



NOTICE OF MEETING

The Regular Meeting of the
CEDAR RAPIDS CIVIL RIGHTS COMMISSION

Will Be Held

Wednesday, February 19, 2014 at 5:30 p.m.

Civil Rights Commission Office
425 Second Street SE, Suite 960, Cedar Rapids, IA

A G E N D A

- I. Call to Order
- II. Roll Call – Introductions
- III. Public Response
- IV. Approval of Minutes from January Meeting
- V. Report from Chair
- VI. Committee Reports
 - Committee Assignments and Chair Appointments
 - Finance
 - Outreach and Education
 - April 23 Housing Summit
 - LGBT Ad Hoc Committee
- VII. Director's Report
- VIII. Old Business
 - Cedar Rapids Community Foundation Fund
 - February 4 State of Equity Event reflections
 - Key Strategic Plan Question – what will the commission want to focus on starting in FY14-15?
- IX. New Business
 - Chapter 22A and Chapter 29: reflections from last month's presentation
- X. Adjournment

NOTICE:

Any visually impaired or hearing impaired person needing assistance to participate in this meeting should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.

**CEDAR RAPIDS CIVIL RIGHTS COMMISSION
MEETING MINUTES**

January 15, 2014

5:30pm

Civil Rights Commission Office

425 Second Street SE

Cedar Rapids, IA 52401

Commissioners Present: Ms. Emily Bowman
Rev. Tom Capo
Ms. Tamara Cronin
Mr. Leland Freie
Ms. Barb Gay, Vice Chair
Ms. Paulette Hall
Ms. Laura O'Leary
Mr. Keith Rippy, Chair
Mr. Robin Tucker
Dr. Ruth White

Commissioners Absent: Ms. Salma Igram

Staff Present: Mr. John-Paul Chaisson-Cárdenas, Executive Director
Ms. Stefanie Munsterman-Robinson, Investigator
Ms. Janet Abejo, Investigator
Ms. Monica Challenger, Education & Outreach Coordinator
Ms. Jeanette Gordon, Administrative Assistant

Staff Absent: Mr. Zadok Nampala, Intern

Guests: Mr. Kevin Ciabatti, City of Cedar Rapids, Building Services
Ms. Annette Lorenz, City of Cedar Rapids, SAFE-CR
Ms. Amanda Grieder, City of Cedar Rapids, SAFE-CR

I. Call to Order

Noting there was a quorum, Commissioner Rippy, Chair, called the meeting to order at 5:34pm.

II. Roll Call/Introductions

Commissioners, staff, and guests introduced themselves.

III. Public Response

None.

IV. Approval of Minutes from December Meeting

After looking over the minutes, Commissioner Hall moved to approve the minutes from the December meeting; Commissioner Capo seconded the motion. The minutes were approved without changes.

V. Report from Chair

Commissioner Rippy, Chair, reported that he and Executive Director Chaisson-Cárdenas

have met and there are a lot of positive things happening, all of which are covered in the following agenda items.

VI. **Committee Reports**

Finance

Commissioner Gay, acting Finance Committee Chair, reported that the operating budget numbers look normal. The budget deficit discussed at the last meeting is approximately \$88,000. The Committee had asked Mr. Chaisson-Cardenas to come up with a plan to repay the deficit, and he presented a 3-year plan to the Committee at their January 15, 2014 meeting. The plan will not affect the day-to-day work of the office. There are still unanswered questions about the amount of the deficit, and Mr. Chaisson-Cardenas will work with the City to get those questions answered. Anyone who wants the details should contact Mr. Chaisson-Cardenas and he will meet with them.

Outreach and Education

Commissioner Cronin reported on the following:

- The committee met January 8, but lacking a quorum they discussed plans for the February 4, 2014 event at the library and the Fair Housing Summit to be held in April. The Committee made no decisions.

