



NOTICE OF MEETING
The Regular Meeting of the
CEDAR RAPIDS CIVIL RIGHTS COMMISSION

Will Be Held

Wednesday, November 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 October Special Meeting
- V. Action Items
 - Vice Chair Selection
 - Rules of Practice
 - Committee Charter Revision
 - Investigation Performance Goals
- VI. Report from Chair
 - Veterans Memorial Building Office Space
 - State of Equity
 - Friends Committee
- VII. Committee Reports
 - Finance
 - Outreach and Education
 - Development and Personnel
 - Marion Civil Rights Commission Liaison
- VIII. Director’s Report
- IX. New Business
 - Commissioner Training
- X. Adjournment

NOTICE: Any person needing visual/audio assistance or language interpretation should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.

Civil Rights Commission

425 Second Street SE, Suite 960 • Cedar Rapids, Iowa 52401 • 319-286-5036 • Fax 319-286-5136

**CEDAR RAPIDS CIVIL RIGHTS COMMISSION
SPECIAL MEETING MINUTES**

October 21, 2014, 5:30 p.m.

Conference Call OR
Civil Rights Commission
425 Second Street SE
Cedar Rapids, IA 52401

Commissioners Present: Mr. Keith Rippy, Chair
Mr. Leland Freie
Ms. Paulette Hall
Ms. Salma Igram
Ms. Laura O'Leary
Mr. Robin Tucker
Dr. Ruth White
Mr. Keith Wiggins

Commissioners Absent: Dr. Emily Bowman
Ms. Tamara Cronin

Staff Present: Ms. LaSheila Yates, Executive Director
Ms. Alicia Abernathey, Administrative Assistant

I. Call to Order

Commissioner Rippy, Chair, called the meeting to order at 5:32 p.m.

II. Roll Call/Introductions

Commissioners and staff introduced themselves.

III. Public Response

No public present.

IV. Approval of Minutes from October Meeting

Commissioner Hall moved to approve the October minutes. Commissioner Tucker seconded the motion, which was unanimously approved.

Commissioner Igram joined the meeting at 5:34 p.m.

V. Action Items

Approve Memorandum of Agreement between the Civil Rights Commission and Veterans Memorial Commission and Authorize the Chair to enter into agreement

Commissioner Rippy stated this is a favorable agreement for the commission. This will be a two year agreement with the option to renew two additional times for a total of six years. The rent will be \$25,000 per year which is less than the current rent.

Commissioner O'Leary joined the meeting at 5:36 p.m.

Commissioner Hall inquired about the cost of insurance. Ms. Yates stated the Veterans Memorial building is a government building and is covered under the City's insurance. Ms. Yates indicated correspondence for additional insurance has been requested. Commissioner Igram inquired about workman's comp. Ms. Yates stated workman's comp is covered through the City.

Commissioner Hall asked who is responsible for cleaning the office space and are other areas in the building available for meeting space. Ms. Yates stated Veterans Memorial is responsible for general maintenance and space is available for meetings.

Commissioner Freie asked if any additional costs will be associated with the move. Ms. Yates stated as part of the MOU, Veterans Memorial will replace the carpet, ceiling tiles and wall coverings in the office space at no additional cost. The only additional cost will include the IT cost and is an expense the commission would have had whether moving or staying in current location.

Commissioner Tucker made a motion to approve the MOU and allow the Chair to execute the document on behalf of the commission. Commissioner Freie seconded the motion, which was unanimously approved.

VI. **Adjournment**

Commissioner Rippy, Chair, adjourned the meeting at 5:48 p.m.

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

Respectfully submitted by Alicia Abernathy

*CEDAR RAPIDS
CIVIL RIGHTS COMMISSION
RULES OF PRACTICE*

DECLARATION OF PURPOSE

The mission of the Cedar Rapids Civil Rights Commission is: "To secure for all individuals within the City of Cedar Rapids freedom from discrimination because of age, color, creed, disability, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation."

The Vision of the Cedar Rapids Civil Rights Commission is: "A Cedar Rapids Community that is welcoming, inclusive and preserves the personal dignity of all people regardless of their age, color, creed, disability, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation so that we all may fulfill our productive capacities."

1.1 SCOPE OF RULES AND GENERAL CONSTRUCTION

These rules are intended to carry out the provisions of the Cedar Rapids, Iowa Code of Ordinances, Chapter 69 entitled "Civil Rights Commission" (hereinafter "the Ordinance") and the Cedar Rapids Civil Rights Commission Charters.

These Rules of Practice of the Cedar Rapids Civil Rights Commission (hereinafter "the Commission") are intended to promote the purposes of the Ordinance, the efficient operation of the Commission, and the orderly administration of the ordinance. The rules shall not be deemed or construed to limit the powers conferred upon the Commission by the Ordinance. They are to be liberally construed to ensure the accomplishment of these purposes and may in specific instances be waived by the Commission in its discretion for good cause shown.

Where the Ordinance is stricter than the state and/or federal law regarding areas of coverage and bases, the Cedar Rapids Civil Rights Ordinance takes precedence.

1.2 DEFINITIONS

1.2(1) The following terms are to be defined as found in the Cedar Rapids, Iowa Code of Ordinances, Chapter 69, Civil Rights Commission, unless the context otherwise requires: "Commission", "Commissioner", "Complainant", "Conciliation", "Court", "Disability", "Employee", "Employer", "Employment agency", "Executive Director", "Familial status", "Gender Identity", "Labor organization", "Marital Status", "Person", "Person charged" or "Respondent", "Probable cause", "Public Accommodation", "Sexual orientation", "Unfair practice" or "Discriminatory practice".

1.2(2) The following terms are to be defined as found in the Cedar Rapids Civil Rights Commission Standard Operating Procedure for the Compliance Team, unless the context otherwise requires: "Compliance Team" and "intake specialist".

1.2(3) The term "Ordinance" as used herein shall mean the Cedar Rapids Civil Rights Ordinance, Chapter 69, as amended.

1.2(4) The term "chairperson" shall mean the chairperson of the Commission, and the term "commissioner" shall mean any member, including the chairperson, of the Commission. At all times it will be necessary that a quorum be present before the Commission can transact any official business.

1.2(5) The term “issuance” shall mean mailing, by U.S. certified mail, a document or letter indicating a decision issued by the Commission. The “date of issuance” shall be the date the Commission mails a document or letter indicating a decision by the Commission by U.S. certified mail.

1.2(6) The term final action shall mean final action of the Commission and may include the following:

a. When a “no probable cause finding” has been issued meaning the procedure by which a complainant and respondent are notified that the investigating official has found that there is no probable cause to believe that discrimination exists after reviewing an investigation of a complaint.

b. When a complaint has been “withdrawn” meaning that a complainant has indicated in writing the desire that no further action be taken by the Commission regarding his/her complaint.

c. When a “satisfactory resolution” of a complaint has been achieved meaning that the complainant has indicated in writing that the complaint has been resolved to his/her satisfaction and that no further action is desired from the Commission. Whenever the offer of adjustment by a respondent is acceptable to the investigating official, but not to the complainant, the Commission may close the case as satisfactorily adjusted.

d. When a complaint has been “successfully conciliated” meaning that a written agreement has been executed on behalf of the respondent, the contents of which are designed to remedy the alleged discriminatory act or practice and any other unlawful discrimination which may have been uncovered during the course of the investigation.

e. When a finding has been made that the Commission has “no jurisdiction” meaning that the alleged discriminatory act or practice is not one that is prohibited by the civil rights ordinance or where the complaint does not conform to the requirements of the ordinance.

f. When a complaint has been “administratively closed” meaning that a case may be closed by the investigating official for a variety of reasons and that no further action will be taken.

1.3 COMMISSION AND POWERS:

1.3(1) *Commission:* The Commission is an eleven-member (11-member) body broadly representative of the community. Members are appointed by the Mayor upon the advice and consent of the City Council for a term of three (3) years.

The Commission is authorized to employ and dismiss a Commission staff consisting of a full-time, paid Executive Director and additional staff and supply such facilities as it deems necessary to properly carry out its function. This shall be done within the budget established by the Commission and to be first approved by the City Council before any expenses are incurred.

1.3(2) *Committees:* To assist the Commission in fulfilling its duties and responsibilities under the Ordinance, a minimum of three standing committees shall be chartered and appointed. These shall be:

Commission Development and Personnel Committee to (a) Provide guidance and support to the Executive Director and City Human Resources Department regarding staffing and human resources issues; (b) Lead induction and training process for new Commissioners; (c) Advise CRCRC regarding

commissioner removal recommendations; (d) Provide guidance and support to Commission Chair related to hiring evaluation of Executive Director; (e) Facilitate nominations for annual officer election

Finance Committee to: (a) Work with the Executive Director to insure the financial well-being of the Commission; (b) annually communicate financial requests to mayor, city council and/or city manager

Outreach and Education Committee to: support and magnify staff efforts to reach the community.

In addition, the Commission may appoint and charter any number of non-standing committees to assist it in fulfilling its duties and responsibilities under the Ordinance.

1.3(3) *The Commissioners:* The commissioners initiate, develop, and define the policies of the Commission; participate equally in all matters that come before the Commission in the exercise of its powers; decide questions by a majority vote of the quorum being present; initiate Commission complaints of discrimination where appropriate; authorize and approve the filing of legal suits; and perform such other functions as may be authorized by the Commission, requested by the chairperson, or prescribed by the Ordinance.

1.3(4) *Elections:* The Commission annually (each January), at the first regularly scheduled meeting after the first of the year, shall elect from its members a chairperson and a vice-chairperson and such other officials as the Commission shall determine. The chairperson and the vice-chairperson shall serve for one year or until their successors have been duly elected and qualified. The chairperson and the vice-chairperson are not eligible to be elected to more than 3 consecutive one-year terms. In case of a vacancy, they are eligible to be selected by the Commission to serve an unexpired term.

