

AGENDA
CULTURAL RELATIONS ADVISORY BOARD
Wednesday, March 22, 2023 – 10:00 am
City Hall – 806 N. 2nd Ave.

CALL TO ORDER

Introductions

OLD BUSINESS:

1. Election of Chair/Vice Chair
2. CRAB Bylaws & Resolution
3. Review City Webpage
4. Strategic Plan for Welcoming and Integration
 - a. Implementation
5. Crossroads Kitchen Video Premiere
6. Welcoming Week Committee
 - a. International Festival 2023
 - b. Five Flags Video

NEW BUSINESS

BOARD PROGRAMS/DATES (keep in mind):

1. USD #443 Safety and Resource Fair – Thursday, March 23rd
2. USCIS Mobile Services in Garden City – Monday, March 27th
3. April – Celebrate Diversity Month
4. UFCW Local 2 Citizenship Legal Assistance – Saturday, April 1st
5. Naturalization Scholarship Deadline – Wednesday, April 12th
6. Crossroads Kitchen Video Premiere – TBD
7. Cinco de Mayo – Friday, May 5th, 2023
8. Sunday, May 21, 2023 is World Day for Cultural Diversity for Dialogue and Development
9. June – Immigrant Heritage Month
10. World Refugee Week June 20-26, 2023
11. Americorp Fellows (tentative) – June 26th – August 4th, 2023
12. National Welcoming Week – September 8-17, 2023
13. International Festival 2023 – Saturday, September 9th, 2023
14. National Hispanic Heritage Month September 15- October 15, 2023
15. Engage Dodge – October-November 2023
16. Human Rights Day – Saturday, December 10, 2023

COMMENTS FROM BOARD MEMBERS/STAFF

ADJOURNMENT

Bylaws of the Dodge City Cultural Relations Advisory Board
Adopted Month Day, 2023.

ARTICLE I: PURPOSE

- A. Background.** On June 21, 2010, the City of Dodge City Commission (“Commission” or “Governing Body”) adopted Resolution #2010-19 (the “Resolution”) forming the Cultural Relations Advisory Board (“the Board”). The Resolution provided for formation of the Board for the purpose of advising the Commission regarding issues affecting minority populations within Dodge City.
- B. Purpose.** The purpose of the Board is to advise the City Commission related to or affecting minority communities within Dodge City, to monitor the policies and practices of the City of Dodge City to issue fair and equitable application, and to act as a resource for intercultural awareness, education, and celebration among all people.

ARTICLE II: COMPOSITION

- A. Board Members.** The Board shall be composed of eleven (11) representatives from each of the following:
- Cargill Meat Solutions - One (1) representative
 - National Beef Packing - One (1) representative
 - Dodge City Ministerial Fellowship - One (1) representative
 - United Way of Dodge City - One (1) representative
 - USD #443 - One (1) representative
 - Dodge City Community College/Adult Learning Center - One (1) representative
 - Genesis Family Health - One (1) representative
 - Dodge City Area Chamber of Commerce - One (1) representative
 - Catholic Charities of Southwest Kansas – One (1) representative
 - At large - Two (2) representatives
- B. Staff Representative.** The City Manager shall appoint a staff representative to the Board. The staff representative shall assist the Board in the performance of its duties, keep a record of the proceedings of the Board, and notify members of the date, time, and place of meetings of the Board.
- C. Terms of Office.** Board members shall be appointed for three (3) year terms by the Mayor of the City with the advice and consent of the City Commission. A term shall begin on the first (1st) day of February and shall expire at the end of the thirty-first (31st) day of January of the appropriate last year of the term. Reappointment shall be allowed for all positions.
- D. Resignation, Vacancies and Attendance.** A Board member may resign at any time by giving written notice to the remaining members of the Board. The notice shall be effective upon the date of receipt, or at a later date indicated in the notice. A Board member shall immediately cease to be a Board member in the event they no longer meet the qualification requirements in the bylaws. Vacancies shall also occur in case of the death, incapacity, or incarceration of a Board member.

Commented [RA1]: At-large board members are appointed via this process. Other board members are chosen by their respective organization.

Vacancies on the Board shall be filled in accordance with the provisions of paragraph II C. of these bylaws. All members are requested to contact the Staff Representative prior to a meeting if they are unable to attend. After two (2) missed meetings, the member will be called by the Chair. Any member who is absent without excuse for three (3) board meetings within one year shall be subject to removal by the Board.