VII. **Director's Report**

Mr. Chaisson-Cárdenas, Executive Director, reported on the following:

- Ms. Susie Weinacht has been appointed as our City Council Liaison.
- Mr. Darryl Lipscomb resigned his position as of December 31, 2013.
- Mr. Chaisson-Cárdenas will be participating in the Leadership for Five Seasons Executive Program, and is part of the class of 2014.
- Staff are continuing with community outreach events.
- We are making progress on the 180-day plan that was submitted in October 2013. The goals for the plan are: to save tax dollars by eliminating redundancies and improving the complaint process; reduce per-case processing time; and improve the quality of our investigations. Three stages are being used to accomplish these goals. Stage 1 – Lean Process and Process Mapping; Stage 2 – Peer review process; Stage 3 – Legal review by City Attorney's Office.
- Ms. Munsterman-Robinson and Ms. Abejo, Investigators, described the complaint process as reviewed by the Lean Process program.

VIII. **Old Business**

Cedar Rapids Community Foundation Fund: We have a contract, but we need two people as signatories. Commissioner Tucker made the following motion: "The two signatories shall be the Cedar Rapids Civil Rights Commission Chair and the Executive Director of the Cedar Rapids Civil Rights Commission." Commissioner Cronin seconded the motion. The motion passed with a unanimous vote of aye.

February 4 State of Equity Event: More than 80 people have signed up for the meetings.

IX. **New Business:**

Committee Assignments: Mr. Chaisson-Cárdenas, Executive Director, called commissioners' attention to the document included in the packet entitled "Committees at a Glance" which describes each standing committee, ad hoc committee, and two proposed

committees. Commissioner Cronin made the following motion: "The Civil Rights Commission shall add two new ad hoc committees: the LGBT Capacity Building Committee and an Office Space Committee." Commissioner Freie seconded the motion. The motion passed with a unanimous vote of aye. Commissioners are to contact Commissioner Rippy, Chair, with their committee preference before the next commission meeting.

Chapter 22 and Chapter 29A Advisory Group: Ms. Greider and Ms. Lorenz, Nuisance Property Abatement Coordinators, presented information on the SAFE-CR program.

X. **Closed Session**

A closed session was not held.

XI. **Adjournment**

Commissioner Rippy, Chair, asked that the meeting be adjourned. Commissioner Freie moved to adjourn the meeting; Commissioner Hall seconded the motion. The meeting was adjourned at 6:48pm.

The next meeting will be held on February 19, 2014 at 5:30pm at the Commission Office, 425 2nd Street SE, Suite 960.

