

**MARION CIVIL RIGHTS COMMISSION
MEETING MINUTES
January 6, 2016, 6:30 pm**

Marion City Hall
1225 6th Avenue
Marion, IA 52302

Commissioners Present: Ms. Danielle Brazant
Mr. Joseph Ellis
Ms. Renae Forsyth-Christy
Ms. Kim Gordon
Mr. Kent Jackson
Mr. Steve Moshier, Chair
Mr. Bret Nilles
Mr. Joe Stutler, Vice Chair
Ms. Angelica Vannatta

Commissioners Absent: Mr. Dave Baumler
Ms. Queen Githaiga

Staff/Other Present: Mr. Ron Hoover, Building Services Director, City of Marion
Ms. Amanda Kaufman, Assistant to the City Manager, City of Marion
Mr. Devin Kelly, City Attorney, City of Marion
Mr. Robin Tucker, Cedar Rapids Civil Rights Commission Liaison

I. Call to Order

Noting there was a quorum, Commissioner Moshier, Chair called the meeting to order at 6:35 pm.

II. Roll Call/Introductions

Commissioners and staff introduced themselves.

III. Public Response.

There was no public response.

IV. Presentation from Ron Hoover, Director of Building Services

The director provided a presentation on the building department and current topics, as they relate to ADA compliance and rental housing inspections.

Commissioner Brazant left the meeting at 6:56pm.

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

Commissioner Ellis requested that additional background be provided for the presentation from the Police Chief during the December meeting. Commissioner Jackson motioned and Commissioner Forsyth-Christy seconded the motion to approve the December meeting minutes as amended. With no additional revisions, the motion passed unanimously.

VI. **Report from Chair**

Commissioner Moshier, Chair presented this report. He encouraged the commissioners to attend the board and commission reception on Monday, January 18th at Marion City Hall. He stated that he would like to begin scheduling the speakers' bureau line-up during the upcoming February meeting. He expressed appreciation for the guest speakers at meetings, but also feels getting out into the community and discussing what the commission is about is a very important component that this group needs to get more involved with, as informed public is a positive thing.

VII. **Committee Reports**

Executive Committee

Commissioner Stutler, Vice Chair presented this report. He stated that there was no executive committee meeting this week, so the agenda was prepared via email.

Commissioner Brazant re-joined the meeting at 7:11pm.

Marion Liaison Report

Commissioner Nilles presented the Marion Liaison Report. He attended the most recent Cedar Rapids Civil Rights Commission meeting. The budget staff presented a detailed overview of the budget process during this meeting. There was also an informative presentation on "Save CR."

Cedar Rapids Liaison Report

Mr. Robin Tucker presented the Cedar Rapids Liaison Report. He stated that the Cedar Rapids Commission is undergoing some changes in the budget. There have also been some recent changes in staff classifications. During the executive director's absences, another staff person has had the opportunity to serve in the role of director.

StarPower Simulation Report

Commissioner Vannatta presented the StarPower Simulation Report. Commissioner Vannatta stated that everything is ready to go for the StarPower event. She would like the distribution of the save-the-date postcard invitation to be pushed back to January 19, which is 6 weeks prior to the event. She asked the commissioners to be there around 5pm to assist with preparing the facility. The save-the-date postcard will go out in January, with additional press releases going out in February. A press release will be sent to the media the Monday prior to the event. Invitations will go out to approximately 150-200 individuals. Commissioner Vannatta will bring a sign-up sheet for commissioner tasks during the regular February meeting.

Election of Officers Report

Commissioner Jackson presented this report. He provided a recap of the interest expressed by commissioners: Joe Stutler is interested in continuing in his current role as vice chair, as would Commissioner Moshier, as chair, if there was no other interest among commissioners. Mr. Devin Kelly, city attorney, stated that the election of officers could occur as part of the election of officers report. Commissioner Jackson motioned to accept the slate of candidates for chair and vice chair. Commissioner Nilles seconded the motion. With no further discussion, the motion passed unanimously.

Guest Speakers Report

Commissioner Ellis presented the Guest Speakers Report. He confirmed that Sara Buck will be speaking to the commission during the March meeting in regard to the Section 8 housing program and the impact of Marion's ordinance dealing with lawful source of income. There will be no speaker in February, as there is already a very busy schedule. The speaker in April is to be determined.

Community Outreach Report

Commissioner Stutler, Vice Chair presented this report. He indicated that he would be reaching out to the Cedar Rapids staff to see what educational presentations they have on file that could be adapted for use in Marion. He realized that not everyone enjoys public speaking, but encouraged those who are interested to get in touch with him.

VIII. **Director's Report**

Executive Director Yates prepared a director's report which was included in this documentation in the agenda packet. She was not present to provide the report. Mr. Tucker provided a brief overview of the report in Ms. Yates' absence. In the past year, four cases were filed with the Marion Civil Rights Commission. He provided an overview of the intake and referral process to the students who were present in the audience. He shared upcoming events: Mediation training – February 9; Civil Rights Movie Night—January 17; the region will be hosting a MLK event in January; St. Paul's United Methodist Church also has an MLK event during the holiday; EEOC training has been postponed.

IX. **New Business**

Upcoming Community Involvement Opportunities

Commissioner Ellis shared articles that he has been collecting from local media sources on issues relating to civil rights. He stated that he would like to contact some of the authors as potential future speakers for commission meetings.

Standing Committees

Commissioner Moshier, Chair provided a document with the committee assignments and encouraged commissioners to let him know if they would like to continue with a current committee or have an interest in branching out to a different one.

Train the Trainer

Commissioner Moshier, Chair stated that Executive Director Yates was originally planning to

provide the train-the-trainer session, but the commission can do what they can on their own in the interim.

2016 Work Plan

A copy of the work plan was included with the agenda packet items. This document will serve as a roadmap for 2016, including the guest speakers, events, speakers' bureau, and other outreach events throughout the year.

Executive Committee Addition(s), meeting date and location

Commissioner Moshier stated that he would like someone from the Finance Committee to serve as the additional member of the Executive Committee. Devin Kelly, city attorney, stated that there is no issue with adding another member to the executive committee, as this group was never formally established as part of the Rules of Practice. He recommended making an amendment to the Rules of Practice for continuity. Commissioner Moshier requested a standard meeting time for the executive meetings and suggested the standing meetings be on the third Wednesdays of the month. However, due to scheduling conflicts, the January executive committee meeting will take place on Friday, January 22 at 9am at Marion City Hall.

Commission Calendar of Events

No discussion, as the upcoming events were already discussed.

Guest Speakers Structure

Commissioners Ellis and Moshier stated that the structure of the meetings can be flexible enough to wrap around the particular guest speakers for the given month. Commissioner Brazant asked about the process for confirmation of speakers. Commissioner Vannatta stated that it was important that guest speakers have a relevant topic to discuss and that they are funneled through Commissioner Ellis for scheduling.

X. **Good of the Order**

No discussion.

XI. **Adjournment**

Commissioner Jackson motioned to adjourn the meeting. Seconded by Commissioner Ellis, the meeting was adjourned at 8:08 pm.

The next meeting will be held on Wednesday, February 3, 2016 at 6:30 pm at Marion City Hall, 1225 6th Avenue, Marion, Iowa.

Respectfully submitted by Amanda Kaufman