- E. Officers.** The officers of the Board shall be the Chair and Vice Chair, chosen as follows:
- 1. Time of Election.** At the first organizational meeting and thereafter annually in February of each year, the voting members of the Board shall elect the Chair and Vice Chair from among their members. The Secretary shall be an employee of the City of Dodge City designated from time to time by the City Manager to perform the functions of Secretary described in these Bylaws.
 - 2. Term.** The Chair and Vice Chair nominated and elected at the initial meeting of the Board shall begin their terms of office immediately upon election. If the office of Chair becomes vacant during the term, the Vice Chair shall become Chair. Vacancy in the office of Vice Chair during the term shall be filled by a voting member elected by the voting members to serve the remainder of the term.
 - 3. Duties of the Chair and Vice Chair.** The Chair, or the Vice Chair in the absence of the Chair, shall act as the presiding officer of the Board and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a vote of four members and perform such other duties as are required by these Bylaws, and the resolution(s) of the City of Dodge City creating and/or modifying the composition and charge of the Board. The Chair shall have all the rights and duties enjoyed by any other member of the Board, including the right to make and second motions.
- F. Compensation and Budget.** The members of the Board shall serve without compensation. The Board, with the prior approval of the Governing Body, may expend funds, may accept contributions from any persons or governmental unit to assist in their efforts, and may enlist the cooperation, including the financial assistance of private, charitable, religions, labor, civic, or benevolent organizations for the purposes set forth. All funds shall be received and disbursed in the name of the City of Dodge City, Kansas. A budget provision for such receipts and expenditures shall be made part of the City's operating budget.

ARTICLE III: MEETINGS

- A. Date and Time of Regular Board Meetings.** The Board shall convene in a place and time designated by a vote of the members. Meetings may be held in person, by email, by telephone, or similar electronic method agreed upon by the majority of the Board. At such meeting, the Board may determine the time and place for future meetings. A quorum shall consist of ~~five (5)~~ **members**. Notwithstanding the foregoing, any regularly scheduled meeting of the Board may be canceled by majority vote of the Board or, for lack of business or a quorum, by the Chair or Staff Representative.

Commented [RA2]: To be revisited.

- B. Special Board Meetings.** Special meetings of the Board shall only be called upon a determination by the Staff Representative that there is need to hold a special meeting for the Board to fulfill its purpose and perform its duties and functions.
- C. Agendas.** The Staff Representative shall prepare, post, and otherwise give notice of the agenda for each meeting of the Board.

ARTICLE IV: CONDUCT OF MEETINGS

- A. Order of Business.** The regular order of business of the Board shall be:
 - 1. Call to order and roll call.
 - 2. Public comment on items not on the Agenda.
 - 3. Approval of the minutes of the previous meeting.
 - 4. Consideration and action on Agenda items.
 - 5. Board member reports/comments.
 - 6. Adjournment.
- B. Recording of Meetings.** Any meeting of the Board, other than a closed session, may be recorded by any person, unless the Board determines that such recording could constitute a disruption of the proceedings.
- C. Presentations to the Board.** Organizations and groups that represent cultural relations interests will be included on the agenda of the monthly meetings. Any person desiring to address the Board shall be requested, when recognized by the Chair, to give their name and address to facilitate preparation of the minutes, although no persons shall be denied recognition or denied the opportunity to speak solely because they decline to state their names and addresses. The Chair may, in the interest of facilitating the business of the Board, set in advance of the presentation of public input, reasonable time limits for oral presentation. Persons may be required to submit written testimony in lieu of oral testimony if the Chair determines that a reasonable opportunity for oral presentations has been provided, and in such case, the matter may be continued to a later date to allow a reasonable time for such submittals to occur.
- D. Recordation of Board Actions.** All official actions or decisions by the Board shall be entered in the Board minutes kept by the Staff Representative. The vote or votes of Board members on every question shall be recorded.

ARTICLE V: VOTING AND QUORUM

- A. Roll Call Vote.** A roll call vote may be required for voting upon any motion of the Board, at the discretion of the Chair.
- B. Inaudible Votes.** Any member present who does not vote in an audible voice shall be recorded as voting "aye." Members may abstain from voting if the member has recused himself or herself from participating due to a conflict of interest, in which case the member shall not be present in the meeting room during the discussion and action on the item.
- C. Quorum.** A quorum shall consist of ~~five (5) members~~.

Commented [RA3]: To be revisited.

