

AGENDA
CULTURAL RELATIONS ADVISORY BOARD
Wednesday, April 19, 2023 – 9:30 am
City Hall – 806 N. 2nd Ave.

CALL TO ORDER

Introductions

OLD BUSINESS:

1. Strategic Plan for Welcoming and Integration
 - a. Naturalization Scholarship
 - b. Civic Engagement
 - c. Language Access
2. CRAB Bylaws & Resolution
3. Crossroads Kitchen Video Premiere
4. Welcoming Week Committee
 - a. International Festival 2023
 - b. Five Flags Video

NEW BUSINESS

1. Digital Equity Listening Sessions

BOARD PROGRAMS/DATES (keep in mind):

1. April – Celebrate Diversity Month
2. Crossroads Kitchen Video Premiere (tentative) – Friday, May 19 @ 5:30 pm
3. Cinco de Mayo – Friday, May 5th, 2023
4. Sunday, May 21, 2023 is World Day for Cultural Diversity for Dialogue and Development
5. June – Immigrant Heritage Month
6. World Refugee Week June 20-26, 2023
7. Americorp Fellows (tentative) – June 26th – August 4th, 2023
8. National Welcoming Week – September 8-17, 2023
9. International Festival 2023 – Saturday, September 9th, 2023
10. National Hispanic Heritage Month September 15- October 15, 2023
11. Engage Dodge – October-November 2023
12. Human Rights Day – Saturday, December 10, 2023

COMMENTS FROM BOARD MEMBERS/STAFF

ADJOURNMENT

Applicant A

Household Income

- \$ 50,000

How have you prepared for the naturalization process?

- I am attending the UFCW 2 naturalization to help with the process to submit my application.

Why do you want to become a US Citizen?

- To have more benefits & opportunities. Also to be able to vote

Is there anything else you would want us to know?

-

Applicant B

Household Income

- \$90,000

How have you prepared for the naturalization process?

- Tengo unos meses estudiando en Catholic Charities of SWKS
- *I have a few months studying with Catholic Charities of SWKS*

Why do you want to become a US Citizen?

- Yo tengo viviendo en este país casi 18 años es un país que me ha dado la oportunidad de tener una mejor vida a mí y a mi familia También me gustaría votar cuando es tiempo de elecciones. Para mí es un país hermoso que me gustaría ser ciudadano de este hermoso país.
- *I have lived in this country for almost 18 years. It is a country that has given me the opportunity to have a better life for me and my family. I also would like to vote when it is time for elections. For me, it is an handsome country that I would like to become a citizen of this beautiful country.*

Is there anything else you would want us to know?

-

Applicant C

Household Income

- \$60,000

How have you prepared for the naturalization process?

- Empese a estudiar las preguntas
- *I have started to study the questions*

Why do you want to become a US Citizen?

- Para estar mas leal en US y ayudar a mi jente y por mis hijas y nietos que son ciudadanos de los Estados Unidos
- *To be more loyal in US and help my people/community and for my daughters and grandchildren who are citizens of the United States.*

Is there anything else you would want us to know?

-

Applicant D

Household Income

- \$40,000

How have you prepared for the naturalization process?

- Comenzare a estudiar el examen de ciudadanía
- *I will start to study for the citizenship exam*

Why do you want to become a US Citizen?

- Para poder votar y tener la posibilidad de elegir quien me represente y tener voz
- *To be able to vote and have the possibility to choose who represents me and to have a voice*

Is there anything else you would want us to know?

- Para poder ayudar a que mi familia regrese conmigo ya que hace un ano que estamos separados por proceso migratorio
- *To be able to help my family come back with me as it has been a year since we have been separated due to the migration process*

Applicant E

Household Income

- \$95,173

How have you prepared for the naturalization process?

- Catholic Charities con Mauricio Leautaud
- *Catholic Charities with Mauricio Leautaud*

Why do you want to become a US Citizen?

- Para servirle mejo al país y a nuestro pueblo
- *To better serve the country and our town/community*

Is there anything else you would want us to know?

