

CITY OF MINNEAPOLIS

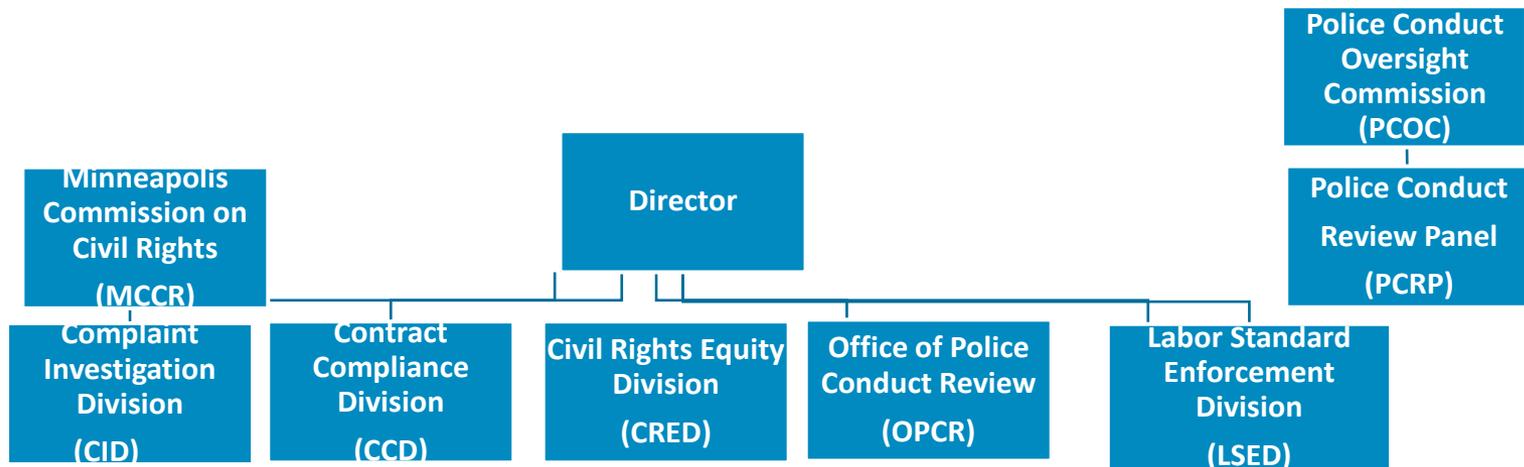
# Civil Rights

2017 Mayor recommended budget

November 3, 2016

Budget Book Pages F98-F105

# Department Organizational Chart



# Budget Summary

Program name	2016 adopted		2017 recommended funding		Change Items (new dollars)		FTEs		Select type of funding
	General fund	Non-general fund	General fund	Non-general fund	General fund	Non-general fund	Current	Additional	One time
Complaint Investigations	\$544,937	\$45,500	\$580,186	\$41,000			5.52		No
Contract Compliance	\$1,534,904	\$277,440	\$1,575,348	\$321,644	\$88,000		9.74	1.00	No
Office of Police Conduct Review	\$600,715		\$728,317		\$100,000		5.52	1.00	No
Equity Division	\$629,690		\$628,785				2.22	1.00	No
Labor Standards Enforcement			\$248,450				2.00		No
Labor Standards Enforcement					\$50,000				Yes
<b>Total</b>	<b>\$3,310,246</b>	<b>\$322,940</b>	<b>\$3,761,086</b>	<b>\$362,644</b>	<b>\$238,000</b>		<b>25</b>	<b>3</b>	

# Core Programs



# Complaint Investigations

## Purpose and Context

**The Complaint Investigations Division (CID)** investigates and resolves allegations of illegal discrimination as required by the Minneapolis Civil Rights Ordinance (MCRO) and a federal work share agreement with the US Equal Employment Opportunity Commission (EEOC). This program neutrally enforces the City's anti-discrimination laws and policies by investigating complaints of discrimination in multiple areas including, but not limited to: education, housing, and public services. Also, through a work share agreement with (EEOC), the City serves as a Fair Employment Practice Agency (FEPA), investigating employment discrimination claims dual-filed and/or cases transferred from the EEOC. In lieu of the formal investigatory process, the division maintains an Alternative Dispute Resolution (ADR) program.

The Minneapolis Commission on Civil Rights (MCCR) is a 21 member body that supports the Minneapolis Code of Ordinances (MCRO) through policy considerations, resolutions, community outreach and education. It also decides appealed cases to the department and oversees contested administrative hearings. However, the primary objective of the Commission is to promote and protect the civil rights of the citizens of Minneapolis.

The majority of persons served by this program are persons unable to secure private legal representation to address their complaints and persons of color.

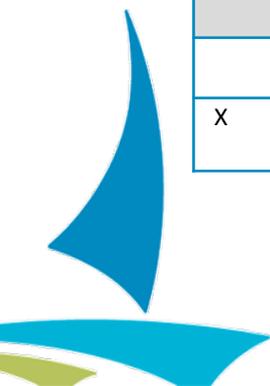
## Services Provided

- Handle complaints of discrimination in accordance with the Minneapolis Civil Rights Ordinance.
- Oversee an alternative dispute-resolution/mediation program.
- Engage with schools, communities, and non-profit organizations to further the work of the department.
- Reviews cases on appeal and presides over administrative hearings
- Provides administrative support to the Minneapolis Commission on Civil Rights

