



NOTICE OF MEETING

The Regular Meeting of the
CEDAR RAPIDS CIVIL RIGHTS COMMISSION

Will Be Held

Wednesday, January 15, 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 December Meeting
- V. Report from Chair
- VI. Committee Reports
 - Finance
 - Outreach and Education
- VII. Director's Report
- VIII. Old Business
 - Cedar Rapids Community Foundation Fund
 - February 4 State of Equity Event
- IX. New Business
 - Committee Assignments and Chair Appointments
 - Chapter 22 & Chapter 29A Advisory Group
- X. Closed Session

The Commission may go into closed session to discuss the filing of one or more complaints, information gathered during investigation of such complaints, and attempts to eliminate such alleged discrimination pursuant to Iowa Code Sections 21.5(1)(a) and 216.15(5) (2012).
- XI. 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**

December 18, 2013

5:30pm

Civil Rights Commission Office

425 Second Street SE

Cedar Rapids, IA 52401

Commissioners Present: Rev. Tom Capo
Ms. Tamara Cronin
Mr. Leland Freie
Ms. Barb Gay, Vice Chair
Ms. Paulette Hall
Ms. Salma Igram
Mr. Keith Rippy, Chair
Mr. Robin Tucker
Dr. Ruth White

Commissioners Absent: Ms. Emily Bowman
Ms. Laura O'Leary

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

Staff Absent: Mr. Darryl Lipscomb, Investigator, Compliance Manager
Ms. Stefanie Munsterman-Robinson, Investigator
Mr. Zadok Nampala, Intern

Guests: Mr. Kevin Platz, Cedar Rapids Association of Realtors
Ms. Mari Davis, Cedar Rapids Association of Realtors

I. Call to Order

Noting there was a quorum, Commissioner Rippy, Chair, called the meeting to order at 5:30pm.

II. Roll Call/Introductions

Commissioners and staff introduced themselves.

III. Public Response

Ms. Davis reported that because of the SAFE-CR program, landlords are seeing an effect in renters being reluctant to believe they can find housing because of minor criminal background issues and as a result there are more vacancies than normal. She said negative feedback from criminal records is affecting renters of color.

IV. Approval of Minutes from November Meeting

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

V. **Report from Chair**

Commissioner Rippy, Chair, thanked CRCRC staff and Executive Director Chaisson-Cárdenas for an outstanding end to a turbulent year.

Commissioner Rippy asked that Commissioner Gay report on the SAFE-CR committee at the next commission meeting on January 15, 2013.

VI. **Committee Reports**

Finance

Commissioner Igram, Finance Committee Chair, reported that the operating budget numbers look normal. The Finance Committee met with the City's Director of Finance and will have a plan to address the past deficit at the next Commission meeting.

Outreach and Education

Commissioner Cronin reported on the following:

- The committee met today and will meet again in two weeks. The Committee is helping Mr. Chaisson-Cardenas and Ms. Challenger put together events for February and April. Mr. Chaisson-Cardenas walked the Commission through the Theory of Change document.

Ad Hoc Committee—Committee Charters

Commissioner Tucker presented charters for four committees: Commission Development and Personnel Committee, Finance Committee, Friends of the Civil Rights Commission Fund Committee, and Outreach and Education Committee. He reported that the biggest change is that some committees will bring in member of the community as committee members.

- Commissioner Tucker moved to adopt all four committee charters. Commissioner Capo seconded the motion.
Vote: 9 ayes, 0 nays, 0 abstains

VII. **Director's Report**

Mr. Chaisson-Cárdenas, Executive Director, reported that nominations for Chair and Vice Chair should have happened in November. Commissioner Rippy, Chair, announced that he has asked Commissioner Gay, Vice Chair, to continue her appointment for one year; he also stated that he would be willing to continue as Chair for one year. He then asked for nominations from the floor.

- Commissioner Hall motioned that Commissioners Rippy and Gay continue in their present positions as Chair and Vice Chair for one year. Commissioner Tucker seconded the motion.
Vote: 8 ayes, 0 nays, 0 abstains.