-

Applicant F

Household Income

- \$52,800

How have you prepared for the naturalization process?

- I am attending DCCC Adult Learning Center since August of last year. I am looking for all the information or material necessary to prepare myself to can get my citizenship ASAP.

Why do you want to become a US Citizen?

- Because, I want to vote, participate in political elections, be part of a political party, and be able to obtain better benefits to offer a better life for my family.

Is there anything else you would want us to know?

- My American dream is to be a citizen of this great country, and give to my family a better life, offer to my five children and to my wife a better quality of life, like the one this country offers.

Applicant G

Household Income

- \$35,000

How have you prepared for the naturalization process?

- Aprendiendo la historia de Estados Unidos
- *Learning the history of the United States*

Why do you want to become a US Citizen?

- Para poder votar en las elecciones
- *To be able to vote in the elections*

Is there anything else you would want us to know?

- Quiera hacerme ciudadana para un futuro mejor para mi y mi familia
- *I want to become a citizen for a better future for me and my family*

Applicant H

Household Income

- \$600 a week (~ \$31,200)

How have you prepared for the naturalization process?

- No me he preparado a un
- *I have not yet prepared*

Why do you want to become a US Citizen?

- Porque mi residencia está a punto de expirar
- *Because my residency is about to expire*

Is there anything else you would want us to know?

- Soy madre soltera y no tengo el recurso necesario para poder aplicar para la ciudadanía
- *I am a single mother and do not have the necessary resources to be able to apply for citizenship*

Applicant I

Household Income

- \$18,100

How have you prepared for the naturalization process?

- I am currently attending classes towards naturalization. I as well have been studying at home.

Why do you want to become a US Citizen?

- I want to become a US citizen because I would like to vote.

Is there anything else you would want us to know?

-

Applicant J

Household Income

- \$65,000 -\$70,000

How have you prepared for the naturalization process?

- I have been studying the questions

Why do you want to become a US Citizen?

- i want to become a citizen because I feel I have more opportunities to do more things

Is there anything else you would want us to know?

-

Applicant K

Household Income

- \$7,000

How have you prepared for the naturalization process?

- NO

Why do you want to become a US Citizen?

- I am now graduating college as a first generation student under the Construction Science and Management program at Kansas State University. I want to become a citizen to be able to fully fulfill my dream of becoming a professional engineer, which requires me to become a citizen first.

Is there anything else you would want us to know?

- My family and I moved to Dodge City KS in 2010 with the dream of a better life and a better future. My parents dreams just like any immigrant parent was that my brother and I would go to school to get a better education then we were getting in Mexico, and for us to have a better life than they did. Their dreams is going to come true this upcoming May. I am going to be graduation from the Engineering Dept. of Kansas State University. My first goal is almost completed my next goal is to obtain my citizenship. This would mean the world to me because I would be able to take full advantage of the my degree.

Applicant L

Household Income

- \$30,000

How have you prepared for the naturalization process?

- Yes

Why do you want to become a US Citizen?

- For so many reasons but my priorities are to be able to vote ,to obtain a federal job and the cost to become a citizen is less then renew my green card.

Is there anything else you would want us to know?

- This scholarship will help me meet my goal of becoming a citizen, it will also help me save so I can take my children on vacation to the science museum in Oklahoma this summer.

Applicant M

Household Income

- \$135,078

How have you prepared for the naturalization process?

- Estudiando
- *Studying*

Why do you want to become a US Citizen?

- Para mentor beneficio
- *To benefit mentor*

Is there anything else you would want us to know?

-

Applicant N

Household Income

- Es menos de \$100,000
- *It is less than \$100,000*

How have you prepared for the naturalization process?

- Documentos
- *Documents*

Why do you want to become a US Citizen?

- Mejor calidad de vida
- *Better quality of life*

Is there anything else you would want us to know?

- Gracias por esa ayuda
- *Thank you for this help*

Applicant O

Household Income

- \$40,000

How have you prepared for the naturalization process?

