

**MARION CIVIL RIGHTS COMMISSION
MEETING MINUTES
February 4, 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. Janet Evans
Ms. Queen Githaiga
Mr. Kent Jackson
Mr. Steve Moshier, Chair
Mr. Bret Nilles
Mr. Joe Stutler, Vice Chair

Commissioners Absent: Ms. Elizabeth Hilkerbaumer

Staff/Other Present: 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, Cedar Rapids Civil Rights Commission Liaison
Ms. Angelica Vannatta, Prospective Commissioner
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 6:32pm.

II. Roll Call/Introductions

Commissioners and staff introduced themselves.

III. Public Response.

There was no public response.

Mr. Robin Tucker joined the meeting at 6:35pm.

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

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

V. **Report from Chair**

Commissioner Moshier, Chair presented the report. Referencing the January meeting that was canceled due to inclement weather, he discussed putting a procedure together for future meetings that may need to be canceled.

Commissioner Moshier expressed appreciation for Marion's communications coordinator who put advertisement material together for the most recent edition of the Marion Messenger.

VI. **Committee Reports**

Executive Committee

Commissioner Stutler, Vice Chair presented the executive committee report. He stated that the committee met on January 27th at the new Civil Rights Commission office. In addition to planning the agenda for the February meeting, items of discussion included billing, upcoming events, rules of practice, and the website.

Marion Liaison Report

Commissioner Nilles presented this report. He attended the December meeting and shared with them information on the upcoming Meet & Greet event in March as well as the training the commissioners have been receiving.

Cedar Rapids Liaison Report

Mr. Tucker, Liaison to the Cedar Rapids Civil Rights Commission, presented this report. He discussed the benefits of the new office location. Cedar Rapids elected officers and selected sub-committee assignments during their January meeting; he indicated that he would continue forward as the Cedar Rapids Liaison to the Marion Commission. The Cedar Rapids Commission discussed how the State of Equity can be addressed during the next year.

Marion Civil Rights Website

Commissioner Ellis presented the website report. He proposed changes to the existing wording on the website, including the inclusion of the vision and mission statements. Minutes and agendas will also be added to the site. The Commission directed Ms. Kaufman to make the proposed changes to the website.

Nomination Committee Report

Commissioner Jackson presented the nomination report. He stated that the chair and vice chair have expressed interest in continuing in their roles.

Meet & Greet

Commissioner Nilles presented this report. He stated that he and Commissioner Evans have been working with Ms. Bisinger, the City of Marion's communications coordinator, to publicize an upcoming Meet & Greet event on Wednesday, March 4 at Lowe Park. The regular meeting will start at 6:30pm and will run for half an hour before opening it up to visitors. Commissioners discussed how to publicize the event.

Roll of the Dice Event

Commissioner Baumler presented this report. Mr. Baumler provided estimates for the cost of the event for different length events. The Commission was interested in having a 3-hour event in an evening in April or May. A revised memo will be provided to the Commission with proposed dates and cost estimates. He will be asking for volunteers over the next several weeks.

VII. **Director's Report**

Executive Director Yates presented the Director's Report. Ms. Yates discussed the Commission's transition into the new space. She also discussed the e-submittal process for intake forms. The forms were previously taken in a hard copy form; this can now be done electronically, which will improve efficiency.

Ms. Yates stated that case processing, high quality customer service, and delivering education through a defined plan continue to be goals of the Commission.

Recommendations will be made soon in regard to developing an application for a mobile device. This can serve as an additional access point for people who need to file a complaint. Such an app will also allow for videos and photos to be taken of violations or incidents to use as support to a complaint.

Ms. Yates discussed the video contest and stated that no entries have been received for it yet. She also encouraged Commissioners to attend the Des Moines Civil Rights Commission's 29th annual symposium. It is being held on Wednesday, March 18th from 8-4pm at the Des Moines University Student Education Center.

VIII. **Old Business**

Rules of Practice

Ms. Virginia Sipes provided an overview of the updated version of the Rules of Practice. The Commission decided to make two small changes to the Commission Development and Personnel Committee section. Commissioner Nilles moved to approve the Rules of Practice as presented with the proposed changes. The motion was seconded by Commissioner Ellis. The motion passed unanimously. Commissioner Stutler, Vice Chair moved and Commissioner Brydon seconded a motion to authorize for the chair's signature. The motion passed unanimously.

Committee Charters

Ms. Virginia Sipes provided an overview of the changes that had been proposed to the following committee charters: Commission Development and Personnel Committee, Finance Committee, and outreach and Education Committee. Commissioner Nilles moved to accept the committee charters as amended. The motion was seconded by Commissioner Jackson. The motion passed unanimously. A motion was made by Commissioner Stutler, Vice Chair and seconded by Commissioner Baumler to adopt the mission and vision statement for the Marion Civil Rights Commission as presented. The motion passed unanimously.

Education Training - Staff

Mr. Johnny Alcivar-Zuniga, Outreach Coordinator, Cedar Rapids Civil Rights Commission provided training to commissioners in regard to the field of education.

IX. **New Business:**

Election of Officers

The current chair and vice chair were nominated to continue in their current roles for 2015. Commissioner Moshier asked three times for additional nominations. With no additional nominations brought forward, Commissioners Moshier and Stutler were re-elected by acclamation for Chair and Vice Chair, respectively.

Mission and Vision Statement

This item was previously discussed under Old Business.

Upcoming Community Involvement Activities

There were no upcoming events to discuss.

X. **Adjournment**

Commissioner Baumler motioned to adjourn the meeting. Seconded by Commissioner Jackson, the meeting was adjourned at 8:58 pm.

The next meeting will be held on Wednesday, March 4, 2015 at 6:30 pm at Lowe Park, 4500 N. 10th Street, Marion, Iowa. The meeting will be followed by a Meet & Greet for the public.

Respectfully submitted by Amanda Kaufman