



**New Brighton Equity Commission
Agenda
Upper Level | Conference Room
New Brighton City Hall 803 Old Hwy 8 NW, New Brighton , MN
6:30 PM January 15, 2026**

Members of the Equity Commission will attend the meeting in person unless eligible to attend remotely per MN Stat. 13D.02.

To participate in this meeting, members of the public may:

- **Attend the meeting in person.**
- **Watch the meeting electronically.** Tune into CTV Channel 8023 (CenturyLink) or Channel 16 (Comcast). To observe the meeting as a livestream or a webcast, visit NBMN.info/View-A-Meeting

I. Call to Order and Roll Call

Chair Kami Miller	Commissioner Carlos Herrera
Vice-Chair Cathy Forbes	Commissioner Michael Postle
Commissioner Kisten Thompson	Commissioner Melissa Spiess
Commissioner Ellen Weber	Commissioner Sophie Jung
Commissioner Liz Erstad-Hicks	

II. Approval of Agenda

III. Approval of Past Minutes

- a. December 18, 2025

IV. Business Items

- a. Equity Strategic Action Plan

V. City Staff Update

VI. Chair Update

VII. City Council Update

VIII. Adjournment

- a. Next Meeting: February 19, 2026



MINUTES
New Brighton Equity Commission
Regular Meeting – December 18, 2025
6:30 p.m.

I. Call to Order

The meeting was called to order at 6:30 p.m.

II. Roll Call

Members Present: Commissioners Liz Erstad-Hicks (arrived at 6:37 p.m.), Cathy Forbes, Carlos Herrera, Kami Miller, Michael Postle, Melissa Spiess, Kisten Thompson and Ellen Weber.

Members Absent: Sophie Jung

Also Present: DEI Coordinator Hue Schlieu and Communications Specialist Mathew Stephens

III. Approval of Agenda

Motion by Commissioner Weber, seconded by Commissioner Thompson to approve the agenda as presented.

Approved 7-0

IV. Approval of Minutes

Motion by Commissioner Thompson, seconded by Commissioner Postle to approve the minutes from the November 20, 2025 meeting.

Approved 7-0

V. Business Items

A. Review of New Communication Plan Draft

Communications Specialist Mathew Stephens reviewed the draft Communication Plan with the Commission. The planned mission, vision and purpose of the Communication Plan was read in full for the record. Barriers to reaching all members of the community were discussed, along with the tools the City was currently using to reach residents and businesses. The importance of City communications remaining consistent was discussed. The demographics for New Brighton were reviewed. He indicated he was working to update photographs on the City's website. He commented on the plan further and requested comments or questions from the Commission.

Discussion included:

- Further discussion ensued regarding how to track how many residents read the City’s newsletter.
- The Commission commented on the importance of building relationships with businesses in the community.
- The importance of being respectful to the different cultural communities in New Brighton was discussed.
- It was recommended staff remain courteous and considerate when speaking with the public.
- The Commission suggested staff look into providing notifications and City communications in other languages or fonts and to more closely consider the reading level of the community.
- The Commission proposed shortening the City newsletter in order to pass along the most important information to the community.
- The Commission suggested using a QR Code within the newsletter in order to encourage further community engagement.
- The Commission proposed changing the name of the City newsletter in order to make it more interesting to the public.
- The Commission recommended the light gray used in the City’s font be changed to black for ease of readability.
- The Commission encouraged the City to consider creating an AI policy.
- The Commission recommended a crisis or emergency level communication plan also be considered by staff.
- The Commission suggested staff consider breaking the communication plan down into three groups and consider how to best communicate with youth, middle aged and elder people.
- The Commission recommended survey results be published in future City newsletters, especially when the City seeks community input.
- The Commission thanked the City for making the communication plan a priority.

VI. City Staff Update – Hue Schlieu, DEI Coordinator

Schlieu discussed how her role with the City would be shifting to include more community engagement. She commented on the work the Youth Community Connectors were completing on behalf of the community. She asked that the Commissioners fill out the downtown and housing study surveys.

VII. Chair Update – Kami Miller

Chair Miller stated she had nothing additional to report.

VIII. City Council Update

There was no update from the City Council.

IX. Adjournment – Next Meeting: January 15, 2026

The meeting adjourned at 8:01 p.m.

Respectfully submitted,

Hue Schlieu
DEI Coordinator



Agenda Section:	Business Items
Meeting Date:	January 15, 2026

REQUEST FOR COUNCIL CONSIDERATION – EXECUTIVE SUMMARY

ITEM DESCRIPTION: Equity Strategic Action Plan

Action Requested: Discussion

Form of Action: N/A or Other

Votes Needed: N/A

Summary Statement:

Recommendations:

Applicable Deadlines: N/A

Community Impact: Having a strategic plan for equity ensures progress and fiscal responsibility. Initiatives completed from the Equity Strategic Action Plan foster equitable community engagement, staff that are culturally responsive and representative of the community, and equitable policies.