Each December, the Commission Development and Personnel Committee shall report its proposed nominations for officers to the whole Commission.

1.3(5) *The Chairperson:* The chairperson, on behalf of the Commission, is responsible for the implementation of Commission policy and the administration of the Commission.

1.3(6) *The Vice-Chairperson:* The vice-chairperson of the Commission shall serve, in the absence of the chairperson, as acting chairperson; and, in the absence of the chairperson, the vice-chairperson shall have all of the duties, powers, and authority conferred upon the chairperson by the ordinance and these rules. The vice-chairperson performs such other duties as the chairperson may assign.

If a vacancy occurs in the office of the chairperson, the vice-chairperson shall become the chairperson for the unexpired term of the chairperson.

If a vacancy occurs in the office of the vice-chairperson the Commission will select another member to serve the unexpired term of the vice-chairperson.

1.3(7) *The Executive Director:* The executive director, under the direction of the Commission, manages and administers the staff of the Commission. The executive director is responsible for the conduct of the investigations pursuant to Chapter 69 of the Municipal Code as amended. The executive director recommends policies, procedures, and programs to the Commission; carries out other functions that are authorized by the Commission or are necessary and proper for the carrying out of the powers granted by the Ordinance.

The executive director provides supervision, coordination, evaluation, and general administration of the supervision process by evaluating and monitoring the performance of the compliance function for quality and quantity of production. The executive director directs and coordinates the Commission office

and line activities; assures that policies, procedures and programs approved by the Commission are implemented; regularly reports to the commission as to the progress of the implementation of Commission policies, procedures and programs; initiates recommendations for programs or specific action to the chairperson; develops operational standards for the commission staff and reviews the operations of the changes in programs, policies and procedures.

The Commission shall evaluate the executive director no less than once per calendar year in order to assure that the stated programmatic goals of the Commission are reached. The Commission Development and Personnel Committee and the executive director shall initiate the evaluation process each July in order to submit recommendations to the full Commission at its August meeting. The Executive Director's evaluation shall be based on a mutually agreed upon annual performance plan that outlines at least the following: (a) Commission priorities for that year; and (b) Measurable results/outcomes to be achieved by the executive director in the evaluation time period.

1.3(8) *Commission Meetings:* The Commission shall meet once monthly and at such other times as the Commission shall deem appropriate. Meetings of the Commission, including all hearings, shall be open to the public and shall be conducted in compliance with the provisions of the Open Meetings Law, Chapter 21, Code of Iowa.

All meetings of the Commission or of any committee shall be governed by and conducted pursuant to, the latest edition of Robert's Rules of Order Newly Revised, most recent edition, and, in the event of an inconsistency between the same and the Ordinance, the Ordinance shall control.

The chairperson, or vice-chairperson in the absence of the chairperson, or any three members of the Commission, may call a special meeting by giving at least three (3) days notice to every member of the Commission. The notice for a special meeting shall include an agenda, and only matters included on that agenda may be discussed at that meeting.

The presiding officer at each meeting shall be the chairperson or, in the chairperson's absence, the vice-chairperson. In the absence of both the chair and vice-chair, a temporary chair shall be appointed by the commissioners present, for the duration of the meeting or until the chair or vice-chair is in attendance. The presiding officer shall bring such meeting formally to order. A majority of the members of the Commission serving shall constitute a quorum.

Regular meetings shall then proceed according to a written agenda, prepared in advance by the Commission staff under the direction of the chairperson. Such agenda shall be sent at least 48 hours before the scheduled meeting to the Commission members.

The members of the Commission shall cause to be kept accurate minutes of each meeting. Prior to the next Commission meeting, such minutes shall be reduced to writing in a concise but complete form and sent to each Commission member. The minutes of each meeting shall be approved or amended at the Commission meeting next held after such minutes have been mailed or otherwise delivered to the Commission members.

1.3(9) *Amendments and Availability of Rules:* New rules may be adopted, and any rule may be amended or rescinded by the Commission only at regular or special meetings, and only provided that such amendment or rescission has been approved by a majority of the members of the Commission.. Notice of the proposed adoption, amendment, or rescission shall be given in writing to all members of the Commission at least three (3) days before the meeting at which action is to be taken; except that said three-day (3-day) notice shall not be required when two thirds (2/3) of the members of the Commission shall approve in writing any such adoption, amendment, or rescission.

The rules and regulations of the Commission and any amendments, additions or modifications thereof shall be available to the public at the Commission office.

1.4 THE COMPLAINT:

1.4(1) *Who May File:* Any person claiming to be aggrieved by discriminatory or unfair practices may, by themselves or their attorneys or personal representatives, make, sign and file with the Commission written complaints in accordance with the Ordinance, specifically section 69.13, verified pursuant to Iowa Code section 622.1 within 300 days, except for housing complaints (see Fair Housing, 2.1, supra.), after the last alleged unlawful discriminatory practice or act as defined by Ch. 69.

A place of public accommodation, employer, labor organization, or other person who has any employees or members who refuse or threaten to refuse to comply with the provisions of the Ordinance may file with the Commission a verified, written complaint in accordance with the Ordinance, specifically section 69.13(c), pursuant to Iowa Code section 622.1.

The Commission may initiate the complaint process by filing an administrative complaint pursuant to the Ordinance, specifically section 69.13, and the Standard Operating Procedures for Commission Initiated Complaints and Discovery of Probable Non-Case Related Illegal Activity.

1.4(2) *Content:* Complaints include but are not to be limited to the following information:

- a. The full name and address of the person making the complaint.
- b. The full name and address of the person(s) alleged to have committed the discriminatory or unfair practices complained of.
- c. The type(s) of discrimination charged, i.e. age, color, creed, disability, familial status, gender identity, marital status, national origin, race, religion, sex, sexual orientation and the subsections of the Ordinance alleged to have been violated.
- d. A statement of the facts of the alleged discriminatory or unfair practice.
- e. The date(s) of the alleged discriminatory practice(s) and, if the unlawful discriminatory practice(s) or act(s) is/are of a continuing nature, the dates between which it is alleged to have occurred or is occurring.
- f. A statement as to any other action, civil or criminal, instituted in any other form based on the same grievance as is alleged in the complaint, together with a statement as to the status of disposition of the other action.
- g. Any additional information requested by the Commission's Intake Form.

1.4(3) *Disclosure:* Except as may otherwise be required by applicable law, the members of the Commission and its staff shall not disclose the filing of a complaint, the information gathered during the investigation, or the endeavors to eliminate such discriminatory or unfair practice by conference, conciliation, and persuasion, unless such disclosure is made in connection with the conduct of such investigation. This section shall not prohibit disclosures to the Iowa Civil Rights Commission or similar government agencies conducting investigations involving illegal discriminatory practices.

1.4(4) *Deferral, Referral, Withdrawal of Complaint, or Administrative Closure:*

a. Deferral - If any complaint is deferred to the Commission from an appropriate federal or state Civil Rights enforcement agency, such complaint shall be considered filed with the Commission on the date it was filed with the deferring agency.

b. Referral of complaints against the City of Cedar Rapids - All complaints filed with the Commission against the City of Cedar Rapids or any board, Commission, or department thereof shall be referred to the Iowa Civil Rights Commission and/or the Equal Employment Opportunity Commission and other civil rights enforcement agencies as may be deemed appropriate by the Commission.

c. Withdrawal of the Complaint - A complaint or any part thereof may be withdrawn by the complainant at any time prior to the hearing thereon and, thereafter, at the discretion of the Commission. However, nothing herein shall preclude the Commission from continuing the investigation and initiating a complaint on its own behalf against the original respondent, as provided for in the Ordinance, whenever it deems it in the public interest.

d. Administrative Closure of Complaint - A complaint may be administratively closed by the Commission in accordance with its Standard Operating Procedures for a variety of reasons, including but not limited to the following:

1. Lack of response or cooperation from the complainant.
2. The respondent has gone out of business or cannot be found.
3. The case has been settled to the satisfaction of the Commission.
4. The case is determined to be out of the jurisdiction of this office.
5. The statute of limitations has run.
6. A settlement has been approved by the complainant, respondent and the Commission.
7. A voluntary or no fault agreement has been reached.
8. The Commission determines that the case warrants no further process. This may occur where a probable cause decision has been made but further action is not in the public interest.
9. The complainant requests and receives a right-to-sue letter pursuant to section 69.13.

A written notice of closure explaining the reasons for this action shall be sent to the complainant and respondent.

1.4(5) *Preservation of Records:*

a. Employment Records - When a charge of discrimination has been served on an employer, labor organization or employment agency ("the Respondent") under the Ordinance, the Respondent shall preserve all personal records relevant to the investigation until such complaint or investigation is finally adjudicated. The term "relevant to the investigation" shall include but not be limited to personnel, employment or membership records relating to the complainant and to all other employees, applicants or members holding or seeking positions similar to that held or sought by the complainant, and application forms or test papers completed by any unsuccessful applicant and by all other applicants or candidates for the same position or membership as that for which the complainant applied and was not accepted, and any records which are relevant to the scope of the investigation as defined in the charge

b. Other Records - Any other books, papers, documents, or records of any form which are relevant to the scope of any investigation as defined in the notice or complaint shall be

preserved during the pendency of any proceedings by all parties to the proceedings unless the Commission specifically orders otherwise.

c. Commission records dealing with official case files will be retained for a total of seven (7) years. An exception to this would be all records of cases that have gone to public hearing/court. Files will be disposed of in such a way as to protect confidentiality.