Mr. Chaisson-Cárdenas reported on the following:

- There were two staff trainings; Maria Flores from the EEOC talked about case law and the direction the EEOC is going.
- Staff are continuing with community outreach events.
- State of Equity Subcommittee update: 79 people are involved in the project from 66 organizations. There will be public meetings on February 4, 2014 at 2:00 pm and 7:00 pm to present information to the community and to get feedback on the data.

Staff will also be talking to community groups to reach a larger portion of the community than will likely come to the meeting.

- Six media requests were responded to this month, and one request for January has been accepted.

VIII. **Old Business**

State of Equity: see VII. Director's Report.

IX. **New Business:**

Cedar Rapids Community Foundation Fund: Commissioner Rippy and Executive Director Chaisson Cárdenas will meet with the Foundation in January and sign documents to start the Friends of the Civil Rights Commission Fund.

X. **Adjournment**

Commissioner Rippy, Chair, asked that the meeting be adjourned. Commissioner Igram moved to adjourn the meeting; Commissioner Freie seconded the motion. The meeting was adjourned at 6:14pm.

The next meeting will be held on January 15, 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
2013-12-31

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	650.00	6,000.00	5,850.00	(150.00)	98%
Total Charges for Services	-	650.00	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	650.00	6,500.00	5,850.00	(650.00)	90%	
Personal Services						
Regular Employees	511100	20,050.56	313,185.00	133,570.66	179,614.34	43%
Overtime	511300	46.80	1,500.00	228.69	1,271.31	15%
Other / Special Pays	511400	971.43	1,270.00	1,371.43	(101.43)	108%
Group Insurance	512100	4,146.42	46,725.00	18,775.10	27,949.90	40%
Social Security Contributions	512200	1,502.75	24,172.00	9,980.54	14,191.46	41%
Retirement Contribution	512300	1,794.20	29,290.00	11,623.87	17,666.13	40%
Workers' Compensation	512500	119.40	1,535.00	678.76	856.24	44%
Other Employee Benefits	512600	7.75	93.00	2,040.30	(1,947.30)	2194%
Total Personal Services	-	28,639.31	417,770.00	178,269.35	239,500.65	43%
Discretionary - Non-Personal Services						
Advertising / Marketing	521100	560.20	2,000.00	930.20	1,069.80	47%
Contract Labor	521105	-	3,000.00	-	3,000.00	0%
Health Services	521106	12.00	-	44.00	(44.00)	0%
Legal Services	521107	-	3,000.00	-	3,000.00	0%
Other Professional Services	521108	200.00	1,500.00	200.00	1,300.00	13%
Security Services	521110	250.00	-	625.00	(625.00)	0%
IT Services - External	522102	840.21	2,700.00	1,400.35	1,299.65	52%
Ext Rpr & Mtnc Srv-Bldg & Grds	522104	400.00	-	2,800.00	(2,800.00)	0%
Ext Repair & Maint Svcs - FF&E	522105	-	500.00	110.00	390.00	22%
Telephone	523107	261.08	2,500.00	567.64	1,932.36	23%
Printing, Binding, & Duplicate	525102	127.76	3,000.00	2,649.69	350.31	88%
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	16.00	300.00	112.00	188.00	37%
Office Supplies	531116	213.74	3,000.00	923.76	2,076.24	31%
Personal Protective Gear	531124	-	-	9.30	(9.30)	0%
Bldg&Grds - Parts & Materials	533100	-	-	3.99	(3.99)	0%
Cost of Conferences / Training	542102	365.00	7,500.00	1,072.27	6,427.73	14%
Dues & Memberships	542103	-	500.00	180.00	320.00	36%
Postage & Freight	542108	486.04	3,500.00	1,204.41	2,295.59	34%
Travel	542111	-	1,000.00	-	1,000.00	0%
Total Discretionary Non-Personal Services	-	3,732.03	36,000.00	13,262.26	22,737.74	37%
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	-	5,898.00	(5,898.00)	0%
Admin Charges - Cty Mgr depts	521114	1,887.00	22,644.00	11,322.00	11,322.00	50%
Admin Charges - Other	521114	-	-	-	-	0%
City IT Services	522109	11,410.38	-	11,410.38	(11,410.38)	0%
Electricity	523100	-	-	-	-	0%
Natural Gas	523103	-	-	-	-	0%
Liability Insurance	525104	91.00	1,091.00	546.00	545.00	50%
Property Insurance	525107	-	-	-	-	0%
Vehicle Insurance	525108	-	-	-	-	0%
Diesel Fuel	532100	-	-	-	-	0%
Gasoline	532101	-	-	-	-	0%
Total Non-Discretionary Expenditures	-	14,371.38	23,735.00	29,176.38	(5,441.38)	123%