# Complaint Investigations

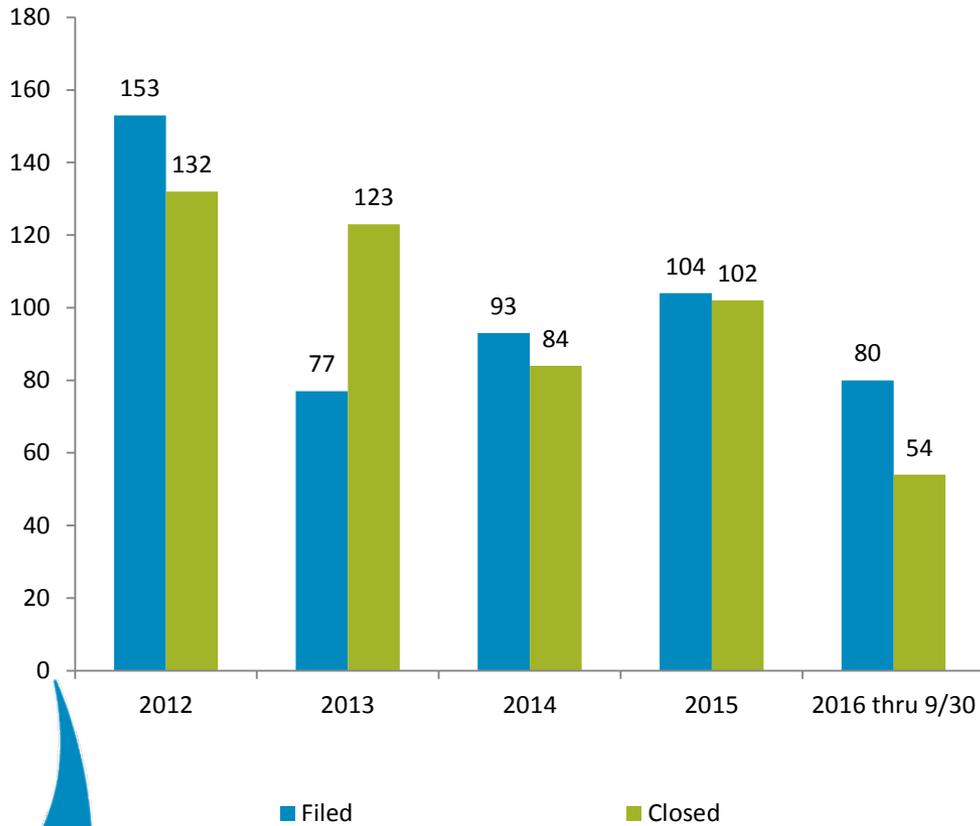
2016 adopted budget		2017 recommended funding		FTEs	Funding
General Fund	Non-General Fund	General Fund	Non-General Fund	Current	One-Time (Yes/No)
\$544,937	\$45,500	\$580,186	\$41,000	5.52	No

Goals					
Living Well	One Minneapolis	A Hub of Innovation and Activity	Great Places	A City that Works	
	X				
Values					
Equity	Safety	Health	Vitality	Connectedness	Growth
X			X	X	

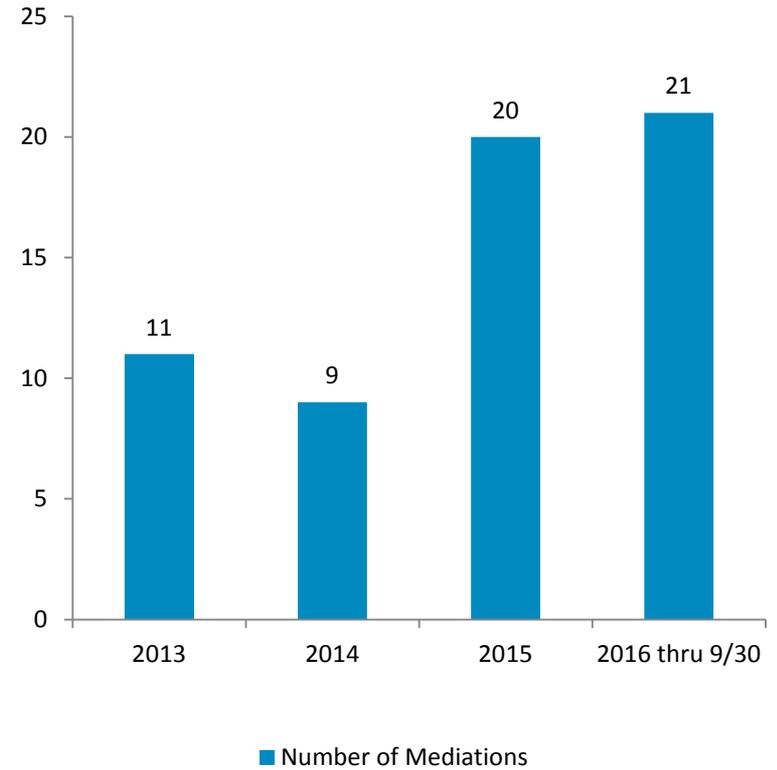


# Complaint Investigations

## Case Inventory



## Alternative Dispute Resolution Mediations Held per Year



# Contract Compliance

## Purpose and Context

The Contract Compliance Division works to eliminate discrimination by ensuring that City projects and contracts include women, minorities, and low income resident workers and businesses. The Division also ensures that all workers on construction projects are paid fairly. This division conducts compliance on five program areas that affect the general fund: 1) Affirmative Action, 2) Minority and Women Business Inclusion, 3) Female and Minority Workforce Inclusion, 4) Low Income Residents Workforce and Business Inclusion, and 5) Labor Compliance.

