



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

Will Be Held

**Wednesday, August 19, 2015 at 5:30 p.m.**

Civil Rights Commission Office  
50 2nd Avenue Bridge, 4th Floor, Cedar Rapids, IA

**A G E N D A**

- I. Call to Order
- II. Roll Call – Introductions
- III. Public Response
- IV. Approval of Minutes from July Meeting
- V. Report from Chair
  - State of Equity Report Update – Education
- VI. Action Items
  - Motion authorizing the CRCRC Chair to sign a Three Year Service Agreement with the City of Cedar Rapids, designating CRCRC Executive Director LaSheila Yates to serve as the City’s Chief Diversity Officer and staff to take additional action as needed to fully execute the agreement – Human Resources Director, Conni Huber.
  - Approval of FY16 Education and Outreach Action Plan
  - Motion authorizing the CRCRC Chair to sign a FY16 Cooperative Agreement with the Iowa Civil Rights Commission and staff to take additional action as needed to fully execute the agreement.
- VII. Committee Reports
  - Development and Personnel Committee
  - Outreach Committee
  - Marion Civil Rights Commission Liaison
- VIII. Davenport Trip Discussion
- IX. Performance Standards Tracking Document
- X. Director’s Report
- XI. 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  
50 2<sup>nd</sup> Avenue Bridge, 7<sup>th</sup> Floor • Cedar Rapids, Iowa 52401 • 319-286-5036 • Fax 1-319-343-1109

**CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC)**  
**MEETING MINUTES**  
**July 15, 2015 5:30 p.m.**  
Civil Rights Commission  
50 2<sup>nd</sup> Avenue Bridge  
Cedar Rapids, IA 52401

**Commissioners Present:** Mr. Keith Rippy, Chair  
Dr. Emily Bowman  
Mr. Leland Freie  
Ms. Laura O’Leary  
Ms. Ashley Reynolds  
Mr. Robin Tucker  
Dr. Ruth White

**Commissioners Absent:** Ms. Salma Igram, Vice Chair  
Mr. Keith Wiggins

**Staff Present:** Ms. LaSheila Yates, Executive Director  
Ms. Janet Abejo, Investigator  
Mr. Johnny Alcivar Zuniga, Outreach Coordinator  
Ms. Alicia Abernathey, Administrative Assistant  
Mr. Jeffrey Daubitz, Intern

**Guests:** Susie Weinacht, Bret Nilles, Scott Foens, Teresa Daubitz, Ciuin Ferrin

- I. **Call to Order**  
Commissioner Rippy, Chair, called the meeting to order at 5:32 p.m.
- II. **Roll Call/Introductions**  
Commissioners, staff and guests introduced themselves.
- III. **Public Response**  
No public response.

Commissioner Rippy stated he would like to move the Mission Moment – EnerGov and the Summer Internship Partnership Update agenda items to the top of the agenda under the approval of minutes. The Commission was in agreement with this change.

Commissioner Tucker arrived at 5:33 PM.

- IV. **Approval of Minutes from June Meeting**  
Commissioner White moved to approve the minutes. Commissioner Bowman seconded the motion. Commissioner O’Leary pointed out a correction in the date listed for the intern to be finished with the Commission. The minutes were unanimously approved, as amended.

- IX. **Mission Moment – EnerGov**  
Janet Abejo, Investigator, stated staff has been working with the IT Department since November on the EnerGov system setup. EnerGov is a case management system that manages details and simplifies processes. There are many benefits to EnerGov that are more detailed than current processes in place.

LaSheila Yates, Executive Director, stated EnerGov has various reporting features that will allow information to be pulled from the system at any time. The reporting feature will be used to ensure performance standards are being met and to ensure investigations are on track and completed in a timely manner. The reporting can outline where in the process any case is at any given time.

Scott Foens, IT Department, provided an overview of EnerGov going through how the system works. Mr. Foens pointed out contacts used by the Civil Rights Commission will be hidden from other City employees. Mr. Foens stated the system has the ability to track cases by Cedar Rapids or Marion. Mr. Foens also pointed out staff has access to rental property information and it will save time for staff not having to get the information elsewhere.

Commissioner Freie asked if older cases will be transferred to the system. Ms. Abejo stated the system will only include cases received after July 1, 2015 as there is no easy way to input old cases. It also aligns with the start of performance standards and allows staff to know cases in the EnerGov system are subject to the new standards.

Commissioner Reynolds asked if the Smartphone Application can link to EnerGov once it is finished. Mr. Foens stated it is possible but is not something staff has explored yet.

Mr. Foens also explained the tickler system within EnerGov that will remind staff when tasks are due to be completed. Email notifications will be sent to staff as reminders.

Ms. Abejo also pointed out template letters were created and uploaded to EnerGov for staff to pull information directly from EnerGov and save time when sending letters out.

## VII. **Sumer Internship Partner Update**

Ms. Abejo stated Jeffrey Daubitz has been an intern with the Commission since June 15<sup>th</sup> and will be with the Commission until July 31<sup>st</sup>. Ms. Abejo stated Jeffrey has been working on various tasks for the Commission and attended the Public Hearing on Tuesday and was able to help with preparation for the Public Hearing.

Jeffrey Daubitz, Intern, provided an overview of his background and how he came to be an intern for the Commission. Mr. Daubitz gave a presentation regarding the project he has been working on, involving the Commission's history and overall Civil Rights history. Mr. Daubitz stated he has learned a lot in his time with the Commission and enjoyed attending the Public Hearing.

## V. **Report from Chair**

### *Finance Committee Appointment*

Commissioner Rippy stated as the Commission has been reduced from 11 members to 9 members and each Commissioner has other appointments, he will be joining the Finance Committee.

Commissioner Rippy congratulated Johnny Alcivar Zuniga on his recent job offer with the City's Development Services Department and wished him the best in his new role.