- D. Number of Votes Required for Action.** No action or recommendation of the Board shall be valid and binding unless a quorum is present, and the action is approved by a majority vote of the Board members actually present at the meeting. Each member shall have one vote. No votes may be cast by proxy. Tie votes shall be considered as a denial of the motion.
- E. Voting Affected by Conflict of Interest.** As a general rule, no member shall participate in any discussion or voting if to do so would constitute a conflict of interest. Notwithstanding the foregoing, if a quorum cannot be achieved or the required number of affirmative votes for action obtained because conflicts of interest exist that prevent members having such conflicts from discussing or voting on the matter, and the conflicts are such that an insufficient number of non-conflicted members will be available to vote at a later date even if the matter is continued, then the matter shall not be continued and a sufficient number of members having conflicts of interest, selected by lot, shall be allowed to participate to provide enough votes for the Board to form a quorum and take affirmative action.
- F. Motion to Reconsider.** The Board may reconsider a matter during the meeting at which the vote was taken, provided all members who were present when the matter was discussed and voted upon are still present and provided further that the motion to reconsider is made by a member who voted with the prevailing side. A motion for reconsideration shall have precedence over every motion except a motion to adjourn. A final vote on any matter may also be placed on the agenda for reconsideration by the Board upon motion of any member at any later meeting. When the Board approves a motion for reconsideration, the Board may, in its discretion, reconsider the matter immediately or at a later date.

ARTICLE VI: BYLAWS AMENDMENT

These Bylaws may be amended only with the approval of Board and to the extent not inconsistent with any applicable federal, state, or local law.

RESOLUTION NO. 2023-xx

Commented [RA1]: Update.

A RESOLUTION AMENDING RESOLUTION NO. 2010-19 FOR THE PURPOSE OF ADDING ADDITIONAL REPRESENTATIVES TO THE CULTURAL RELATIONS ADVISORY BOARD.

WHEREAS, on June 21st, 2010, the Governing Body of the City of Dodge City adopted Resolution 2010-19, which created and established a City appointed Cultural Relations Advisory Board to act in an advisory capacity to the Governing Body of the City, and as otherwise requested, to insure the implementation of the purposes therein; and

WHEREAS, Dodge City continues to consist of a diverse and dynamic population, representing several major ethnic groups; and

WHEREAS, the principals of representative democracy require that the interest of all people be heard and considered in the establishment and administration of ordinances and policies, and in the general governing of the City; and

WHEREAS, Catholic Charities of Southwest Kansas plays an important role in serving refugee and immigrant community members; and

WHEREAS, having an additional at-large member would allow greater representation from the general public; and

WHEREAS, it is the policy of the City of Dodge City to promote and foster goodwill, and through cooperation and conciliation among all groups and segments of the population, to eliminate and prevent within its boundaries discrimination, segregation or separation because of race, color, national origin or ancestry.

NOW THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Dodge City, Kansas:

Resolution No. 2019-10 is hereby amended and restated in its entirety and shall provide as follows:

SECTION I. That it is advisable, desirable, and will be to the overall benefit of the City of Dodge City, Kansas, to create and establish a City appointed Cultural Relations Advisory Board, (hereinafter referred to as "The Board") which shall act in an advisory capacity to the Governing Body of the City, and as otherwise requested, so as to ~~insure~~ensure the implementation of the purposes herein below set forth.

BE IT FURTHER RESOLVED that:

1. The purpose of the Cultural Relations Advisory Board is to advise the City Commission related to or affecting minority communities within Dodge City, to

monitor the policies and practices of the City of Dodge City to issue fair and equitable application, and to act as a resource for intercultural awareness, education, and celebration among all people.

2. That the members shall be composed of ~~nine~~eleven representatives, appointed for three (3) year terms by the Mayor of the City with the advice and consent of the City Commission, provided that when initial appointments are made, three (3) shall be for terms which expire January 31, 2011; three (3) shall be for terms which expire January 31, 2012; and three (3) shall be for terms which expire January 31, 2013. Thereafter, all appointments shall be for three (3) years.

Commented [RA2]: Standing positions are appointed differently than at-large positions.

3. Membership on the Board will be represented from each of the following:

Cargill Meat Solutions – One (1) representative
National Beef Packing – One (1) representative
Dodge City Ministerial Alliance Fellowship – One (1) representative
United Way of Dodge City – One (1) representative
USD #443 – One (1) representative
Dodge City Community College/Adult Learning Center – One (1) representative
Mexican American Ministries – One (1) representative
Dodge City Area Chamber of Commerce – One (1) representative
Catholic Charities of Southwest Kansas – One (1) representative
At large – Two (2) representatives.

Commented [RA3]: Karim to double check the official name.

4. Organizations and groups that represent cultural relations interests will be included on the agenda of the monthly meetings.
5. The Board shall convene in a place and time designated by a vote of the members. At such meeting, the Board shall elect a chairperson for an initial term which expires January 31, 2011, and thereafter for a term of one (1) year, and may elect other officers, adopt bylaws, and determine the time and place for future meetings. A quorum shall consist of ~~five (5)~~members.

Commented [RA4]: To be revisited.

