



The Regular Meeting of the
CEDAR RAPIDS CIVIL RIGHTS COMMISSION

Will Be Held

Wednesday, October 15, 2014 at 5:30 p.m.

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

A G E N D A

- I. Call to Order
- II. Roll Call – Introductions
- III. Public Response
- IV. Approval of Minutes September Meeting
- V. Report from Chair
 - Veterans Memorial Building Office Space
 - State of Equity
 - Friends Committee
- VI. Committee Reports
 - Finance
 - Outreach and Education
 - Personnel
 - Marion Civil Rights Commission Liaison
- VII. Director’s Report
- VIII. Old Business
 - Rules of Practice
 - Committee Charter Revision
- IX. New Business
- 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

Director's Report

October 15, 2014

STAFF UPDATES

- Alicia Abernathey was selected as the new Administrative Assistant II. She has experience working with governmental agencies in various clerical capacities, as well as working closely with City Boards, Commissions, and Committees. Alicia joins us from the City of Cedar Rapids Community Development Department. Her start date was October 13, 2014.
- LaSheila will be traveling to Kansas City on Thursday afternoon, October 16, 2014 to meet Gustavo Velasquez, our Assistant Secretary for Fair Housing and Equal Opportunity. Assistant Secretary Velasquez will be in the Kansas City for the day to meet HUD staff and HUD's fair housing partners and to discuss fair housing concerns. LaSheila will be joined by other Civil Rights Directors in the region. She will also meet with the Commission's new HUD monitor Richard Nemchik, Jr. and Region VII Office Director Betty Bottiger.
- 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.

MARION CIVIL RIGHTS COMMISSION

- Staff has scheduled several training sessions for Marion Commissioners to take place at monthly Commission meetings.
- Currently, there are two Marion civil rights cases on file, one under investigation and another out with a Commissioner for review. These cases are also included in the Cedar Rapids Civil Rights Commission case report count.

CASES AND INTAKES

- In following up the aged cases issue that was raised at the September Commission meeting, Janet is reaching out to other communities to explore the following:
 - Average ages of cases;
 - Size of Staff;
 - Caseload per investigator and whether or not investigators are conducting educational outreach and training;
 - Key roles of staff; and
 - Any additional information to better assist in understating cases processing

Staff will bring a recommendation for case processing timeframes to the November Commission meeting.

PUBLIC HEARINGS

- A public hearing, Benny Tapia v. Collins Community Credit Union, was held at the Cedar Rapids Civil Rights Office in Monday, September 29, 2014 at 8:30am. Staff will bring back the Judge's recommendation to the Commission when it is received.

INFORMATIONAL ITEMS

- LaSheila met with staff on Thursday, October 9th to share her vision for the department. Her vision is that the Commission would provide the following:
 - Strategic and well planned educational outreach and training;
 - High quality customer service and technical assistance; and
 - Timely investigation of cases and completion of projects.

Staff will work collaboratively in developing ways to operationalize the vision.

- LaSheila has followed up with the City of Cedar Rapids Attorney's Office regarding the 28E Agreement. The office was provided with initial feedback. The agreement will also be reviewed by the Marion City Attorney's Office. LaSheila has coordinated with the City of Cedar Rapids Finance department in developing a rate model for billing purposes.
- City Attorney Jim Flitz has been working with the Civil Rights Commission and Veterans Memorial Commission in drafting a Memorandum of Understanding for office space on the 7th floor of the Veterans Memorial Building. Terms of the agreement include:
 - Rent amount of \$2,083.33 per month to VMC as rental, beginning on January 1, 2015, and on the 1st day of each month thereafter.
 - An initial term of two (2) years commencing at midnight December 1, 2014 and terminating at midnight November 30, 2016, upon the condition that the CRC pays rent thereof, and otherwise performs as in this MOU provided. In addition, the CRC will have the option of renewing the MOU for two (2) additional two (2) year terms upon the same terms and conditions, including the amount of rent.
 - Replacement of the existing carpeting and wall coverings including wall paper and paint. Any additional repair will be completed on or before April 1, 2015.
- LaSheila is working with the Purchasing Department to secure building insurance, movers, and to sell the furniture in the current office space.

State of Equity

- LaSheila has reached out to Al Rowe about a facilitating a session(s) with the Commission to identify next steps for the State of Equity report and Summit. She will be sure to provide additional information at the November commission meeting.

OUTREACH AND EDUCATION

- *Fair Housing Movie Night (November 6th)*
 - On November 6th, the CRCRC will present a 30 minute short film called “A Matter of Place” focused on the importance of Fair Housing. The film will be followed by a community dialogue which seeks to present more information and create awareness regarding the Fair Housing laws that protect the members of our community. The event will serve as a low-cost opportunity to gauge the community’s response to our calling, to reintroduce the community to what we do, and to kick-start the Fair Housing Media Contest for the spring 2015.
- *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 the 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. Staff will provide additional information in the coming weeks.
- *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
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Cedar Rapids Civil Rights Commission Case Report - October 15, 2014

Cases Filed September 2013 - October 2014		
September 2013	4	2 Emp, 1 Hsg, 1 Credit
October 2013	3	3 Emp
November 2013	4	3 Emp, 1 PA
December 2013	4	2 Emp, 1 Hsg, 1 PA
January 2014	5	2 Emp, 3 Hsg
February 2014	2	2 Emp
March 2014	3	3 Emp
April 2014	3	1 Emp, 2 Hsg
May 2014	6	5 Emp, 1 Hsg
June 2014	5	2 Hsg, 3 Emp
July 2014	10	4 Hsg, 6 Emp
August 2014	0	
September 2014	3	3 Emp
October 2014 (Oct 1 - Oct. 6)		
TOTAL FILED	52	

Cases Closed September 2013 -October 2014		
September 2013	3	1 Emp, 2 Hsg
October 2013	7	4 Emp, 2 Hsg, 1 PA
November 2013	4	2 Emp, 2 Hsg
December 2013	4	2 Hsg, 2 Edu
January 2014	1	1 Emp
February 2014	0	
March 2014	4	3 Emp, 1 Hsg
April 2014	2	1 Emp, 1 Hsg
May 2014	1	1 Hsg
June 2014	3	2 Hsg, 1 Emp
July 2014	4	1 Hsg, 2 Emp, 1 Edu
August 2014	0	
September 2014	1	1 Emp
October 2014 (Oct 1 - Oct. 6)	2	2 Emp
TOTAL CLOSED	36	

Settlements September 2013 - October 2014		
August 2013	0	\$0
September 2013	1	\$8,250
October 2013	1	\$4,500
November 2013	0	\$0
December 2013	0	\$0
January 2014	0	\$0
February 2014	0	\$0
March 2014	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 (Oct 1 - Oct. 6)	0	\$ -
TOTAL	4	\$12,750

Case Assignments		
Munsterman-Robinson, S	17	1 Cr, 12 Emp, 3 Hsg, 1 PA
Abejo, Janet	19	1 Cr, 2 Edu, 10 Emp, 5 Hsg, 1 PA
Sipes, Virginia	19	19 Emp
Macias, Elizabeth	10	9 Emp, 1 PA
TOTAL ASSIGNED	65	

Additional Case Status		
Out w/Commissioners	3	2 Hsg, 1 Emp
Public Hearing	1	1 Credit - Held on 9/29/2014
Conciliation in process	2	Housing
Intakes In Process	5	2 Hsg, 3 Emp

Average Days of Open Cases	
Including Post PC Finding (i.e. Conciliation, Public Hearing)	352
Not including Post PC Finding	322