Respectfully submitted by Jeanette Gordon

City of Cedar Rapids
111000 Civil Rights
2014-01-31

Account	Current Month 2014 YTD Actuals	Fiscal Year 2014 Adjusted Budget	Fiscal Year 2014 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	
Taxes						
Total Taxes	-	-	-	-	0%	
License & Permits						
Total License & Permits	-	-	-	-	0%	
Intergovernmental Grants						
Local Govt Grants	423000	500.00	-	(500.00)	0%	
Total Intergovernmental Grants	-	500.00	-	(500.00)	0%	
Charges for Services						
Admin Charges - External	431012	6,000.00	5,850.00	(150.00)	98%	
Total Charges for Services	-	6,000.00	5,850.00	(150.00)	98%	
Fines & Forfeits						
Total Fines & Forfeits	-	-	-	-	0%	
Other Miscellaneous Revenue						
Total Other Miscellaneous Revenue	-	-	-	-	0%	
Transfers In						
Total Transfers In	-	-	-	-	0%	
Proceeds of LT Liabilities						
Total Proceeds of LT Liabilities	-	-	-	-	0%	
Total Revenue	-	6,500.00	5,850.00	(650.00)	90%	
Personal Services						
Regular Employees	511100	19,304.05	313,185.00	152,874.71	160,310.29	49%
Overtime	511300	16.25	1,500.00	244.94	1,255.06	16%
Other / Special Pays	511400	(671.43)	1,270.00	700.00	570.00	55%
Group Insurance	512100	3,506.64	46,725.00	22,281.74	24,443.26	48%
Social Security Contributions	512200	2,055.77	24,172.00	12,036.31	12,135.69	50%
Retirement Contribution	512300	2,468.61	29,290.00	14,092.48	15,197.52	48%
Workers' Compensation	512500	164.77	1,535.00	843.53	691.47	55%
Other Employee Benefits	512600	6.20	93.00	2,046.50	(1,953.50)	2201%
Total Personal Services	-	26,850.86	417,770.00	205,120.21	212,649.79	49%
Discretionary - Non-Personal Services						
Advertising / Marketing	521100	-	2,000.00	930.20	1,069.80	47%
Contract Labor	521105	-	3,000.00	-	3,000.00	0%
Health Services	521106	12.00	-	56.00	(56.00)	0%
Legal Services	521107	-	3,000.00	-	3,000.00	0%
Other Professional Services	521108	-	1,500.00	200.00	1,300.00	13%
Security Services	521110	125.00	-	750.00	(750.00)	0%
IT Services - External	522102	280.07	2,700.00	1,680.42	1,019.58	62%
Ext Rpr & Mtnc Srv-Bldg & Grds	522104	400.00	-	3,200.00	(3,200.00)	0%
Ext Repair & Maint Svcs - FF&E	522105	-	500.00	110.00	390.00	22%
Telephone	523107	144.82	2,500.00	712.46	1,787.54	28%
Printing, Binding, & Duplicate	525102	215.21	3,000.00	2,864.90	135.10	95%
Books,Periodicals,&Subscrip	531103	-	1,000.00	429.65	570.35	43%
Computer Supplies	531106	-	1,000.00	-	1,000.00	0%
Miscellaneous Supplies	531114	-	300.00	112.00	188.00	37%
Office Supplies	531116	401.17	3,000.00	1,324.93	1,675.07	44%
Personal Protective Gear	531124	1.50	-	10.80	(10.80)	0%
Bldg&Grds - Parts & Materials	533100	-	-	3.99	(3.99)	0%
Cost of Conferences / Training	542102	66.22	7,500.00	1,138.49	6,361.51	15%
Dues & Memberships	542103	-	500.00	180.00	320.00	36%
Postage & Freight	542108	297.58	3,500.00	1,501.99	1,998.01	43%
Travel	542111	-	1,000.00	-	1,000.00	0%
Total Discretionary Non-Personal Services	-	1,943.57	36,000.00	15,205.83	20,794.17	42%
Non-Discretionary - Fleet & Facilities Expenditures						
City Facility Mtnc Services	522107	-	-	-	-	0%
City Fleet Services	522108	-	-	-	-	0%
Rental of Land & Bldgs	524100	-	-	-	-	0%
City Rental Charges - Fleet	524102	-	-	-	-	0%
Total Fleet & Facilities Expenditures	-	-	-	-	-	0%
Non-Discretionary Non-Personal Service Expenditures						
City Accounting Services	521113	983.00	-	6,881.00	(6,881.00)	0%
Admin Charges - Cty Mgr depts	521114	1,887.00	22,644.00	13,209.00	9,435.00	58%
Admin Charges - Other	521114	-	-	-	-	0%

City of Cedar Rapids
 111000 Civil Rights
 2014-01-31

	Account	Current Month 2014 YTD Actuals	Fiscal Year 2014 Adjusted Budget	Fiscal Year 2014 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
City IT Services	522109	2,317.16	-	13,727.54	(13,727.54)	0%
Electricity	523100	-	-	-	-	0%
Natural Gas	523103	-	-	-	-	0%
Liability Insurance	525104	91.00	1,091.00	637.00	454.00	58%
Property Insurance	525107	-	-	-	-	0%
Vehicle Insurance	525108	-	-	-	-	0%
Diesel Fuel	532100	-	-	-	-	0%
Gasoline	532101	-	-	-	-	0%
Total Non-Discretionary Expenditures		<u>5,278.16</u>	<u>23,735.00</u>	<u>34,454.54</u>	<u>(10,719.54)</u>	<u>145%</u>
Non-Discretionary Capital Outlay Expenditures						
Total Non-Discretionary Capital Outlay Expenditures		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Debt Service						
Total Debt Service		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Transfers Out						
Total Transfers Out		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Total Expenditures		<u>34,072.59</u>	<u>477,505.00</u>	<u>254,780.58</u>	<u>222,724.42</u>	<u>53%</u>
Net Revenues over/(under) Expenditures		<u>(34,072.59)</u>	<u>(471,005.00)</u>	<u>(248,930.58)</u>	<u>222,074.42</u>	
<u>Summary of Admin Charge Revenue</u>						
Admin charges - City Mgr Depts	431007	-	-	-	-	
Admin Charges - Other		-	-	-	-	