## Services Provided

- Provide guidance, review and compliance on Affirmative Action Plans for City contractors to ensure affirmative action and equal employment opportunity laws are complied with.
- Administer the Small and Underutilized Business Program to ensure minority and women owned businesses are included on City contracts and projects.
  - Set business inclusion goals for all contracts and projects over \$50,000.
  - Conduct good faith efforts reviews of City contractors.
  - Conduct outreach to and certify Disadvantaged Business Enterprises (DBEs).
- Enforce City's construction workforce goals to ensure female and minorities are utilized on City construction projects.
- Administers the HUD Section 3 Program to ensure low income resident workers and businesses are included on City construction projects.
- Monitor and enforce labor compliance and prevailing wage laws under the Federal Davis-Bacon and Related Acts to ensure workers are paid appropriately.
  - Administer the back payment of wages to workers.

# Contract Compliance

2016 adopted budget		2017 recommended funding		FTEs	Funding
General Fund	Non-General Fund	General Fund	Non-General Fund	Current	One-Time (Yes/No)
\$1,534,904	\$277,440	\$1,575,348	\$321,644	10.74	No

Goals					
Living Well	One Minneapolis	A Hub of Innovation and Activity	Great Places	A City that Works	
	X	X		X	
Values					
Equity	Safety	Health	Vitality	Connectedness	Growth
X			X		X

# Contract Compliance

## - minority/women business inclusion

- **Change Item Amount: \$88,000 – includes 1 FTE**
- Change item is ongoing
- Purpose:

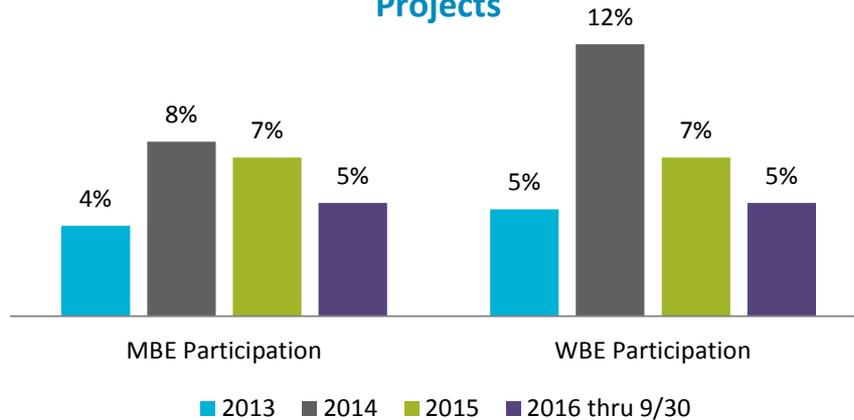
### **Certification Specialist**

CCD requests funding to obtain a designated full time Certification Specialist. City of Minneapolis is a certifying agency in the MN Unified Certification Program (MNUCP) which conducts outreach to and certifies minority and women businesses. The MNUCP certification follows the federal Disadvantaged Business Enterprise (DBE) regulation which requires a complex and lengthy application and review process. In addition to conducting outreach to and certifying businesses, the position requires program administration, customer service to DBEs in doing business with the City, and internal advocacy and liaison for DBEs in connecting to City projects and contracts. In 2015, CCD certified 17 businesses while the other certifying agencies certified the following: MN Airports Commission 49, Met Council 31, and MNDOT 42. The Certification Specialist is also obligated to about 7 meetings, events, and or onsites per month (or 84 per year). A FT Certification Specialist would increase the number of businesses that are certified and included on City projects and contracts. Will also provide certification and consulting support for the Target Market Program. Total Cost: \$88,000

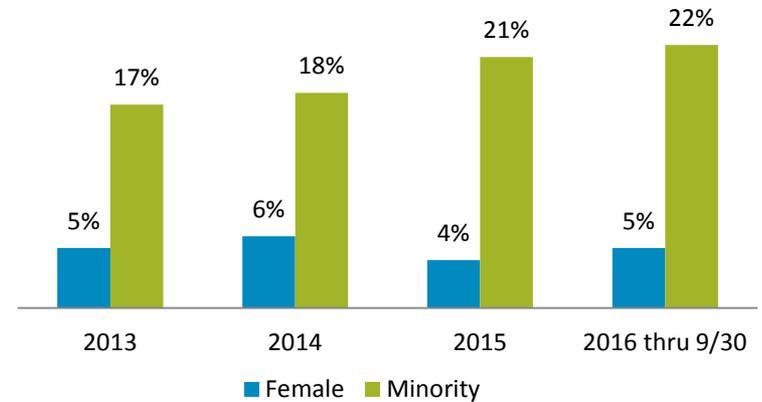


# Contract Compliance

## MBE and WBE Business Inclusion on Closed Projects



## Female and Minority Workforce Inclusion on Closed Projects



	# of Closed Projects	Total Contract Amount	Participation	
			MBE	WBE
2016	28	\$169,300,825	\$9,182,564 (5%)	\$8,604,257 (5%)
Total (2013-2016)	155	\$532,351,458	\$34,232,411 1 (6%)	\$44,292,229 (8%)

	# of Closed Projects	Total Project Hours	Final Participation	
			Female	Minority
2016	39	1,129,435	60,439 (5%)	245,782 (22%)
Total (2013-2016)	208	3,318,107	174,356 (5%)	660,414 (20%)

# Office of Police Conduct Review

## Purpose and Context

The Office of Police Conduct Review is the nation's leader in processing police conduct complaints in a fair manner with a civilian-sworn leadership model of oversight; utilizing a hybrid review panel of community members and police officers to issues recommendations that are just; and supporting an all civilian based commission that recommends policy and training that is positioned to change a culture, build community trust and have a lasting impact on the practice of police oversight.

