

**MARION CIVIL RIGHTS COMMISSION
MEETING MINUTES
August 6, 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
Mr. Kent Jackson
Mr. Steve Moshier, Chair
Mr. Bret Nilles
Mr. Joe Stutler, Vice Chair

Commissioners Absent:

Ms. Elizabeth Hilkerbaumer
Ms. Janet Powell

Staff/Other Present:

Ms. Virginia Sipes, Cedar Rapids Civil Rights Commission
Ms. Stefanie Munsterman-Robinson, Cedar Rapids Civil Rights Commission
Ms. Amanda Kaufman, Assistant to the City Manager, City of Marion

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 July Meeting

Two amendments were made to the July minutes under the Report from Chair: 1. The mission statement shall also be added to the website; 2. Commissioner Moshier, Chair directed Commissioner Ellis to send website updates to Amanda Kaufman. Moved by Commissioner Stutler and seconded by Commissioner Baumler, the July minutes were approved as amended.

V. Report from Chair

Commissioner Moshier, Chair addressed attendance with the Commission. He noted that if three consecutive meetings or four meetings in a 12-month period are missed, a Commissioner can be removed from their position. He directed the Commission to let him or a staff person know ahead of time if a meeting will be missed.

Commissioner Moshier, Chair met with the Chair of the Cedar Rapids Civil Rights Commission. He asked the Chair to attend Marion's September meeting. The Chair of the Cedar Rapids Civil Rights Commission extended the opportunity to Marion's Commission to participate in the search for the new executive director. Commissioner Moshier, Chair reached out to several members and Commissioner Brydon was the first to respond. She is representing the Commission on the search committee. Commissioner Brydon indicated that a decision will be made relatively soon. If the timeline works out, the new executive director may attend Marion's September meeting.

Commissioner Moshier and Commissioner Stutler met with staff to turn material around between meetings. As the group moves forward, it is their hope to move more quickly with turning these items around to the group.

VI. **Committee Reports**

Executive Committee

Commissioner Stutler, Vice Chair presented the executive committee report. He stated that the Commission must appoint an interim director until a new executive director is hired. He motioned to appoint Stefanie Munsterman-Robinson as interim director, seconded by Commissioner Ellis. No discussion, the motion was approved unanimously.

Ms. Munsterman-Robinson stated that if there are issues with attendance, it may be possible to call in if a commissioner cannot physically be present at a meeting.

Liason Report

Commissioner Nilles presented the Cedar Rapids Liaison report. He attended the liaison meeting on July 16th. There was a goodbye party for former Civil Rights Commission executive director, John-Paul Chaisson-Cardenas. The Friends of the Civil Rights Commission was discussed; options for revising the charter are being explored.

VII. **Director's Report**

Interim Executive Director Munsterman-Robinson presented the Director's Report. A hard copy of the full report was included in the Commissioners' materials. A brief update was provided on the Friends Charter, which will be brought to the Marion Commission following a September review by the Cedar Rapids Commission.

The Latino Festival was very successful and the Cedar Rapids Mayor was present for a Proclamation.

During the executive meeting, training opportunities were discussed. Ms. Munsterman-Robinson provided a list of potential training opportunities in the materials, including training on investigation and case analysis, fair housing, employment, education, public accommodation, credit, ADA, Mediation 101, protections for victims of domestic violence, poverty/homelessness issues, diversity with inclusion, public hearings 101, and closed sessions. She wants to know what other things Commissioners may be interested in and directed them to let her or the Chair know what those areas may be.

Upcoming events were discussed. A Face for Fairness was recently launched to promote fair housing in the community. An informational poster will be hung at Marion City Hall. The LGBTQIA Summit will take place on September 4th. A nationally-recognized speaker from Washington, DC will present at the event. Sensitive issues will be addressed, and the hope is that it will act as a community catalyst for action. The Latino Professional Development Institute will

take place on October 3, and is focused on strengthening the Latino community in Iowa. The community discussion on race and culture that was discussed at the last meeting does not yet have a date, but it is likely that it'll be scheduled in winter 2014.

Commissioner Moshier, Chair asked if an ad-hoc committee should be assembled to address the roll of a dice activity. There is a website that members can visit in the meantime to learn more (<http://www.rollofadice.org/>). Volunteers will be taken during the next meeting.

Commissioner Moshier stressed the importance of Commissioners telling the Cedar Rapids staff about training they feel they need in order to perform their tasks. Ms. Munsterman-Robinson reiterated that staff can provide the training necessary to meet the Commission's needs.

Commissioner Stutler, Vice Chair, addressed participation at future events by the Marion City Council and Mayor. If the Marion Commission is sponsoring an event, even outside of Marion, it may be nice to invite the Marion Mayor or Council to attend. Ms. Munsterman-Robinson mentioned that Cedar Rapids has a liaison between Council and the Commission and recommends that this also be done in Marion. The Commission directed Amanda Kaufman to discuss this with Marion's City Manager and City Council.

VIII. **Old Business**

Rules of Practice

Commissioner Nilles asked whether the Rules of Practice before them was the same as Cedar Rapids. Ms. Sipes stated that they are awaiting comments from the Cedar Rapids City Attorney for proposed changes to the Rules of Practice. One change that was noted is that the executive director has the ability to define policy more than initially proposed to the Cedar Rapids Commission. The overall document is very similar to that of Cedar Rapids. Before adoption, the Rules of Practice will also need to be reviewed by the City of Marion's city attorney. Cedar Rapids staff answered clarifying questions posed by the Commissioners. There were several items requiring follow-up by Ms. Sipes. Once these revisions have been made, Ms. Sipes will send them to Commissioner Moshier to disseminate to the full Commission. Ms. Sipes indicated that she is available to meet with anyone individually or in small groups to address questions. Commissioner Moshier directed commissioners to call or email Ms. Sipes directly with any questions. Comments from commissioners should be sent to her no later than a week before the next Commission meeting. Ms. Sipes was commended for her diligent work on the Rules of Practice. During the September meeting, she will be present to review the proposed changes.

Standard Operating Procedures

There are two remaining standard operating procedures (SOPs) that have yet to be approved. In order to be included in the Rules of Practice, they must first be adopted. The two SOPs are: Compliance Team and Compliance Agreement Audit Process. These SOPs were opened up for discussion. On the Compliance Agreement Audit Process, the procedure section must be amended to say "respective City Attorney's office" rather than "Cedar Rapids" specifically. Moved by Commissioner Stutler and seconded by Commissioner Jackson, was the motion to approve the standard operating procedure for the compliance team. Commissioner Ellis asked about the formality of the procedure. Staff indicated that it is more formal than in the past. The motion carried unanimously. A motion to adopt the standard operating procedure for the compliance agreement audit process as amended was moved by Commissioner Stutler and seconded by Commissioner Baumler. The motion carried unanimously.

Events in the Community

Ms. Munsterman-Robinson suggested commissioners refer back to the director's report for this information, as it was already discussed. Commissioner Stutler discussed the 5-season stand-down, which is an outreach event for homeless/nearly homeless veterans and non-veterans. It includes a hot breakfast and lunch, access to approximately 60 service and resource organizations, classes and workshops. Last year, over 100 people were served. This year's event will take place on September 5th at Veteran's Memorial Stadium. If there is interest in volunteering, contact Ms. Munsterman-Robinson about staffing the booth. Contact Commissioner Stutler or visit vetsstanddown.org if interested in volunteering as a community member.

IX. New Business:

Staff Changes

The interim role was previously discussed. Staff are currently in the process of hiring a temporary outreach person who will spend more time in the community to build trust and relationships.

Upcoming Community Involvement Activities

This was already discussed. No further discussion.

Training on Investigation and Case Analysis Reports

Ms. Munsterman-Robinson led the training on investigation and case analysis reports. She adapted a prior case (without any personal identifiers) to use to lead the Commissioners through this training. The packet that was reviewed is similar to what Commissioners can expect to see when cases arise. If there is ever a case received where a Commissioner knows a party, they are asked to notify staff of the conflict of interest; it will be sent to another Commissioner. Commissioners can contact Ms. Munsterman-Robinson if there are any questions regarding investigation and case analysis reports at any time.

Other

Commissioner Moshier, Chair, asked if there were any immediate training interests. Commissioner Baumler said media training was something he'd like to participate in.

X. Adjournment

Commissioner Jackson motioned to adjourn the meeting. Seconded by Commissioner Ellis, the meeting was adjourned at 8:19pm.

The next meeting will be held on September 3, 2014 at 6:30 pm at 1225 6th Avenue, Marion, Iowa.

Respectfully submitted by Amanda Kaufman