Commissioner Rippy thanked Janet Abejo for her leadership in recent months as the Executive Director was out of the office.

### *State of Equity Cedar Rapids Community School District Follow Up*

Commissioner Rippy stated two meetings have been held with the Cedar Rapids Community School District.

Ms. Yates stated the last meeting was very productive and discussions included issues with the State of Equity Report and ways to report current information in relation to the report. The school district is working on an Equity Action Plan and will be in attendance at the September Commission meeting to provide an overview of their efforts to the Commission.

Commissioner White pointed out the school district is currently going through a transition phase.

## VI. **Action Items**

### *Approval of FY16 Work Plan*

Ms. Yates stated based on feedback from Commissioners some changes were made to the work plan from the previous meeting. Staff reviewed the work plan in regards to current workloads and suggested a few changes. Ms. Yates went through the work plan identifying the goals and various action items tied to each goal. Ms. Yates pointed out when the one-sheeter is completed it will be reviewed by the Commission prior to its publication and distribution

Commissioner Tucker moved to approve the FY16 Work Plan. Commissioner Freie seconded the motion, which was unanimously approved.

## VII. **Committee Reports**

### *Finance Committee*

Ms. Yates stated the Finance information included in the packet was as of May 2015. The Commission was at 219% for revenue and 82% for expenditures. Ms. Yates stated the Finance Department is currently working to close out the FY15 year. The Finance Committee will meet when the FY15 Finance report is complete.

### *Marion Civil Rights Commission Liaison*

Bret Nilles, Marion Civil Rights Commission, stated the Commission is working on Committee assignments and had the second portion of the Lawful Source of Income training at the last meeting. On August 15<sup>th</sup> the Commission will have a retreat to focus on strategy and planning for the new fiscal year.

## X. **Director's Report**

Ms. Yates stated HUD visited the Commission office in June to complete the Performance Review and had no knowledge of the 28E Agreement with Marion. HUD is working now to review the agreement with Marion and will notify staff of next steps once the review is complete.

Commissioner Tucker left the meeting at 6:45 PM

Ms. Yates stated a conference call was held with Amanda Kaufman, Marion Assistant to the City Manager, and Kristen Johnson, Iowa Civil Rights Commission (ICRC) Executive Director, to discuss the 28E Agreement. Marion is working on an agreement with ICRC.

Ms. Yates stated staff is working to complete the SmartPhone App, working to finalize EnerGov and is working on a language services contract.

Ms. Yates pointed out Marion's billings, to date, are outlined in the Director's Report.

Ms. Yates pointed out the July 2015 Newsletter was published early this afternoon and copies were provided to each Commissioner.

Council member Susie Weinacht provided an update to the Commission on various projects she has been working on that relate to Civil Rights, including the Juneteenth Proclamation. Council member Weinacht also shared race equity statistics with the Commission.

Commissioner Bowman stated there are two outreach events on July 25<sup>th</sup> including AsianFest and the ADA celebration. If Commissioners can help out with these events it would be appreciated. Ms. Yates stated Bernie Walther will be in attendance at the AsianFest and she will be in attendance at the ADA Celebration.

XI. **Adjournment**

Commissioner Freie moved to adjourn the meeting at 7:00 PM. Commissioner Reynolds seconded the motion, which was unanimously approved.

*Respectfully submitted by Alicia Abernathey*

DRAFT

Cedar Rapids Civil Rights Commission Diversity and Equity Services  
Cedar Rapids Human Resources Department  
Prepared by Conni Huber  
8/6/15

Scope of Services September 19, 2015 – September 18, 2018

The City of Cedar Rapids has the opportunity to create an Employee Diversity and Equity Committee and to designate a Chief Diversity Officer to lead and support citywide diversity and inclusion efforts. To provide additional resources and support for these efforts, the City requests the services of the Executive Director to serve as the City's Chief Equity and Diversity Officer. This agreement is between the City of Cedar Rapids and the City of Cedar Rapids Civil Rights Commission.

City of Cedar Rapids Chief Diversity Officer Roles and Responsibilities include:

- Serving as an adviser to the City Manager on issues of equity and diversity, and coordinating with the Human Resources Director on the City's internal diversity efforts and initiatives;
- Receiving public concerns related to age, color, creed, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation concerning municipal services provided by the City of Cedar Rapids;
- Working in partnership with the Human Resources Director to serve as a co-advisor to the City Manager on issues related to diversity, equity, and inclusion;
- Working with the Human Resources Director to co-lead and support employee diversity programming, including supporting an Employee Diversity and Equity Committee;
- In collaboration with the Human Resources Director, working with City departments to update policies that promote diversity, equity, inclusion and anti-discrimination; and
- In partnership with the Human Resources Director, serving as a co-chair for the Employee Diversity and Equity Committee
- Additional services and responsibilities may be developed with the agreement of both parties.

These services will be provided for the three year duration of this agreement. Either party may terminate this agreement with 30 day notice to the other party. Upon agreement of both parties, this agreement may be extended as needed.

There is no fee for these services.

---

Conni Huber  
Human Resources Director

---

Keith Rippy  
Chair, City of Cedar Rapids Civil Rights  
Commission



Civil Rights Commission

## **Action Plan**

*Education and Outreach Plan*

*July 1, 2015 – June 30, 2016*

**Action Plan**  
***Education and Outreach Plan***

**Table of Contents**

1. Purpose & Objectives ..... Page 3

2. Target Audiences & Communication Goals ..... Page 4

3. Key Messages ..... Page 5

4. Communication Tools & Tactics ..... Page 6

5. Communications Plan ..... Page 7

6. On-going Action Plan Calendar..... Page 8

DRAFT

## **Action Plan**

### ***Education and Outreach Plan***

#### **1. PURPOSE & OBJECTIVES**

##### **Purpose:**

The Education and Outreach Action Plan is intended to establish a tentative route of programs and events for the Cedar Rapids Civil Rights Commission's (CRCRC) outreach efforts following the goals, mission and vision of the commission. The projects will be achieved by benchmarking our efforts to the performance standards of: *50% of participants rating presentations and events as satisfactory or better, 15% of increased knowledge in participants after trainings, and at least 2.5 average overall experience rating for intakes, investigation and outreach and education.* The end results will be strategic and well-planned educational outreach and trainings that increase awareness and education regarding the efforts conducted by the CRCRC and the existing laws against discrimination in our community.