- Attended the UFCW 2 free citizenship assistance event on April 1st, 2023

Why do you want to become a US Citizen?

- because I love this country full of opportunities and be able to vote and have a voice

Is there anything else you would want us to know?

- If I get the scholarship granted would be because I need help with paying for it. Now days it is difficult to make ends meet. I am an excellent resident of Dodge City and being a citizen could open more opportunities

Applicant P

Household Income

- \$43,000

How have you prepared for the naturalization process?

- Reading the questionnaire

Why do you want to become a US Citizen?

- I would like to be a police officer

Is there anything else you would want us to know?

-

Applicant Q

Household Income

- \$36,395

How have you prepared for the naturalization process?

- Yes

Why do you want to become a US Citizen?

- Allow me to feel comfortable living in the US.

Is there anything else you would want us to know?

- I am a teacher in Dodge City

Applicant R

Household Income

- \$65,000

How have you prepared for the naturalization process?

- I am attending the Catholic Charities citizenship classes for about three months.

Why do you want to become a US Citizen?

- I have been in the U.S for 36 years and it has been my goal for many years to gain my citizenship. I would also like to have the right to vote and the freedom that comes with being in this country.

Is there anything else you would want us to know?

- N/A

Applicant S

Household Income

- \$75,000 - \$85,000

How have you prepared for the naturalization process?

- I have been continuously studying the Naturalization prep questions.

Why do you want to become a US Citizen?

- I have resided in the United State most of my life and becoming a US citizen not only be beneficial educationally and economically but I want to join the military to give back what I can.

Is there anything else you would want us to know?

- I am a student of Dodge City High School. I want join the military but want to be in a ROTC program before entering.

Local Governing Boards Videos

City of Dodge City Commission

The City of Dodge City Commission is made up of five elected Dodge City residents. The City Commission acts as the legislative body of the City and is responsible for making policy decisions and enacting laws on the behalf of Dodge City residents. This includes passing ordinances and resolutions, appointing members to City advisory boards, and approving City policies.

The Commission meets on the 1st and 3rd Mondays of each month at 7:00 pm. Meetings are held in the Commission Chambers of City Hall located at 806 N. 2nd Avenue. The public is welcome to attend the meetings in person or watch the livestream on the City's Facebook or Vimeo page.

There are three City Commission seats available each election, and elections are held in November of odd numbered years. Dodge City residents interested in running for City Commission must file to appear on the ballot by June 1st at 12 pm noon. Contact the Ford County Elections Office at 620-227-4551 for more information.

DC3 Board of Trustees

The Dodge City Community College Board of Trustees is made up of seven elected community members. The Board serves as the governing body of the College and is responsible for developing the policies that govern the conduct of the affairs of Dodge City Community College.

The Board of Trustees meets on the fourth Tuesday of each month at 6:00 pm. Meetings are held on campus, typically at the DC3 Student Union / Bookstore. The public is welcome to attend the meetings in person or watch the livestream on the DC3 Facebook page.

There are three to four Board of Trustees seats available each election, and elections are held in November of odd numbered years. Dodge City residents interested in running for the Board of Trustees must file to appear on the ballot by June 1st at 12 pm noon. Contact the Ford County Elections Office at 620-227-4551 for more information.

USD #443 Board of Education

The USD #443 Board of Education is made up of seven local citizens elected at-large. The Board of Education serves as the governing body of the district and is committed to periodically drafting and reviewing progress toward goals for the Board of Education and for the welfare of the District.

The Board of Education meets on the second Monday of each month at 12 pm noon at school sites. The Board also meets on the fourth Monday of each month at 6:00 pm in the District

Office Building located at 2112 1st Avenue. The public is welcome to attend the meetings in person or watch the livestream on the Dodge City Public Schools Youtube Channel.

There are three to four Board of Education seats available each election, and elections are held in November of odd numbered years. Dodge City residents interested in running for the Board of Education must file to appear on the ballot by June 1st at 12 pm noon. Contact the Ford County Elections Office at 620-227-4551 for more information.