City of Cedar Rapids
 111000 Civil Rights
 2013-12-31

Account	Current Month 2014 YTD Actuals	Fiscal Year 2014 Adjusted Budget	Fiscal Year 2014 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
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	46,742.72	477,505.00	220,707.99	256,797.01	46%
Net Revenues over/(under) Expenditures	(46,092.72)	(471,005.00)	(214,857.99)	256,147.01	
<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
 2013-12-31

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	2,288.81	17,467.92	(17,467.92)	0%
Social Security Contributions	512200	173.53	1,326.51	(1,326.51)	0%
Workers' Compensation	512500	8.32	54.00	(54.00)	0%
Total Personal Services		2,470.66	18,848.43	(18,848.43)	0%
Discretionary - Non-Personal Services					
Printing, Binding, & Duplicate	525102	-	127.00	(127.00)	0%
Cost of Conferences / Training	542102	-	1,022.43	5,110.45	17%
Total Discretionary Non-Personal Services		-	1,149.43	4,983.45	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	16,955.82	50%
City Rental Charges - Fleet	524102	-	-	-	0%
Total Fleet & Facilities Expenditures		2,422.26	33,867.12	16,911.30	50%
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	4,892.92	40,000.00	36,953.68	3,046.32	92%
Net Revenues over/(under) Expenditures	(4,892.92)	-	(28,803.68)	(28,803.68)	
Summary of Admin Charge Revenue					
Admin charges - City Mgr Depts	431007	-	-	-	
Admin Charges - Other		-	-	-	

Executive Director Monthly Report

January 15, 2014

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

Staff Changes:

- Mayor Corbett has appointed new Council member Susie Weinacht to the Civil Rights Commission as the City Council Liaison. Susie replaces Ann Poe in this position.
- Jeanette Gordon was recognized for her customer service, work and dedication in the City of Cedar Rapids January employee newsletter.
- Darryl Lipscomb resigned as of December 31, 2013. We have opened an internal search to replace the Senior Investigator position. Once that position is filled we will move forward with the hiring of one or two investigators (depending on available vacancies and funding).
- John-Paul Chaisson-Cardenas will be participating Leadership for Five Seasons - Executive Program (Class of 2014) managed by the Cedar Rapids Metro Economic Alliance to prepare emerging and existing leaders in the Cedar Rapids area to be community trustees.

180 Day Plan -- Quality Control and Evaluation:

Due to the holidays most of this month's work was focused internally. Staff has begun the next stage in the 180 day plan – the process at looking at its systems for quality improvement.

Staff began by initiating 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)

The quality review will include a peer review (Stage 2) by several of Iowa's local Civil and Human Rights Commissions.