Through the remainder of 2015, the CRCRC will hold a limited amount of individual events due to the successful completion of two temporary staff positions. Moving onto 2016, along with the Commission's effort's to streamline the outreach programming, the events and activities to follow will be opportunities to: *support the Commission's FY16 Work Plan that builds off the momentum of the 2014 State of Equity Report, foster community dialogue that promotes a welcoming and inclusive community, and provide trainings and technical support to businesses, community organizations and government agencies in Cedar Rapids.* These events will include trainings, presentations, a poster contest and additional programs and activities which will contribute to the outreach and education of the Cedar Rapids community.

Through a collaborative effort between the CRCRC's commissioners and staff, the delineation of the 2015-2016 Action Plan will carry forth the vision and goals of the Commission. Also, the plan will continue to fulfill the objectives of the State of Equity Report and will set new goals for FY17.

- Objective #1: Communicate tentative plan of programs and events with their expected results for the upcoming year
- Objective #2: Communicate goals, visions and benchmarks for education and outreach efforts moving forward
- Objective #3: Identify opportunities for partnerships and collaboration to fulfill the Action Plan and FY16 Commission Work Plan
- Objective #4: Explore strengths and challenges for the FY17 Action Plan

## Action Plan

### Education and Outreach Plan

## 2. TARGET AUDIENCES & COMMUNICATION GOALS

### Target Audiences:

The primary target audiences are the Cedar Rapids and Marion communities, its residents and organizations alike:

- a. **Public**
- b. **Community Partner Organizations**
- c. **Marion Civil Rights Commission (MCRC)**
- d. **Media**
  - a. **Social Media**
  - b. **Newspaper, Television and Radio**

TARGET AUDIENCE	COMMUNICATION GOALS
a. Public	<ul style="list-style-type: none"><li>• Communicate the details of events and programs.</li><li>• Communicate key messages.</li><li>• Promote awareness and foment participation and inclusion.</li></ul>
b. Community Partner Organizations	<ul style="list-style-type: none"><li>• Communicate the details of events and programs to eligible parties and potential partners.</li><li>• Communicate times and locations available to gather more information (meetings, weekly staff office hours, online information).</li><li>• Communicate key messages.</li><li>• Increase attendance at the planning meetings and events.</li><li>• Encourage participation and partnerships to ensure the goals of the events are met.</li><li>• Communicate availability for partnering on external events.</li></ul>
c. Marion Civil Rights Commission (MCRC)	<ul style="list-style-type: none"><li>• Update MCRC on the plans and events process and their progress.</li><li>• Present events and programs to MCRC as opportunities for participation and to gain experiences.</li></ul>
d. News Media	<ul style="list-style-type: none"><li>• Communicate the availability and details of events when appropriate.</li><li>• Communicate times and locations for interested parties to gather more information.</li><li>• Communicate key messages.</li></ul>

## Action Plan

### *Education and Outreach Plan*

#### 3. KEY MESSAGES

- The events are intended *to increase awareness and education of the community* in regards to the CRCRC's efforts and the existing laws that prevent discrimination.
- The CRCRC aims to *support community members* that would not usually be involved with the Commission to become involved in the programs and events.
- Education and outreach efforts aim to *enhance online outreach*.
- The Commission will *plan and facilitate events, and educate presenters and facilitators* other than outreach staff.
- The CRCRC will *assist in the collection and processing of complaints* from community members in Marion.
- The events and programs will continue to *shine the light on issues of disproportionality* presented in the State of Equity Report.
- The events and programs will *foster community dialogue* that promotes a welcoming and inclusive community.
- *Trainings and technical support will be provided* to businesses, community organizations, government agencies, etc.
- The CRCRC will lead to *early intervention and community facilitation efforts* where policies or practices may not yet be legally discriminatory but have the potential to be.
- The Commission will *provide information in different languages* when possible.
- The Commission holds monthly meetings and welcomes public participation.
- Event and program information and materials will be available at [www.cedar-rapids.org/civilrights/](http://www.cedar-rapids.org/civilrights/) or can be gathered at 50 Second Avenue Bridge, 7<sup>th</sup> Floor, Cedar Rapids, IA 52401.

**Action Plan**  
***Education and Outreach Plan***

**4. COMMUNICATION TOOLS & TACTICS**

- **Existing and future Outreach Material:**  
 To be translated to Spanish and Swahili.

<b>TACTICS</b>	<b>COMMUNICATION TOOLS</b>	<b>PRIMARY TARGET AUDIENCE</b>
<b>Newsletters</b>		
	Newsletters (monthly/quarterly)	Supporters, Community residents, Community Partner Organizations
	City Newsletter (monthly newsletter)	City Staff
	Partner Newsletter & Calendars	Partners' Clientele
<b>Online Communication</b>		
	CRCRC's website: <a href="http://www.cedar-rapids.org/civilrights">www.cedar-rapids.org/civilrights</a>	Community residents
	CRCRC's Social Media Platforms and Phone Application	CRCRC Followers
	Submit info to other organizations' websites	Community Partner Organizations
<b>Meetings</b>		
	Planning and partnership meetings for events/programs	Interested parties, Community Partner Organizations
	Commission's monthly meeting	Public, Commissioners
	Committees' meetings	Committees, Commissioners
	External meetings, committees and boards	Partner Organizations
<b>Communication Materials</b>		
	Informational material (printed)	Community residents, Community Organizations
	Informational Material/E-mail communications (e-blasts)	Supporters, Community residents, Community Partner Organizations
<b>News Media</b>		
	Media Releases	Community, Media Outlets

