citizenship for DACA recipients.	
<b>Safe &amp; Healthy Community</b>				
<b>Healthcare Access:</b> All Dodge City residents know when and where to access healthcare services, including dental and vision services, and are able to get the support they need regardless of insurance status, socioeconomic status, cultural concerns, language challenges or other barriers. Health education community outreach and clinics for basic healthcare needs occur frequently.	① Genesis Family Health was present at the 2022 Guatemalan Consulate mobile services event and provided community members with local health resources and vaccines. Alce Su Voz was also present as part of their efforts to "Increase the Reach" for Indigenous Guatemalan community members.	CRAB will support current efforts for health fairs and other measures to improve accessibility to healthcare and safety such as Beyond Barriers and Ford County Emergency Management.	① Genesis Family Health and Alce Su Voz were present at the 2023 Guatemalan Consulate mobile services event and connected community members with health resources and language access information when seeking medical care.	
<b>Mental Healthcare:</b> is available and accessible Bilingual providers are available. All providers are trained in trauma informed care. Mental health services are culturally competent. Community outreach assists with overcoming stigma of mental health diagnoses and treatment.				
<b>Disaster Preparedness:</b> Enhance outreach and support for disaster preparedness and emergency responses that are culturally and linguistically responsive through coordination with local disaster response agencies and Ford County Emergency Management. Interpretation services are immediately available for 911 calls.	<ul style="list-style-type: none"> <li>① Students from the ESOL &amp; Diversity program and from the Adult Learning Center shared with 911 Communications Director Elliot Linke reasons why immigrant/refugee communities are hesitant to call 911.</li> <li>② The City of Dodge City worked with Ford County Emergency Management to distribute Warming Shelter information in Spanish as well as English.</li> </ul>		The City of Dodge City worked with Ford County Emergency Management to distribute Warming Shelter information in Spanish as well as English.	

	2022 Actual	2023 Goal	2023 Actual	2024 Goal
<b>Education &amp; Economic Opportunity</b>				
<b>Child Care:</b> Quality child care is affordable and available at the times parents need to work (including 2nd and 3rd shifts), go to school, or engage in the community. Newcomers are empowered, educated and are aware of resources available to become certified child care providers.	① Dodge City/Ford County Development received the Office of Rural Prosperity Rural Champions grant to drive childcare efforts. A Childcare Champion will fill in gaps to ensure progress.	CRAB will work with and support the Dodge City Childcare Coalition through efforts such as elevating community member concerns and needs.	The Child Care Coalition has collaborated on a grant application to secure funding for a new child care facility.	CRAB will explore the requirements and steps needed to secure the grant funding essential for initiating the design work on a new child care facility.
<b>Banking and Financial Services:</b> Lending institutions offer products and services that are appropriate and accessible across cultural, religious, and national origin status. Banks and financial institutions recognize and accept identification documents and immigration status (other than exclusively citizenship and/or green card status) while catering these services.				
<b>Housing Challenges and Opportunities:</b> Affordable, appropriate housing is available, families are educated about tenant rights and responsibilities, local governments and nonprofit organizations are partners in improving housing opportunities and families are able to become homeowners.				CRAB will work with partners such as the Dodge City Ford County Development Corporation, Community Housing Association of Dodge City and similar entities to promote and provide information to residents for their programs and grants such as Revive the Block.
<b>Youth Mentorship Programs Are Established:</b> Current community leaders and professionals are paired with youth (with intentional outreach to immigrant and refugee youth) to mentor them about post-secondary opportunities, specific career paths and encourage them to pursue staying or coming back to Dodge City after college graduation.				
<b>Clear paths to professional recertification</b> exist for foreign-educated professionals through local and state education institutions				
<b>Adult education</b> is available and accessible for all newcomers and meets their needs, including English as a Second Language and trade certification programs.				

Language Access meeting with Judge Theresa Watson  
January 26, 2024  
9:00 – 10:00 am

Providing language access involves implementing measures to ensure that individuals with limited English proficiency can fully participate in and understand important communications and services. Language Access Plans should develop and implement formal language access plans that outline specific strategies, responsibilities, and timelines for providing language access services.

- **Public Meetings and Events:** Provide interpretation services for public meetings and events. This ensures that non-English speakers can participate and understand discussions.
  
- **Translation Services:** Translate essential documents, forms, and information into commonly spoken languages within the community. This includes written materials such as brochures, applications, and public notices.
  - Hotlines or Helplines: (Lance Video interpretation services, Language Line, iSpeak Cards)
  - Keep list of qualified interpreters and require them to go through an orientation (free internet program 8 hour orientation from Johnson County Community College) and signing a confidentiality and ethical form.
  
- **Community Partnerships:** Collaborate with local community organizations and leaders to reach out to diverse populations. These partners can help bridge communication gaps and provide insights into the linguistic needs of the community.
  
- **Feedback:** Establish a feedback mechanism where community members can provide input on language access services. This helps in continuous improvement and adjustment of strategies based on community needs.

# REVIVE THE BLOCK



**UP TO \$25,000 FOR ELIGIBLE HOME REPAIRS AVAILABLE TO QUALIFYING HOMEOWNERS.**

## Homeowner Qualification:

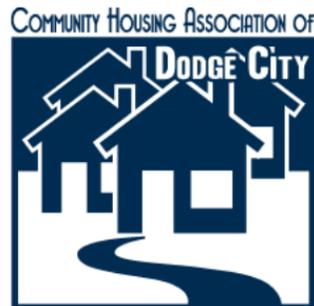
- Meet income guidelines
- Own and occupy home
- Property taxes and utilities paid up-to-date
- Active home insurance policy

## Eligible Repairs:

- electrical updates
- handicap accessibility
- HVAC
- Plumbing
- Window repairs
- Various other repairs

**VISIT**

<https://www.dodgev.org/revive-theblock>



**SCAN TO VIEW AND PRINT APPLICATION!**

**CONTACT US!**

(620) 371-3870

mtasset@dodgev.org

101 E. Wyatt Earp Boulevard  
Dodge City, KS 67801

## Becoming a Certified Welcoming city

<https://certifiedwelcoming.org/become-certified/>

Apply [HERE](#)

Process and Timeline from start to finish is 6 months to a year. (All information detail can be found in the [Standard Operating Procedure](#))

1. Complete intake form and sign contract
2. Complete self-assessment (pg 9)
3. Complete 2-3 day audit (pg 11)
4. Receive final report (pg 12)
5. Address any non-compliances (pg 13)
6. Receive Certificate

Certificates are valid for four years. Cost is dependent on star rating, Core and Premium Welcoming Network Members receive a free one-star assessment. 2-5 star assessments are available at a discounted rate of \$9,000 for members. To find out what star designation is right for our local government we must take a pre-assessment [HERE](#)