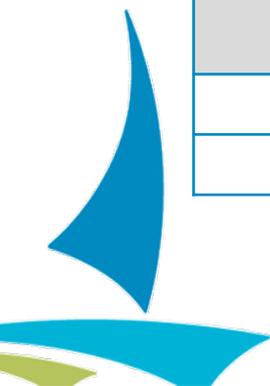
## Services Provided

- The Office of Police Conduct Review fairly, objectively, and neutrally addresses complaints of police misconduct through investigations, mediations, and the coaching process.
- Manages the Police Conduct Review Panel that to make recommendations based on supportive information to promote the adherence to the highest standard of police conduct.
- The program provides transparency, citizen engagement, and meaningful participation related to police conduct through the Police Conduct Oversight Commission by advising on police policy, auditing OPCR cases, and engaging the community in discussions and police procedure. The ultimate goal is to foster mutual respect between the Minneapolis Police Department and all populations of the city of Minneapolis.
- Provides administrative support to the Police Conduct Review Panel and the Police Conduct Oversight Commission.

# Office of Police Conduct Review

2016 adopted budget		2017 recommended funding		FTEs	Funding
General Fund	Non-General Fund	General Fund	Non-General Fund	Current	One-Time (Yes/No)
\$600,715		\$728,317		6.52	No

Goals					
Living Well	One Minneapolis	A Hub of Innovation and Activity	Great Places	A City that Works	
X	X				
Values					
Equity	Safety	Health	Vitality	Connectedness	Growth
X	X		X	X	



# Office of Police Conduct Review - civilian oversight

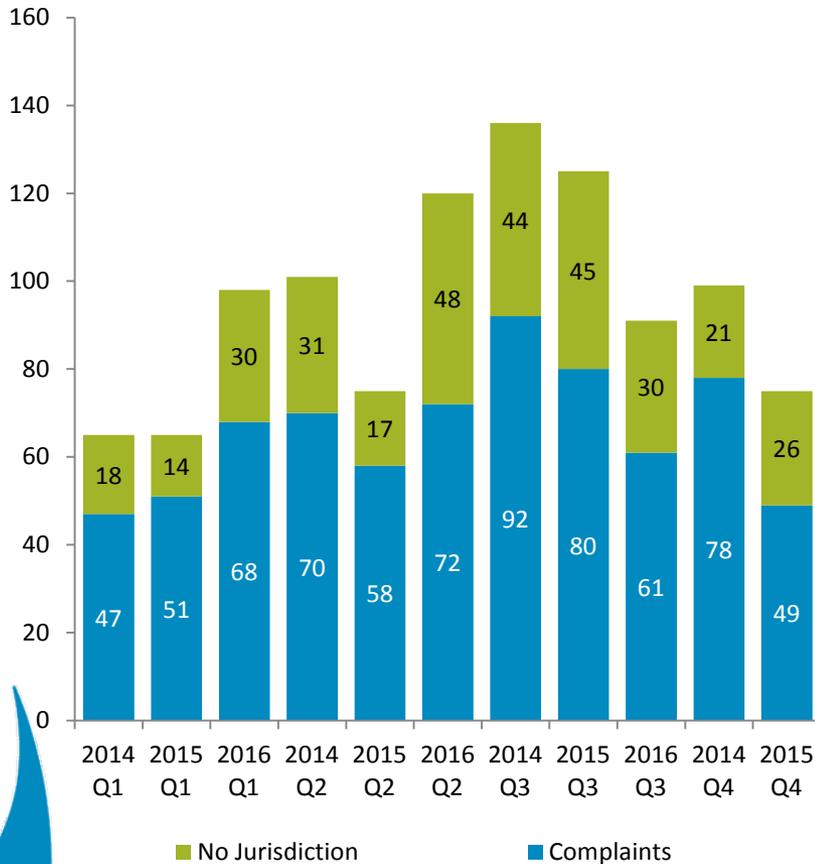
- **Change Item Amount: \$100,000 – includes 1 FTE**
- Change item is ongoing
- Purpose:

## Case Investigator

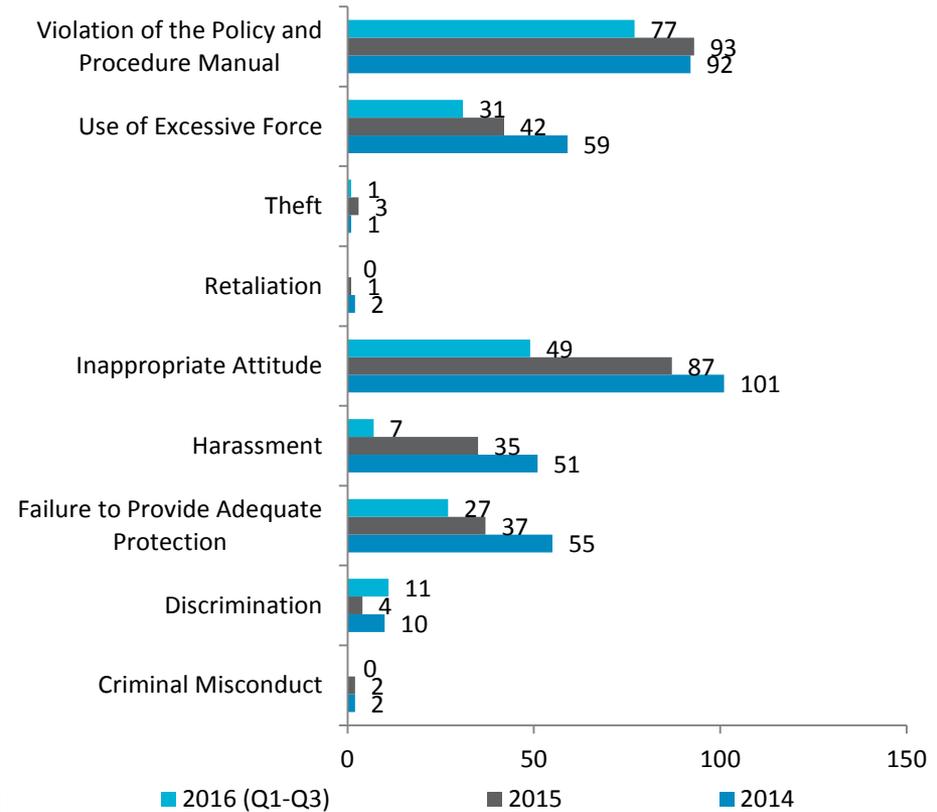
The OPCR receives an average of 400 complaints per year, the majority of which are handled by the civilian unit. Complainants request civilian investigators approximately 3 times more than police investigators. However, OPCR only currently have a staff of 2 civilian investigators while Internal Affairs has 9 police investigators on staff. Regardless if a civilian or police investigator is assigned to a case, OPCR still maintains the same timeline for case completion. This leads to a disproportionate impact on complainants who request civilian investigators. OPCR accommodates nearly all requests but with the increased case load and process improvements, complainant preference for civilian investigators may no longer be accommodated. The civilian investigators on staff currently have a high case load and as complaints are up 40% from last year at the same time, their workload does not comply with best practices. Therefore, for OPCR to function effectively and efficiently, an additional investigator needs to be added to the staff so complainants receive timely and transparent outcomes. Total Cost: \$99,951