Ford County Commission

The Ford County Commission is made up of three elected Ford County residents. The County Commission acts as the legislative body of the County and is responsible for making policy decisions and enacting laws on the behalf of Ford County residents. This includes passing ordinances and resolutions, appointing members to County advisory boards, and approving County policies.

The Commission meets on the 1st and 3rd Mondays of each month at 3:30 pm. Meetings are held in the Commission Chambers on the Mezzanine Level of the County Government Center located at 100 Gunsmoke. The public is welcome to attend the meetings in person or watch the video on the Ford County1 Youtube Channel.

There are one to two County Commission seats available each election, and elections are held in November of even numbered years. Dodge City residents interested in running for City Commission must file to appear on the ballot by June 1st at 12 pm noon. Contact the Ford County Elections Office at 620-227-4551 for more information.

[ENTITY NAME]
LANGUAGE ACCESS PLAN

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I. PURPOSE

This document serves as the plan for [ENTITY NAME] to provide services to English Language Learners (ELs) in compliance with Title VI of the Civil Rights Act of 1964; 45 C.F.R. § 80 et seq; and 28 C.F.R. § 42 et seq. The purpose of this plan is to provide a framework for the provision of timely and reasonable language assistance to ELs who come in contact with [ENTITY NAME].

It is [ENTITY NAME]'s mission to [MISSION STATEMENT/PURPOSE]. This plan promotes open communications in order to fulfill our mission.

This plan was developed to ensure equal access to services for ELs and hearing-impaired persons. Although Deaf and Hard of Hearing individuals are covered under the Americans with Disabilities Act rather than Title VI of the Civil Rights Act, they have been included in this plan insofar as they relate to the [ENTITY]'s language access commitment.

II. DEFINITIONS

Bilingual Employee: An employee who is fluent in both English and a second language and who can conduct the department's business in both languages. A bilingual employee shall include a City employee who (i) is in a classification that provides information or direct services to the public requiring language proficiency in English and a second language; or (ii) is either a certified interpreter or translator by the Department of Human Resources or accredited training or academic institution; or (iii) receives premium pay and regularly and continuously uses the second language in his or her city employment; or (iv) is self-designated as competent in a second language.

Effective Communication: Communication that is sufficient to provide English Learners substantially the same level of access to services received by individuals who are fluent in English.

English Learner (EL): An individual whose Primary Language is a language other than English. EL is an alternative term for Limited English Proficiency (LEP) individual. When talking about language access and equity, the term EL should be used instead of LEP unless the latter term fits the context better.

Language Access Services: Translation and interpretation services for both verbal and written communication.

Language Group: A language where there are a concentrated number of speakers that comprises at least 5% of the population or 1,000 persons, whichever is less. Language Groups will be determined by referring to the best available data from the United States Census Bureau or other reliable source.

Limited English Proficiency (LEP): [LEP] people are those who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. When talking about language access and equity, the term EL should be used instead of LEP unless the latter term fits the context better.

Meaningful Access: Language assistance that results in accurate, timely, and Effective Communication at no cost to the English Learner.

Primary Language: The language identified by the individual as the language in which they communicate most effectively in.

Vital Document: Any written material that contains information that is critical for accessing a program or activities.

III. NEEDS ASSESSMENT

A. Dodge City, KS Population Data

[ENTITY NAME] provides services to a wide range of persons including people who do not speak English or who are hearing impaired.

The US Census Bureau estimates that of the 25,305 Dodge City community members aged 5 years and older:

- 14,467 people (57.2%) speak a language other than English at home.
- 6,897 people (27.3%) speak English less than “very well.”

The most common language spoken by Dodge Citians age 5 years and older is Spanish.

- 13,654 people (54.0%) speak Spanish at home.
- 6,354 people (25.1%) speak Spanish at home and speak English less than “very well.”

There are an additional 543 people (2.1%) who speak a different language and speak English “less than very well.”

From the US Census Bureau’s 2021 ACS 5-Year Estimates Data Profiles.

B. Ford County, KS Population Data

[ENTITY NAME] provides services to a wide range of persons including people who do not speak English or who are hearing impaired.