1.5 PROCESSING THE COMPLAINT:

1.5(1) *The Intake Process:* Upon receipt of a complaint, Commission staff shall process the complaint according to the applicable Standard Operating Procedures. (See Standard Operating Procedure (Non-Housing)) Preliminary review by the Intake Specialist and the senior investigator includes a determination of jurisdiction and an evaluation for alternative resolution.

Each complainant is offered the option of alternative dispute resolution. .

If appropriate, an official Charge of Discrimination is finalized by the intake specialist.

After the Charge of Discrimination is signed by the Complainant, it is sent to the Complainant, the Iowa Civil Rights Commission and to the Respondent, along with an initial request for a position statement and the production of additional information/documentation.

1.5(2) *The Investigation Process:* After a Charge of Discrimination has been filed and the waiting period for receipt of the respondent's position statement has expired, the executive director will assign an investigator to the case.

If a conflict arises and no other investigator is available, the executive director may serve as Investigator.

The investigator shall review all of the evidence and complete the investigation. The investigator shall prepare a written report making a recommendation of probable cause or no probable cause or other appropriate action to the investigating commissioner designated for finding.

1.5(3) *Disqualification of Commissioner or Staff:* Commissioners appointed to act as commissioners or staff members assigned to cases shall disqualify themselves should they have any conflict of interest or appearance of conflict of interest. Where such a situation exists, the commissioner or staff member shall notify the executive director promptly.

1.5(4) *Commissioner's Determination:* The investigator's report will be forwarded to a member of the Commission who shall review the case, including the report and make a finding that there is either probable cause or no probable cause to believe that discrimination exists regarding a complaint, or, under the appropriate circumstances, that the complaint has been satisfactorily adjusted or successfully conciliated, or the complaint should be administratively closed. The commissioner will promptly notify Commission staff of the finding.

1.5(5) *Notice of Decision:* Both the complainant and the respondent shall be notified of the decision in writing by certified mail within fifteen (15) days of the commissioner's decision.

1.5(6) *Conflicts Prohibited:* The commissioner designated to issue a finding shall not be permitted to participate in any subsequent proceedings which may be eventually held as a result of such investigation, other than as a witness.

1.5(7) *Request for Reconsideration*: Pursuant to section 69.13(f)(4), the complainant, after a finding of no probable cause, may file a written request for reconsideration to the chairperson. Any such request shall be made in writing within ten (10) days of the receipt of the no probable cause decision. The request shall be limited to a summary of new information that was not discovered at the time of the determination that no probable cause existed, or that the action upon which the information is based has happened since the time of the determination, or that the decision was rendered in opposition to case law, administrative rulings, etc.

Upon application, the executive director shall consider the request for reconsideration. If the request is denied, the complainant will be notified in writing of the denial of such request. If the request is granted, the matter will be referred to the staff who will consider any new evidence and secure new information as may be necessary and appropriate and file a report with recommendations to the chairperson or a designated member of the Commission.

If it is determined that no probable cause exists, an order shall be issued dismissing the complaint. If it is determined that probable cause exists, or that further investigation is necessary, the staff shall be directed accordingly.

1.5(8) *The Conciliation Process*: In accordance with the Ordinance, sections 69.13(f)(5)-(8), the CRCRC's Standard Operating Procedures, all cases that result in findings of probable cause shall be assigned to a staff person for the purpose of initiating attempts to eliminate the discriminatory or unfair practice by conference, conciliation, and persuasion. When a conference is held pursuant to this section, a synopsis of the facts that led to the finding of probable cause, along with written recommendations for resolution, will be presented to the respondent.

1.5(9) *Participants in Conciliation*: Both the complainant and the respondent shall be notified in writing of the time, date, and location of any conciliation meeting. The complainant may be present during attempts at conciliation, if feasible.

1.5(10) *Limitation of Conciliation*: Upon the commencement of conciliation efforts the Commission must allow a period of thirty (30) days for the parties to reach an agreement. After the passage of thirty (30) days the executive director may order further conciliation attempts bypassed if the procedure is determined to be unworkable. The director must have the approval of the Commission chairperson or their designee before bypassing conciliation.

1.5(11) *Conciliation Agreements*: A conciliation agreement shall become effective after it has been signed by the respondent or authorized representative, the complainant or authorized representative, and by a commissioner or the executive director on behalf of the Commission. Copies of the agreement shall be served on all parties.

1.5(12) *Compliance Review*: The Commission may require any party to submit to the Commission such compliance reports as it deems necessary to show the manner of compliance with the terms of any conciliation agreement to which the parties and Commission may have agreed. At any time in its discretion, the Commission may investigate whether the terms of the agreement are being complied with by the respondent. Upon determining that the terms of the agreement are not being complied with, the Commission may take appropriate action to ensure compliance, including but not limited to re-opening the case for further processing.

1.6 ADMINISTRATIVE HEARINGS:

1.6(1) *When Hearing Ordered*: If the Commission determines probable cause exists that a discriminatory practice has occurred and if conciliation attempts have failed, the Commission shall

provide an opportunity for a hearing on the record with respect to the complaint issued pursuant to the Ordinance.

1.6(2) *Injunctions*: Pursuant to section 69.05(d), if the executive director or an appropriately designated staff person determines that a complainant may be irreparably injured before a public hearing can be initiated to determine the merits of the complaint, the Executive Director or designee may request the City Attorney to seek injunctive relief as may be appropriate to preserve the rights of the complainant and the public interest.

1.6(3) *Notice of Hearing*: The executive director or the executive director's designee shall send a copy of the determination and notice of hearing pursuant to the Ordinance. (See section 69.14 (a) 1.-2.)

1.6(4) *Hearings*: Hearings shall be conducted in accordance with the Ordinance and conducted as expeditiously and inexpensively as possible. Further, hearings shall be conducted in a manner that is reasonably consistent with the needs and rights of the parties to obtain both a fair hearing and a complete record. (See section 69.14(c))

Hearings shall be conducted consistent with these rules and pursuant to section 69.14 by an Administrative Law Judge. The hearing shall be transcribed by a certified court reporter at the direction of the Administrative Law Judge. Each party may appear in person, be represented by counsel, present evidence, cross-examine witnesses and obtain the issuance of subpoenas under section 69.05(n). (See also section 69.14(b).)

The Administrative Law Judge shall have full authority to make all decisions regarding the admission and exclusion of evidence, to control the procedures, and to rule upon all objections and motions. Except in extraordinary circumstances, evidence or testimony offered by any party shall be entered in the record subject to the objection of any party, in order that a complete record will be available in the event of appeal.

1.9(5) *Disqualification*: Commissioners shall disqualify themselves from a case should any conflict of interest or appearance of conflict of interest with any individual who has an interest in the case at issue.

1.9(6) *Power of the Hearing Officer/Panel*: The hearing officer/panel shall have full authority to make all decisions regarding the admission and exclusion of evidence, to control the procedures, and to rule upon all objections and motions. Except in extraordinary circumstances, evidence or testimony offered by any party shall be entered in the record subject to the objection of any party, in order that a complete record will be available in the event of appeal.

1.9(7) *Pre-Hearing Conferences*: The hearing officer or hearing panel may hold pre-hearing conferences for the purpose of facilitating the hearing process, ruling on motions and making such other determinations as may be necessary for the efficient functioning of the hearing process.

1.9(8) *Briefs*: The hearing officer/panel may require that written briefs be submitted on behalf of the complainant and on behalf of the respondent.

1.9(9) *Sworn Testimony*: All testimony given at a Commission hearing shall be under oath administered by the court reporter present at the hearing.

1.9(10) *Order of Presentation*: The case in support of the complaint shall be presented to the hearing officer or panel. Complainant's evidence shall be presented first. When there is more than one complaining party, the order of presentation shall be in the discretion of the hearing officer. After all the evidence and testimony of the complaining parties has been received, all other parties shall be allowed to

present their evidence or testimony. All parties shall be allowed to cross-examine any witnesses immediately after her/his testimony has been received.

1.9(11) *Stipulations*: The parties may, by stipulation in writing filed with the Commission at any stage of the proceeding or orally made at the hearing, agree upon any pertinent facts in the proceeding.

1.9(12) *Evidence of Endeavors to Conciliate*: No testimony or evidence shall be offered or received at any hearing concerning offers or counteroffers of adjustment during efforts to conciliate alleged unlawful discriminatory practice, except that evidence presented by respondent of such offers or counteroffers shall constitute a waiver of the provisions of this subsection.

1.9(13) *Waiver of Objections*: Any objection not duly made before the hearing officer/panel shall be deemed waived.

1.9(14) *Objections*: When objections to the admission or exclusion of evidence are made, the grounds relied upon shall be stated briefly.

1.9(15) *Continuation, Adjournments and Substitutions*: The presiding Commissioner or hearing officer may postpone, consistent with Commission directives regarding the setting of the matter, a scheduled hearing or continue a hearing from day to day, or adjourn it to a later date or to a different place by adjournment thereof at the hearing or by appropriate notice to all parties.

1.9(16) *Transcript and Record*: All testimony given at a hearing held pursuant to Chapter 69 shall be transcribed by a certified court reporter retained by the Commission. The written transcript of the record upon the hearing before the hearing officer/panel shall consist of the notice of the hearing, the verified complaint, as the same may have been amended, and the certified transcript of the testimony taken at the hearing, the exhibits and depositions in evidence, written applications and stipulations.

1.9(17) *Authorized Ex Parte Communications*:

a. Unless required for the disposition of ex parte matters specifically authorized by statute or ordinance, individuals assigned to render a proposed or final decision or to make findings of fact and conclusions of law in a public hearing shall not communicate, directly or indirectly, in connection with any issue of fact or law in the public hearing with any person or party, except upon notice and opportunity for all parties to participate.

