

**MARION CIVIL RIGHTS COMMISSION
MEETING MINUTES
July 2, 2014, 6:30 pm**

Marion City Hall
1225 6th Avenue
Marion, IA 52302

Commissioners Present:

Ms. Deborah Brydon
Mr. Joseph Ellis
Ms. Janet Evans
Mr. Kent Jackson
Mr. Steve Moshier, Chair
Mr. Bret Nilles
Mr. Joe Stutler, Vice Chair

Commissioners Absent:

Mr. Dave Baumler
Ms. Queen Githaiga
Ms. Elizabeth Hilkerbaumer
Ms. Janet Powell

Staff/Other Present:

Mr. John-Paul Chaisson-Cardenas, Executive Director, Cedar Rapids Civil Rights Commission
Ms. Stephanie Munsterman-Robinson, Cedar Rapids Civil Rights Commission
Ms. Amanda Kaufman, Assistant to the City Manager, City of Marion
Mr. Robin Tucker, Commissioner, Cedar Rapids Civil Rights Commission

I. Call to Order

Noting there was a quorum, Commissioner Moshier, Chair, called the meeting to order at 6:38pm.

II. Roll Call/Introductions

Commissioners and staff introduced themselves.

III. Public Response.

There was no public response.

IV. Approval of Minutes from May and June Meetings

The minutes from the Commission's first meeting on May 6, 2014 were not available during the June meeting, so they were also up for approval at this time. Moved by Commissioner Brydon and seconded by Commissioner Jackson, the May minutes were approved, noting they should be converted into the proper minute format.

Two amendments were made to the June minutes: the call to order was changed from 5:30pm to 6:30pm and Joe Ellis was removed from the box on the last page. Moved by Commissioner Jackson and seconded by Commissioner Brydon, the June minutes were approved as amended.

V. **Report from Chair**

Commissioner Moshier, Chair discussed the process for mapping out the monthly agenda for the Commission. He stated that improved timing for getting the agenda and minutes out to the group can be expected.

Commissioner Ellis stated that he'd like to see the meeting times amended on the City of Marion's website, and that the phone number should be changed to that of the Cedar Rapids Civil Rights office. The mission statement shall also be added to the website. Updates to the webpage will be sent by Commissioner Ellis to Amanda Kaufman at Marion City Hall.

VI. **Committee Reports**

Executive Committee

Commissioner Stutler, Vice Chair, presented the executive committee report. He discussed marketing the Commission by adapting Cedar Rapids' existing materials. He suggested sharing the mission and purpose, as well as having a presence at community events, including Swamp Fox. He suggested the possibility of having a separate phone number at the Cedar Rapids Civil Rights office that was for Marion specifically. Commissioner Stutler stated that the executive committee would be meeting with the chair and vice chair of the Cedar Rapids Civil Rights Commission next week.

Commissioner Ellis inquired about the Marion Times. Commissioner Stutler, Vice Chair, stated that he reached out to both the Marion Times and the Cedar Rapids Gazette. Executive Director Chaisson-Cardenas stated that he will be writing a piece for the Cedar Rapids Gazette later in July.

Executive Director Chaisson-Cardenas discussed the importance of standard operating procedures. He stated that it will be a smooth transition when he steps down as executive director. His resignation will appear on the next agenda of the Commission. Stephanie Munsterman-Robinson will serve as interim director.

Cedar Rapids Liaison Report

Commissioner Nilles presented the Cedar Rapids liaison report. He stated that he attended the Cedar Rapids Civil Rights Commission meeting in June and introduced himself and Marion's Commission. Mr. Tucker, Cedar Rapids Commissioner, stated that the Cedar Rapids Commission celebrated its 50th year, so it is good timing for updating standard operating procedures. Mr. Tucker will be attending Marion's monthly meetings as the Cedar Rapids liaison.

VII. **Director's Report**

Executive Director Chaisson-Cardenas will be leaving on July 17th. He will be writing a guest editorial for the Cedar Rapids Gazette on July 13th and will mention Marion and the State of Equity report.

