



NOTICE OF MEETING

The Regular Meeting of the
CEDAR RAPIDS CIVIL RIGHTS COMMISSION

Will Be Held

Wednesday, March 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 February Meeting
- V. Report from Chair
- VI. Committee Reports
 - Finance
 - Outreach and Education
 - April 23 Housing Summit
- VII. Director’s Report
- VIII. Old Business
 - None
- IX. New Business
 - None
- X. Adjournment
- XI. Commission Organizational Capacity Building Retreat (planning meeting only – no votes will be taken) at the Early Bird, 221 3rd Ave. SE

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**

February 19, 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. Salma Igram
Ms. Laura O'Leary
Mr. Keith Rippy, Chair
Mr. Robin Tucker
Dr. Ruth White

Commissioners Absent: None

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

Staff Absent: Ms. Stefanie Munsterman-Robinson, Investigator

Guests: Ms. Susie Weinacht, City Council Liaison
Ms. Ann Kopf, Iowa Kids Net

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, staff, and guests introduced themselves.

III. Public Response

Ms. Kopf expressed her desire to improve resources for children in foster care and those awaiting adoption.

IV. Approval of Minutes from January Meeting

After looking over the minutes, Commissioner Gay moved to approve the minutes from the January meeting; Commissioner Cronin seconded the motion. The minutes were approved without changes.

V. **Report from Chair**

Commissioner Rippy, Chair, reported that Executive Director Chaisson-Cárdenas will meet with the Public Safety Committee to present the State of Equity information to City Council. He will also be presenting it to the City Manager within a week.

Committee assignments: Commissioners have been assigned as follows:

Finance Committee: Commissioner Igram, chair; Commissioners Tucker and Hall

Outreach and Education Committee: Commissioner Cronin, chair; Commissioners Bowman, Capo, Tucker, Hall

Board Development and Personnel Committee: Commissioner O’Leary, chair; Commissioners Cronin and Freie

LGBT Capacity Building Committee: Commissioner Gay, chair; Commissioners Bowman and Capo

Office Space Committee: Commissioners Rippy and Igram

Friends of Civil Rights Commission Fund Committee: None

VI. **Committee Reports**

Finance

Commissioner Igram, Finance Committee Chair, reported that we hope to reduce the \$88,000 deficit by \$40,000-\$49,000 this year. She passed around the revised Finance Committee Charter that adds a “checks and balances” section. Commissioner Tucker moved to approve the revised Finance Committee Charter; Commissioner White seconded the motion. The motion passed unanimously.

Outreach and Education

Commissioner Cronin reported that she met with Executive Director Chaisson- Cárdenas about the Housing Summit plans. The DoubleTree has been booked, a merchant account has been started, and invitations will be sent in late February or early March. The target groups are: everyone in Cedar Rapids, the corridor, and the state. They are particularly looking to work with groups with grass roots contacts.

LGBT Capacity Building

Commissioner Gay reported that the committee met with local and state groups and focused on what the future should look like. There will be a summit this summer.

VII. **Director’s Report**

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

- Ms. Munsterman-Robinson will be permanently promoted to Senior Investigator in March.
- The search for 2 investigator positions has started.
- Ms. Yesenia Hernandez has joined the staff as an intern from Cornell College.
- The Peer Review for the Lean Process project was held and staff from other agencies attended. The feedback from the group was helpful and they saw the need to get together on a regular basis to share processes and emerging trends.
- The staff has completed a lot of outreach events this past month and there has been good public response to our presence.
- Two newspaper articles were published: La Raina Magazine profiled Executive Director Chaisson- Cárdenas as the first Latino Executive Director of a local

Civil/Human Rights Commission; the Cedar Rapids Gazette published an article about the State of Equity event held on February 4.

- The Keynote speaker for the April 23 Housing Summit will be Shanna Smith from the National Fair Housing Alliance.