# Office of Police Conduct Review

## Complaints Filed by Quarter

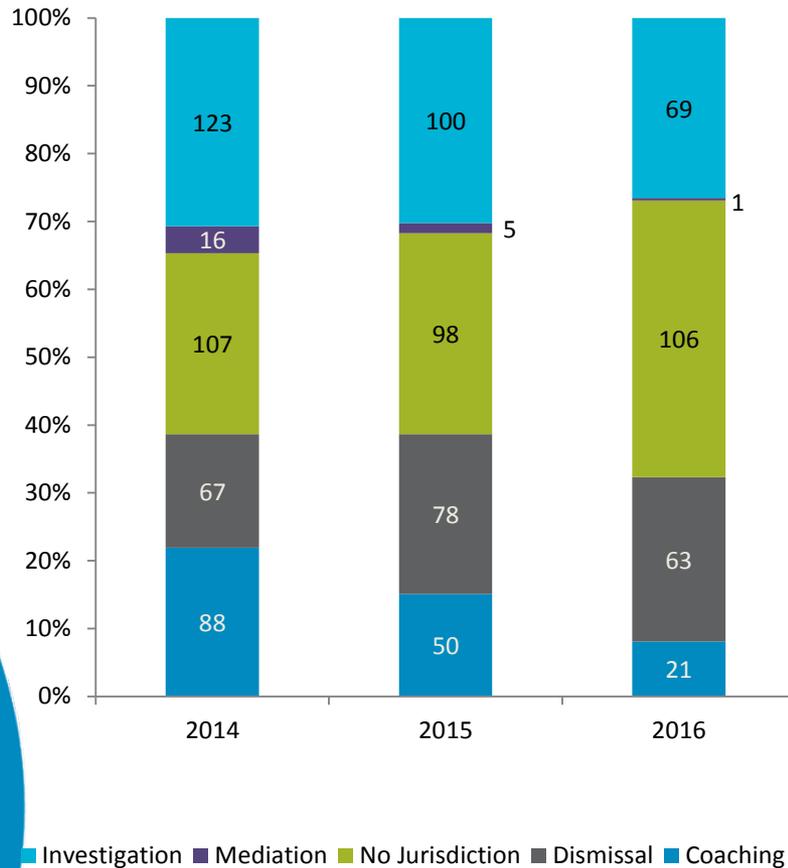


## Allegations Filed

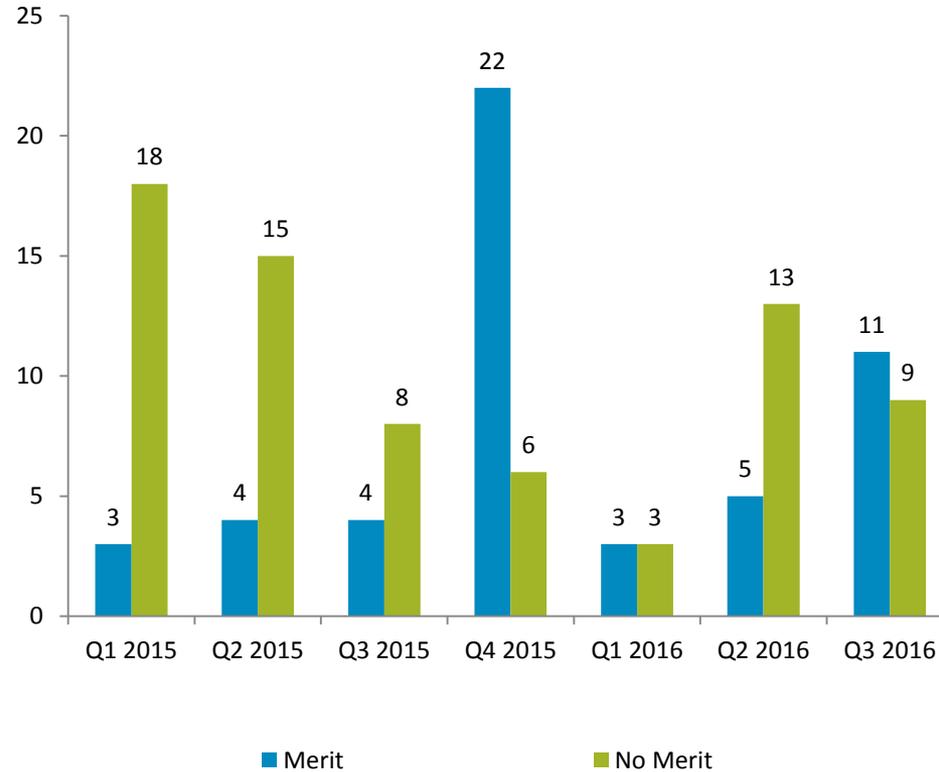


# Office of Police Conduct Review

## Intake Resolution



## Review Panel Recommendations on Allegations



# Civil Rights Equity Division

## Purpose and Context

The Civil Rights Equity Division (CRED) leads the department's equity work in support of the City wide goal of One Minneapolis and is charged with improving equitable service delivery and organizational culture across divisions through the use of an equity lens and framework and to support the City's various enterprise equity initiatives. By addressing racial bias in decision making through the implementation and increased use of racial equity tools and training, CRED aims to improve operations, internal systems, policies and programs, and organizational culture.

CRED also oversees Urban Scholars, the City's leadership and professional development program for students of diverse racial and ethnic backgrounds. The program works to raise awareness, and address the core causes, of the employment disparities across the Metro by partnering with organizations and growing the pipeline of recently-graduated professionals. Regular, full-time staff in the CRED includes one division director and an administrative analyst. The full-time staff is supplemented occasionally with legal interns or graduate fellows.

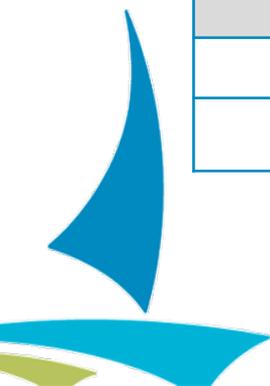
## Services Provided

- Manage and administer the Urban Scholars Program for the City and its regional partners
- Improve equitable service delivery and organizational culture across MDCR divisions through the intentional use of an equity lens and framework.
- Create, strengthen, and maintain external partnership in order to advance local and regional equity work.

# Civil Rights Equity Division

2016 adopted budget		2017 recommended funding		FTEs	Funding
General Fund	Non-General Fund	General Fund	Non-General Fund	Current	One-Time (Yes/No)
\$629,690		\$628,785		3.22	No

Goals					
Living Well	One Minneapolis	A Hub of Innovation and Activity	Great Places	A City that Works	
	X	X		X	
Values					
Equity	Safety	Health	Vitality	Connectedness	Growth
X			X	X	X



# Civil Rights Equity Division - Urban Scholars

- **Change Item Amount: \$ Increase *1 FTE***
- Change item is ongoing
- Purpose:

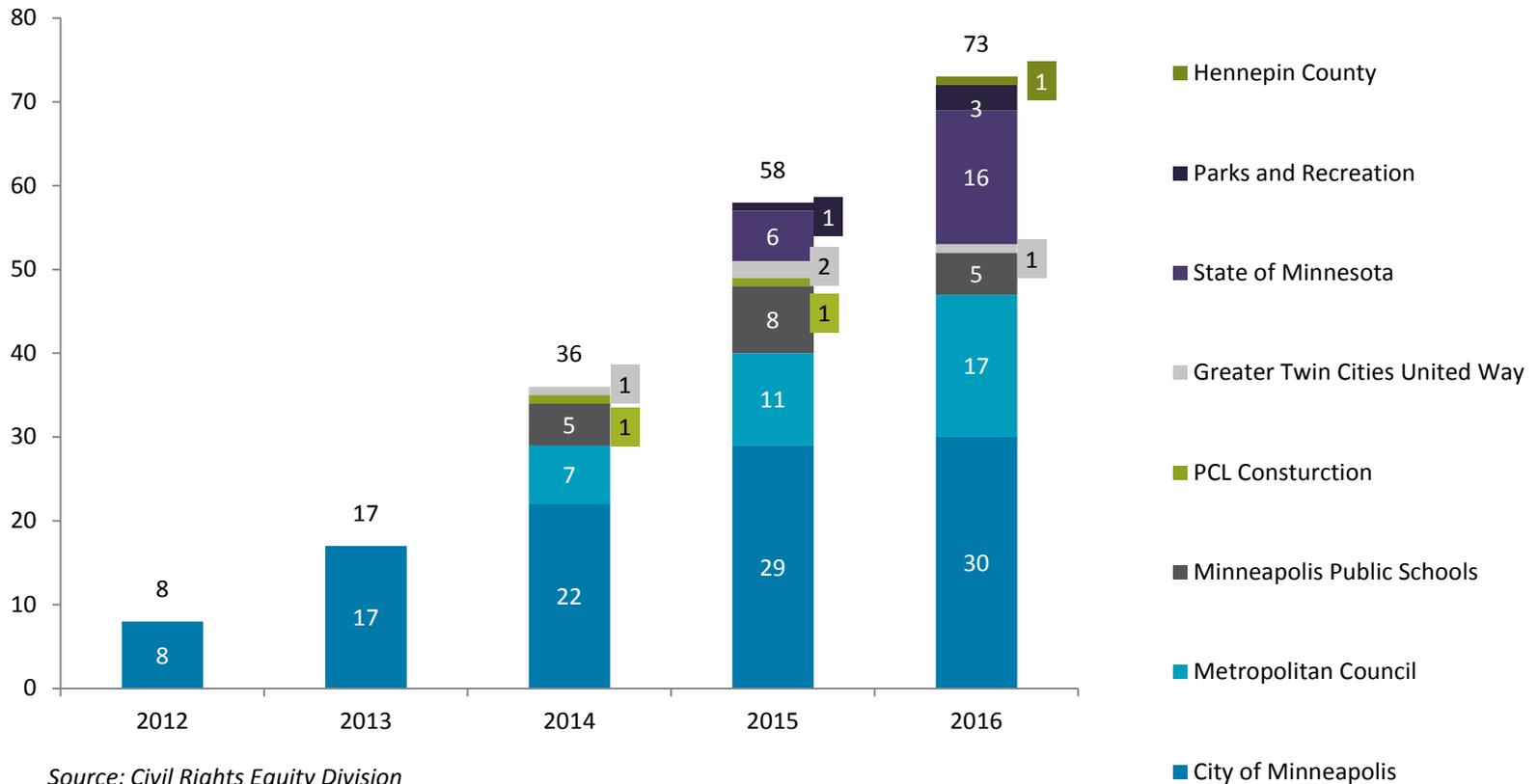
Program Assistant

Authorizes 1 FTE requested and funded in 2016



# Civil Rights Equity Division

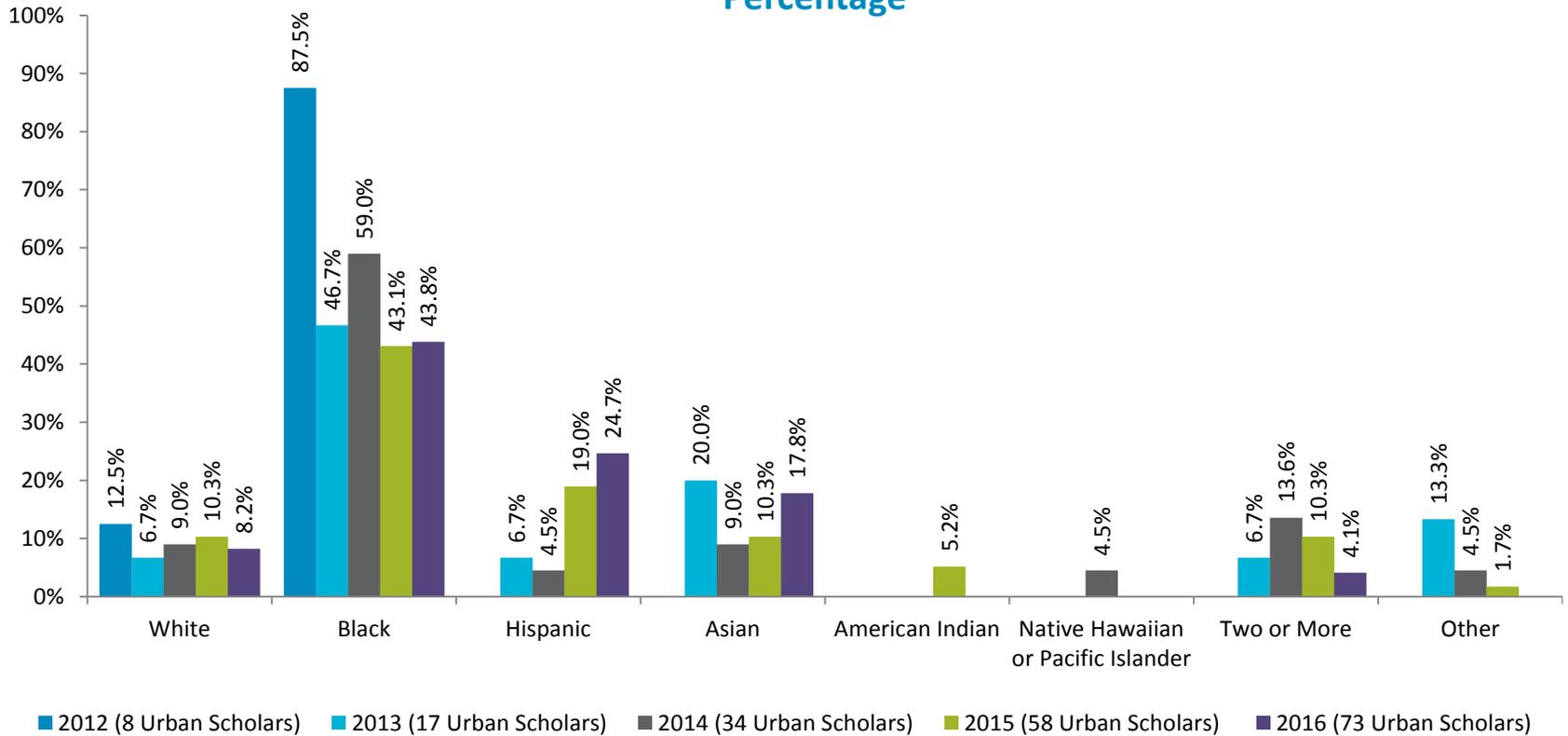
## Total Number of Urban Scholar Placements, by Organization