City of Cedar Rapids
793600 Civil Rights - FHAP Grant
2014-01-31

Account	Current Month 2014 YTD Actuals	Fiscal Year 2014 Adjusted Budget	Fiscal Year 2014 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Taxes					
Total Taxes	-	-	-	-	0%
License & Permits					
Total License & Permits	-	-	-	-	0%
Intergovernmental Grants					
Federal Operating	421001	35,000.00	-	(35,000.00)	0%
Local Govt Grants	423000	-	3,150.00	3,150.00	0%
Total Intergovernmental Grants		35,000.00	3,150.00	(31,850.00)	9%
Charges for Services					
Total Charges for Services	-	-	-	-	0%
Fines & Forfeits					
Total Fines & Forfeits	-	-	-	-	0%
Other Miscellaneous Revenue					
Total Other Miscellaneous Revenue	-	-	-	-	0%
Transfers In					
Operating Transfer In - Intra	483002	5,000.00	5,000.00	-	100%
Total Transfers In		5,000.00	5,000.00	-	100%
Proceeds of LT Liabilities					
Total Proceeds of LT Liabilities	-	-	-	-	0%
Total Revenue	-	40,000.00	8,150.00	(31,850.00)	20%
Personal Services					
Regular Employees	511100	1,332.88	18,800.80	(18,800.80)	0%
Social Security Contributions	512200	180.05	1,506.56	(1,506.56)	0%
Workers' Compensation	512500	12.48	66.48	(66.48)	0%
Total Personal Services		1,525.41	20,373.84	(20,373.84)	0%
Discretionary - Non-Personal Services					
Printing, Binding, & Duplicate	525102	-	127.00	(127.00)	0%
Office Supplies	531116	37.16	37.16	(37.16)	0%
Cost of Conferences / Training	542102	-	1,022.43	5,110.45	17%
Total Discretionary Non-Personal Services		37.16	1,186.59	4,946.29	19%
Non-Discretionary - Fleet & Facilities Expenditures					
City Facility Mnc Services	522107	-	-	-	0%
City Fleet Services	522108	-	-	-	0%
Rental of Land & Bldgs	524100	2,422.26	33,867.12	19,378.08	57%
City Rental Charges - Fleet	524102	-	-	-	0%
Total Fleet & Facilities Expenditures		2,422.26	33,867.12	19,378.08	57%
Non-Discretionary Non-Personal Service Expenditures					
City Accounting Services	521113	-	-	-	0%
Admin Charges - Cty Mgr depts	521114	-	-	-	0%
Admin Charges - Other	521114	-	-	-	0%
City IT Services	522109	-	-	-	0%
Electricity	523100	-	-	-	0%
Natural Gas	523103	-	-	-	0%
Liability Insurance	525104	-	-	-	0%
Property Insurance	525107	-	-	-	0%
Vehicle Insurance	525108	-	-	-	0%
Diesel Fuel	532100	-	-	-	0%
Gasoline	532101	-	-	-	0%
Total Non-Discretionary Expenditures		-	-	-	0%
Non-Discretionary Capital Outlay Expenditures					
Total Non-Discretionary Capital Outlay Expenditures	-	-	-	-	0%
Debt Service					
Total Debt Service	-	-	-	-	0%
Transfers Out					
Total Transfers Out	-	-	-	-	0%
Total Expenditures	3,984.83	40,000.00	40,938.51	(938.51)	102%
Net Revenues over/(under) Expenditures	(3,984.83)	-	(32,788.51)	(32,788.51)	
Summary of Admin Charge Revenue					
Admin charges - City Mgr Depts	431007	-	-	-	
Admin Charges - Other		-	-	-	