However, without such notice and opportunity for all parties to participate, individuals assigned to render a proposed or final decision or to make findings of fact and conclusions of law in a contested case may communicate with members of the Commission and may have the aid and advice of persons other than those with a personal interest in either the case under consideration or a pending factually related case involving the same parties.

b. Unless required for the disposition of ex parte matters specifically authorized by statute or ordinance, parties or their representatives in a public hearing shall not communicate, directly or indirectly, in connection with any issue of fact or law in that public hearing, with individuals assigned to render a proposed or final decision or to make findings of fact and conclusions of law in that public hearing, except upon notice and opportunity for all parties to participate.

c. No individual who participates in the making of any proposed or final decision in a public hearing shall have prosecuted or advocated in connection with that case, the specific controversy underlying that case, or another pending factually related public hearing, or pending

factually related controversy that may culminate in a public hearing involving the same parties. Nor shall any such individual be subject to the authority, direction or discretion of the specific controversy underlying that public hearing, or a pending factually related public hearing or controversy involving the same parties.

d. A party to a public hearing proceeding may file a timely and sufficient affidavit asserting disqualification according to the provisions of subsection c, or asserting personal bias of an individual participating in the making of any proposed or final decision in that case. The Commission shall determine the matter as part of the record in the case. When the Commission in these circumstances makes such a determination with respect to a Commission member, that determination shall be subject to de novo judicial review in any subsequent review proceeding of the case.

e. Any notice and opportunity for all parties to participate in a communication otherwise prohibited shall be made by sending certified mail return receipt requested to said parties at their last known address a short and plain statement of the communication that is desired to be made, to whom it is desired to be made, and a time, date and place for participation in said communication. All parties shall have not fewer than ten (10) days notice of such opportunity to participate.

f. In the event a prohibited communication is made, the recipient of it shall submit the communication, if written, or a summary of the communication, if oral, for inclusion in the record of any subsequent proceeding. The Commission may, subject to approval of the City Council, suspend or revoke a privilege to participate before it should a violator of this provision be an attorney or other representative of a party before it. Should the violator be a Commission member or a member of the staff or other personnel of the City Civil Rights Commission, then the Commission may, subject to City Council approval, suspend or dismiss such persons. However, the ability to discipline employees of the Commission or other personnel in the civil rights Commission must conform to any applicable statute such as Chapter 400 of the Iowa Code, should such statutes control. Before any action can be taken to discipline a violator of this paragraph, said violator shall receive notice and opportunity for participation as previously provided, unless other notice and opportunity to participate is provided in other statutes of the State of Iowa, such as Chapter 400 of the Code of Iowa.

1.10 FINDINGS, CONCLUSIONS AND ORDERS:

The Administrative Law Judge shall make findings of fact and conclusions law within 60 days after the end of the hearing unless it is impracticable to do so.

1.10(1) *Findings of Discriminatory Practice or Dismissal of Charge:* If the Administrative Law Judge finds that that the respondent engaged in a discriminatory practice, the Administrative Law Judge shall also issue an order for relief in accordance with section 69.14 (e) at the same time.

If the Administrative Law Judge finds that the respondent did not engage in a discriminatory practice, then the Administrative Law Judge shall enter an order dismissing the charge in accordance with section 69.14(e).

1.10(2) *Review of Final Order by Commission:* The Commission may review any finding, conclusion or order issued pursuant to section 69.14(f). Such review shall be completed not later than 30 days after the findings, conclusions or order is issued. If the Commission determines that the respondent has engaged in a discriminatory or unfair practice, the Commission may grant relief in accordance with section 69.15.

In the event that the Commission does not initiate a review of a finding, conclusion or order pursuant to section 69.14(f), the finding, conclusion or order becomes final at the expiration of 30 days after issue.

At any time in its discretion, the Commission may investigate whether the respondent is in compliance with the terms of the agreement. (See section 69.15(c).)

1.11 *JUDICIAL REVIEW OF COMMISSION ACTION*

A person or party who has exhausted all adequate administrative remedies before the Commission and who is aggrieved or adversely affected by any final Commission action may seek judicial review under section 69.16. The judicial review provisions of section 69 are the exclusive means by which a person or party aggrieved or adversely affected by Commission actions may seek judicial review of such action.

Proceedings for judicial review of Commission actions shall be instituted by filing a petition in the Iowa District Court in and for Linn County within 30 days after the Commission action complained of.

The Court may affirm, modify, or set aside the Commission action, in whole or in part, or remand to the Commission for further proceedings; and enforce such order to the extent that such order is affirmed or modified. (See section 69.16 (g).)

1.12 *JUDICIAL ENFORCEMENT*

Upon direction of the Commission, the City Attorney may seek an order for the enforcement of Commission Orders in a proceeding as provided in section 69.17. An enforcement proceeding initiated by the Commission shall be brought in the Iowa District Court in and for Linn County.

If no proceeding to obtain judicial review is instituted pursuant to section 69.16 within 30 days from the service of any Order of the Commission under section 69.14, then the Commission may obtain an order of the Court for enforcement of such Order upon a showing that the respondent is subject to the jurisdiction of the Commission pursuant to section 69.17(h).

1.13 *SIXTY-DAY ADMINISTRATIVE RELEASE*

A person claiming to be aggrieved by an unfair or discriminatory practice must initially seek administrative relief by filing a complaint with the Commission in accordance with section 69.13. A complainant, after the proper filing of a complaint with the Commission, may subsequently commence an action for relief in the District Court if the complainant filed the complaint with the Commission as provided in section 69.13, the complaint was on file with the Commission for at least 60 days and the Commission issued a release to the complainant pursuant to section 69.18(b).

If an investigation is warranted in accordance with Ch. 69, then the complaint will not be administratively closed.

2.1 *DISCRIMINATION IN HOUSING*

2.1(1) *Construction of section:* The rules included in this section are intended to implement the Fair Housing section, section 69.19, of Chapter 69 of the Municipal Code of the City of Cedar Rapids

(hereinafter "the Fair Housing section of Chapter 69"). All the rules contained in this section apply only to section 69.19 of Chapter 69 of the Municipal Code, City of Cedar Rapids, Iowa.

2.1(2) *Conflicting rules:* Where a provision of this section applies under the terms of sub-rule 2.1(1) and that provision conflicts with a rule of the Commission not contained within section 2, then the provision contained within section 2 shall prevail.

2.2 INTERPRETATION OF VARIOUS HOUSING PROVISIONS

"*Aggrieved person.*" As used in the Cedar Rapids civil rights ordinance provisions relating to discrimination in housing, the term "aggrieved person" includes any person who claims to have been injured by a discriminatory housing practice, or any person who believes that that person will be injured by a discriminatory housing practice that is about to occur.

"*Discriminatory housing or real estate practice.*" A person who violates the prohibitions contained in Chapter 69 of the Municipal Code of the City of Cedar Rapids commits an "unfair or discriminatory practice" in the area of housing or real estate. A person who commits a violation of the Fair Housing section of Chapter 69 commits an "unfair or discriminatory practice" in the area of housing or real estate.

"*Dwelling.*" As used in the Fair Housing section of Chapter 69, the term "dwelling" means any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families, or any vacant land which is offered for sale or lease for the construction or location thereon of any such buildings, structure or portion thereof.

"*Exceptions.*" The exceptions found in the Fair Housing section of Chapter 69 do not apply to section 69.19(b)3 relating to advertising.

"*Disability.*" As used in the Fair Housing section of Chapter 69.

"*Housing accommodation.*" As used in the Fair Housing section of Chapter 69, the term "housing accommodation" has the same meaning as is given the term "dwelling" in this rule.

"*Significant facilities and services.*" As referred to in the Ordinance section 69.19(c)4 shall incorporate the Department of Housing and Urban Development's regulations 24 CFR Part 100 entitled "Housing for Older Persons; Defining Facilities and Services, Amendments; Final Rule" dated August 18, 1995.

"*Housing for older persons.*" The exception found in section 69.19(c)4(ii) is limited to discrimination based upon "familial status."

"*Civil Action Elected.*" The election to have the charges of a complaint decided in a civil action as provided in section 69.19(m) is only available where it is alleged that there has been a violation of some portion of the Fair Housing section of Chapter 69.

"*Person.*" As used in Chapter 69 of the Municipal Code of the City of Cedar Rapids provisions relating to discrimination in housing, the term "person" includes one or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint stock companies, trusts, unincorporated organizations, trustees, trustees in cases under Title 11 of the United States Code, receivers, and fiduciaries. The specific inclusion of an individual or entity within this definition of "person" does not imply that that individual or entity is excluded from the definition of "person" in section 69.03(o).

"Resides." The term "resides" as used in section 69.19(c)1(iii) & (iv) of Chapter 69 of the Municipal Code of the City of Cedar Rapids shall mean "actually maintains and occupies."

"Occupant." The term "occupant" as used in section 69.19(c)1(iv) shall mean the owner of the dwelling.

"Probable cause determination." The term "probable cause" as used the Fair Housing section of Chapter 69 shall be equal to the legal standard of a "reasonable cause" determination, which is a lower standard and is less difficult to achieve than a "probable cause" standard.

"Notification of witnesses for a public hearing." Notification of witnesses for a public hearing as used in section 69.19(q)(3) shall mean the use of standard discovery rules.

"Election of civil action by complainant." If a complainant elects to have the charges asserted in the complaint decided in a civil action as provided by section 69.19(j), the Commission shall commence and maintain an action on behalf of the complainant in district court. The Commission shall be represented by the City Attorney.

"Handicap-Based Design and Construction Standards." (Note: These Rules of Practice, amended October 15, 2014, utilize the term "disability" used in sections 69.03 and 69.19 as opposed to "handicap".) In connection with the design and construction of covered multifamily dwellings for first occupancy after March 13, 1991, the dwellings shall have at least one building entrance on an accessible route, unless it is impracticable to do so because of the terrain or unusual characteristic of the site.