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:

- Nelson Mandela Memorial – December 16, 2013, John-Paul Chaisson-Cardenas
- Diversity Training (for City) -- December 17, 2013, Stefanie Munsterman-Robinson
- Donna the Dolphin/Fair Housing Training/Anti-Bullying Cedar Valley Montessori School – December 18, 2013, Monica Challenger
- Waypoint Board Meeting, December 19, Stefanie Munsterman-Robinson
- Fair Housing Training, Skogman Realty – December 20, 2013, Monica Challenger
- Kirkwood Truck Driving School, Civil Rights/EEO/ADA/Anti-Harassment – December 30, 2013, Stefanie Munsterman-Robinson and Janet Abejo
- New Hire Orientation, Anti-harassment Training – January 8, 2014, Janet Abejo
- Linn County and Cedar Rapids ADA Advisory Board, January 9, Stefanie Munsterman-Robinson

- Co-Chaired Human Needs Day for Leadership for Five Seasons Program, January 10, Stefanie Munsterman-Robinson
- Leadership for Five Seasons Executive Program – January 10, 2014, John-Paul Chaisson-Cardenas
- Martin Luther King Jr. Celebration Planning Meeting, January 13, Stefanie Munsterman-Robinson
- 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

Mailing List Update:

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: We are now preparing for the reflective event on February 4, 2014. We currently have over 70 individuals registered for one of our two sessions. 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 23rd, 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.

Media:

The CRCRC has responded to only one media request this month:

- La Raina Magazine and Radio (Spanish Language) is profiling me as the first Latino Executive Director of a local Civil/Human Rights Commission. <http://www.lareina1260.com/> & <http://www.lareinamagazine.com/>

Cedar Rapids Civil Rights Commission Case Report - January 15, 2014

Cases Filed January 2013 - January 2014		
January 2013	3	2 Emp, 1 Hsg
February 2013	4	3 Emp, 1 PA
March 2013	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 (1/1/14-1/15/14)	3	1 Emp, 1 Hsg
TOTAL	50	

Cases Closed January 2013 - January 2014		
January 2013	2	1 Emp, 1 Hsg
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 (1/1/14-1/15/14)	0	
TOTAL	34	
Out w/Commissioners	1	

Settlements January 2013 - January 2014		
January 2013	1	\$121
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 (1/1/14-1/15/14)	0	\$0
TOTAL	7	\$15,595

Case Assignments		
Munsterman-Robinson, S	23	19 Emp, 2 Hsg, 1 Cr, 1 PA
Abejo, Janet	27	19 Emp, 1 Hsg, 1 Cr, 4 Edu, 2 PA
TOTAL	50	
Intakes In Process	4	
TOTAL	54	

180 Day Action Plan

Objectives:

After 180-days the following will be accomplished:

- **A Draft 5-year Tactical Plan will be submitted to the Commission for their Review and Approval**
- A “State of Equity in Cedar Rapids” reflective report based on existing data will have been created and vetted by the community which will serve as:
 - A baseline for the Commission’s outcomes setting process/tactical plan
 - A research/data based educational resource related to representation, disproportionality and disparities in our community that can be used by policy makers, community leaders, non-profits, education institutions, etc.
- An increased level of communication and rapport with the Commission’s stakeholders (e.g.: City Council, City Departments, Community Leaders, etc.)
- Increased level of community knowledge regarding the Civil Rights Commission and its work
- Improvement in the quality, expediency, data collection and customer service of the Commission’s investigation and Complaint Processes
- Improvement in the workflow, cost effectiveness and staff well-being
- Improved board/governance capacity within the Commission

Work Outline:

Completion Date (est.)	Activity	Programmatic Area	Staff and/or Commission Lead	Who else should be involved?	Expected Results/Products
Jan. 2014	<p>Initial State of Equity in Cedar Rapids DRAFT</p> <p><u>Description:</u> The report will look at Equity and Disproportionality data in the City of Cedar Rapids. It will focus in 6 areas:</p> <ul style="list-style-type: none"> • Economic Development (e.g.: poverty, wealth, small business start-ups, credit, etc.) • Housing (e.g.: Homeownership, Rentals, Homelessness, etc.) • Education (e.g.: Access to quality early learning opportunities, educational achievement, post-secondary learning recruitment and retention. • Workforce and Employment (e.g.: Jobs, Unemployment, Representation, etc.) • Public Safety (e.g.: Child welfare, DMC in the juvenile justice system, confinement, immigration, gangs, etc.) • Health and Well-being (e.g.: Community health, Preventable Diseases, mental health, etc.) 	Education, Outreach and Community Engagement	<p>Overall: Executive Director & Commission Outreach Committee</p> <ul style="list-style-type: none"> • John-Paul • Stefanie • Monica • Janet • John-Paul • John-Paul 	<p>Examples -- Not an exhaustive list:</p> <ul style="list-style-type: none"> • City Department Leadership • Workforce Development • ISU Extension • Colleges & Universities • UI School of SW • AEA • Public Health • Metro Alliance/Chamber • Early learning community • DHS • Business leaders • Diversity Focus • Social services • Non-profit community 	<ul style="list-style-type: none"> • A Draft 5-year Tactical Plan will be submitted to the Commission for their Review and Approval • A “State of Equity in Cedar Rapids” reflective report based on existing data will have been created and vetted by the community • An increased level of communication and rapport with the Commission’s stakeholders (e.g.: City Council, City Departments, Community Leaders, etc.) • Increased level of community knowledge regarding the Civil Rights Commission and its work
February 2014	<p>Review: Review of agency operations with an eye to:</p> <ul style="list-style-type: none"> • Organizational sustainability and growth (e.g.: Friends Committee) • Cost and programmatic efficiency • Communication process, products and mechanism • Staff well-being 	Operations & Education, Outreach and Community Engagement	<p>Lead: John-Paul, Finance Committee</p>	<p>All CR staff City Support Structures (HR, Finance, etc.)</p>	<ul style="list-style-type: none"> • Findings will be used to develop a Draft 5-year Tactical Plan which will be submitted to the Commission for their Review and Approval ** Please note that simple or critical changes/enhancements that fall under the authority of the Executive Director may be adopted immediately

Completion Date (est.)	Activity	Programmatic Area	Staff and/or Commission Lead	Who else should be involved?	Expected Results/Products
March 2014	<p>Board/Commission Capacity: Review and improve board protocols in the following areas:</p> <ul style="list-style-type: none"> • Board roles and responsibilities (may require updating of Commission job descriptions) • Board as an organizational body • Board induction/training process • Board Capacity Miscellaneous (e.g.: conflict of interest, committees, board practice, etc.) 	Board	Lead: Board Chair with support of Executive Director and Executive Committee		<ul style="list-style-type: none"> • Ongoing board improvement • Roles and Responsibilities matrix to be included Draft 5-year Tactical Plan which will be submitted to the Commission for their Review and Approval
March 2014	<p>Review: Review of Complaint Process and contracts with an eye for:</p> <ul style="list-style-type: none"> • Effectiveness (programmatic and cost) • Improved customer service • Process & timelines • Improved data and recordkeeping 	Compliance	Daryl & John-Paul	Compliance Staff	<ul style="list-style-type: none"> • Findings will be used to develop a Draft 5-year Tactical Plan which will be submitted to the Commission for their Review and Approval ** Please note that simple or critical changes/enhancements that fall under the authority of the Executive Director may be adopted immediately
April 2014	<p>Community Reflective Process In January and February 2014 DRAFT/Initial State of Equity in Cedar Rapids Report will be vetted with Commission’s stakeholders in order to:</p> <ul style="list-style-type: none"> • Assure accuracy of report • Fill-in or update information that may be missing • Gather community stories and feedback • Increase community and policy maker awareness and understanding regarding Civil Rights, equity and inclusion in Cedar Rapids 	Operations & Education, Outreach and Community Engagement	Overall: Executive Director & Commission Outreach Committee	<p>Examples -- Not an exhaustive list:</p> <ul style="list-style-type: none"> • City Department Leadership • Workforce Development • ISU Extension • Colleges & Universities • UI School of SW • AEA • Public Health • Metro alliance/Chamber • Early learning community • DHS • Business leaders • Diversity Focus • Social services • Non-profit community 	<ul style="list-style-type: none"> • “State of Equity in Cedar Rapids” reflective report based on existing data • An increased level of communication and rapport with the Commission’s stakeholders (e.g.: City Council, City Departments, Community Leaders, etc.) • Increased level of community knowledge regarding the Civil Rights Commission and its work
May 2014	Draft 5-year Tactical Plan submitted to the Commission for their review, revision and approval	Executive Director	Lead: Executive Director and Staff	Commission	<ul style="list-style-type: none"> • Draft 5-year Tactical Plan submitted to the Commission for their review, revision and approval