Source: Civil Rights Equity Division

# Civil Rights Equity Division

**Racial Make-up of Urban Scholar Program at all Partner Organizations, by Percentage**



Source: Minneapolis Department of Civil Rights May 2016

# Labor Standards Enforcement

## Purpose and Context

The Division of Labor Standards Enforcement oversees compliance with the City's Sick and Safe Time ordinance. The work of the division is performed in support of the City wide goal of One Minneapolis with a focus on resident safety, well-being and prosperity.

DLSE also provides staff support to the Workplace Advisory Committee, an appointed group of 16 community stakeholders that focus workplace issues and serves as resource on outreach and implementation of the Sick and Safe Time Ordinance.

## Services Provided

- Culturally specific education and outreach to employees
- Education their requirements and obligations to employers
- Technical assistance to employers
- Complaint Investigations
- Workplace audits
- Compliance Reporting

\***Current funding:** \$200,000 and 2 FTE in 2016 Adopted Budget for Office of City Coordinator.

# Labor Standards Enforcement - sick and safe time

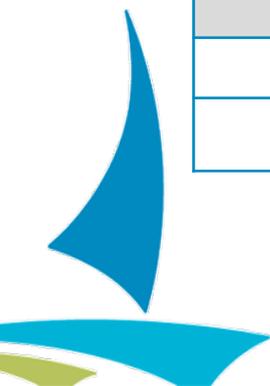
- **Change Item Amount: \$50,000**
- Change item is one-time
- Purpose:
  - Sick and safe time outreach and support for Workplace Advisory Committee



# Labor Standards Enforcement

2016 adopted budget		2017 recommended funding		FTEs	Funding
General Fund	Non-General Fund	General Fund	Non-General Fund	Current	One-Time (Yes/No)
\$		\$248,450		2.00	No

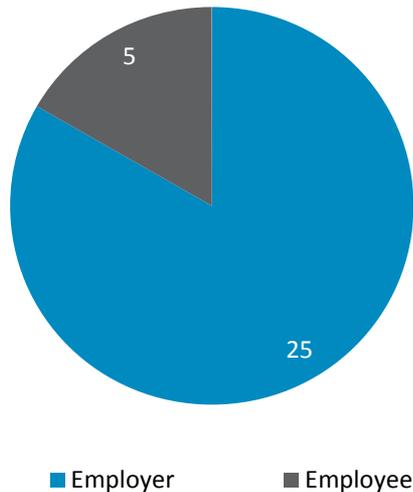
Goals					
Living Well	One Minneapolis	A Hub of Innovation and Activity	Great Places	A City that Works	
	X				
Values					
Equity	Safety	Health	Vitality	Connectedness	Growth
X		X			



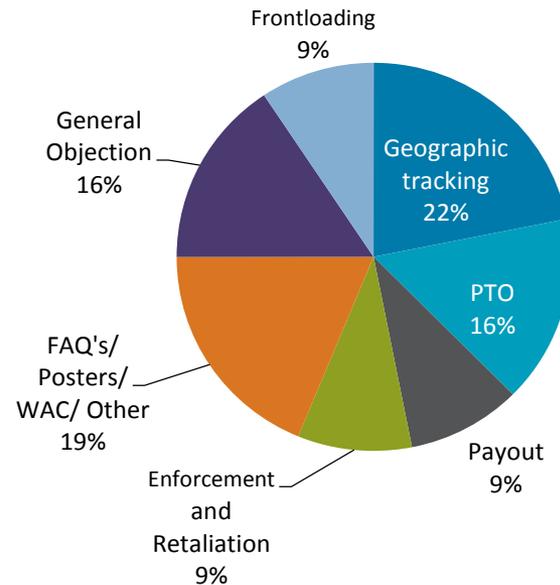
# Labor Standards Enforcement

## Sick and Safe Time 311 & Hotline Inquiries, 05/16-10/16

Sick and Safe Time Inquiry, by Source



Sick and Safe Time Inquiry, by Type



# Operating Capital Recommendations - CARS



# Operating capital recommendation - CARS

- **Contract Compliance Management System Software - \$500,000**

The Contract Compliance Management System Software is required to more effectively and efficiently manage and monitor as well as accurately track and report on affirmative action, business and workforce inclusion and prevailing wage compliance to ensure the equitable procurement of construction and development services, professional and technical services, and commodities and supplies. Civil rights and prevailing wage laws and policies are complex and demanding and require timely and accurate reporting, monitoring and enforcement. Compliance monitoring demands rigorous data collection, documentation, and reporting.

Current processes and technology used to monitor, track and report on minority and women business, workforce inclusion, and additional reporting is largely manual, time consuming and insufficient. Numerous systems that do not interact are required to do the work. Duplicate data entry and hand calculations used to produce reports are time consuming and error prone. Currently the burden to produce the documentation is very high, leaving little time for higher value staff activities. A single system or integrated solution is needed to support the work.

Therefore, the City requires the services of a Vendor(s) to design and implement a Compliance Management System.

CITY OF MINNEAPOLIS

Questions?

THANK YOU 😊