2.3 INTERPRETATION OF PROVISIONS AFFECTING COURT ACTIONS REGARDING ALLEGED DISCRIMINATORY HOUSING OR REAL ESTATE PRACTICES OCCURRING AFTER JULY 1, 1991

2.3(1) *Time limitation of rule.* This rule applies only to alleged discriminatory housing or real estate practices occurring after July 1, 1991.

2.3(2) *Aggrieved person's direct action in district court.*

a. *Filing of complaint not necessary.* A complaint which alleges violations of the Fair Housing section of Chapter 69 need not be filed with the Commission in order for an aggrieved person to seek judicial remedies for that alleged violation. An aggrieved person may file an action alleging such violations in district court pursuant to section 69.19(m)2.

b. *Effect of Commission processing.*

(1) In general. The status of Commission processing of a complaint alleging a discriminatory housing or real estate practice does not affect the rights of an aggrieved party to file a civil action under section 69.19(m)2 based on that same or any other alleged discriminatory housing or real estate practice.

(2) Exceptions. Commission processing will bar an aggrieved person from filing a civil action under section 69.19(m)2 based on an alleged discriminatory housing or real estate practice only where either:

1. The Commission has obtained a conciliation agreement with the consent of that aggrieved person regarding that alleged discriminatory housing or real estate practice, or
2. The Commission has begun a contested case hearing on the record regarding that same alleged discriminatory housing or real estate practice.

c. *Notification of Commission.* If a person has filed a complaint alleging a discriminatory housing or real estate practice with the Commission and that person subsequently commences a

civil action under section 69.19(m)2 based on that same alleged discriminatory housing or real estate practice, the aggrieved person is encouraged to immediately notify the Commission of the filing of the civil action.

d. Remedies. In an action filed directly in district court pursuant to section 69.19(m)2 of the Fair Housing section of Chapter 69, the court may, upon a finding of discrimination, order any of the remedies provided for in section 69.19(n)6.

2.3(3) *Election to proceed in district court.*

a. In general. An aggrieved person on whose behalf a complaint was filed, a complainant, or a respondent may, pursuant to section 69.19(m) of the Fair Housing section of Chapter 69, elect to have the allegations asserted in the complaint decided in a civil action in district court. An election is made by filing a written notice of election with the Commission. The date of filing of an election is the date the election is received by the Commission at its office in Cedar Rapids. If such an election is made, the Commission shall authorize and, within 30 days of the election, shall file a civil action in district court on behalf of the aggrieved person. The Commission shall be represented by the City Attorney. Failure to file within the 30-day period shall not, by itself, prejudice the rights of any of the parties.

b. Limitation. An election made under the previous paragraph must be made within 20 days of the receipt by the electing person of the determination of probable cause. The date of election is the date that the written notice of elections is filed with the Commission.

c. Probable cause determination a prerequisite. No person may make an election pursuant to section 69.19(m) of the Fair Housing section of Chapter 69 until the Commission has found probable cause regarding the complaint that is the subject of the election.

d. Notice required. An election to proceed in district court made under section 69.19(m) of the Fair Housing section of Chapter 69 is effective only if the electing person gives notice of the election to the Commission and all other complainants and respondents to whom the election relates. Such notice shall be in writing, shall be delivered at the time the election is made, and may be made by regular mail.

e. Intervention. Once the Commission commences an action in district court pursuant to section 69.19(m) of the Fair Housing section of Chapter 69, an aggrieved person may intervene in the action.

2.3(4) *Right to sue letter inapplicable.* A complainant need not, and should not, request a right to sue letter in order to file a civil action under section 69.19(m) of the Fair Housing section of Chapter 69.

2.3(5) *Appointment of attorney by court.* Upon application by a person alleging a discriminatory housing practice or a person against whom such a practice is alleged, the court may:

a. Appoint an attorney for the person, or

b. Authorize the commencement or continuation of a civil action under section 69.19(m)2 without the payment of fees, costs, or security if, in the opinion of the court, the person is financially unable to bear the costs of such action.

2.4 COMMISSION PROCEDURES REGARDING COMPLAINTS BASED ON ALLEGED UNFAIR OR DISCRIMINATORY PRACTICES OCCURRING AFTER JULY 1, 1991.

2.4(1) *Time limitation of rule.* This rule applies only to alleged discriminatory housing or real estate practices after July 1, 1991.

2.4(2) *Time limit for administrative complaint.* A complaint that alleges a discriminatory housing or real estate practice is governed by the one year time limit provided in section 69.19(h)1(i) of the Fair Housing section of Chapter 69.

2.4(3) *Processing of complaint.*

a. *Service.* Upon the filing of a complaint:

(1) The Commission shall, not later than ten days after such filing or the identification of an additional respondent under 2.4(3)"d", serve on the respondent a notice identifying the alleged discriminatory housing practice and advising the respondent of the procedural rights and obligations of respondents under the application of the Fair Housing section of Chapter 69, together with a copy of the original complaint; and

(2) Each respondent may file, not later than ten days after receipt of notice from the Commission, an answer to the complaint.

(3) The Commission shall, not later than ten days after the filing of a complaint, serve the complainant a notice acknowledging receipt of the complaint and advising the complainant of the time limits and choice of forums provided under the Fair Housing section of Chapter 69.

b. *Timely investigation.* The Commission will begin the investigation within 30 days of filing. If the Commission is unable to complete the investigation within 100 days after the filing of the complaint, the Commission shall notify the complainant and respondent in writing of the reasons for not doing so.

c. *Amendments.* Complaints and answers shall be under oath or affirmation and may be reasonably amended at any time.

d. *Additional respondents.* A person who is not named as a respondent in a complaint, but who is identified as a respondent in the course of investigation, may be joined as an additional or substitute respondent upon written notice, under 2.4(3) shall explain the basis for the Commission's belief that the person to whom the notice is addressed is properly joined as respondent.

e. *Closure within one year.* Within one year of the date of receipt of a complaint alleging a discriminatory housing or real estate practice, the Commission shall take final administrative action with respect to that complaint unless it is impracticable to do so. If the Commission is unable to make final disposition of the case within the one-year period, the Commission shall notify the complainant and respondent in writing of the reasons for not doing so.

2.4(4) *Probable cause determination.*

a. *Final investigative report.* After the completion of the Commission's investigation, the investigator shall prepare a final investigative report. This final investigative report shall include:

(1) The names and dates of contacts with witnesses except that the report will not disclose the names of any witnesses who request anonymity. The Commission, however, may be required to disclose the names of such witnesses in the course of an administrative

hearing or a civil action conducted pursuant to Chapter 69 of the Municipal Code of the City of Cedar Rapids;

(2) A summary and the dates of correspondence and other contacts with the aggrieved person and the respondent;

(3) A summary description of other pertinent records;

(4) A summary of witness statements; and

(5) Answers to interrogatories.

b. Determination procedure. If, after the completion of investigation, a conciliation agreement under section 69.19(h)2(i)-(v) has not been executed by the complainant and the respondent and approved by the Commission, the Commission shall conduct a review of the factual circumstances revealed as part of the investigation.

(1) If the Commission determines that, based on the totality of the factual circumstances known at the time of the Commission's review, no probable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, the Commission shall: issue a short and plain written statement of the facts upon which the no probable cause determination was based; dismiss the complaint; notify the aggrieved person(s) and the respondent(s) of the dismissal (including the written statement of facts) by certified mail or personal service; and make public disclosure of the dismissal.

Respondent(s) may request that no public disclosure be made. Notwithstanding such request, the fact of dismissal, including the names of the parties, shall be public information available on request.

The Commission's determination shall be based solely on the facts concerning the alleged discriminatory housing practice provided by complainant and respondent(s) and otherwise disclosed during the investigation.

(2) If the Commission believes that probable cause may exist to believe that a discriminatory housing practice has occurred or is about to occur, the Commission shall forward the matter to the executive director or designee for consideration. In all such cases the executive director or designee shall determine, with advice from the office of the city attorney, whether, based on the totality of the factual circumstances known at the time of the decision, probable cause exists to believe that a discriminatory housing practice has occurred or is about to occur. The determination shall be based solely on the facts concerning the alleged discriminatory housing practice provided by complainant and respondent and otherwise disclosed during the investigation.

c. Determination of probable cause. A determination of probable cause shall be followed by the issuance of a probable cause order. A probable cause order:

(1) Shall consist of a short and plain written statement of the facts upon which the Commission has found probable cause to believe that a discriminatory housing practice has occurred or is about to occur;

(2) Shall be based on the final investigative report; and

(3) Need not be limited to facts or grounds that are alleged in the complaint. If the probable cause order is based on grounds that are alleged in the complaint, the Commission will not issue the probable cause order with regard to those grounds unless the record of the investigation demonstrates that the respondent has been given an opportunity to respond to the allegation.

d. Timely determination. The Commission shall make the probable cause determination within 100 days after the filing of the complaint unless it is impracticable to do so. If the Commission is unable to make the determination within this 100-day period, the Commission will notify the aggrieved person and the respondent by certified mail or personal service of the reasons for the delay.

e. Effect of probable cause determination. A finding of probable cause regarding a complaint alleging a discriminatory housing or real estate practice commences the running of the period during which an aggrieved person on whose behalf a complaint was filed, a complainant, or a respondent may, pursuant to section 69.19(m), elect to have the charges asserted in the complaint decided in a civil action in district court. If an election is made, the Commission shall file a civil action on behalf of the aggrieved person in district court. The Commission shall be represented by the City Attorney. If no election is made, then the Commission must schedule a hearing on the charges in the complaint.

f. Effect of no probable cause determination. A finding of "no probable cause" regarding a complaint alleging a discriminatory housing or real estate practice results in prompt dismissal of the complaint. If the finding is not reconsidered, the Commission may take no further action to process that complaint except as may be necessary to carry out the Commission's administrative functions.

g. Standard. The standard to determine whether a complaint alleging a discriminatory housing or real estate practice is supported by probable cause shall include consideration of whether the facts are sufficient to warrant initiation of litigation against the respondent.