## Action Plan

### Education and Outreach Plan

#### 5. COMMUNICATIONS PLAN

COMMUNICATIONS TOOL/TACTIC	ACTION STEPS	PRIMARY RESPONSIBILITY	DEADLINE
Newsletter (Quarterly newsletter)	<ul style="list-style-type: none"> <li>• Include information/article about events and programs in the CRCRC Newsletters.</li> </ul>	CRCRC Staff	Ongoing
City newsletter (Weekly newsletter)	<ul style="list-style-type: none"> <li>• Include information/article about events and programs in the City Newsletter.</li> </ul>	CRCRC Staff	As needed
Online outreach strategy	<ul style="list-style-type: none"> <li>• Get all events and programs information on CRCRC's website and Social Platforms.</li> <li>• Constant postings of event reminders and updates.</li> </ul>	CRCRC Staff	Ongoing
Civil Rights Webpage	<ul style="list-style-type: none"> <li>• Revamp Civil Rights Webpage</li> </ul>	CRCRC Staff	June 2016
Smartphone Application	<ul style="list-style-type: none"> <li>• Complete CRCRC phone application.</li> <li>• Promote CRCRC phone application.</li> </ul>	CRCRC Staff	October 2015
Planning meetings	<ul style="list-style-type: none"> <li>• Invite prospective partners to meetings to plan, collaborate and discuss events and programs.</li> </ul>	CRCRC Staff	As needed
Weekly staff meetings	<ul style="list-style-type: none"> <li>• Staff will receive weekly update about events and programs as well as requests for assistance as needed.</li> </ul>	CRCRC Staff	Ongoing
Informational material (Printed)	<ul style="list-style-type: none"> <li>• Informational material will be printed as needed per event.</li> </ul>	CRCRC Staff	Ongoing, as needed
Informational letters/e-mail communications	<ul style="list-style-type: none"> <li>• E-mail all participating community organizations information regarding the program and the orientation session.</li> </ul>	CRCRC Staff	Ongoing, as needed
Media Releases	<ul style="list-style-type: none"> <li>• Submit media releases about events and programs.</li> <li>• Reach out to Newspapers, TV networks and Radio.</li> </ul>	CRCRC Staff	As needed

**Action Plan**  
**Education and Outreach Plan**

**6. ON-GOING ACTION PLAN CALENDAR**

<b>CRCRC EVENTS</b>	<b>PURPOSE</b>	<b>STAFF INVOLVED</b>	<b>DATE</b>	<b>EXPECTED OUTCOMES</b>
Outreach Events & Training	<ul style="list-style-type: none"> <li>• Explore consolidation of trainings into Quarterly Events.</li> <li>• Ongoing trainings &amp; events for outreach &amp; education.</li> <li>• Donna/Donald the Dolphin appearances.</li> <li>• Other trainings to include City of CR Employee New Hire Orientation, Basic CRPD Academy, new Commissioner training, SafeCR, Landlords of Linn County, &amp; Cedar Rapids Area Association of Realtors.</li> </ul>	Lead: Bernie Walther Assist: CRCRC Commissioners & Staff	Continuous as opportunities arise, FY16 quarterly events.	Training community members, youth, & City employees. Participation goal 150+
Outreach report/tracking	<ul style="list-style-type: none"> <li>• Use of pre/post-test when providing training.</li> <li>• Keeping records of trainings/events/meetings facilitated &amp; attended.</li> <li>• Number of participants for trainings/events conducted or facilitated.</li> <li>• Customer service cards.</li> </ul>	Lead: Bernie Walther Assist: Staff	Monthly	Measurement of outreach capabilities & effectiveness
Marion CRC trainings	<ul style="list-style-type: none"> <li>• Provide training sessions at Marion Commission meetings</li> </ul>	Lead: Janet Abejo	Monthly	Educate & support MCRC
Train the Trainer program material for Marion Commissioners	<ul style="list-style-type: none"> <li>• Develop training programs for Marion Commission to conduct outreach activities.</li> </ul>	Lead: LaSheila Yates	August 15, 2015	Training materials & guide for

## Action Plan

### Education and Outreach Plan

	<ul style="list-style-type: none"> <li>• Thematic trainings based on CRCRC efforts including but not limited to: Fair Housing, Know your Rights, How to file a complaint, etc...</li> <li>• Provide training for Marion CRC retreat.</li> </ul>			trainers.
Human Rights Campaign's 2015 Municipal Equality Index; City of CR Scorecard	<ul style="list-style-type: none"> <li>• The Human Rights Campaign (HRC) is the largest civil rights organization working to achieve equality for lesbian, gay, bisexual &amp; transgender (LGBT) Americans.</li> <li>• In effect since 2012 the Municipal Equality Index (MEI) is the 1<sup>st</sup> nationwide evaluation of municipal laws, policies &amp; progress towards equality affecting the LGBT community.</li> <li>• Since 2013 Cedar Rapids has been selected in the MEI because it is one of the top 3 largest cities in the state &amp; one of the 200 largest cities in the nation.</li> <li>• The 2015 MEI will score the top 5 cities &amp; the 2 largest public universities in the state. The HRC this year will evaluate a total of 353 cities rated last year &amp; include 55 new cities.</li> <li>• This is the first time an organized effort has been made by the City of Cedar Rapids to submit information to HRC &amp; make any changes needed to improve the MEI score.</li> <li>• Since Spring 2015 the CRCRC Executive</li> </ul>	Lead: LaSheila Yates Assist: other City Dept. Directors & City Manager	August 29, 2015	Improve municipal policies & practices related to LGBT equity & improve our 2015 score.