Legislative History:

Strategic Priority: Community Engagement & Belonging

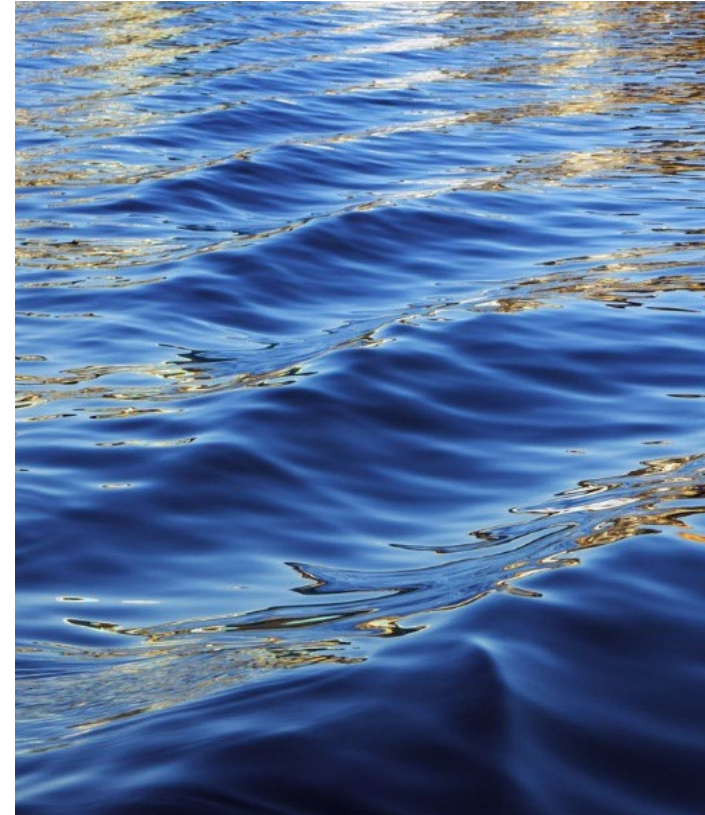
Fiscal Impact:	Financial Consideration?	<u>No</u>
	Revenue/Expenditure Amount:	\$
	Financing Source:	<u>N/A</u>
	Notes:	

Attachments:	1. Equity Strategic Action Plan
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Equity Strategic Action Plan

Equity Commission
January 15, 2026



Agenda

- Update on ESAP 2025
- Feedback on ESAP 2026

ESAP Categories

- Data Collection and Oversight
- Culturally Competent and Diverse Workplace
- Policy Development and Oversight
- Equitable Community Engagement



UPDATES



Data Collection & Oversight

ITEM	Lay groundwork for a Racial Equity Assessment	Develop metric dashboard of DEI advancement	Determine the feasibility and benefits of an annual DEI staff survey	Track demographic information for all City programs
STATUS - J	Not Started	Exploratory	In Progress	In Progress
HIGHLIGHT	Hire consultant to determine gaps in policies and practices	Determining focus based on needs identified on REDI report	Draft survey is being reviewed and edited	Identifying programs currently not tracking data
STATUS - D	Not Started	Revisit Later	Completed	Remove
UPDATE	N/A	Need to build more foundational policies and procedures	Will embed up to four questions in employee surveys	Not realistic. Intentional efforts to expand tracking will continue.

Culturally Competent & Diverse Workplace

ITEM	Explore the best approach to implementing affinity groups	Determine the feasibility and benefits of a multilingual pay policy	Explore the feasibility and benefits of using Language Line for translations
STATUS - J	Not started	Exploratory	Exploratory
HIGHLIGHT	To increase retention of staff with marginalized identities	Draft policy to be reviewed and discussed	Meeting with Language Line staff to understand cost and scope of benefits
STATUS - D	Completed	Completed	Completed
UPDATE	Decided on doing Employee Resource Groups. First meeting held November 2025.	Policy approved. Starting Jan 2026, staff who regularly use additional language may qualify for \$1/hr pay differential.	Contract signed with Language Line and implemented services October 2025.

Policy Development & Oversight

ITEM	Evaluate and enhance policies and procedures for interim roles and duties	Update Procurement Policy to increase equity for marginalized business owners
STATUS - J	Not started	In Progress
HIGHLIGHT	For transparent procedures during absences and vacancies	Draft policy to be reviewed and discussed
STATUS - D	In Progress	In Progress
UPDATE	Admin identified and recorded policies and procedures. To be shared with Equity Strategic Action Team in 2026.	Finance department is currently collecting demographic data from new vendors to establish a baseline.

Equitable Community Engagement

ITEM	Determine the feasibility and benefits of commissioner compensation	Compile key stakeholder list accessible to City staff
STATUS - J	Exploratory	In Progress
HIGHLIGHT	To increase retention of commissioners	More community connections are needed to be fostered
STATUS - D	Completed	Completed
UPDATE	Feasibility and benefits established. Council is currently not in support.	Determined departments will manage own lists due to relevancy, capacity for updates, and permissions



PROPOSED CHANGES



Data Collection & Oversight

	Update	Add
ITEM	Lay groundwork for a Racial Equity Assessment	Recomplete the REDI survey
STATUS - J	Not Started	Not Started
HIGHLIGHT	Identify 3-5 initiatives or policies to conduct an internal Racial Equity Assessment	To determine past growth and next priorities

Culturally Competent & Diverse Workplace

	Add	Add
ITEM	Ensure all-staff DEI professional development includes culture-specific content	Ensure 10% of new hires are from employment access initiatives.
STATUS - J	Not Started	Not Started
HIGHLIGHT	May include Hmong, Latine, and Somali	Council Strategic Priority: Optimize Staff Capabilities

Policy Development & Oversight

- No changes

Equitable Community Engagement

	Add	Add
ITEM	Host a community stakeholders roundtable discussion	Rollout community engagement checklist
STATUS - J	Not Started	Not Started
HIGHLIGHT	Invite school leaders, faith leaders, cultural leaders, businesses, commissioners, elected officials, City staff, youth, and multi-family building managers.	Council Strategic Priority: Foster Community Engagement & Belonging

DISCUSSION

ESAP 2026

- Lay groundwork for Racial Equity Assessment
- Recomplete the REDI survey
- Ensure all-staff DEI professional development includes culture-specific content
- Ensure 10% of new hires are from employment access initiatives.
- Evaluate and enhance policies and procedures for interim roles and duties
- Update Procurement Policy to increase equity for marginalized business owners
- Host a community stakeholders roundtable discussion
- Rollout community engagement checklist