2.4(5) Hearing time frames.

a. Trial date. The administrative law judge shall commence the hearing regarding a complaint alleging a discriminatory housing or real estate practice no later than 120 days following the issuance of the finding of probable cause, unless it is impracticable to do so. If the administrative law judge is unable to commence the hearing within 120 days after the issuance of the probable cause order, the administrative law judge shall notify the executive director, the aggrieved person on whose behalf the charge was filed, and the respondent, in writing, of the reasons for not doing so.

b. Decision date. The administrative law judge shall make findings of fact and conclusions of law within 60 days after the end of the hearing regarding a complaint alleging a discriminatory housing or real estate practice unless it is impracticable to do so. If the administrative law judge is unable to make findings of fact and conclusions of law within this period, or any succeeding 60-day period thereafter, the administrative law judge shall notify the executive director, the aggrieved person on whose behalf the charge was filed, and the respondent, in writing, of the reasons for not doing so.

2.4(6) Access to file information in housing cases.

a. Nothing that is said or done in the course of conciliation of a complaint of housing or real estate discrimination may be made public or used as evidence in a subsequent administrative hearing under sub-rule 2.4(5) or in civil actions under Chapter 69 of the Municipal Code of the City of Cedar Rapids, without the written consent of the persons concerned.

b. Notwithstanding the prohibitions and requirements with respect to disclosure of information contained in paragraph 2.4(6)a the Commission will make information derived from an investigation, including the final investigative report, available to the aggrieved person and the respondent. Following completion of the investigation, the Commission shall notify the aggrieved person and the respondent that the final investigative report is complete and will be provided upon request.

c. Where the Commission has made a finding of no probable cause regarding a complaint alleging a discriminatory housing or real estate practice, the aggrieved person and the respondent may obtain information derived from the investigation and the final investigative report. Provided, however, that the phrase "information derived from the investigation" as used in this rule shall not include the contents of statements by witnesses other than the complainant or respondent.

d. Prior to a finding of either probable cause or no probable cause regarding a complaint alleging a discriminatory housing or real estate practice, no access may be had to the information contained within the Commission investigatory file except that:

(1) Any witness may request a copy of the witness's own statement made to the Commission as part of the Commission's investigation of the complaint.

(2) Any person may request copies of any information that that person sent to the Commission in the course of processing the complaint.

(3) Any person may request copies of any information that the Commission had previously sent to that person in the course of processing the complaints.

These rules are intended to implement the Fair Housing section of Chapter 69.

RULES OF PRACTICE ADOPTED FEBRUARY 17, 1981
AMENDED JULY 25, 1995
AMENDED JULY 28, 1998
AMENDED JUNE 26, 2003
AMENDED AUGUST 25, 2004
AMENDED NOVEMBER 19, 2014

Introduced this 19th day of November, 2014.

Passed this 19th day of November, 2014.

Keith Rippy, Chair
Cedar Rapids Civil Rights Commission



**Executive Summary
Rules of Practice Update
October 15, 2014**

Introduction

This summary is to provide the Cedar Rapids Civil Rights Commission (CRCRC) with an overview of all recommended revisions to the Cedar Rapids Civil Rights Commission's Rules of Practice (ROP) pursuant to the Commission's Ad Hoc Rules of Practice Committee's recommendation for action by the Cedar Rapids Civil Rights Commission.

Overview

The former version of the ROP was adopted September 26, 1995 and last revised March 31, 2006. The CRCRC began the process of reviewing its ROP at the May 21, 2014 Commission meeting in order to reflect the changes to the Commission's Ordinance. After the CRCRC vetted a proposed revision of the ROP through the Cedar Rapids City Attorney's Office, an Ad Hoc ROP Committee was formed to review the City Attorney's comments.

On October 7, 2014, the Ad Hoc ROP Committee considered a substantive decision related to the roles and responsibilities of the Executive Director and the Commission. All additional recommendations provided by the Cedar Rapids City Attorney were non-substantive preferences that were agreeable to the Ad Hoc ROP Committee. The Ad Hoc ROP Committee directed the CRCRC Staff to put the revised ROP in final form to reflect the suggested changes.

Summary of Significant Overall Changes

- *Rules of Practice Framework Revised to Compliment Chapter 69 of the Cedar Rapids Municipal Code*
The ROP, as revised March 31, 2006, does not include a structure or substantive information that is directly relevant to Chapter 69 of the Cedar Rapids Municipal Code. Sections specifically related to sections 69.14 – 69.18, Administrative Hearing, Remedies, Judicial Review of Commission Action, Judicial Review – Enforcement, Sixty-Day Administrative Release, are now included in the revised ROP.
- *Inclusion of CRCRC Revised Mission and Vision*
The revised CRCRC Mission is now included in the ROP. Also, the CRCRC Vision now follows the Mission.

- *Clarification and Correlation of Complaint Processing Procedures with Standard Operating Procedures*
The complaint processing procedure is now keyed to the CRCRC's Standard Operating Procedures. For example, revised ROP section 1.4, Processing the Complaint, now includes subsections that pertain to the Intake Process, the Investigation Process, and the Conciliation Process. In addition, the revised ROP includes specific references to the CRCRC Standard Operating Procedures as applicable.
- *Clarification of the Roles and Responsibilities of the Executive Director and Commission*
The roles of the CRCRC Executive Director and the CRCRC Chairperson are now clarified with respect to recommendations related to policy. Formerly, the CRCRC Chairperson was specifically charged with recommending policies, procedures, and programs to the Commission, original ROP section 1.2(4). Pursuant to the Cedar Rapids City Attorney's recommendation, the Executive Director is expressly charged with the ability to recommend policies, procedures, and programs to the Commission, revised ROP section 1.2(6).

Recommendations

The CRCRC Staff respectfully recommends the Commission's adoption of the revised ROP.

Conclusions

As a living CRCRC document, the ROP will be reviewed annually by CRCRC Staff to evaluate whether revisions could be appropriate.

Respectfully submitted,



Executive Director
LaSheila Yates



Investigator
Virginia Sipes



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To: Cedar Rapids Civil Rights Commission
From: Janet Abejo, Investigator by and through LaSheila Yates, Executive Director
Subject: Recommendation of Investigation Performance Standards
Date: Wednesday, November 19, 2014

The purpose of this memo is to present a recommendation for further action.

Issue:

The Cedar Rapids Civil Rights Commission (“CRCRC”) has the opportunity to create a performance standard regarding the timeline for investigation of housing and non-housing cases.

Background:

Due to several consecutive staff changes in the last 3 years, as well as an increase in cases received, the Commission is currently in the process of addressing a backlog of non-housing cases. From FY 2012 to FY 2013 there was a significant 60% increase in cases filed with CRCRC. See attached for “2013 – 2014 FY Investigation Overview” (provided at July 2014 Commission Meeting).

Historically, a performance standard regarding the timeline for investigation of non-housing cases has not been established and/or upheld. Conversely, pursuant to CRCRC’s contractual relationship with HUD, as a Fair Housing Assistance Program (FHAP), the Commission is held to the performance standard of investigating at least 50% of housing cases within 100 days from the date of filing. Case investigations that exceed the 100 day deadline result in a decreased reimbursement from HUD.

While approximately 80% of CRCRC’s cases are in the area of employment, we do not currently have an established, direct contract with the U.S. Equal Employment Opportunity Commission (“EEOC”), and are thus not held to a specific deadline for employment investigations. However, CRCRC currently holds a contract with the State Commission, Iowa Civil Rights Commission (“ICRC”), which currently governs how much we are reimbursed for employment cases. The current reimbursement schedule as stated in CRCRC’s contract with the State Commission is as follows:

Complaint Resolutions sent to ICRC for closure processing within 180 days of initial filing date with local agency.	\$325
Complaint Resolutions sent to ICRC for closure processing greater than 180 days but less than 600 days of initial filing date with local agency.	\$200
Complaint Resolutions sent to ICRC for closure processing greater than 600 days of initial filing date with local agency.	\$0

According to their FY15 Performance Plan, ICRC has set a performance goal of “85% of all non-housing complaints processed through investigations in less than 300 days per case.”

In order to develop an appropriate performance standard CRCRC staff reached out to comparable civil and human rights agencies within the state of Iowa. Davenport, the most comparable agency in terms of location and size, holds a direct contract with EEOC and has established an agency specific performance goal of 270 days for the completion of non-housing cases. Several other commissions shared performance goals ranging from 180-300 days for completion of non-housing cases. Additionally, Davenport Civil Rights Commission and Waterloo Human Rights Commission both hold a direct contract with EEOC and report that a performance measure regarding timeline of investigations is not established by EEOC; rather an agency specific goal is set for the number of cases that must be completed (closed) within a year.

Comparable agencies within the state of Iowa were also inquired regarding number of staff, roles and responsibilities, average caseload, as well as other related factors. In careful consideration of CRCRC’s current circumstances, as well as benchmarking alongside local agencies, it is proposed that CRCRC’s performance goal for non-housing cases be adopted as follows: “85% of all non-housing investigations closed within 300 days from date of filing as of July 1, 2015.” It is also recommended that CRCRC continue to effectively uphold the current standard of “50% of all housing investigations closed within 100 days from date of filing,” effective immediately.

At this time, there is no need for additional funding to implement the recommended changes.