## Action Plan

### *Education and Outreach Plan*

	<p>Director has been working across City departments to submit complete &amp; accurate information.</p> <ul style="list-style-type: none"> <li>• A MEI draft score of 68 was submitted to the City Manager &amp; Mayor on July 22<sup>nd</sup> (same score in 2014).</li> <li>• The CRCRC Executive Director is working across departments to improve municipal policies &amp; practices related to LGBT equality in an effort to increase the City's score.</li> </ul>			
Marion CRC Outreach Event	<ul style="list-style-type: none"> <li>• First outreach event for MCRC to promote commission in Marion.</li> <li>• Community participation &amp; involvement in simulation activity (i.e. Roll of the Dice, Poverty Simulation, etc.).</li> </ul>	Lead: Judy Goldberg Assist: CRCRC Staff & Marion Commissioners	October 8, 2015	Participation goal 50+
National Disability Employment Month	<ul style="list-style-type: none"> <li>• Request proclamation from Mayor.</li> </ul>	Lead: Alicia Abernathey	October 2015	Increase awareness of disabilities in regards to employment.
Cedar Rapids Downtown Banners	<ul style="list-style-type: none"> <li>• Celebration of CRCRC anniversary</li> <li>• Awareness of CRCRC in community.</li> </ul>	Lead: Alicia Abernathey	October 2015	Increase of walk-ins & phone calls.

## Action Plan

### *Education and Outreach Plan*

2014 State of Equity Executive Summary (FY16 Work Plan)	<ul style="list-style-type: none"> <li>Summarize key implications of 2014 State of Equity Report.</li> <li>Provide updates &amp; share work plan goals.</li> <li>Share with City of Cedar Rapids, Linn County, Cedar Rapids Community School District, Landlords of Linn County, Cedar Rapids Area Association of Realtors, &amp; other stakeholders.</li> </ul>	Lead: LaSheila Yates	October 2015	Increase awareness of local issues raised in the report. Share updates & CRCRC goals.
Fair Housing Poster Contest	<ul style="list-style-type: none"> <li>Spread awareness of Fair Housing in Cedar Rapids.</li> <li>Educate community about importance of Civil Rights &amp; Fair Housing.</li> </ul>	Lead: Janet Abejo Assist: CRCRC Staff	January 2016 start; awards ceremony to align with Fair Housing Month.	Participant goal - 20 minimum.
Fair Housing Month Celebration (FY16 Work Plan)	<ul style="list-style-type: none"> <li>Request Fair Housing Month proclamation from Mayor.</li> <li>Explore TV commercial campaign.</li> <li>Awards ceremony at Commission meeting for Fair Housing Poster Contest.</li> </ul>	Lead: Alicia Abernathey	April 2016	Awareness of CRCRC & Fair Housing Month.
Outreach Plan FY17	<ul style="list-style-type: none"> <li>Begin work on plan for upcoming year</li> </ul>	Lead: Bernie Walther Assist: Outreach Committee	May 2016	Based on previous FY plan.

## Action Plan

### Education and Outreach Plan

Translation/interpretation project	<ul style="list-style-type: none"> <li>• Make recommendation to CRCRC for using a Language Access line.</li> <li>• Develop SOP for Language Access protocols.</li> <li>• Obtain bids for translation of 5 brochures into Spanish &amp; Swahili (if fiscally feasible include Burundi).</li> </ul>	Lead: Judy Goldberg	June 30, 2016	Increase outreach potential.
Increase awareness of public employment disparities through local date & outreach (FY16 Work Plan).	<ul style="list-style-type: none"> <li>• Continue collaboration with City of Cedar Rapids &amp; Linn County for Human Resources purposes.</li> <li>• Develop a 2014 State of Equity executive summary, or one sheeter, and share with City of Cedar Rapids &amp; Linn County</li> </ul>	Lead: LaSheila Yates	FY16	Continue dialogue with stakeholders to address & mitigate the issue.
Increase awareness of disproportionality in home ownership (FY16 Work Plan).	<ul style="list-style-type: none"> <li>• Continue annual Fair Housing activities.</li> <li>• Continue participation in SafeCR training.</li> <li>• Share 2014 State of Equity executive summary, or one sheeter, with Landlords of Linn County &amp; Cedar Rapids Area Association of Realtors.</li> </ul>	Lead: LaSheila Yates Assist: Staff	FY16	Continue dialogue with stakeholders to address & mitigate the issue.
Education collaboration effort with Cedar Rapids Community School District (FY16 Work Plan).	<ul style="list-style-type: none"> <li>• Collaborate with CRCSD in efforts to reduce academic performance disproportionality.</li> <li>• Reach out to new superintendent.</li> <li>• Collaborate with CRCSD to provide updates related to disproportionality.</li> <li>• Develop a 2014 State of Equity executive summary, or a one sheeter, and share with CRCSD contacts.</li> </ul>	Lead: Dr. Ruth White Assist; Keith Rippy & LaSheila Yates	FY16	Continue dialogue with stakeholders to address & mitigate the issue.

## Action Plan

### *Education and Outreach Plan*

Commissioner Influence Opportunities (FY16 Work Plan).	<ul style="list-style-type: none"><li>• Investigate effective practices in other communities.</li><li>• Use program of work &amp; service standards to influence next year's plan.</li><li>• Evaluate what worked &amp; what didn't work to incorporate change &amp; progress in the next work plan.</li></ul>	Lead: Outreach Committee	FY16	Promote change, progress, and success into CRCRC mission.
--	--	--------------------------	------	---

DRAFT



# STATE OF IOWA

TERRY BRANSTAD, GOVERNOR  
KIM REYNOLDS, LT. GOVERNOR

IOWA CIVIL RIGHTS COMMISSION  
KRISTIN H. JOHNSON  
EXECUTIVE DIRECTOR

July 13, 2015

Ms. LaSheila Yates  
Cedar Rapids Civil Rights Commission  
50 2nd Avenue Bridge, 7th Floor  
Cedar Rapids, IA 52401

Re: FY 16 Cooperative Agreement Proposals

Dear Ms. Yates,

Enclosed please find the FY16 proposed cooperative agreement. Benefits are at the same rate as last year. We added specific coverage for Iowa Code section 216.61 and a clarification concerning identification of closure date. The total amount of funds the ICRC will spend on this program is still \$45,000, which will be provided on a first come, first serve basis. Once the \$45,000 has been expended, we will no longer be able to provide reimbursement. We will try to let you know if we get close to using up all of the funding. As I understand it, last fiscal year was the first year we have spent all of the available funds.