Executive Director Monthly Report

February 19, 2014

Submitted by: John-Paul Chaisson-Cardenas, Executive Director

Staff Changes:

- Began search for two new investigators. One will be filling the open position and the second is a one-year position through the HUD grant. <http://www.cedar-rapids.org/government/departments/hr/employment/Pages/CivilRightsInvestigator.aspx>
- Stefanie Munsterman-Robinson will be promoted permanently to Senior Investigator in early March.
- We have a new intern, Yesenia Hernandez from Cornell College who will be working with us for the next few weeks. She will be assisting Ruth, Emily and I in writing an article on common myths about parents of color.

180 Day Plan -- Quality Control and Evaluation:

Staff initiated its quality review for the Investigation and compliance unit. The goals of this review are:

- To save tax dollars by eliminating redundancies and improving complaint processes
- Reduce per-case processing time
- Improve the quality of our investigations

This review will be divided in three stages:

Stage 1 – Lean Process and Process Mapping (January 13 and 14, 2014)

Stage 2 – Peer review process (February 7, 2014)

Stage 3 -- Legal Review by City Attorneys Office (March 2014)

On February 7th a group of peers joined CRCRC Investigators to review current practices and make recommendations for improvement. Those improvements are currently being incorporated into draft administrative rules and practice protocols that will be submitted in May 2014 to the Commission for review and approval.

In addition, CRCRC is working with IT to streamline and automate many of the investigation processes. If successful, this should simultaneously improve customer service and case completion times.

Community Outreach:

Staff continues to provide outreach and training. Below you will find training/outreach examples for this month. Please note list may not be exhaustive:

- United Way Education Solutions Team – January 14, 2014, John-Paul Chaisson-Cardenas
- Welcome at Immigrant Entrepreneur Summit, Metro Economic Alliance -- January 14, 2014, John-Paul Chaisson-Cardenas
- Guest Sermon, Christ Episcopal Church – January 19, 2014, John-Paul Chaisson-Cardenas and Zadok Nampala
- Keynote, Who is my Neighbor? MLK Celebration, Saint Paul's UMC – January 20, 2014, John-Paul Chaisson-Cardenas
- City of CR Recruitment Pipeline – January 28, 2014, John-Paul Chaisson-Cardenas, Monica Challenger and Zadok Nampala
- UI School of Social Work practicum recruitment fair – January 31, 2014, John-Paul Chaisson-Cardenas
- Board of Directors Meeting, Monsoon, United Asian Women of Iowa -- February 1, 2014, Janet A. H. Abejo
- Leadership Circle Operations Committee – February 3, 2014, John-Paul Chaisson-Cardenas

- State of Equity Reflective Sessions – February 4, 2014, All Staff
- United Way Education Solutions Team – February 6, 2014, John-Paul Chaisson-Cardenas
- Leadership Circle – February 6, 2014, John-Paul Chaisson-Cardenas and Monica Challenger
- CRCRC Investigation Peer Review – February 7, 2014, John-Paul Chaisson-Cardenas, Janet Abejo and Stefanie Munsterman-Robinson
- Leadership for Five Seasons Executive Program – February 11, 2014, John-Paul Chaisson-Cardenas
- ADA & EEO Overview at ACRO Manufacturing -- February 12, 2014, Janet A. H. Abejo and Stefanie Munsterman-Robinson
- State of Equity Reflective Process, ASAC Multicultural Committee – February 12, 2014, John-Paul Chaisson-Cardenas, Zadok Nampala and Yesenia Hernandez
- Planning Meeting for Cultural Competence Training for 6th Judicial District – February 12, 2014, John-Paul Chaisson-Cardenas, Zadok Nampala and Yesenia Hernandez
- State of Equity Reflective Process, Linn Co. Immigrant Concerns Committee – February 12, 2014, John-Paul Chaisson-Cardenas, Zadok Nampala and Yesenia Hernandez
- Meeting Developing Minority Contractors for Section 3 Rehab. Contracts – February 12, 2014, John-Paul Chaisson-Cardenas
- Attended Race Card Project by Michelle Norris, Coe College – February 12, 2014, John-Paul Chaisson-Cardenas
- State of Equity Reflective Process, Interfaith Alliance -- February 20, 2014, John-Paul Chaisson-Cardenas