Program Accomplishments:

1. Completed Lean Process for Investigation Procedures in 2014.
2. Developed Standard Operating Procedures (SOPs) for investigation of housing and non-housing cases in 2014.
3. Created investigation workflow for non-housing and housing cases in 2014.
4. Hired three additional staff members in 2014: 1 Investigator (Regular, Full-time), 1 Investigator (Temporary, Full-time), and 1 Education and Outreach Coordinator (Temporary, Full-time).

Barriers Identified:

1. No direct contract with EEOC.
2. Current backlog of cases (2.5 years old or more).
3. Transition period of new staff members (5/7 staff members have been with the Commission for less than 6 months).
4. Relocation of office in November 2014.
5. Reduction in staff, due to expiration of grant funds, as of July 1, 2015.

Recommendation:

It is recommended that the Commission adopt and uphold the following investigation performance standards:

- 85% of all non-housing investigations closed within 300 days from date of filing for all cases received on or after July 1, 2015.
- 50% of all housing investigations closed within 100 days from date of filing for all cases received effective immediately.

Work Plan and Next Steps:

<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>
1. Propose and discuss performance goal for non-housing investigations with staff.	11/10/14	11/14/14
2. Revise performance goal as needed. Draft final recommendation.	11/14/14	11/14/14
3. Share final recommendation with Commissioners.	11/19/14	11/19/14
4. Work towards closure of aged cases.	12/1/14	6/30/15
5. Evaluate current investigation process.	1/1/15	1/31/15
6. Develop investigation tools, templates, training plan. Revise current process, as necessary.	2/1/15	4/30/15
7. Testing and Evaluation of tools, templates, and any revised processes.	5/1/15	5/31/15
8. Finalization of tools, templates, training, and any new processes.	6/1/15	6/30/15
9. Implement new tools, templates, processes, as well as new performance goal.	7/1/15	7/1/15

2013-2014 FY Investigation Overview

Goals for FY 2014-15 (2013-14 was a benchmarking year):

- *At least 57 cases filed.*
- *At least 45 cases closed.*
- *Increase of 10% in Satisfactory Resolutions from 20% to 30%.*

Cases Closed between January 2012 and July 2014		
Resolution	# of Cases	Percentage
SR	18	20%
NPC	35	40%
WD	6	7%
RTS	4	5%
AC	4	5%
AC/EEOC	1	1%
AC/FTC	13	15%
AC/HUD	4	5%
AC/ICRC	2	2%
AC/NJ	1	1%
Cases	88	100%

Cases Filed with the CRCRC FY 2012 and 2013	
July 1, 2012 - June 30, 2013	35
July 1, 2013 - June 30, 2014	56
Increase of	60%

	Closed	Filed
January 1 – December 31, 2012	37	36
January 1 – December 31, 2013	36	47

KEY:

AC: Administrative Closure; EEOC: Equal Employment Opportunity Commission; FTC: Failure to Cooperate; ICRC: Iowa Civil Rights Commission; NJ: Non Jurisdictional; NPC: No Probable Cause; PC: Probable Cause; RTS: Right To Sue; SR: Satisfactory Resolution; WD: Withdrawal

Improvements:

- The marked increase in number of cases filed with the CRCRC is related to the growth of our agency's educational and outreach programming.
- Continued increase of cases filed with the CRCRC is expected due to continued collaboration with social service agencies, schools, and community organizations.
- Due to the Partnership Grant received from HUD in 2013 and 2014, we have additional funds available to reach vulnerable populations.

Context:

- Only two investigators between June 2013 and 2014 (three on staff, one on extended leave).
- CRCRC closed a similar amount of cases in 2012-13 as 2013-14, however there was an increase in cases filed in 2013-14.
- Karl Cassell left CRCRC May 2013; John-Paul Chaisson-Cardenas began with the CRCRC August 2013.
- Two new investigators began late in FY 2013-14 and will be focusing on completing cases.
- Outreach Coordinator position changed for FY 2014-15 and will focus on supporting community members to complete complaints in the field (e.g. Marion).
- Marion Commission is active and supporting case outreach and processing.

	<u>Cedar Rapids</u>	<u>Davenport, IA</u>	<u>Sioux City, IA</u>	<u>Iowa City, IA</u>	<u>Waterloo</u>	<u>Council Bluffs, IA</u>	<u>Dubuque, IA</u>	<u>Des Moines, IA</u>	<u>ICRC</u>
Population	128,429 (2013)	102,157 (2013)	82,459 (2013)	71,591 (2013)	68,366 (2013)	62,115 (2012)	58,253 (2013)	207,510 (2013)	207,510 (2013)
Total # Staff Members	7 (5 FT, 2 Temp)	7 (5 FT, 1 PT, 1 Temp)	5 (3 FT, 2 Temp)	2 (2 FT)	4 (3 FT, 1 PT Temp)	1 (FT)	5 (5 FT)	5 (3 FT, 2 Temp)	29 Total
Total # of Commissioners	11	7	11	9	9	9	9	7	7
Commissioner term	3 years	2 years	3 years	3 years	3 years	3 years	3 years	3 years	4 years
Annual Report	Yes	Yes	No.	No.	No.	No.	Yes.	No.	Yes.
1. Do Commissioners participate in education/outreach?	Yes, somewhat. (Tabling, etc.)	Yes, somewhat.	Yes	Yes.	Yes, somewhat.	Yes, somewhat.	Yes.	Yes, somewhat.	No.
2. Do Commissioners participate in investigation of cases?	No.	No.	No.	No.	No.	No.	No.	No.	No.
3. Staff make-up. (i.e. 1 Admin, 2 investigators, 3 support staff)	1 Director; 1 Senior Investigator/ Compliance Manager, 2 Investigators; 1 Admin/Intake Specialist; 1 Edu & Outreach Coordinator (Temp); 1 Investigator/Investigation Support Staff (Temp).	1 Director; 1 Investigative Paralegal; 1 Housing Analyst; 1 Secretary; 1 Mediation Coordinator(PT), 1 Outreach Coordinator, 1 Fair Housing Attorney.	1 Director; 1 Human Rights Investigator; 1 Administrative Secretary; 2 AmeriCorps VISTA.	1 Director; 1 Investigator; 0 Admin/Support Staff.	1 Director; 1 Administrative Secretary; 1 Human Rights Specialist; 1 PT Assistant.	1 Director (Part of City Attorney's Office).	1 Director; 1 Human Relations Specialist; 1 Intake Specialist, 1 Assistant City Attorney; 1 Training & Workforce Development Coordinator; 1 Community Engagement Coordinator.	1 Director; 1 Senior Human Relations Specialist, 2 AmeriCorps VISTAs, 1 Legal Counsel	1 Director; 8 Investigators; 10 Screeners; 1 Compliance; 3 Admin Support; 1 Assistant Attorney General; 1 Housing Supervisor; 1 Intake Manager; 1 Housing Intake Analyst; 1 Testing
4. Who conducts investigations?	Investigators only	Investigators only. Temporary volunteer provides assistance.	Director and Investigator	Director and Investigator.	Director and Investigator. Investigator (Human Rights Specialist) conducts all non-housing cases, Director conducts all housing cases. Also temporary,PT staff assists Investigator w/ case work.	Director only.	Assistant City Attorney.	Investigator only (Human Relations Specialist).	Investigators "(Civil Rights Specialists)". See Note Below.
5. Who performs education and outreach?	Investigators. However, currently have Temporary Education and Outreach Coordinator.	Investigators. However, currently have a Temporary Education and Outreach Coordinator.	Director conducts most outreach. Temp support staff assist with scheduling and other logistics.	Director and Investigator.	Director and Investigator.	Director.	Human Relations Specialist is in charge of building connections with underrepresented groups in the community.	Designated staff member for outreach.	Director, Designated Staff Member (Don Grove), and CSRs.
6. Support staff for investigations?	Not currently.	No.	No.	No.	Yes. 1 PT Assistant for non-housing cases.	No.	Intake Specialist assists with scheduling mediations. Paralegal keeps files and schedules interviews. Director reviews challenges to administrative closure and requests for re-opening.	No.	Yes.
7. Average caseload per investigator.	15-20 (Approx 70 current cases).	Investigative Paralegal - 88/yr.; Housing Analyst - 28 over last 3 years.	15-20 (32-40 current cases).	15-20 (Approx. 40 current cases).	159 non-housing cases between PT Assistant and Investigator.	12-15.	20-25 (26 cases filed in FY12).	20-25 (40-50 cases/yr).	10-15 cases at a time.
8. Required Case Deadline/Average Days Old.	~350 Ave Days Old	270 Goal.	N/A - None.	192 Average.	N/A. Stated they hope to be in position where cases are kept to 18 months old (547.5 days old). NOTE: New Contract w/ EEOC is based on how they've performed in the past. Starting new contract October 1st. They based numbers on May 2013-April 2014 and how many cases closed in that time period. Estimated they could close 70 cases/yr, divided by 4. Each quarter, goal is to close 17 employment cases. To their knowledge they do not received a decreased reward if cases are over a certain amount of days old.	6-8 months Average (180 - 250 Days Old).	278 Average w/ outliers (180 Day Target).	Within a year (365 days).	300 Maximum

