



Request for City Council Committee Action from the Department of Civil Rights

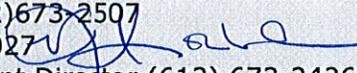
Date: March 21, 2011

To: Council Member Don Samuels, CHAIR
Public Safety, Civil Rights and Health

Subject: Complaint Investigations Unit Participation in the Minnesota Justice Foundation (MJF) Summer Clerkship Program.

Recommendation: The Minneapolis Department of Civil Rights respectfully requests the Minneapolis City Council accept the grant of \$4,500.00 from MJF to the Complaint Investigations Unit for its participation in MJF's Summer Clerkship program.

Department Information

Prepared by: Toni Newborn, Senior Investigator (612) 673-2507
Approved by: Velma J. Korbel, Director (612) 673-3027 
Presenters in Committee: Michael K. Browne, Assistant Director (612) 673-2426

Financial Impact

Increases the appropriation by \$4,500 in the Minneapolis Department of Civil Rights in the Grants -Other Fund (01600-3000200) and increases the Revenue Estimate (01600-3000200-372001) by \$4,500.

Supporting Information:

MJF was incorporated in 1982 by Minnesota law students concerned about their role within the community. For over 25 years, MJF has secured legal aid for thousands of under-represented Minnesotans by coordinating the efforts of volunteer law students and attorneys.

Similarly, the Department has incorporated volunteer law students into fulfilling one the Complaint Investigations Unit's core values of *Leadership, Fellowship, and Scholarship*, by "*establishing a presence in legal community by reaching out to law schools and practitioners.*" For several years, the Complaint Investigations Unit has upheld this value by developing a strong partnership with MJF, which connects law students from the Twin Cities area law schools to the Department to work alongside its investigators (whom are also attorneys) throughout the school year. This year, the Department was selected to serve as a host "agency employer" for MJF's Summer Clerkship Program.

As a participant in the Summer Clerkship Program, the Department selects one law student from a pool of 50 or more applicants. The selected law student is paid a stipend for the summer. The stipend represents the law student's gross salary for the summer. Beginning in May 2012, the Department would receive funding in the amount of \$4,500.00 from MJF to hire the selected law student. This funding is in the form of a one- time grant from MJF. The law student will be classified as a temporary employee (Student Intern Graduate Schl-C) working 40 hours a week during the summer months (June-August). The law student will be paid through the City's Compass service.

The MJF law clerk's job duties will consist of the following: developing and implementing CIU's outreach and engagement plan, strengthening the unit's mediation program, working on Minneapolis Civil Rights Ordinance changes, and assisting the investigators with case investigations.

Attached is the award letter from MJF.



MINNESOTA JUSTICE
FOUNDATION

March 2, 2012

Toni Newborn
Senior Investigator (CIU)
Minneapolis Department of Civil Rights
350 S 5th Street #239
Minneapolis MN 55415

Re: Minnesota Justice Foundation Summer Clerkship Program

Dear Ms Newborn,

This letter is to confirm that the Minneapolis Department of Civil Rights will receive funding from Minnesota Justice Foundation to hire a summer clerk to work for your agency during the summer of 2012.

In May 2012 we will be forwarding a contract and a check for \$4,500.00. This money represents the clerk's gross salary for the summer. You will be expected to incorporate him into your regular payroll process, withhold taxes and provide a W-2 form at the end of the year.

Please do not hesitate to contact me if you have additional questions.

Sincerely,

A handwritten signature in blue ink that reads 'Janine A. Laird'.

Janine A. Laird
Executive Director
612-625-0777
Janine@mnjustice.org