

**MARION CIVIL RIGHTS COMMISSION
MEETING MINUTES
April 1, 2015, 6:30 pm**

Marion City Hall
1225 6th Avenue
Marion, IA 52302

Commissioners Present: Mr. Dave Baumler
Ms. Deborah Brydon
Mr. Joseph Ellis
Ms. Elizabeth Hilkerbaumer
Mr. Kent Jackson
Mr. Steve Moshier, Chair
Ms. Angelica Vannatta

Commissioners Absent: Ms. Queen Githaiga
Mr. Bret Nilles
Mr. Joe Stutler, Vice Chair

Staff/Other Present: Ms. Kim Gordon, Prospective Commissioner
Ms. Amanda Kaufman, Assistant to the City Manager, City of Marion
Mr. Robin Tucker, Cedar Rapids Civil Rights Commission Liaison
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 6:36pm.

II. Roll Call/Introductions

Commissioners and staff introduced themselves.

III. Public Response.

There was no public response.

Commissioner Hilkerbaumer joined the meeting at 6:38pm.

IV. **Approval of Minutes from March Meeting**

Noting no changes, Commissioner Brydon moved and Commissioner Jackson seconded the motion to approve the Commission's minutes from March. With no additional discussion, the motion passed unanimously.

V. **Report from Chair**

Commissioner Moshier, Chair presented the chair report. He welcomed Kim Gordon to the Commission, as she will be joining as a commissioner in May.

VI. **Committee Reports**

Executive Committee

Commissioner Moshier, Chair presented the executive committee report on behalf of Commissioner Stutler, Vice Chair. He stated that the committee discussed the agenda for the April meeting, February meeting minutes, the Roll of the Dice event, upcoming trainings, and the resignation of Commissioner Evans. Executive Director Yates confirmed that payment has been received from the City of Marion for professional services.

Marion Liaison Report

Commissioner Nilles was not present to present this report.

Cedar Rapids Liaison Report

Mr. Robin Tucker, Cedar Rapids Civil Rights Commission Liaison presented this report. The City of Cedar Rapids has made the decision to reduce the size of its Civil Rights Commission to 9. The Commission received media coverage from the Cedar Rapids Gazette in regard to its performance standards. An open house for the Cedar Rapids Commission will be held on Wednesday, April 15th on the 4th floor of Veterans Memorial Building. A walk-through of the facility will be conducted between 4:00-5:30 and a ceremony and video will be played at 5:30.

Marion Civil Rights Website

Commissioner Ellis presented the website report. He discussed the changes he presented during the March meeting. Commissioner Jackson motioned and Commissioner Hilkerbaumer seconded a motion to direct Ms. Amanda Kaufman to make the proposed changes to the website.

Roll of the Dice Event

Commissioner Baumler presented this report. Mr. Baumler stated that the event would be postponed until the fall to align better with budget and staffing availability.

VII. **Director's Report**

Executive Director Yates presented the Director's Report. Ms. Yates discussed the investigator position that is currently in the process of being filled.

Ms. Yates discussed the Cedar Rapids Civil Rights Commission open house that will be held on Wednesday, April 15th from 4-6:30pm on the 4th floor of Veterans Memorial.

The Commission recently adopted two new performance standards in the area of educational outreach and customer service. These will be used to measure key services, beginning July 1, 2015. The Commission's existing smart phone application is being redesigned. The goal is to complete this process by July 1, but this deadline may be extended to September.

Commissioner Moshier, Chair stated that the Marion Civil Rights Commission's Meet & Greet was a very successful event, with over 20 people attending.

VIII. **Old Business**

Public Hearing and Closed Session Training - Staff

Ms. Janet Abjeo provided a brief overview on public hearings. Ms. Amanda Kaufman provided a brief overview on closed sessions.

IX. **Closed Session**

Commissioner Ellis motioned and Commissioner Baumler seconded the motion to enter into closed session at 7:29pm.

Commissioner Hilkerbaumer motioned and Commissioner Baumler seconded the motion to return from closed session to the public meeting. The motion passed unanimously at 8:27pm.

Commissioner Jackson made a motion and Commissioner Ellis seconded the motion to proceed to vote in favor of holding a public hearing. With no further discussion, the motion passed unanimously.

X. **New Business:**

Resignation of Commissioner Evans

Commissioner Janet Evans submitted her letter of resignation. Commissioner Baumler motioned and Commissioner Brydon seconded the motion to receive Ms. Evan's resignation letter. With no further discussion, the motion passed unanimously.

Upcoming Community Involvement Activities

Fair Housing Accessibility Training will be held on Thursday, May 21. It is free and open to the public. A copy of the flyer was included in the Commissioners' agenda packets. As Fair Housing Month approaches, there will be more events going on that Commissioners may want to partake in. Commissioner Moshier, Chair stated that there will be an effort to continue to provide good information about upcoming training and professional development opportunities in future agenda packets.

XI. **Adjournment**

Commissioner Hilkerbaumer motioned to adjourn the meeting. Seconded by Commissioner Brydon, the meeting was adjourned at 8:34 pm.

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

Respectfully submitted by Amanda Kaufman