	<u>Cedar Rapids</u>	<u>Davenport, IA</u>	<u>Sioux City, IA</u>	<u>Iowa City, IA</u>	<u>Waterloo</u>	<u>Council Bluffs, IA</u>	<u>Dubuque, IA</u>	<u>Des Moines, IA</u>	<u>ICRC</u>
9. Additional Contracts w/ other cities?	Yes, Marion	No.	No.	No.	No, but considering coverage of Cedar Falls.	No.	No.	No.	N/A
10. Calculation of Aged Cases.	Investigation Days Only.	Investigation Days Only (not including conciliation, PH).	Investigation Days Only.	All, until close (including PH, Conciliation).	No response.	Investigation Days Only.	Investigation and Conciliation Only (not including PH).	All, until close.	All, until close.
Notes:	N/A		Mentioned they also currently have a backlog due to staff changes. Cases 2-3 years old. Karen Mackey - Human Rights Director; Sharon Holder - Human Rights Investigator ;Tracey Wilmes - Administrative Secretary; Susan Moore - AmeriCorps VISTA; Don Dew - AmeriCorps VISTA Since the ICRC pays a "finder fee" of sorts, we actively encourage people from other communities in Iowa to file with us.		Rebecca Johnson, worked at Human Rights Commission 17 years. Also addressing a backlog of cases. Received EEOC Contract to be FEPA approximately 2 years ago. Stated they were working towards partnering/covering Cedar Falls. NOTES (Investigation): Getting contract w/ EEOC helped. Closures averaged only 30-40 closures/year. Last year our number was 84, dropped down to 52, ended up closing 54 cases. Matter of knowing what your goal is and getting it done. Having temp person to help. It does help. I honestly don't take phone calls Tues and Thurs, Appt only. Every once in blue moon, help somebody on Tuesday. Admin keeps track of position statements and open statements. Gave PT Assistant oldest cases. No testing, due to lack of time, currently no need.				NOTE (Investigations): CSRs also conduct the screening analysis; conduct our mediations and conciliations and represent the Commission at public hearings. For Commissioners, no more than 4 members allowed to the same political party.
Contact Name:	Janet Abejo, Investigator	Michelle Neels Scheper, fjf@ci.davenport.ia.us	K. Mackey, kmackey@sioux-city.org	Stefanie Bowers, Stefanie-Bowers@iowa-city.org	Rebecca Johnson, rebecca.johnson@waterloo-ia.org	Graham Jura, gjura@councilbluffs-ia.gov	Kelly Larson, Kl Larson@cityofdubuque.org	Rudy Simms, rusimms@dmgov.org; Mikel Johnson, Mikel J. Johnson mjjohnson@dmgov.org	Don Grove, Don.Grove@iowa.gov, Diane Sisler, d.515-281-0338,
Contact Info:	(319) 286-5632	(563) 326-7888	(712) 279-6986	(319) 356-5022, General	(319) 291-4441	(712) 328-4618	(563) 589-4190	(515) 283-4284, General	Grove; 515-281-0302, Sisler

Cedar Rapids Civil Rights Commission

Director's Report

November 19, 2014

STAFF UPDATES

- Investigators Elizabeth Macias, Stefanie Munsterman-Robinson, and Virginia Sipes are scheduled to attend an upcoming Iowa Civil Rights Commission Symposium on November 14th. The training has three tracks of workshops - Basic, Advanced, and Housing.

CASES AND INTAKES

- Investigator Janet Abejo reached out to other Commissions and agencies to gather information regarding their operations and case processing standards. Based on the feedback, staff recommends that the Commission adopt and uphold the following investigation performance standards:
 - 85% of all non-housing investigations closed within 300 days from date of filing for all cases received on or after July 1, 2015.
 - 50% of all housing investigations closed within 100 days from date of filing for all cases received effective immediately.

INFORMATIONAL ITEMS

- **Departmental Vision and Goals**
 - LaSheila met with staff on October 29th and November 12th to continue the vision and goals discussion. Staff is continuing to work collaboratively in developing ways to operationalize the vision.
- **28E Agreement:**
 - The City of Cedar Rapids and City of Marion entered into a 28E Agreement on February 16, 2012 for the purpose of the CRCRC staff to perform staffing services for the Marion Commission pursuant to the agreement. In the onboarding process, LaSheila wanted to better understand how to operationalize the document. She has since submitted the documents to the Cedar Rapids City Attorney's Office, Marion City Attorney's office, Cedar Rapids Finance Department, and Cedar Rapids Human Resources Department for review. She has since received feedback from all departments. She is scheduled to discuss preliminary feedback at the November 19th Marion Executive Committee meeting. LaSheila has also coordinated with the City of Cedar Rapids Finance Department in developing a rate model for billing purposes.

- **Move Process**

- The office move is scheduled for November 24th and the office will be closed to the public during that time. The office will reopen at the new location on November 25th. Staff created a move flyer and it is posted on the front door. The move flyer was sent to the “Media Group” on October 30th. The move flyer was also sent to the City Manager’s Office and has been included in the Employee Newsletter and distributed on November 11th at the Veteran’s Memorial Building. The relocation information was posted on the Civil Rights webpage. The APAC building manager placed the move information on the touch screen in the lobby. This will remain on the screen until next spring. A relocation letter was created and was sent to the following:
 - Complainants
 - Respondents
 - EEOC
 - HUD
 - ICRC
- The relocation information was shared with the Gazette for posting in the newspaper and Penny Saver. Proofs were received and approved. The ad will run in the November 16th Gazette and the November 19th Penny Saver.

- **State of Equity**

- LaSheila met with Al Rowe, Associate Vice President, Institutional Effectiveness at Kirkwood Community College on November 6th about facilitating sessions with the Commission to identify next steps for the State of Equity report and Summit. Mr. Rowe is planning to hold initial sessions with staff in the forthcoming months and will then schedule sessions with the Commission. LaSheila will continue to provide information at future commission meetings.
- On November 12th, LaSheila meet with Mary Ellen Maske, Paul Hass, and Val Dolezal from the Cedar Rapids School District to discuss the work taking place throughout the district regarding equity and addressing the achievement gap. The group shared information about the District’s goal to implement system-wide equity practices. The District is in the process of adapting an Equity Plan. The overall goal is to have the Equity Plan become part of the District School Improvement Plan.

- **2014 Fair Housing Cooperative Agreements and MOUs**

- The Commission entered into Fair Housing Cooperative Agreements with several community organizations to support outreach efforts pursuant to HUD Partnership Funds. There are still at least five organizations that the Commission committed to work with and provide technical assistance in the area of fair housing training. Due to the change in staff, there was a delay in working with those organizations. In order to support the expected outcomes in fulfillment of the agreement, a Commission staff member has been assigned to work with each organization. In the agreement, the Commission identified report requirements and timelines. The requirements have been amended to allow for completion of activities.
- **Annual Report and Newsletter:**
 - Commission staff will be working on the 2014 Annual report reaching out to Commissioners to gather bio information. The report is tentatively scheduled to be published in February 2015. Staff plans to present the report to the City's Public Safety Committee in late February 2015 and to City Council in March 2015.
 - The next quarterly newsletter will be published in January 2015.

OUTREACH AND EDUCATION

- *Mount Mercy University Roll of the Dice Event (November 18, 2014)*
 - Staff members will be facilitating a Roll of the Dice event on November 18, 2014 from 6:00-9:00 pm at Mount Mercy University. The focus will be race, diversity, equity, and poverty with an eye toward Criminal Justice and Education. Other areas (employment, housing, health) will also be addressed.
- *A Face for Fairness: Fair Housing for All - Video and Poster Contest (Spring 2015)*
 - WE CREATE HERE <http://www.wecreatehere.net/fairhousing/> and the Cedar Rapids Civil Rights Commission partnered to launch a Video and Poster contest in order to gather community perspectives on the impact of Fair Housing on community pride, the economy and the wellbeing of people in the Cedar Rapids/Marion area. The contest was initially scheduled for Fall 2014 but has been extended to Spring 2015 to garner more participation and community involvement.

Respectfully submitted by

LaSheila Yates
Executive Director

Cedar Rapids Civil Rights Commission Case Report - November 17, 2014

Cases Filed October 2013 - November 2014		
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	3 Emp
April 2014	3	1 Emp, 2 Hsg
May 2014	6	5 Emp, 1 Hsg
June 2014	5	3 Emp, 2 Hsg
July 2014	10	6 Emp, 4 Hsg
August 2014	0	
September 2014	3	3 Emp
October 2014	4	2 Emp, 1 Hsg, 1 PA
November 2014 (Nov 1 - Nov 17)	0	
TOTAL FILED	52	

Settlements October 2013 - November 2014		
October 2013	1	\$4,500
November 2013	0	\$0
December 2013	0	\$0
January 2014	0	\$0
February 2014	0	\$0
March 2014	0	\$0
April 2014	0	\$0
May 2014	0	\$0
June 2014	0	\$0
July 2014	0	\$0
August 2014	0	\$0
September 2014	2	\$ 1,514.00
October 2014	0	\$0
November 2014	0	\$0
TOTAL	3	\$4,500

Cases Closed October 2013 -November 2014		
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	4	3 Emp, 1 Hsg
April 2014	2	1 Emp, 1 Hsg
May 2014	1	1 Hsg
June 2014	3	1 Emp, 2 Hsg
July 2014	4	2 Emp, 1 Hsg, 1 Edu
August 2014	0	
September 2014	1	1 Emp
October 2014	9	5 Emp, 3 Hsg, 1 Edu
November 2014 (Nov 1 - Nov 17)	1	1 Hsg
TOTAL CLOSED	41	

Case Assignments		
Munsterman-Robinson, S	15	1 Cr, 12 Emp, 1 Hsg, 1 PA
Abejo, Janet	20	1 Cr, 2 Edu, 10 Emp, 5 Hsg, 2 PA
Sipes, Virginia	17	17 Emp
Macias, Elizabeth	10	8 Emp, 1, Hsg, 1 PA
TOTAL ASSIGNED	62	

Additional Case Status		
Out w/Commissioners	1	1 Hsg
Public Hearing	1	1 Credit - Held on 9/29/2014
Conciliation in process	1	1 Hsg
Intakes In Process	5	4 Hsg, 1 Emp

Average Days of Open Cases	
Including Post PC Finding (i.e. Conciliation, Public Hearing)	380
Not including Post PC Finding	369