If your agency intends to sign a workshare agreement, we must receive the signed agreement no later than October 1, 2015. This should allow sufficient time for your agency to coordinate and collect the appropriate signatures as required by your local ordinances or city government. This cut-off date insures that I can better manage the ICRC budget and resources.

In order to be fair to all agencies and insure that all agencies have the same opportunities, I cannot change the terms of the agreement for any one agency. I hope you will consider taking advantage of this program, which provides an excellent opportunity for your commission to receive funds from the ICRC, help you reduce your caseload/backlog, and does not obligate your agency to refer any cases to the ICRC beyond those you would like to get reimbursement for. Please do not hesitate to contact me if you have any questions.

Yours very truly,



Kristin H. Johnson  
Executive Director  
Iowa Civil Rights Commission  
Grimes State Office Bldg: 1st Floor  
400 East 14th Street  
Des Moines, IA 50319  
Kristin.Johnson2@iowa.gov  
Phone (515) 281.4576  
FAX (515) 242.5840

Enc: FY16 Contract

**COOPERATIVE AGREEMENT**  
**Between Cedar Rapids Civil Rights Commission**  
**&**  
**IOWA CIVIL RIGHTS COMMISSION**

1. **Definitions:** As used in this Cooperative Agreement the following terms are defined as follows:
  - a) "ICRC" means the Iowa Civil Rights Commission.
  - b) "Fiscal year 2016" runs from July 1, 2015 to June 30, 2016.
2. **Authority:** In order to effectuate the purposes of the "Iowa Civil Rights Act," (ICRA) the ICRC now enters into a Cooperative Agreement with the Cedar Rapids Civil Rights Commission. Iowa Code §216.19.
3. **Purpose:** Our purpose is to assist local agencies in resolving discrimination complaints and to reduce case backlogs without compromising quality or the integrity of the system. We have designed criteria to ensure an efficient, effective, and coordinated effort between the ICRC and local agencies.
4. **Scope:** Under this Cooperative Agreement, ICRC contracts with the Cedar Rapids Civil Rights Commission for the satisfactory intake and resolution of complaints whose allegations fall within the prohibitions of Iowa Code §§216.6, 216.6A, 216.7, 216.8, 216.8A, 216.9, 216.10 and 216.11.
3. **Period:** This Cooperative Agreement will run during Fiscal Year 2016. There is no commitment on the part of ICRC to contract with the Cedar Rapids Civil Rights Commission for the resolution of complaints after June 30, 2016.
4. **Total Amount:** The total amount ICRC can be required to spend, as aggregate compensation to all contracting local commissions for work performed under this agreement for Fiscal Year 2016 is \$45,000.00 maximum. If insufficient funds exist for payment of all cases tendered for payment by the contracting Local Commissions, payment shall be allocated on a first-come first-served basis, according to the date of submission of the intakes or resolutions.
5. **Payment Date:** ICRC agrees to provide payment on a quarterly basis based upon satisfaction of the conditions established in this agreement. Payment will be provided for work performed and accepted under this Agreement by the ICRC. Payment will be provided only for cases that are determined by the ICRC to be jurisdictional under the ICRA and assuming the complaints are timely received by the ICRC. In the case of payment for intake services, ICRC accepts the work when ICRC opens the case file corresponding to the intake. Payment is conditioned upon execution of this contract which must be accomplished and returned to the ICRC no later than October 1, 2014. Agreements presented after that date will be rejected by the ICRC absent prior written approval for late submission by the Director of the ICRC.
6. **Payment Schedule\*\*\*:**
  - (a) **Intakes** – See attached Schedule A for breakdown of reimbursement rates based on the timing of receipt of the complaint for housing and non-housing referrals to the ICRC. For purposes of the contract, intake is defined as receipt by the ICRC of a completed, signed, jurisdictional complaint in any area covered by the

ICRA, including housing, that are forwarded to the ICRC for processing and investigation. No payment will be made for non-housing intakes that are more than 60 days old or housing intakes that are more than 30 days old on the date received by the ICRC.

**(b) Resolutions** – See chart below for rate of payment based on time received. For purposes of the contract, resolution includes case closures resulting in Satisfactory Adjustments, Administrative Closures for reasons *other than* failure to cooperate or unable to locate, No Probable Cause Orders, Probable Cause Orders or closures after Public Hearings. In the case of administrative closures for failure to cooperate or failure to locate complainant, no reimbursement will be provided. Further, this clause does not apply to resolutions submitted by the local agency to the EEOC or HUD for contract credit or payment by the federal agencies in which case, the ICRC will provide no payment. Settlement agreements for cross filed EEOC cases **cannot include** a no rehire clause and **must** indicate in the agreement itself that the agreement was signed voluntarily. These are EEOC requirements that will not be waived by the EEOC and cannot be waived by the ICRC. Any agreements with language that includes the impermissible language will be rejected by the ICRC (and EEOC) and no payment will be made until the settlement agreements are revised accordingly. Resolution date shall be the date of receipt of the case closure by the ICRC.

**(c) Jurisdictional** – Any and all complaints submitted for credit and payment, must be jurisdictional including meeting the 300 day limit when the complaint **is received by the ICRC** and must be a claim under the Iowa Civil Rights Act.