VIII. **Old Business**

Cedar Rapids Community Foundation Fund: The contract has been signed, but the Foundation only wants one person as the signer on the account. Commissioner Igram moved to make the Executive Director the signer; Commissioner Hall seconded the motion. The motion passed on a unanimous vote.

February 4 State of Equity Event Reflections: Commissioners discussed the event, and had the following comments and suggestions: acronyms included in the data need to be spelled out; inconclusive data should be taken out; there may be an opportunity to advocate for legislation on issues important to the Commission; leadership and guidance are needed to move to solutions; some people were surprised by the data so there is a need to provide the opportunity for people to meet in smaller groups for more discussion; there is a need to make sure the April 23 Summit is attended by people from all areas of the community, especially those who don't realize there is disparity in the community and those who experience disparity in their daily lives; transportation to the summit needs to be addressed; service providers will be contacted to recruit participation by their clients; the Housing Summit will briefly focus on the problems and then move to solutions; communities need tools to use when making their plan; Coe students were excited to see local data, interviewed 14 people (mostly service providers), and were surprised that the data was not common knowledge; advertising through a question campaign was suggested to build interest in the April 23 Summit.

Commissioners expressed an interest in having a retreat to work on these ideas. It was suggested that the March meeting include a 1/2 day retreat.

IX. **New Business:**

Chapter 22A and Chapter 29 reflections: Commissioners are concerned that unintended consequences of Chapters 22A and 29 will adversely affect Cedar Rapids citizens. SAFE-CR is requesting additional violations be added to Chapter 22A. Commissioner Rippy invited any concerned commissioner to the public meetings of the City Council Public Safety and Youth Services Committee to hear how the program is working. Commissioners Gay and O'Leary serve on the SAFE-CR Committee and will report on the committee at the next commission meeting.

X. **Adjournment**

Commissioner Rippy, Chair, asked that the meeting be adjourned. Commissioner Gay moved to adjourn the meeting; Commissioner Capo seconded the motion. The meeting was adjourned at 6:50pm.

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

Respectfully submitted by Jeanette Gordon

City of Cedar Rapids
 111000 Civil Rights
 2014-02-28

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	18,147.52	313,185.00	171,022.23	142,162.77	55%
Overtime	511300	16.26	1,500.00	261.20	1,238.80	17%
Other / Special Pays	511400	100.00	1,270.00	800.00	470.00	63%
Group Insurance	512100	3,506.91	46,725.00	25,788.65	20,936.35	55%
Social Security Contributions	512200	1,338.96	24,172.00	13,375.27	10,796.73	55%
Retirement Contribution	512300	1,618.31	29,290.00	15,710.79	13,579.21	54%
Workers' Compensation	512500	90.74	1,535.00	934.27	600.73	61%
Other Employee Benefits	512600	856.20	93.00	2,902.70	(2,809.70)	3121%
Total Personal Services	-	25,674.90	417,770.00	230,795.11	186,974.89	55%
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	-	-	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	-	875.00	(875.00)	0%
IT Services - External	522102	145.87	2,700.00	1,826.29	873.71	68%
Ext Rpr & Mtnc Srv-Bldg & Grds	522104	400.00	-	3,600.00	(3,600.00)	0%
Ext Repair & Maint Svcs - FF&E	522105	-	500.00	110.00	390.00	22%
Telephone	523107	96.63	2,500.00	809.09	1,690.91	32%
Printing, Binding, & Duplicate	525102	349.42	3,000.00	3,214.32	(214.32)	107%
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	24.00	300.00	136.00	164.00	45%
Office Supplies	531116	84.31	3,000.00	1,409.24	1,590.76	47%
Personal Protective Gear	531124	-	-	10.80	(10.80)	0%
Bldg&Grds - Parts & Materials	533100	-	-	3.99	(3.99)	0%
Cost of Conferences / Training	542102	2,000.00	7,500.00	3,138.49	4,361.51	42%
Dues & Memberships	542103	-	500.00	180.00	320.00	36%
Postage & Freight	542108	264.74	3,500.00	1,766.73	1,733.27	50%
Travel	542111	-	1,000.00	-	1,000.00	0%
Total Discretionary Non-Personal Services	-	3,489.97	36,000.00	18,695.80	17,304.20	52%
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	7,864.00	(983.00)	114%
Admin Charges - Cty Mgr depts	521114	1,887.00	15,096.00	15,096.00	-	100%
Admin Charges - Other	521114	-	-	-	-	0%

