

**MARION CIVIL RIGHTS COMMISSION  
MEETING MINUTES  
November 5, 2014, 6:30 pm**

Marion City Hall  
1225 6<sup>th</sup> Avenue  
Marion, IA 52302

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

**Commissioners Absent:** Ms. Deborah Brydon

**Staff/Other Present:** Mr. Johnny Alcivar, Cedar Rapids Civil Rights Commission  
Ms. Amanda Kaufman, Assistant to the City Manager, City of Marion  
Ms. Stefanie Munsterman-Robinson, Cedar Rapids Civil Rights Commission  
Mr. Robin Tucker, Liaison to the Cedar Rapids Civil Rights Commission  
Ms. LaSheila Yates, Cedar Rapids Civil Rights Commission

**I. Call to Order**

Noting there was a quorum, Commissioner Moshier, Chair called the meeting to order at 6:34pm.

**II. Roll Call/Introductions**

Commissioners and staff introduced themselves.

**III. Public Response.**

There was no public response.

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

Noting no changes, Commissioner Jackson motioned and Commissioner Evans seconded the motion to approve the minutes from October. No additional discussion, the motion was approved unanimously.

V. **Report from Chair**

Commissioner Moshier, Chair presented the report. He stated that he sent emails out regarding committee involvement. Commissioner Nilles is currently serving on the Finance Committee. Commissioner Ellis will contact Commissioner Brydon to review the Rules of Practice together prior to the next meeting. Commissioner Stutler, Vice Chair and Commissioner Moshier, Chair will work together to develop an annual report for the Marion City Council.

Mr. Robin Tucker joined the meeting at 7:39pm.

Commissioner Hilkerbaumer joined the meeting at 7:42pm.

VI. **Committee Reports**

*Executive Committee*

Commissioner Stutler, Vice Chair presented the executive committee report. He stated that the executive committee meetings must be posted publicly prior to these meetings.

*Marion Liaison Report*

Commissioner Nilles did not have a report to present.

*Cedar Rapids Liaison Report*

Robin Tucker presented the Cedar Rapids Liaison report. He attended two meetings, as the first meeting did not meet quorum. Much of the discussion revolved around the upcoming move of the Civil Rights Commission offices to the seventh floor of the Veterans Memorial Building. The annual financial statement of the Cedar Rapids Civil Rights Commission was reviewed during last month's meeting. He also stated that one of the Cedar Rapids Commissioners resigned last month, due to conflict of interest.

*Marion Civil Rights Website*

Commissioner Ellis presented the website report. He recommended replacing the current purpose listed on the Civil Rights Commission's page on the City of Marion's website with the new language included in the agenda packet. Discussion was had among the commissioners to amend some of the proposed wording. Commissioner Ellis motioned and Commissioner Baumler seconded a motion to update the website with the proposed language, as amended. Discussion was had to change an additional item on the proposed language. Commissioner Stutler motioned to amend the original motion with the additional revision and Commissioner Hilkerbaumer seconded the motion. With no further discussion, the motion passed unanimously. There was no further discussion to the original motion as amended, and it passed unanimously. Ms. Kaufman will make the approved changes to the website and provide a copy of the updated website to the Commission during the December meeting.

*Outreach 'Roll of the Dice' Report*

Commissioner Baumler presented this report. A Roll of the Dice event will be held from 6-9 at Mount Mercy College on Tuesday, November 18. If anyone is interested in volunteering, please contact the Cedar Rapids Civil Rights staff or Commissioner Baumler.

*Finance Committee Report*

Commissioner Nilles presented the Finance Committee report. He stated that he and Commissioner Moshier, Chair met with Lon Pluckhahn, City Manager and Amanda Kaufman,

Assistant to the City Manager, about next year's budget process. He stated that a proposed budget for the Marion Commission must be developed in advance of the FY15-16 budget process for the City of Marion. Items to be included in a proposed budget may include ongoing support from the Cedar Rapids Civil Rights Commission, outreach events, and special initiatives. A proposal will be brought forward to the Commission during the December meeting.

*Nomination Committee Report*

Commissioners Jackson and Evans will provide an update at the next meeting. If Commissioners are interested in serving on a particular committee for a one-year term, please let either Commissioner Jackson or Commissioner Evans know prior to December 1.

**VII. Director's Report**

Executive Director Yates presented the Director's Report. Ms. Yates stated that she met with HUD in Kansas City last month to discuss the expectations of the Commission and to review the goals of the agency. She was able to meet with other Civil Rights Commission directors from Missouri, Kansas, and Iowa. She is not sure how much funding the Commission will receive from HUD allocations in the upcoming fiscal year. Ms. Yates anticipates being back down to only five staff members once the funding is gone for the current HUD-funded temporary positions.

Ms. Yates shared her three primary objectives for the Cedar Rapids Civil Rights Commission:

1. Timely investigation of cases and timely completion of cases
2. Strategic approach to educational outreach
3. High-quality customer service and technical assistance

Ms. Virginia Sipes of the Cedar Rapids Civil Rights Commission has been working on the Rules of Practice. Commissioners Ellis and Brydon will meet with Ms. Yates and Ms. Sipes to review the document. An update will be provided during the December meeting.

Outreach is being done to inform the public about the upcoming move of the Cedar Rapids Civil Rights Commission to the Veterans Memorial Building on November 25<sup>th</sup>.

**VIII. Old Business**

*Rules of Practice Update*

An update will be provided during the December meeting.

*Fair Housing Training*

Ms. Stefanie Munsterman-Robinson, Senior Civil Rights Investigator and Mediator with the Cedar Rapids Civil Rights Commission provided an overview of fair housing to the Commission.

**IX. New Business:**

*Outreach Plan*

Mr. Johnny Alcivar provided an overview of the Education and Outreach Action Plan. He stated that the plan includes events that are scheduled as of this date, but additional events may be added in the future. The document provides an outline of what Mr. Alcivar will be working on during his

year with the Cedar Rapids Civil Rights Commission. He wants to ensure that a standard is set and that the Commissions are being proactive and not reactive in their outreach efforts.

*Upcoming Community Involvement Opportunities*

Mr. Alcivar discussed upcoming events:

- Fair Housing Movie Night: November 6
- “Roll of the Dice” Game Training: November 18<sup>th</sup> at Mt. Mercy University
- “Roll of the Dice” Game for Marion: Date is TBD
- Fair Housing Media Contest Awards Ceremony: April 30, 2015
- Outreach Events and Trainings: Continuous
- Train-the-trainer: Spring 2015
- Neighborhood Association Trainings: Spring 2015

Commissioner Nilles asked about the budget associated with the upcoming events. Ms. Yates indicated that only those that require a dollar amount or match have a detailed budget. Mr. Alcivar stated that the hours and expenditures will be monitored for each event.

**X. Adjournment**

Commissioner Jackson motioned to adjourn the meeting. Seconded by Commissioner Hilkerbaumer, the meeting was adjourned at 8:24 pm.

The next meeting will be held on Wednesday, December 3, 2014 at 6:30 pm at 1225 6<sup>th</sup> Avenue, Marion, Iowa.

*Respectfully submitted by Amanda Kaufman*