The CRM database was discussed. It will be extensive and provide staff advanced access and improved ability to send out newsletter and email blasts. Commissioners won't have backend access to this database.

The video and poster contest was discussed. The Commission must decide if they want to be a part of it. Commissioners can let Stephanie Munsterman-Robinson know if they are interested in judging. The theme is fair housing.

Volunteers are needed to shake hands and distribute information at the upcoming Latino Festival in Cedar Rapids.

Stephanie Munsterman-Robinson discussed the LGBT Summit, taking place at Veterans Memorial Park on September 4th from 6pm-9pm. The summit will educate the community on fair housing policy, answer questions on LGBT issues, and may have a keynote addressing fair housing access laws. Stephanie will send out details on sponsorship opportunities after July 15th. Commissioners can contact her if interested in getting involved.

Roll-of-the-Dice training was discussed. This training is meant to connect people to data and to promote dialogue and local solutions while involving people in discussions of race. If there is interest in the Marion Commission sponsoring one, a date will need to be identified soon. Please let Stephanie know if this is an interest.

VIII. **Old Business**

Rules of Practice

Stephanie Munsterman-Robinson discussed the rules of practice. She stated that **Virginia** has been updating Cedar Rapids' rules of practice and will use those to adopt Marion's. The Commission will receive and review these at next month's meeting. It will appear on the following agenda for approval.

Standard Operating Procedures

Standard operating procedures were discussed. Commissioner Ellis stated that they are easy to amend if need be. Commissioner Ellis motioned and Commissioner Evans seconded acceptance of all standard operating procedures. Commissioner Ellis amended the motion to remove specific names from the standard operating procedures. The motion, seconded by Commissioner Brydon, passed.

Committee Charters

Executive Director Chaisson-Cardenas recommended that the Cedar Rapids and Marion Commissions share a Friends of the Civil Rights Commission Fund. He further recommended that the Commission take a look at this fund, but wait to vote on it.

Mr. Tucker stated that the Cedar Rapids Commission hasn't been using charters for very long. The Commission moved this way to add substance to roles of committees and to prevent conflicts of interest.

Commissioner Moshier, Chair, stated that once these charters are approved, Commissioners should commit to serving on at least one, possibly two.

Commissioner Stutler, Vice Chair motioned to adopt the charters. Commissioner Jackson seconded the motion, which passed.

Commissioner Moshier, Chair stated that a discussion regarding the potential Friends Committee will take place at the next meeting.

Several Commissioners volunteered right away to serve on the newly created committees. Volunteers are as follows:

Commission Development and Personnel Committee
Ms. Janet Evans, Mr. Joseph Ellis, and Mr. Kent Jackson

Outreach and Education Committee
Ms. Deborah Brydon

Finance Committee
Mr. Bret Nilles

The Chair and Vice Chair will serve on all committees.

IX. New Business:

Staff Changes

Executive Director Chaisson-Cardenas will be stepping down on July 17th. Stephanie Munsterman-Robinson will be stepping into the interim role. Janet will serve as interim for investigations. The outreach position has been altered; it will now be able to take complaints in the field. Interviews for the position will be held in July, and there is a diverse and highly skilled pool of applicants. This person will staff the Outreach and Education Committee.

Community Involvement

The Role-of-the-Dice training was further discussed. This training changes national statistics into probabilities to humanize data within a community. The outcome of this experience is to help participants understand how to change the culture of a community to become more inclusive. The training is a six-hour, one-day session. Stephanie Munsterman-Robinson will send out potential dates to the Commission.

Commissioner Nilles left the meeting at 7:47pm.

Commissioners should be thinking about community members to invite to this session. Those in social services and local government would be good to invite.

X. Adjournment

Commissioner Kent motioned to adjourn the meeting. Seconded by Commissioner Brydon, the meeting was adjourned at 7:55pm.

The next meeting will be held on August 6, 2014 at 6:30 pm at 1225 6th Avenue, Marion, Iowa.

Respectfully submitted by Amanda Kaufman