The US Census Bureau estimates that of the 31,43 Ford County residents aged 5 years and older:

- 15,474 people (49.2%) speak a language other than English at home.
- 7,202 people (22.9%) speak English less than “very well.”

The most common language spoken by Ford County residents aged 5 years and older is Spanish.

- 14,575 people (46.4%) speak Spanish at home.
- 6,642 people (21.1%) speak Spanish at home and speak English less than “very well.”

There are an additional 560 people (1.8%) who speak a different language and speak English “less than very well.”

From the US Census Bureau’s 2021 ACS 5-Year Estimates Data Profiles.

C. Frequency of Contact with ELs

Spanish speakers with limited English proficiency make up 25.1% of the Dodge City population. Hispanic/Latinx people (both those who speak English very well and less than very well) make up 64.6% of the Dodge City population.

While speakers of languages who speak English less than very well make up 2.1% of the population, [ENTITY] encounters many of these individuals. Two large beef processing plants employ about 6,000 workers and recruit internationally to fill these positions. Many new immigrants and refugees come to our community for these jobs, and many receive services from us.

D. Importance of Services

[Briefly explain the services your entity provides to the public and the importance of the services to EL community members.]

IV. LANGUAGE ACCESS RESOURCES

A. Language Groups

Any language group that comprises at least 5% or 1,000 individuals, whichever is less, of persons eligible for or likely to be affected by the [ENTITY]'s services or benefits will be included as a language group within [ENTITY]'s language access plan. Based on the most recently available US Census data, [ENTITY] has determined that the language other than English that is most likely to be encountered by staff is **Spanish**.

[ENTITY] will periodically monitor the EL Population of those served or those who could be served by [ENTITY]. If it is determined that other language groups are seeking benefits/services or are potentially eligible to receive benefits/services within Dodge City/Ford County, [ENTITY] will adjust its methods and services to serve the new population accordingly. Any new language groups will be reflected in the updated plan.

B. Interpretation Resources

[ENTITY] is responsible for taking reasonable steps to ensure that EL individuals have meaningful access to services. EL individuals may come in contact with staff via the phone, counter, or other means. To that end, [ENTITY] has the following resources to help EL individuals and staff communicate with each other:

- Bilingual employees in the Spanish language.
- “I Speak” cards when staff do not know the language a customer is speaking.
- Language Line when interpreters are not available.
- Kansas Relay when communicating over the phone with individuals with limited hearing or a speech impairment.

Interpreters are strongly encouraged to familiarize themselves with and follow the Interpreter Code of Ethics.¹ [ENTITY] prohibits the use of minors to interpret, absent emergency circumstances.

C. Translated Forms & Documents

[ENTITY] shall translate all Vital Documents into each Language Group. Vital Documents can include applications or forms, notices of rights when accessing a benefit or service, notices advising ELs of free language assistance and other written documents that could impact the community or an individual seeking services from or participating in a [ENTITY] program.

¹ National Association of Judiciary Interpreters & Translators, Code of Ethics and Professional Responsibilities. Available at <https://najit.org/wp-content/uploads/2016/09/NAJITCodeofEthicsFINAL.pdf>

[ENTITY] shall ensure that their translations are accurate and appropriate for the target audience and are encouraged to have their staff check the quality of written translations. Materials that affect public safety and critical services shall be prioritized for translation.

[ENTITY] has the following resources to translate commonly accessed forms and documents:

- Bilingual employees in the Spanish language.
- Microsoft Word Translate.
- Google Translate to enable EL individuals to translate our Website information into their native language.
- Language Line when translation to a language other than English or Spanish is needed.

D. Public Meetings or Hearings

[ENTITY] shall translate meeting notices, agendas, and minutes upon request. When [ENTITY] receives a request for translated meeting minutes, the meeting minutes will be translated only after adopted and within a reasonable time thereafter.

[ENTITY] shall provide oral interpretation or translation services in any Language Group at any public meeting or hearing if requested at least 48 hours in advance of the meeting or hearing.

