

**MARION CIVIL RIGHTS COMMISSION
MEETING MINUTES
December 3, 2014, 6:30 pm**

Marion City Hall
1225 6th Avenue
Marion, IA 52302

Commissioners Present: Mr. Dave Baumler
Ms. Deborah Brydon
Mr. Joseph Ellis
Ms. Janet Evans
Ms. Queen Githaiga
Ms. Elizabeth Hilkerbaumer
Mr. Kent Jackson
Mr. Steve Moshier, Chair
Mr. Joe Stutler, Vice Chair

Commissioners Absent: Mr. Bret Nilles

Staff/Other Present: Ms. Janet Abejo, Investigator, Cedar Rapids Civil Rights Commission
Mr. Johnny Alcivar-Zuniga, Outreach Coordinator, Cedar Rapids Civil Rights Commission
Ms. Amanda Kaufman, Assistant to the City Manager, City of Marion
Ms. Virginia Sipes, Investigator, Cedar Rapids Civil Rights Commission
Mr. Robin Tucker, Liaison to the Cedar Rapids Civil Rights Commission
Ms. LaSheila Yates, Executive Director, Cedar Rapids Civil Rights Commission

I. Call to Order

Noting there was a quorum, Commissioner Moshier, Chair called the meeting to order at 6:30pm.

II. Roll Call/Introductions

Commissioners and staff introduced themselves.

III. Public Response.

There was no public response.

Mr. Robin Tucker joined the meeting at 6:33pm.

IV. Approval of Minutes from November Meeting

Noting no changes, Commissioner Ellis moved and Commissioner Githaiga seconded the motion

to approve the Commission's minutes from November. With no additional discussion, the motion passed unanimously.

V. **Report from Chair**

Commissioner Moshier, Chair presented the report. He discussed the Iowa Open Meetings Law. When subcommittees with more than one member meet, he stated that there must be an agenda prepared and posted at least 24 hours in advance, and minutes must be taken for each meeting.

Commissioner Moshier recommended the Commission set up criteria in conjunction with Executive Director Yates for an annual review in July. Commissioner Jackson suggested the Commission adapt a form that was used with the previous Executive Director. Executive Yates will further investigate this issue.

Commissioner Moshier recommended a reference be made to the 28E agreement as it relates to the Executive Director during the first meeting in January.

Commissioner Hilkerbaumer joined the meeting at 6:45pm.

VI. **Committee Reports**

Executive Committee

Commissioner Stutler, Vice Chair presented the executive committee report. He stated that the committee met on November 19th; during this meeting, issues discussed included the office move, billing, rules of practice, the mission and vision statement, and planned the agenda for the December meeting.

Marion Liaison Report

Commissioner Nilles was not present to present this report.

Cedar Rapids Liaison Report

Mr. Tucker, Liaison to the Cedar Rapids Civil Rights Commission, presented this report. He discussed the budget process and how the office move will have an impact on the overall budget. He indicated that the staff is currently in a temporary office on the second floor of the Veterans Memorial building until their permanent location in the same building becomes available. The subject of having a Friends of the Civil Rights Commission has been tabled due to potential conflict of interest issues. Mr. Tucker discussed the state of reporting; Cedar Rapids Civil Rights Commission staff has put together best practices for reporting and has developed a plan on how to implement these changes in 2015. He indicated that the areas funded through grants will not be billed directly to Marion, but the services will be paid directly from the grant. Lastly, he reported that the vacancy on the Cedar Rapids Civil Rights Commission has been filled by Commissioner Ashley Reynolds.

Marion Civil Rights Website

Commissioner Ellis presented the website report. The revisions discussed during the last meeting were implemented on the Marion Civil Rights page on the City of Marion website.

Outreach 'Roll of the Dice' Report

Commissioners Baumler and Brydon presented this report. Commissioner Baumler reported that several Marion Commissioners attended the Roll of the Dice event at Mount Mercy. He had a sample budget that was shared with Commissioners on expected costs for the event. Commissioner Brydon indicated that the marketing department at Mount Mercy helped significantly with publicizing the event. Both stated that they believe it would be a very good event to hold in Marion to get community members thinking about these issues. Commissioner Stutler, Vice Chair expressed interest in doing this event at a high school level as well.

Finance Committee Report

Commissioner Githaiga presented the Finance Committee report. She stated that she met with Commissioners Nilles and Moshier to assemble a budget proposal for FY15-16. Commissioner Moshier, Chair indicated that the case estimate was based on 105 hours per case. Future caseload in Marion is an unknown, and it may be amended in following years. Executive Director Yates thanked staff for taking the time to document the numbers associated with intake and investigations.

Nomination Committee Report

Commissioner Jackson presented the Nomination Committee report. He restated that during the last Commission meeting, Commissioners were encouraged to reach out to Commissioner Jackson or Evans about committee interest. Commissioner Jackson made a motion for Commissioner Moshier to continue as chair and Commissioner Stutler as vice chair. Ms. Hilkerbaumer seconded the motion. Commissioner Hilkerbaumer withdrew her second and Commissioner Jackson withdrew his original motion. Commissioner Baumler moved to accept the nomination committee report and Commissioner Brydon seconded the motion. With no further discussion, the motion carried unanimously.

VII. Director's Report

Executive Director Yates presented the Director's Report. Ms. Yates discussed the backlog of existing cases. Cedar Rapids Civil Rights Commission staff visited other communities and researched best practices to develop performance goals: Goal #1: 85% of all non-housing investigations to be closed within 300 days from the date of receipt for all cases received on or after July 1, 2015; Goal #2. 50% of all housing investigations closed within 100 days from date of filing for all cases received, effective immediately.

Executive Director Yates discussed the office move process. There have been some set-backs associated with this move, and they are temporarily operating out of the second floor of the Veterans Memorial Building in Cedar Rapids. They anticipate the office space being available around January 1, 2015.

The State of Equity report was discussed. Al Rowe, the Associate Vice President of Institutional Effectiveness at Kirkwood Community College will meet with staff and the information from this

discussion will be shared with the Marion Commission at a future meeting. The Cedar Rapids School District is interested in implementing system-wide equity practices.

VIII. **Old Business**

Rules of Practice Update

Commissioner Brydon provided a presentation on the Rules of Practice. A copy of the presentation was provided to Commissioners in their agenda packets. She presented on each of the areas outlined in the Rules of Practice. Commissioner Moshier, Chair recommended that the Rules of Practice be placed on the January agenda for approval by the Commission.

Employment Training

Ms. Janet Abejo, Investigator with the Cedar Rapids Civil Rights Commission provided an overview and training on equal employment opportunity laws. She encouraged commissioners to contact her if they have any additional questions.

IX. **New Business:**

Approve FY16 Budget

Commissioner Hilkerbaumer motioned and Commissioner Baumler seconded the motion to approve the budget request for FY16. Ms. Amanda Kaufman will submit this as part of the overall City budget request.

Upcoming Community Involvement Opportunities

Mr. Johnny Alcivar-Zuniga stated that there are no upcoming events to discuss.

X. **Adjournment**

Commissioner Jackson motioned to adjourn the meeting. Seconded by Commissioner Stutler, the meeting was adjourned at 8:26 pm.

The next meeting will be held on Wednesday, January 7, 2015 at 6:30 pm at 1225 6th Avenue, Marion, Iowa.

Respectfully submitted by Amanda Kaufman