Mailing List Update:

381 People – February 18, 2014

308 People – January 13, 2014

254 People – December 2013

249 People – November 20, 2013

178 People -- October 16, 2013

The January/February Newsletter can be seen at:

<http://archive.constantcontact.com/fs163/1115032643068/archive/1115968753278.html>

Education Efforts:

State of Equity Report Update: The reflective event on February 4, 2014: Almost 100 people attended one of our two events on that day (in spite of a blizzard). For more information go to:

<http://archive.constantcontact.com/fs163/1115032643068/archive/1116167041779.html>

Fair Housing Summit: Staff has begun planning the 2014 Fair Housing Summit for April 23, 2014. The goal is to build community awareness regarding community and systemic issues related to fair housing. Partners include United Way, Red-I and the Cedar Rapids Realtor's Association.

MLK: Staff at the commission spoke or participated in several events as part of local MLK celebrations. For more information see community outreach section of this report.

Media:

- La Raina Magazine and Radio (Spanish Language) is profiling me as the first Latino Executive Director of a local Civil/Human Rights Commission. Article at <http://www.lareinamagazine.com/>
- Cedar Rapids Gazette <http://thegazette.com/2014/02/04/cedar-rapids-state-of-equity-shows-disparities-in-education-employment-housing/>

Cedar Rapids Civil Rights Commission Case Report - February 19, 2014

Cases Filed February 2013 - February 2014		
February 2013	4	3 Emp, 1 PA
March 2013	1	1 PA
April 2013	4	3 Emp, 1 Edu
May 2013	2	1 Emp, 1 Edu
June 2013	4	2 Emp, 2 Hsg
July 2013	9	6 Emp, 3 Hsg
August 2013	5	2 Emp, 3 Hsg
September 2013	4	2 Emp, 1 Hsg, 1 Credit
October 2013	3	3 Emp
November 2013	4	3 Emp, 1 PA
December 2013	4	2 Emp, 1 Hsg, 1 PA
January 2014	5	2 Emp, 3 Hsg
February 2014 (2/1/14-2/19/14)	2	2 Emp
TOTAL	51	

Cases Closed February 2013 -February 2014		
February 2013	4	3 Emp, 1 Hsg
March 2013	2	2 Emp
April 2013	1	1 Emp
May 2013	2	1 Emp, 1 Hsg
June 2013	1	1 Emp
July 2013	2	2 Emp
August 2013	2	2 Hsg
September 2013	3	1 Emp, 2 Hsg
October 2013	7	4 Emp, 2 Hsg, 1 PA
November 2013	4	2 Emp, 2 Hsg
December 2013	4	2 Hsg, 2 Edu
January 2014	1	1 Emp
February 2014 (2/1/14-2/19/14)	0	
TOTAL	33	
Out w/Commissioners	1	

Settlements February 2013 - February 2014		
February 2013	1	\$1,224
March 2013	0	\$0
April 2013	0	\$0
May 2013	1	\$500
June 2013	1	Confidential
July 2013	1	\$1,000
August 2013	0	\$0
September 2013	1	\$8,250
October 2013	1	\$4,500
November 2013	0	\$0
December 2013	0	\$0
January 2014	0	\$0
February 2014 (2/1/14-2/19/14)	0	\$0
TOTAL	6	\$15,474

Case Assignments		
Munsterman-Robinson, S	24	20 Emp, 2 Hsg, 1 Cr, 1 PA
Abejo, Janet	28	19 Emp, 2 Hsg, 1 Cr, 4 Edu, 2 PA
Unassigned	1	1 Emp
TOTAL	53	
Intakes In Process	4	
TOTAL	57	