6. The City Manager shall appoint a staff representative to the Board. The staff representative shall assist the Board in the performance of its duties, keep a record of the proceedings of the Board, and notify members of the date, time, and place of meetings of the Board.
7. The Board shall act in an advisory capacity and its function shall be to further amicable relations among the various segments of the population which comprise the City of Dodge City; to help preserve and further the good name of the City for tolerance and fairness and to promote better relations among its people; to help make it possible for each citizen to develop talents, abilities, and opportunities without limitations. The Board shall advise the Governing Body on problems affecting human and intergroup relations; may make studies, surveys, and

investigations to provide accurate data for orderly and constructive community development and recommend such measures that are deemed necessary to carry out such recommendations; consult with and coordinate efforts among agencies, both public and private, such as local businesses, schools, law enforcement agencies, social welfare organizations, youth and senior groups, and other similar groups which function in the field of human relations. The Board may utilize the resources of individuals and groups towards the improvement of intergroup relations, enlist all potential community forces in an effort to make more secure and to extend democratic rights, opportunities and practices, and influence and encourage community support for educational programs and appropriate legislation designed to combat those misconceptions, prejudices, and untruths which tend to set group against group, reduce tensions created by ignorance and bigotry, and eliminate discriminatory practices arising from prejudice. The Board may recommend to the Governing Body human relations policies, procedures, and programs.

8. The Board, with the prior approval of the Governing Body, may expend funds, may accept contributions from any persons or governmental unit to assist in their efforts, and may enlist the cooperation, including the financial assistance of private, charitable, religious, labor, civic, or benevolent organizations for the purposes set forth. All funds shall be received and disbursed in the name of the City of Dodge City, Kansas. A budget provision for such receipts and expenditures shall be made part of the City's operating budget.
9. The Board shall report and make recommendations to the Governing Body of the City of Dodge City at regularly scheduled meetings of the Governing Body not less than twice each calendar year commencing in 2011.

SECTION II. That this resolution shall be effective on the date approved and adopted below.

APPROVED AND ADOPTED by the Governing Body of the City of Dodge City, Kansas, this ____ day of _____, 2023.

Michael Burns, Mayor

ATTEST:

Connie Marquez, City Clerk

Dodge City Welcoming Plan - Implementation Metrics

Impact Indicators	2022	2023	
	Actual	Goal	Actual
Equitable Access & Communication			
Language Access: 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.	
Diverse Community Ambassadors: 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.			
Connect Communities: 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 was held and featured community members from 10 different countries who shared their stories and a sample of food from their home country.		
Technology: 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.			
Public Transportation: is available at the times residents need it (including evenings and weekends), alternative transportation (walkability and biking) safety is improved.			
Initiatives: 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.		
Civic Engagement			
Voter registration and Get Out The Vote 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.	
Continuous education about the decennial Census , the American Community Survey, and the redistricting process occurs in the community.			
Civic mentorship programs 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.			
Local leadership 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.			

Dodge City Welcoming Plan - Implementation Metrics

Impact Indicators	2022	2023	
	Actual	Goal	Actual
Refugee & Immigrant Integration			
<p>Community Welcome Center: 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.</p>		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.	
<p>Immigration legal assistance 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.</p>	<p>① In conjunction with DCPL, the Mexican Consulate provided mobile services to community members in September.</p> <p>② UFCW Local 2 held a free citizenship assistance event for the community for the second year.</p> <p>③ USCIS visited Dodge City to present on "How to Become a U.S. Citizen." 36 participants attended.</p> <p>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.</p>	Guatemalan Consulate (Mar.), UFCW Local 2 Citizenship Clinic (April), Naturalization Scholarship (April), bi-annual DACA Renewal Clinic, Mexican Consulate	
<p>Provide education and training about acceptable identification documents commonly used by immigrants and refugees in the community, including documents produced by USCIS consular offices of foreign countries in the United States.</p>			
<p>Positive stories and spotlights about newcomers are regularly published in local news outlets and across the state.</p>			
<p>Regular opportunities for newcomers to interact with long-term residents 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.</p>			
<p>Governmental entities and community organizations advocate for inclusive legislation, policies, and initiatives at the local, state and federal level.</p>	<p>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.</p>		
Safe & Healthy Community			
<p>Healthcare Access: 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.</p>		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.	
<p>Mental Healthcare: 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.</p>			
<p>Disaster Preparedness: 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.</p>	<p>① Students from the ESOL & 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.</p> <p>② The City of Dodge City worked with Ford County Emergency Management to distribute Warming Shelter information in Spanish as well as English.</p>		

Dodge City Welcoming Plan - Implementation Metrics

Impact Indicators	2022	2023	
	Actual	Goal	Actual
Education & Economic Opportunity			
Child Care: 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.	
Banking and Financial Services: 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.			
Housing Challenges and Opportunities: 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.			
Youth Mentorship Programs Are Established: 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.			
Clear paths to professional recertification exist for foreign-educated professionals through local and state education institutions			
Adult education is available and accessible for all newcomers and meets their needs, including English as a Second Language and trade certification programs.			