E. Recorded Telephonic Messages

All Departments with recorded telephonic messages about the Department's operation or services shall maintain such messages in each Language Group. Departments are encouraged to include in the telephonic messages information about business hours, office location(s), services offered and the means of accessing such services, and the availability of language assistance.

Translated messages shall apply only to recordings prepared by a Department to provide general information to the public about the Department's operations and services and shall not apply to voicemail recordings on staff telephone lines.

F. Emergency Situations

During crisis, emergency, and public safety situations, all Departments involved shall prioritize Language Access Services and to the extent feasible ensure bilingual staff are present and available to assist with critical needs. If the crisis, emergency, or public safety situations require the posting of warning signs, the Department shall translate those signs into the required languages.

V. TRAINING

[ENTITY] is committed to providing language access training opportunities for all staff members who come in contact with ELs. Training opportunities provided to staff include:

- Staff are instructed on language access policies and procedures.
- Orientation to language access procedures is provided for new employees as part of their initial onboarding and training.
- Bilingual employees are introduced to the Interpreter Code of Ethics.

VI. PUBLIC NOTIFICATION AND EVALUATION OF THE PLAN

A. Language Access Plan Approval & Notification

[ENTITY]'s language access plan has been approved by [APPROVING PERSON/BODY/DEPT HEAD], and a copy has been forwarded to all staff. Any revisions to the plan will be submitted to [APPROVING PERSON/BODY/DEPT HEAD] for approval, and then forwarded to all staff. Printed copies of [ENTITY]'s plan will be provided upon request. In addition, [ENTITY] will post this plan and associated resources on its website at [WEBSITE].

B. Review and Evaluation of the Language Access Plan

[ENTITY] will conduct, at minimum, an annual needs assessment to determine whether changes to the plan are required. This assessment may be done by tracking the number of interpreters requested by language, or by other methods.

Any revisions made to the plan will be communicated to all staff, and an updated version of the plan will be posted on the [ENTITY]'s website.

At minimum, the [RELEVANT PERSONS] will review the effectiveness of the language access plan each year. The evaluation will include identification of any problem areas and development of required corrective action strategies. Elements of the evaluation will include:

- Number of EL requesting interpreters;
- Assessment of current language needs to determine if additional services or translated materials should be provided;
- Assessing whether staff members adequately understand language access policies and procedures and how to carry them out; and
- Gathering feedback from staff.

VII. ATTACHMENTS

- **Attachment A** – Title
- **Attachment B** – Title
- **Attachment C** – Title

Language Access Contacts

Language Access Director:

Name
Title
Address
Dodge City, KS 67801
Email
Tel: xxx-xxx-xxxx

[ENTITY HEAD]:

Name
Title
Address
Dodge City, KS 67801
Email
Tel: xxx-xxx-xxxx

Language Access Director

Date

[ENTITY HEAD]

Date

The effective date of this Language Access Plan is Month, Day, 202x.



Memorandum

To: City Commission and Nick Hernandez, City Manager
From: Melissa McCoy, Assistant City Manager / Public Affairs and Roxana Arjon, Administrative Intern
Date: April 17, 2023
Subject: Approval of Amended Cultural Relations Advisory Board Resolution
Agenda Item: Ordinances and Resolutions

Recommendation: Staff recommends approval of Resolution 2023-15 for the Cultural Relations Advisory Board.

Background: The Cultural Relations Advisory Board (CRAB), recommended Resolution 2010-19 be amended to include two additional representatives on the board: one representative from Catholic Charities of Southwest Kansas and one at-large representative. At the March CRAB meeting, staff presented to the board the attached resolution for their review and approval. The Board unanimously voted in favor of the proposed changes to the resolution 8-0 with one member absent.

Justification: The proposed changes come at the recommendation of the board and would provide additional, valuable knowledge on the needs of the city's refugee and immigrant populations.

City Commission Options:

1. Approve
2. Disapprove
3. Table for further discussion

Financial Considerations: None

Purpose/Mission: Working with Boards and Commissions fulfills the City's mission statement: "Together, we promote open communications with our community members to improve quality of life and preserve our heritage to foster a better future."