Committees at a Glance

Standing Committees

Board Development and Personnel Committee	Finance Committee Charter	Education and Outreach Committee	Friends of Civil Rights Fund (Friends Committee)
<p>PURPOSE: In partnership with the Board Chair and the Executive Director supports the Cedar Rapids Civil Rights Commission’s (CRCRC) mission by:</p> <ul style="list-style-type: none"> • Provides guidance and support to the Executive Director and City Human Resources Department regarding staffing and human resources issues • Working with the Commission Chair to develop a pipeline of diverse and qualified candidates to the Commission and its Committees • Support the City of Cedar Rapids in its efforts to increase the diversity of its applicant pool • Leads induction and training process for new commissioners • Advises CRCRC regarding commissioner removal recommendations • Provides guidance and support to Commission chair related to hiring and evaluation of the Executive Director • Facilitates nominations for annual officer election 	<p>PURPOSE: In partnership with the Executive Director the Finance Committee supports the Cedar Rapids Civil Rights Commission’s (CRCRC) mission by:</p> <ul style="list-style-type: none"> • Working with the Executive Director to insure the financial well-being of the Commission • Working within the parameters set by city, state and federal policy and law to recommend financial guidelines to the Commission • Working with the Executive Director or his/her appointee to complete planning budgets, financial reports and ensure that reports are accurate and timely • Providing oversight and support to the “Friends of Civil Rights Fund” • On an annual basis communicating financial requests to mayor, city council and/or city manager • Advising the Executive Director and other appropriate staff on financial priorities and information systems, depending on committee member expertise. 	<p>PURPOSE: In partnership with the Executive Director the Education and Outreach Committee supports the Cedar Rapids Civil Rights Commission’s (CRCRC) mission by:</p> <ul style="list-style-type: none"> • Helping plan and implementing outreach, education and development strategy, initiatives and events. • Serving as CRCRC ambassadors in the community • Developing resources, partners and volunteers needed to execute annual outreach and education strategy 	<p>PURPOSE: In partnership with the Executive Director the Friends of Civil Rights Fund Committee (Friends Committee) supports the Cedar Rapids Civil Rights Commission’s (CRCRC) mission by:</p> <ul style="list-style-type: none"> • Managing and growing the “Friends of the Civil Rights Commission Fund” at the Cedar Rapids Foundation (Education and Outreach Fund)
Meets as needed	Meets once a month before regular commission meeting	Meets once a month	TBD

Ad Hoc Committees

Charter Committee (Chartered)	LGBT Capacity Building Subcommittee	Office Space
<p>PURPOSE: In partnership with the Board Chair and the Executive Director re-develops and amends committee charter drafts for consideration by the Cedar Rapids Civil Rights Commission's (CRCRC).</p>	<p>PURPOSE: In partnership with the Board Chair and the Executive Director convenes key leaders in the LGBT & A community in order to start a conversation regarding how to build coalition/community capacity in the Cedar Rapids. Assist in planning LGBTQ summit by fall 2014.</p>	<p>PURPOSE: In partnership with the Board Chair and the Executive Director develops a long-term location/office plan for action by the Commission.</p>
<p>Will meet one more time in March/April to review how the adopted charters are working and make recommendations for improvement</p>	<p>Will meet as needed</p>	<p>Will meet as needed</p>