

**Cedar Rapids Civil Rights Commission  
Retreat**

**Wednesday, March 19, 2014 at 6:00 pm**

Early Bird  
221 Third Avenue SE, Cedar Rapids, IA

**A G E N D A**

*This event is considered a planning meeting. No motions or votes will be entertained.*

- Review of 180 plan
  - What has worked, what needs improvement
  - Review of DRAFT changes to investigation process
  
- Discussion on state of equity effort, including April summit
  
- Discussion regarding where we would like to focus in FY 15 and beyond (this discussion is to help guide staff's preparation of the tactical plan – draft due in May 14)

**NOTICE:**

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

## 180 Day Action Plan

### Objectives:

After 180-days the following will be accomplished:

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

### Work Outline:

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

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