Legal Considerations: City Legal Counsel has reviewed the resolution and did not have any changes.

Attachments:
Resolution 2023-15

RESOLUTION NO. 2023-15

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 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 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. The two additional appointments shall be for three (3) year terms, provided that when initial appointments are made, one (1) shall be for a term which expires January 31, 2025; and one (1) shall be for a term which expires January 31, 2026. Thereafter, all appointments shall be for three (3) years.
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 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
 - United Methodist Western Kansas 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.
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 six (6) members.
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, 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.
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



Memorandum

To: City Commission and Nick Hernandez, City Manager
From: Melissa McCoy, Assistant City Manager / Public Affairs and Roxana Arjon, Administrative Intern
Date: April 17, 2023
Subject: Approval Cultural Relations Advisory Board Bylaws
Agenda Item: New Business

Recommendation: City staff and the Cultural Relations Advisory Board (CRAB) recommend approval of Bylaws for the Cultural Relations Advisory Board.

Background: CRAB was formed on June 21, 2010 when the City Commission adopted Resolution No. 2010-19 to form the Cultural Relations Advisory Board. The purpose was to advise the Commission and City Administration on issues affecting minority populations within Dodge City. When the board was established, the Cultural Relations Advisory Board began work including the International Festival, Strategic Plan for Welcoming and Integration, the Engage Dodge program, and several other projects. However, bylaws had not previously been created. Staff and the CRAB Board developed the attached bylaws and the board unanimously approved them at their March Board meeting.

Justification: The proposed bylaws come at the recommendation of the CRAB board and provide basic rules for the board to follow. They create an organizational map of its purposes.

City Commission Options:

1. Approve
2. Disapprove
3. Table for further discussion

Financial Considerations: None

Purpose/Mission: Working with Boards and Commissions fulfills the City's mission statement: "Together, we promote open communications with our community members to improve quality of life and preserve our heritage to foster a better future."

Legal Considerations: Legal Counsel has reviewed the bylaws and their recommendations have been implemented.

Attachments: Cultural Relations Advisory Board Bylaws

Bylaws of the Dodge City Cultural Relations Advisory Board
Adopted April 17, 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) members. The makeup of the members shall be as follows:
- 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
 - United Methodist Western Kansas 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
- 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 third 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 written 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. Vacancies on the Board shall be filled in accordance with the provisions of paragraph II C. of these bylaws. All members shall contact the Staff Representative prior to a meeting if they are unable to attend. After two (2) missed meetings, the member will be contacted by the Chair or Staff Representative. Any member who is absent without excuse for three (3) board meetings within one year shall be subject to removal by the Governing Body and the corresponding entity will reappoint a member. At large members will be appointed by the Governing Body.

- 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 the members. The Staff Representative shall serve as Secretary for the Board.

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. In the event the office of Vice Chair becomes vacant, the remaining members shall nominate and vote to elect a Vice Chair from among their members to serve the remainder of the term. Elections for Chair and Vice Chair will be held annually in February regardless of when or whether vacancies for those offices were filled during the term.

- 2. 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 six (6) 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.

- B. Special Board Meetings.** Special meetings of the Board may be called by the Staff Representative upon the Staff Representative's determination a need exists to hold a special meeting in order 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 to the members.

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 reasonable time limits for oral presentation. The Chair may require Persons to submit written testimony in lieu of oral testimony if the Chair determines that a reasonable opportunity for oral presentations has been provided. The Chair may continue discussions of public comments to a later date to allow a reasonable time for such discussion 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 six (6) members.

- 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.** No member shall participate in any discussion or voting if doing so would constitute a conflict of interest. Notwithstanding the foregoing, if a quorum cannot be achieved because conflicts of interest exist that prevent members 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 members having conflict(s) of interest shall be selected by lot until a quorum is obtained.
- 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 the Board and to the extent not inconsistent with any applicable federal, state, or local law.