City of Cedar Rapids
 111000 Civil Rights
 2014-02-28

	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	3,007.63	16,735.17	16,735.17	-	100%
Electricity	523100	-	-	-	-	0%
Natural Gas	523103	-	-	-	-	0%
Liability Insurance	525104	91.00	1,091.00	728.00	363.00	67%
Property Insurance	525107	-	-	-	-	0%
Vehicle Insurance	525108	-	-	-	-	0%
Diesel Fuel	532100	-	-	-	-	0%
Gasoline	532101	-	-	-	-	0%
Total Non-Discretionary Expenditures		5,968.63	39,803.17	40,423.17	(620.00)	102%
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		35,133.50	493,573.17	289,914.08	203,659.09	59%
Net Revenues over/(under) Expenditures		(35,133.50)	(487,073.17)	(284,064.08)	203,009.09	
Summary of Admin Charge Revenue						
Admin charges - City Mgr Depts	431007	-	-	-	-	
Admin Charges - Other		-	-	-	-	

City of Cedar Rapids
 793600 Civil Rights - FHAP Grant
 2014-02-28

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	2,867.62	21,668.42	(21,668.42)	0%
Social Security Contributions	512200	198.68	1,705.24	(1,705.24)	0%
Workers' Compensation	512500	8.32	74.80	(74.80)	0%
Total Personal Services		3,074.62	23,448.46	(23,448.46)	0%
Discretionary - Non-Personal Services					
Computer Software	522101	491.33	491.33	(491.33)	0%
Printing, Binding, & Duplicate	525102	-	127.00	(127.00)	0%
Office Supplies	531116	53.27	90.43	(90.43)	0%
Cost of Conferences / Training	542102	-	6,132.88	5,110.45	17%
Total Discretionary Non-Personal Services		544.60	6,132.88	4,401.69	28%
Non-Discretionary - Fleet & Facilities Expenditures					
City Facility Mnc Services	522107	-	-	-	0%
City Fleet Services	522108	-	-	-	0%
Rental of Land & Bldgs	524100	5,922.26	33,867.12	8,566.78	75%
City Rental Charges - Fleet	524102	-	-	-	0%
Total Fleet & Facilities Expenditures		5,922.26	33,867.12	8,566.78	75%
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	9,541.48	40,000.00	50,479.99	(10,479.99)	126%
Net Revenues over/(under) Expenditures	(9,541.48)	-	(42,329.99)	(42,329.99)	
<u>Summary of Admin Charge Revenue</u>					
Admin charges - City Mgr Depts	431007	-	-	-	
Admin Charges - Other		-	-	-	

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

Cases Filed March 2013 - March 2014		
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	2 Emp
March 2014 (3/1/14-3/19/14)	1	1 Emp
TOTAL	48	

Cases Closed March 2013 - March 2014		
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	0	
March 2014 (3/1/14-3/19/14)	1	1 Emp
TOTAL	30	
Out w/Commissioners	1	

Settlements March 2013 - March 2014		
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	0	\$0
March 2014 (3/1/14-3/19/14)	0	\$0
TOTAL	5	\$14,250

Case Assignments		
Munsterman-Robinson, S	25	21 Emp, 2 Hsg, 1 Cr, 1 PA
Abejo, Janet	28	19 Emp, 2 Hsg, 1 Cr, 4 Edu, 2 PA
TOTAL	53	
Intakes In Process	3	
TOTAL	56	