7. **Maintenance of Effort:** Iowa Code §216.19(2) provides that a local government required to maintain a civil/human rights agency shall structure and adequately fund the local human/civil rights agency in order to effect cooperative undertakings with ICRC and to aid in effectuating the purposes of the “Iowa Civil Rights Act.”

8. **Reports:** The local agency agrees to submit quarterly reports to ICRC listing each intake and resolution submitted for contract credit or payment under this Agreement. Quarterly Reports are due, as applicable, on **October 5, 2015** (for July 1 – September 30, 2015 activity); **January 5, 2016** (October 1 – December 31, 2015); **April 5, 2016** (for January 1 - March 31, 2016 activity), and **July 5, 2015** (for April 1 - June 30, 2016 activity). Payments under this contract will be made after the Quarterly Reports are completed and submitted to the ICRC. Failure to provide Quarterly reports within 30 days of due date will result in forfeiture of funds for the quarter for which the quarterly report is not timely filed. As a condition of final payment, the local commission must submit, and ICRC must have received, all cases no later than July 15, 2016. Cases submitted after July 15, 2016 will not be paid.

9. **Training.** ICRC and the local agency will cooperate in planning, sponsoring, and conducting necessary complaint processing training for staff and commissioners.

10. This contract recognizes the 300-day filing period for initial complaints, which is set out in Iowa Code Ch. 216 begins the day the complaint *is received by the ICRC*, not the day received by the local. Therefore, local commissions **are responsible for ensuring that cases are received by the ICRC within 300 days of the date of the last incident of discrimination**. The local agency agrees that complaints that are not received by the ICRC within the 300 day time limit **are not jurisdictional** on their face and **no payment will be made in that case**. To be considered received by the ICRC, the complaint must be physically received by the ICRC either through mail, fax, personal delivery or electronically, by 4:30 pm, Monday through Friday. Complaints received after 4:30 pm will be considered filed on the next business day.

13. **Closures.** Closure submissions must include the following closing documents from the local commission: Copies of closures notices sent to all parties by the local commission, copy of the local commission's findings/decision. *All closure documents including settlement agreements and withdrawals must include local and state case numbers, and when cross filed with EEOC, federal case numbers.*

Payment may be denied if closure papers or settlement agreements do not include case numbers, or if any case number is incorrect. ICRC may be required to obtain a full copy of the case file maintained by the local commission. The copies should be provided to ICRC at no cost and within two weeks of request.

If required by your local protocol, ordinance or practice, separate signature lines have been provided for your Mayor and Commission Chair.

\_\_\_\_\_  
Chairperson, Cedar Rapids Civil Rights Commission

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Kristin H. Johnson, Director, Iowa Civil Rights Commission

\_\_\_\_\_  
**Date**

**SCHEDULE A**

\*\*\*The following summarizes the payment schedule.

<b>Intake:</b> (See definition for Intake below)	Complaint sent to ICRC for processing and investigation within 7 days (housing) or 30 days (non-housing) of initial filing date with local agency.	\$500 for housing cases; \$250 for non-housing cases
	Complaint sent to ICRC for processing and investigation greater than 7 days but less than 30 days (housing); 30 days but less than 60 days (non-housing) of initial filing date with local agency.	\$250 for housing cases; \$150 for non-housing cases
	Complaint sent to ICRC for processing and investigation greater than 30 days (housing) or 60 days (non-housing) of initial filing date with local agency.	\$0
<b>Resolutions for Non-housing Cases:</b> (See definition for Resolutions below)	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

For the purpose of this contract the definition for the terms of payments are as follows:

**“INTAKE”**

A completed and signed complaint that meets the jurisdictional requirements of ICRA and forwarded to the ICRC for initial processing and investigation.

**“RESOLUTIONS”**

Case closures resulting in an administrative closure (except for failure to cooperate or locate Complainant); conciliated and settled cases; satisfactory adjustments; No Probable Cause Orders; Probable Cause Orders; and closures after Public Hearing.



## July 2015 Monthly Outreach and Education Report

**Performance Goals:**

- 50% of customers rating presentations satisfactory or better.
- 15% of increased knowledge in individuals after trainings.
- 2.5 or higher rating for overall customer service experience.

**Outcomes:**

- Individuals are satisfied with training programs/presentations and overall customer service.
- Individuals increase their knowledge about civil rights and the Commission.

	Prior Month's Actuals	Year to Date
<b>Activities:</b>		
Number training programs/presentations requested	1	10
Number training programs/ presentations conducted	1	27
Number of attendees at training programs/ presentations	11	621
Number of request for attendance at community events	0	20
Number of community events participated in	3	34
Number of Social Media fans	+23	2284
• Facebook		
• Twitter	+6	333
Percent of customers rating training programs/presentations satisfactory or better	0	86%
Percent of increased knowledge or understanding of Civil Rights local ordinance	0	14%
Rating for overall customer service experience – Outreach	4.8/5	4.8/5

**Training programs/presentations requested:**

- Cultural Competency-Cedar Rapids Regional Police Academy (basic recruit class)-September 9, 2015



**Training programs/presentations conducted:**

<b>Program/Presentation</b>	<b>Staff</b>	<b>Commissioners</b>	<b>Date</b>	<b>Attendees</b>	<b>Rating</b>	<b>Knowledge Gain</b>
• City of CR New Hire Orientation	JAA/JG	None	July 8, 2015	11	N/A	N/A

**Attendance at community events:**

<b>Event</b>	<b>Staff</b>	<b>Commissioners</b>	<b>Date</b>	<b>Area</b>
• Congressman Rod Blum's Veterans Fair & Job Expo	AAA/JAZ	N/A	June 30, 2015	Outreach
• Festival Latino	LY/JG	N/A	July 12, 2015	Outreach
• Vigil & March recognizing Gun Violence	LY	N/A	July 12, 2015	Outreach

**Attendance at boards, meetings, and others: REPRESENTING THE CRCRC**

<b>Boards/Meetings/Others</b>	<b>Staff</b>	<b>Commissioners</b>	<b>Date</b>
• Immigrant Concerns Meeting	JAZ/BAW	N/A	June 8, 2015
• CR Council Public Safety & Youth Services Committee Mtg.	LY	N/A	July 6, 2015
• United Way of East Central Iowa -Marketing Committee Mtg.	LY	N/A	July 8, 2015

**Upcoming events and opportunities:**

<b>Event Name</b>	<b>Time</b>	<b>Location</b>	<b>Date</b>
• Asian Culture Festival	12:00 PM-10:00 PM	McGrath Amphitheatre	July 25, 2015
• Americans with Disabilities Act Celebration	6:30 PM-9:00 PM	Veterans Memorial Stadium	July 25, 2015

**Agency Outreach Performance**

Performance Indicators: <i>50% of participants rating presentations &amp; events as satisfactory or better</i>							
<i>15% of increased knowledge in participants after trainings</i>							
	July	August	September	October	November	December	YTD Total
% of participants rating presentations & events as satisfactory or better	N/A						
% of increased knowledge in participants after trainings	N/A						

**Agency Customer Service Performance**

Performance Indicators: <i>Average customer service rating of 2.5 or higher on a 5 point scale</i>							
	July	August	September	October	November	December	YTD Total
Average Intakes customer service rating							
Average Investigations customer service rating							
Average Outreach customer service rating							

**Agency Case Investigation Performance**

Performance Indicators: <i>85% of non-housing cases investigated in 300 days or less</i>							
<i>50% of housing cases investigated in 100 days or less</i>							
	July	August	September	October	November	December	YTD Total
Cases filed	0						0
Intakes in Progress	3						3
Cases successfully mediated	0						0
Cases closed - Housing	0						0
- no probable cause determination (%)	N/A						0
- probable cause determination (%)	N/A						0
- administrative closure (%)	N/A						0
- settlement (%)	N/A						0
- public hearing (%)	N/A						0
Number of Housing cases closed on time (100 Days)	N/A						0
% of Housing cases closed on time (100 Days)	N/A						0
Cases closed - Non-Housing	1						1
- no probable cause determination (%)	100%						1
- probable cause determination (%)	N/A						100%
- administrative closure (%)	N/A						0
- settlement (%)	N/A						0
- public hearing (%)	N/A						0
Number of Non-Housing cases closed on time (300 Days)	1						1
% of Non-Housing cases closed on time (300 Days)	100%						100%
Average age of complaint caseload (days)	361						361

Cedar Rapids Civil Rights Commission Case Report - August 5, 2015

Cases Filed July 2014 - July 2015		
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	0	
December 2014	5	3 Emp, 2 Hsg
January 2015	2	2 Emp
February 2015	2	1 Emp, 1 Hsg
March 2015	10	5 Emp, 4 Hsg, 1 Edu
April 2015	0	
May 2015	0	
June 2015	0	
July 2015	0	
<b>TOTAL FILED</b>	<b>36</b>	

Cases Closed July 2014 - July 2015		
July 2014	4	2 Emp, 1 Hsg, 1 Edu
August 2014	0	
September 2014	3	2 Emp, 1 Hsg
October 2014	10	7 Emp, 2 Hsg, 1 Edu
November 2014	2	2 Hsg
December 2014	5	4 Emp, 1 Hsg
January 2015	1	1 Emp
February 2015	28	21 Emp, 1 Hsg, 2 Edu, 3 PA, 1 Credit (24 Transferred to ICRC)
March 2015	9	7 Emp, 1 Hsg, 1 Credit
April 2015	3	3 Emp (1 Marion)
May 2015	23	18 Emp, 3 Hsg, 1 Edu, 1 PA (18 Transferred to ICRC - 1 Marion Emp)
June 2015	3	1 Emp, 2 Hsg
July 2015	1	1 Emp (Marion)
<b>TOTAL CLOSED</b>	<b>92</b>	

Settlements July 2014 - July 2015		
July 2014	0	\$ -
August 2014	0	\$ -
September 2014	2	\$ 1,514.00
October 2014	1	\$ 300.00
November 2014	0	\$ -
December 2014	0	\$ -
January 2015	0	\$ -
February 2015	1	\$ 390.00
March 2015	1	\$ 15,000 (Marion)
April 2015	0	\$ -
May 2015	0	\$ -
June 2015	0	\$ -
July 2015	0	\$ -
<b>TOTAL</b>	<b>5</b>	<b>\$ 2,204.00</b>

Case Assignments		
Abejo, Janet	3	1 Emp, 2 Hsg (1 Marion)
Goldberg, Judy	1	1 Hsg
Walther, Bernie	1	1 Hsg (Marion)
<b>TOTAL ASSIGNED</b>	<b>5</b>	

Additional Case Status		
<b>Out w/Commissioners</b>	0	
<b>Public Hearing</b>	2	2 Hsg (1 Hsg - Marion)
<b>Conciliation in process</b>	0	
<b>Intakes In Process</b>	3	

Average Days of Open Cases	June	July
Including Post PC Finding (i.e. Conciliation, Public Hearing)	282	355
Not including Post PC Finding	198	271



### CASES FILED AND CLOSED: July 2014 - July 2015

For reporting period July 2014 – July 2015, **36 cases** were **filed** with the Cedar Rapids Civil Rights Commission. Of those 36, 22 (61%) were employment, 12 (33%) housing, 1 (3%) public accommodation, 1 (3%) education, and 0 credit.

A total of **92 cases** were **closed** by the Cedar Rapids Civil Rights Commission during the same reporting period. Of those 92, 67 (74%) were employment, 14 (15%) housing, 4 (4%) public accommodation, 5 (5%) education, and 2 (2%) credit. The chart below shows the areas for all cases filed and closed during this reporting period:

